Hartlepool Jobs and Skills Service

Safeguarding including Prevent Policy & Procedure

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Approved By: Scott Campbell, Service Manager

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Contents:

1. SCOPE OF POLICY

This document outlines the policy of Hartlepool Learning & Skills Service on identifying and responding to concerns regarding the safeguarding and protection of children, young people and vulnerable adults. This policy clearly explains the Duty of the Service concerning safeguarding all learners. It should be noted that using the term 'learners' also includes all individuals accessing the Service.

The policy and procedure for responding to concerns regarding protecting vulnerable adults when these are identified are incorporated in this document following the Care Act 2014. Although the legislative and policy base is different when responding to the safeguarding needs of adults, the principles for staff remain the same as those for children and young people. This policy has been developed incorporating other key legislation to safeguard children, young people and vulnerable adults, such as the Children's Act 2004, Equality Act 2010 and Working Together to Safeguard Children 2017.

With the associated procedures, this policy provides guidance for all staff who may come across concerns of this nature within the context of their work for the Service. This policy and procedures will apply but are not restricted to:

- Employees
- Governors
- Learners
- Volunteers
- Contractors
- Employers providing Work Placements
- Agency or Supply Staff
- All Users of the Service.
- All Service Activities.
- Additional contracted/session staff such as Casual Tutor/Assessors;
- Other individuals, consultants and agencies contracted by the Service.

The Service recognises that safeguarding and promoting the welfare of individuals is everyone's responsibility. Everyone who comes into contact with an individual and their families and carers has a role to play in safeguarding.

2. POLICY STATEMENT

All staff, and those who undertake work on behalf of the Service, must maintain a focus on safeguarding children, young people, vulnerable adults and all learners, and this must be reflected both in sound individual practice and in our internal policies and guidance. All permanent and contracted staff working with children, young people, and vulnerable adults must:

- Give the highest priority to their safety and welfare;

- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults;
- Respond appropriately to disclosure by children, young people and vulnerable adults of abuse;
- Respond appropriately to allegations against staff, other adults and themselves;
- Understand and implement safe practices in carrying out their duties;
- Be alert to the risks which abusers, or potential abusers, may pose and vigorously pursue concerns to demonstrate a similar level of commitment;
- Be aware of the vital role in promoting the safety and welfare of children, young people and vulnerable adults;
- Contribute, as necessary, to all stages of the Service's safeguarding and protection processes.

It is on this basis that the Service will aim to:

- Ensure that staff and volunteers in a job or role that involves regulated activity (see Hartlepool Borough Council's DBS Policy for definition) are checked as to their suitability through the DBS process. They will not be allowed to work until clearance has been obtained without written agreement from the Head of Service.
- Raise the awareness of teaching and non-teaching staff's need to safeguard children, young people and vulnerable adults and their responsibilities in identifying and reporting possible cases of abuse.
- Provide a systematic means of monitoring learners known or thought to be at risk of harm and contribute to assessments of need and support packages for those learners.
- Develop a structured procedure within the Service, which all staff members will follow in cases of suspected abuse.
- Develop and promote effective working relationships with other agencies, especially the Police.
- Provide an environment in which all staff, learners and visitors feel safe, secure, valued, respected and know that they will be listened to.
- Protect learners from the risk of radicalisation.

The Service recognises that it has a duty to help staff and learners through guidance, support and training to:

- Promote safe working practices to minimise risk to individuals and protect staff and learners within the Service;
- Support staff and learners to develop their knowledge and skills under the PREVENT Strategy. This will challenge extremist views to prevent harm to learners by individuals, groups or others who promote terrorism and violent extremism. The Service has a dedicated Prevent Policy.
- Support staff and learners to develop their knowledge and skills relating to modern slavery, county lines and other localised matters.

3. CONTEXT

The Service recognises its responsibility to safeguard and promote the welfare of children, young people, vulnerable adults and all learners/individuals accessing the Service. There are two main aspects:

- Arrangements to minimise risks;
- Arrangements to take all appropriate actions to address concerns and actively promote the concept of the 'safe learner'.

The Service will ensure that robust internal arrangements are in place with respect to the responsibilities and duties for assuring safe and secure provision for children, young people and adult learners across all remits and includes work undertaken by any subcontracted or project-specific provision.

4. DEFINITIONS

As previously stated, although legislation is specifically related to children and adults at risk as defined below, the Service is committed to the safeguarding of all individuals even though the term learner is used within this Policy and Procedure.

Safeguarding Children:

In terms of this policy, a child is defined as anyone who has yet to reach their 18th birthday. The term also includes those aged 18-20 who have been looked after by a Local Authority from 16 or who have a Learning Difficulty and/or Disability.

The Working Together to Safeguarding Children Act 2017 confirms professionals' and Local Authorities' responsibility regarding the protection, safeguarding and welfare of all children. It confirms that safeguarding is everyone's responsibility, and for services to be effective, each professional should play their full part.

Safeguarding and promoting the welfare of children is defined in 'Keeping Children Safe in Education (2021) as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and;
- Taking action to enable all children to have the best outcomes.

The Working Together to Safeguarding Children Act 2017 confirms professionals' and Local Authorities' responsibility regarding the protection, safeguarding and

welfare of all children. It confirms that safeguarding is everyone's responsibility, and for services to be effective, each professional should play their full part.

This is underpinned by the United Nations Convention on the Rights of the Child 1992, which highlights the importance of treating every child as a unique person, which helps to ensure that all of their needs are met in a way that is specific to them, enabling them to have a high quality of life.

Safeguarding Adults:

Similar standards of protection are also applied to vulnerable adults under the Care Act 2014. This places responsibility on professionals to report and prevent abuse or neglect and then stop it quickly when it happens.
The main categories of people covered by this definition of an adult include people aged over 18 with:

- Learning Difficulty and/or Disability;
- Physical or sensory impairments;
- Mental illness, including dementia;
- Detained in custody or under a probation order;
- Considered at risk due to problems with substances or vulnerable due to other circumstances such as asylum seekers.

The Care Act 2014 describes safeguarding as a means of protecting an adult's right to live in safety, free from abuse and neglect. It further states that it is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect while at the same time making sure that the adult's well-being is promoted, including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

All Individuals:

Whilst it is important to recognise that certain groups of people are legally defined as at risk, the Service must have relevant policies, procedures and practices in place to cover them. It is better to have inclusive and integrated 'safer' practices that apply to all staff and learners. This creates a safer environment for all and ensures that no one is left out, which is imperative for the Hartlepool Learning & Skills Service.

5. FORMS OF ABUSE

The Service acknowledges that within this context, abuse can take many forms, which include but are not restricted to:

- Physical abuse – including assault, hitting, slapping, pushing, kicking, misuse of medication, misuse of restraint or inappropriate physical sanctions.

- Sexual abuse – including sexual assault, indecent exposure, harassment, photography or acts to which the individual did not, or could not, consent.

- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, cyberbullying, isolation or unreasonable and unjustified withdrawal of services.

- Financial or Material Abuse – including theft, fraud, internet scamming and exploitation/pressure in relation to wills, property, inheritance or transactions.

- Modern slavery – including slavery, human trafficking, forced labour or domestic servitude. The Service has a dedicated Modern Slavery Policy and Procedure, which should be read alongside this Policy and Procedure.

- Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

- Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital, care home or in relation to care provided in an individual's own home.

- Neglect or acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services or the withholding of the necessities of life.

- Self-neglect – includes a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding with no other perpetrator.

- Domestic violence or abuse – including psychological, physical, sexual, financial, emotional abuse or so-called 'honour-based violence.

- Child Criminal Exploitation (CCE) and County Lines – refers to a form of abuse that occurs where an individual or group takes advantage of a child into taking part in criminal activity. County lines describe gangs and organised criminal networks involved in exporting illegal drugs, including exploiting children and vulnerable adults to move, store and sell drugs and money.

- FGM – refers to Female Genital Mutilation, and the Department for Education's Keeping Children Safe in Education 2019 explains that FGM comprises 'all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs'. FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences.

- Bullying, including Cyberbullying – is defined as 'the persistent intentional harming of another person with an unequal power relationship'. (Bullying Intervention Group). This is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, including verbal, physical, coercion, emotional, indirect and cyberbullying.

- Child Sexual Exploitation (CSE) – refers to a form of child sexual abuse which occurs where an individual or group takes advantage of a child for sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator.

- Prevent – The Prevent Duty was introduced as part of the Counter-Terrorism and Security Act 2015. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people from becoming terrorists or supporting terrorism. In the Act, this has simply been expressed as the need to have "due regard to the need to prevent people from being drawn into terrorism". This includes not just violent extremism but non-violent extremism, which can create atmospheres conducive to terrorism and views that terrorists exploit.

6. PROCEDURES

The Service procedures are in line with Hartlepool and Stockton-On-Tees Safeguarding Children Partnership (HSSCP) and, in the case of vulnerable adults, the Tees Valley Safeguarding Adults Board.

Staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a learner, staff should always act in the best interests of the learner. If staff have any concerns about a learner's welfare, they should act on them immediately and report any concerns to the Safeguarding Team.

Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping learners safe. They should be mindful that early information sharing is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge or where a learner is already known to Local Authority Children's Social Care (such as a child in need or a child with a Protection Plan).

Staff responsibilities or 5Rs are summarised as follows:

1. Recognise
2. Respond
3. Record
4. Report
5. Refer

All staff and volunteers must adhere to the following procedure when a safeguarding issue has been raised:

- Immediately inform the Principal Safeguarding Officer and/or Designated Safeguarding Officer and Service Manager.

- Complete an electronic Cause for Concern Form through Tootoot, which is the dedicated Safeguarding Portal, or if you cannot access Tootoot, then contact a Designated Safeguarding Officer and complete a Reporting Form.

- The Principal Safeguarding Officer, Designated Safeguarding Officer, and Service Manager (or Senior Manager in their absence) will then contact the following numbers to report the concern and inform the Council's Level 3 Designated Safeguarding Officer:

  - In relation to concerns about children and young people aged under 18 years, contact 01429 284284 or childrenshub@hartlepool.gov.uk
  - In relation to concerns about adults aged over 18 years, contact 01429 523390 or dutyteam@hartlepool.gov.uk

- If the concern is outside of normal office hours or during Bank Holidays, then contact should be made with the Council's Emergency Duty Team for both adults and children, who can be contacted 24 hours at 01642 524552.

7. REPORTING CONCERNS

Tootoot is a Digital Safeguarding and Pastoral Support Platform which has been implemented by the Service.

It is a simple and effective tool which can be accessed by staff members through a range of devices, including computers, tablets and mobile phones. The platform supports the fast, effective and confidential resolution of concerns whilst offering substantial benefits for the Service, such as:

- A paperless incident recording and monitoring system which will improve communication and provide a timely response to any concerns. Tootoot also allows additional staff members to be tagged to the incident with a detailed audit log for the Safeguarding Team.

- A comprehensive reporting dashboard which provides real-time data to measure the effectiveness of interventions and allows the Service to understand trends in specific groups, locations, reporting times and learner involvement. This strengthens our learner offer and will facilitate the development of tailored hot topics for Tutor/Assessors.

All staff members are given a login for Tootoot as part of their Induction within the Service.

If any individual cannot access Tootoot for any reason, then we also have a Reporting Form.

The Reporting Form is included in Appendix A.

8. WORK EXPERIENCE

The Service has a responsibility to ensure the health, safety and welfare of all learners undertaking placements with Employers.

The Service will ensure that employers are aware of this policy and their responsibilities for compliance in relation to Safeguarding and the Prevent Duty for any learner who is placed with them and that arrangements are in place to ensure that a learner's well-being is safeguarded. There is further information provided to placement providers prior to learners commencing with them including the MoU.

9. CONFIDENTIALITY

If a learner makes a disclosure, staff should manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the Safeguarding Team. All matters relating to safeguarding and child protection are confidential. However, information will be disclosed to staff about a learner on a 'need to know' basis. All staff have a professional responsibility and legal Duty to share information with other agencies in order to safeguard children, young people and vulnerable adults.

Victims should never be given the impression that they are creating a problem by reporting abuse or violence. Nor should a victim ever be made to feel ashamed for making a report. The learner should be acknowledged, taken seriously and listened to. Reassure the learner but tell them that a record of the information given will be made. It is important not to ask too many questions as you must not under any circumstances investigate accusations. Allow the learner to freely recall significant events, keeping questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said. Record the factual details of what has been told to you using Tootoot, and you can upload attachments such as Physical Notes.

It should be noted by staff that promises of confidentiality cannot be given as the matter may develop in such a way that these might not be able to be honoured due to the Safeguarding Policy.

10. SAFEGUARDING CONTACTS

Safeguarding concerns are discussed at management meetings in order to monitor, review and develop the work of the Service with reports provided through the Tootoot Platform or if this cannot be accessed, then reporting to a Designated Safeguarding Officer or Lead Safeguarding Officer, including notes and a copy of any Report Form.

The **Designated Safeguarding Officers (DSO),** who have operational responsibility for safeguarding groups at risk within the Service whilst carrying out a co-ordination role, are:

- Malcolm Yorke
  Tel: 01429 284035 | 07970172019
  Email: malcolm.yorke@hartlepool.gov.uk

- Andrea Willingham
  Tel: 01429 284369 | 07929832134
  Email: andrea.willingham@hartlepool.gov.uk

- Tracey Wilson
  Tel: 01429 284056 | 07929832141
  Email: tracey.wilson@hartlepool.gov.uk

- Makenzie Davis
  Tel: 01429 806832 | 07976795297
  Email: makenzie.davis@hartlepool.gov.uk

- Julia Ellis
  Tel: 01429 868616
  Email: julia.ellis@hartlepool.gov.uk

The **Lead Safeguarding Officer (LSO),** who has overall accountability and strategic responsibility for safeguarding groups at risk within the Service, is Scott Campbell, Service Manager:

- Tel: 01429 284487
- Mob: 07773474725
- Email: scott.campbell@hartlepool.gov.uk

The Level 3 Designated Safeguarding Officers (DSO) within Hartlepool Borough Council are:

- Jill Harrison (Executive Director) Adults, Telephone 01429 523903 (DSO for Adults)
- Penny Thompson (Head of Service) Children's Hub and Partnerships, Telephone 01429 284878 (DSO for Children and Young People)

Staff and learners working in direct contact with individuals at risk on a day-to-day basis, such as staff involved in teaching and providing pastoral guidance, may come across signs of harm and/or abuse. Staff need to ensure that any concerns for the well-being of a child, young person or vulnerable adult are reported to the Safeguarding Team. In instances where members of the Safeguarding Team are unavailable, staff should report any concerns to a member of the management team who will be able to advise on appropriate action and/or ring the relevant numbers shown in the Procedures Section.

Upon referral to the relevant Children and Young People or Adults Safeguarding Hubs, the Safeguarding Team will review and invoke the appropriate procedures to protect the child, young person or vulnerable adult, involving the Police as appropriate. Where staff members are unsure and need guidance about safeguarding issues, they are encouraged to seek support from a member of the Safeguarding Team.

Where an allegation of abuse or inappropriate behaviour is made against the PSO, the Head of Service will be informed. If the allegation relates to the Head of Service, the DSO will be informed and Council's Level 3 Designated Safeguarding Officer. Where an allegation of abuse or inappropriate behaviour is made against a learner, in addition to actions set out in this Section, the Head of Service will advise and guide in relation to Learner Disciplinary Procedure.

11. CONTROL MEASURES

The Service reserves the right to refuse to admit a child, young person or vulnerable adult to a programme of study or other managed activities if it judges that the adaptations are necessary to safeguard that individual's well-being goes beyond what is reasonable and proportionate.

As a condition of admission to certain programmes, where they will come into close contact with groups at risk, learners are required to undergo an enhanced Disclosure Barring Service (DBS) check prior to the commencement of placement activity. The Service is obliged to refuse admission if the DBS disclosure, on a reasonable assessment, would disqualify the individual from entering placement or practising within regulated activities.

The Service does not consider it practicable to take steps other than those described above to vet the backgrounds of learners who, during the course of learning and teaching activities and administrative activities, come into contact with other learners who are children, young people or vulnerable adults.

It should be noted that children of learners, staff members or visitors should not be present within buildings unless they are enrolled as learners or are otherwise involved in an activity through the Service. If they are within the buildings, then they remain the responsibility of their parents/guardians.

12. SAFER RECRUITMENT

The Service reserves the right to deny employment to individuals where DBS checks suggest that they might pose a danger. It also reserves the right, in accordance with its employment procedures, to suspend and/or dismiss staff members from employment or from undertaking a specific role with respect to that employment (e.g. academic staff acting as a personal tutor). This may be in circumstances where the individual acquires or extends a relevant criminal

record or where they have withheld information about their criminal record at the point of employment, which is shown in the Council's Recruitment Policy.

The Service obtains enhanced DBS disclosures for all staff and volunteers who are in a job or role which involves regulated activity as defined within the Council's DBS Policy. The Council has established procedures to evaluate information about any staff member's criminal record and make sensible, fair and consistent judgements about whether the individual is safe to engage (or remain engaged) in the employment role. The Service adheres to and follows the Council's Safer Recruitment Policy.

13. STAFF MEMBERS

The Service has a responsibility to safeguard staff members and volunteers alongside learners. It is, therefore, imperative that all staff members adhere to the Safeguarding Policy and the following key points:

- It is not appropriate for staff or volunteers to have non-work-related contact with any children, young people or vulnerable adults that they work with, including all forms of electronic communication, such as Social Media.

- Staff should only use electronic communication for reasons relating to working with children, young people and vulnerable adults. It is not for general socialising, and they should not add children, young people or vulnerable adults to their Social Media Pages such as Facebook. Staff should not use Social Media to conduct Council business unless they are authorised to do so by the Head of Service.

- If a child, young person or vulnerable adult discloses information or anything of a concerning matter arises via email; the staff members must follow the Safeguarding Procedure. Staff should not respond to the email and should report this matter to a member of the Safeguarding Team.

- Staff should seek to ensure that their personal profiles or any social networking sites should be set to the highest form of security to prevent children, young people or vulnerable adults from accessing personal information or seeing pictures of a personal nature.

- The guidance for texting, calling and email contact is the same as Social Media. Staff should not give learners their personal numbers and should use their work phones as their contact for all work-related matters. Staff should not make disparaging or inappropriate comments about the Council, learners, members or colleagues on Social Media.

- Staff should not post remarks on Social Media that are or could be considered as harassment or bullying, defamatory, obscene,

pornographic or sexually explicit, or likely to bring the Council, our partners, stakeholders, or colleagues into disrepute.

If an allegation is made against a staff member or volunteer, then it must be dealt with following the Council Policy. Where necessary, the staff member or volunteer will be suspended but will receive a named contact within the Service. The policy confirms that it is essential for any allegation of abuse made against a member of staff or volunteers to be dealt with very quickly, in a fair and consistent way that provides effective protection and, at the same time, supports the person who is the subject of the allegation.

The procedures for dealing with allegations are led by the Council's HR Team and will be applied with common sense and judgement. The following definitions should be used when determining the outcome of allegation investigations:

- Substantiated: there is sufficient evidence to prove the allegation;
- Malicious: there is sufficient evidence to disprove the allegation, and there has been a deliberate act to deceive;
- False: there is sufficient evidence to disprove the allegation;
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.

It is extremely important that when an allegation is made, the Services makes every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. It will be investigated by the Council's HR Team or a Senior Manager, and the report will be made available to Service Manager.

14. RESPONSIBILITIES

Due to the sensitive nature of issues which can arise, everyone involved in, or with knowledge of, potential issues relating to the associated policies and procedures must conduct themselves in an appropriate manner and treat all information in accordance with their role. In the interests of fairness and equality, all parties must ensure, throughout the process, that no conflicts of interest and/or roles occur with the responsibilities of managers and staff members highlighted below:

Managers:

Are responsible for:

- Ensuring their staff have access to and awareness of policies and procedures, including the Safeguarding Policy.
- Ensuring that all staff members are recruited through the Council's Safer Recruitment Procedures, including Right to Work in the UK, DBS Check, two references and a comprehensive Service Induction.

- Regularly communicating these policies and any updates so they have a clear understanding of the standards expected within the Service.
- Ensuring attendance from all staff members on annual training relating to Safeguarding, Modern Slavery, Equality & Diversity, County Lines, Prevent, and any other localised training to protect learners.
- Ensuring that all staff members have access to the Tootoot Platform and report concerns in relation to Safeguarding/Pastoral Support.
- Providing all staff members with badges following the existing Council Procedure available on the Intranet.

It is accepted by all parties that managers play an important role in the day-to-day supervision of their staff, and they should seek initially to rectify problems through informal discussions without invoking formal procedures.

Staff and Volunteers:

Are responsible for:

- Adhering to and fully understanding all policies and procedures, including the Safeguarding Policy.
- Complying with all safer recruitment processes and checks, including DBS Checks conducted by the Council.
- Co-operating and participating fully with all stages of the procedure and being alert to signs and symptoms of possible abuse.
- Undertaking their duties in accordance with the behaviours and attitudes set out in the Council's Code of Conduct.
- Knowing the standards of work performance expected and seeking clarification if unsure, including matters of safeguarding.
- Recognising problems with meeting the standards required and bringing this to the attention of their manager at an early stage.
- Taking ownership of their own personal development by identifying their own development needs.
- Dealing with any disclosures of abuse from a learner, volunteer or staff member by following the procedure, informing the Safeguarding Team and providing a written account.
- Wearing their Council ID Badge at all times and challenging any staff, volunteers, external guests or contractors who do not have a Badge.
- Adhering and promoting the e-safety procedures and reporting any concerns to the Safeguarding Team.
- Reporting any safeguarding concerns immediately by following the procedure.

This is not an extensive list, and all staff members should follow procedures to identify, respond and notify any concerns regarding the safeguarding and protection of children, young people and vulnerable adults. All staff members and volunteers will receive annual safeguarding training alongside monthly 'hot topics' from the Safeguarding Team. The designated Safeguarding Team will be trained in their role and undertake regular training/updates.

15. SECURITY, INCLUDING EXTERNAL GUESTS AND EVENTS

Staff members must clearly display their ID Card at all times within all premises, including Centre for Independent Living, Community Hubs, CECA and any other External Buildings.

All contractors and external guests will be given a Visitors Badge, which must be worn whilst on the premises. It should be noted that the Community Hubs are openly accessible buildings for members of the public but access to rooms is restricted via digital and lockable entry systems. Spot checks are regularly carried out to ensure all contractors and external guests are visibly wearing their ID or Visitors' Badges. All staff are encouraged to challenge any staff not visibly wearing their ID badge whilst in the building. All external guests are expected to sign in at the reception/welcome areas, and wait to be escorted by the member of staff whom you have come to visit. All internal Council staff should clearly display there HBC ID Badge. These measures are in place for safety and safeguarding.

Please note that when large numbers of visitors are within the buildings, such as Open Days and other events, there will be staff members available in all openly accessible rooms. All external guests will be provided with the location of the emergency exits that they should use in the event of the alarms sounding and any other protection/security information.

There is a set framework in place for all visiting speakers to adhere to the Prevent Duty Statutory Guidance:

- All visiting speakers must be formally invited with a clear outline by the speaker of their presentation in advance, and approval must be received from the Service Manager or Head of Service.
- The Service will undertake appropriate suitability and background checks on the speaker and any organisation they represent, including an internet search and the use of Social Media.
- All speakers will agree with the Council's commitment to Equality and British Values. If the presentation has content which proves unsuitable in line with our policies, then the speaker will be brought to an early end.
- There will always be staff present during the visit, including a member of the Management Team who will monitor the speech to ensure it aligns with the values and ethos of the Council and British Values.
- It will be made clear to all visiting speakers that there will be no attempt to raise funds without the prior written permission of the Council, including approval from the Service Manager or Head of Service.

It is important to provide enrichment opportunities for learners, and as such, a range of internal events are organised, such as Careers Fairs or Roadshows, which have external visitors. There are also external events which are part of the learner's programme of learning within the Service. The framework is therefore set for the management of this in line with Prevent Duty Statutory Guidance:

- All internal or external events promoted to learners must be approved in advance by the Lead Officer – Skills or, in their absence, the Service Manager or Head of Service.
- There must be a Risk Assessment in place which covers all risks/vulnerabilities. All events must align with the Council's commitment to Equality and British Values.
- There must be due diligence on any event, whether internal or externally organised, to ensure suitability alongside background checks on the lead organisation, including an internet search alongside the use of Social Media.
- A member of staff will always be present during the events, including a contactable member of the Management Team, and if content proves unsuitable in line with our policies, then attendance at the event will end.
- If the event is internal, then external guests will undertake due diligence, and attendance will follow the agreed framework for visiting speakers, which is shown above within the policy.

The person responsible for due diligence checks on external speakers alongside internal/external visits is Malcolm Yorke (Lead Officer – Skills), and if required, escalation to Scott Campbell (Service Manager) or Leigh Keeble (Head of Service).

16. FIRE, BOMB AND TERRORIST EVACUATION

The Service has a comprehensive evacuation procedure which is clearly displayed for all learners, staff, volunteers and visitors, providing information on:

- How to raise the alarm in the event of a fire, gas leak or bomb scare;
- What to do if you hear the fire alarm;
- The route you should take – including a plan of the route from each room or area in the building and;
- The nearest assembly point – for example, at Burbank Community Centre in relation to Centre for Independent Living.

The building has a dedicated signing-in sheet which should be checked upon evacuation to ensure the safety and safeguarding of all learners out of the building.

There will be regular opportunities and test evacuations within all buildings to ensure the procedure is being followed by all learners, staff, volunteers and guests/stakeholders within the Service.

17. ONLINE SAFETY

Being online is an integral part of the lives of all learners, including children, young people and vulnerable adults. Social media, online games, websites and apps can be accessed through mobile phones, tablets, computers, and laptops which all form part of learners' online world.

The internet and online technology provide new opportunities for learning and growth, but it can also expose learners to new types of risks. E-safety is, therefore, a fundamental part of the safeguarding and child protection measures. Government guidance highlights the importance of safeguarding learners from harmful and inappropriate online material. The Service takes a whole organisation approach to online safety, which helps ensure that staff, volunteers, learners and stakeholders understand online safety.

The Service has a dual responsibility when it comes to e-safety; to ensure the online procedures keep learners safe and to teach them about online safety both inside and outside the Service. The Learning & Skills Service, therefore, fosters an open environment in which learners are encouraged to ask any questions and participate in an ongoing conversation about the benefits and dangers of the online world.

The breadth of issues classified within online safety is considerable but can be categorised into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- Contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children; and
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images or online bullying.

The Service has a duty to limit exposure to the above risks from the IT system. As part of this process, the Service has an appropriate filtering and monitoring system in place, which is controlled by Northgate, which is the Council's ICT Provider. The sites are carefully monitored by the Council to ensure that it is not 'overblocking' and therefore do not lead to unreasonable restrictions as to what learners can be taught with regard to online learning.

The Service understands its responsibility for e-safety in relation to learners, staff, volunteers and other stakeholders and provides the following:

- All learners receive information on e-safety within their Learner Handbook. This provides useful information and resources, which are also incorporated within the Induction Presentation.
- All Tutor/Assessors receive continuous professional development, such as annual Safeguarding Training, so that they can effectively embed and teach learners about e-safety within all programmes.
- The computers and tablets used by learners and staff have firewall software installed by the Council to block offensive content, including sexual content, gambling sites and materials which may promote terrorist/radicalisation.
- The Social Media platforms used by the Service have e-safety mechanisms to ensure any offensive content or bullying/harassment is reported following the Safeguarding Policy.
- All users of IT systems accept the IT Acceptable Use Statement when logging onto its machines, and misuse is flagged to the Council's ICT Team who will then quickly inform the Service.

- All users must:
  - Not gain unauthorised access or make unauthorised modifications to computer materials (hacking);
  - Take all reasonable care not to distribute copyright materials in breach of copyright law;
  - Take all reasonable care not to distribute any materials which could be classed as defamatory and;
  - Not display, access, modify, view, extract, store, distribute, print or otherwise process information which contravenes the law.

The above guidance aims to ensure that all learners feel safe both on and offline within any provision, including remote programmes. The Learner Handbook provides learners with further information and useful links for Online Safety.

18. PREVENT DUTY

Preventing Radicalisation:
The Prevent Duty, introduced as part of the Counter-Terrorism and Security Act 2015, came into effect for key bodies, including schools, health bodies and Police, on 1 July 2015. The Duty commenced for higher and further education institutions on 18 September 2015. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people from becoming terrorists or supporting terrorism. In the Act, this has simply been expressed as the need to have "due regard to the need to prevent people from being drawn into terrorism". This includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Learners are vulnerable to extremist ideology and radicalisation. Similar to protecting learners from other forms of harm and abuse, protecting them from this risk is part of the Service's safeguarding approach. Where deemed appropriate, the Service will seek external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities and prevent them from becoming further radicalised.

What is Extremism?
Extremism is defined as any vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Prevent covers international and domestic terrorist threats and includes the activities of far-right groups and animal rights groups.

What is Radicalisation?
Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

What is Terrorism?
Terrorism is an action that endangers or causes serious violence to a person/people, causes serious damage to property, or seriously interferes with or disrupts an electronic system. The use of threat must be designed to influence the government

or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

There is no single way of identifying whether a person is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a person's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

The following indicators identify factors that may suggest a young person, adult, or their family may be vulnerable to being drawn into extremism:

- Identity crisis - distance from culture, religious heritage, and uncomfortable with their place in the society around them.
- Personal crisis - family tensions, sense of isolation, adolescent low self-esteem, disassociation from existing friendship groups and becoming involved with a new and different group of friends searching for answers to questions about identity, faith and belonging.
- Personal circumstances, e.g. migration, local community tensions, events affecting the Country and region of origin, alienation from UK values having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy, unmet aspirations, perceptions of injustice feeling of failure, rejection of civic life, criminality, experiences of imprisonment, poor resettlement, reintegration, previous involvement with criminal groups.

The process of radicalisation is different for every individual and can take place over an extended or short period. Potential indicators of radicalisation are listed below:

- Use of inappropriate language
- Possession or accessing violent extremist literature
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Articulating support for violent extremist causes or leaders
- Using extremist views to explain personal disadvantage
- Joining or seeking to join extremist organisations
- Seeking to recruit others to an extremist ideology

What is the local profile for Counter Terrorism?
Nationally, in the 12 months to 30 September 2022, there were 190 terrorist related arrests, the same as in the previous 12 month period with 54 (28%) of those arrests resulted in a charge, of which 52 were for terrorism related offences. The majority of charges and convictions were for Dissemination of Terrorist Publications which is an offence under Section 2 of the Terrorism Act 2006. A breakdown of the arrest data:

- As in previous years, and similar to other types of crime, the vast majority of those arrested for terrorism related activity were males (93%).

- As in previous years, those aged 30 years and over accounted for most arrests (43%) with the 18 to 20 age group, increased from 17 to 32 arrests.

In the year ending 31 March 2022, there were 6,406 referrals to Prevent, an increase of 30% compared to the year ending March 2021 (4,915).However, this increase is likely to have been driven by the associated impacts of lifting COVID-19 restrictions. The Education sector made the highest number of referrals at 2,305 (36%). A breakdown of the referral data:

- As in previous years, most referrals were males (5,725) and those aged 15 to 20 again accounted for the largest proportion (1,902; 30%) but those aged under 15 account for an increased proportion of referrals (1,829; 29%)
- The category called 'Vulnerability present but no ideology or CT risk' was the largest proportion (2,127; 33%). For the 2nd year, the referrals for Extreme Right Wing concerns (1,309; 20%) was greater than Islamist (1,027; 16%).

The primary threat to the North East remains Islamist Terrorism but there continues to be a growing threat from Extreme Right Wing radicalisation alongside emerging threats such as 3D-Printed Firearms, Drones and Cryptocurrency.

How to make a Prevent Referral?
If anyone identifies that they need to complete a Prevent referral or are in need of general advice around Prevent Duty then they first need to take advice from the Safeguarding Lead. If further advice is required then they should, contact Hartlepool Borough Council's Prevent Lead Rachel Parker (Rachel.Parker@hartlepool.gov.uk) alternatively you can seek advice from the Regional Prevent Coordinator Chris Sybenga (Christopher.Sybenga@education.gov.uk). If you are still concerned, or you are advised to, you should make a Police Prevent Referral. Make the Prevent referral using the referral form within Appendix B or using the form available in the Network Drive. Alternatively an online version of the form is available via Cleveland Police: www.cleveland.police.uk/advice/advice-and-information/t/prevent/prevent/.

What is Channel?
Channel is a key element of the Prevent Strategy. Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It is a multi-agency approach to protect people at risk from radicalisation using collaboration between local authorities, statutory partners, the police and the local community to:

- Identify individuals at risk of being drawn into terrorism.
- Assess the nature and extent of that risk.
- Develop the most appropriate support plan for the individual concerned.

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Any prejudice, discrimination or extremist views, including derogatory language, displayed by learners or staff will always be challenged and, where appropriate, will be dealt with in line with the Learner Disciplinary Policy and the Code of Conduct for staff. Staff should use their professional judgement and

discuss with a Designated Safeguarding Officer if they have any concerns. Once assessed, and if appropriate, this will be referred to the Channel Panel Process.

The Service has a Prevent Lead, Malcolm Yorke (Lead Officer – Skills), who is also a Designated Safeguarding Officer and can be contacted on:

- Tel: 01429 284035 | Mob: 07970172019
- Email: malcolm.yorke@hartlepool.gov.uk

Any concerns discussed with any member of the Safeguarding Team will be passed on, discussed and referred if appropriate. Additional contacts include the Service Manager – Scott Campbell, who can be contacted at:

- Tel: 01429 284487 | Mob: 07773474725
- Email: scott.campbell@hartlepool.gov.uk.

To ensure compliance with the Prevent duty, all staff must make sure that they:

- Undertake training in the Prevent duty as identified by the Service to ensure they have an understanding of the factors that make people vulnerable to being drawn into terrorism and that they are able to recognise this vulnerability and are aware of what action to take.
- Exemplify British/Community Values in their work and practice and that opportunities in the curriculum are used to promote these values to learners.

You will find shown below alternative key contacts for Prevent Duty:

- Department for Education Helpline: 020 7340 7264.
- Cleveland Police Prevent Team: 01642 302028.
- If a crime is being committed or there is a threat to life, contact 999.

You can also continue to report any concerns through Tootoot in line with the Safeguarding Policy & Procedure.

19. ARRANGEMENTS FOR LEARNERS UNDER THE AGE OF 18

The Service does not have any learners under the age of 19 but the procedure below would apply if this changes within Jobs & Skills.

The Service is not able to take on the authority, rights and responsibilities of parents in relation to their children, and it will not act in loco parentis in relation to learners who are under the age of 18 years. However, when enrolling a learner who will be under the age of 18 when attending, the Service will consider a wide range of issues, including social interaction, support and supervision as follows.

- Teaching and Support – The format of teaching support when under-18s are involved will seek to avoid single tutorials or supervision. It is recognised,

however, that one-to-one contact with Tutors, Assessors or members of the Safeguarding/Pastoral Support Team may be necessary.
- IT – The use of the internet by under-18s for the study will be as for all other learners with security protocols in place on all ICT Devices.
- Liaison with Tutor/Assessors – The Service will inform/consult with the relevant Tutor/Assessor as early as possible about any learner who will be under the age of 18 who is being enrolled so that appropriate measures can be put in place to meet safeguarding obligations.

To support the safeguarding of all stakeholders, it is imperative that any learners under the age of 18 are not left alone with other learners and are provided with a named Mentor/Pastoral Support Officer.

20. TRANSPORTATION OF LEARNERS & VISITING THEIR HOMES

The Service acknowledges that there are occasions when children, young people and vulnerable adults may need to be transported due to the nature of their activity. In these cases, staff should always seek to utilise transport arrangements by speaking to their Line Manager, e.g. Council's Taxi Supplier.

Where these travel arrangements are not possible, and a member of staff is utilising their own transport, it is imperative that consent to transport the learners has been given in writing from parents/carers. In such cases, the member of staff must have permission from their Line Manager and hold appropriate business insurance as outlined by the Council. The Service also requires a minimum of two staff to be present during transportation.

The Service does not operate provision from individual learners' homes, and as such, the visiting of learners at their homes is strictly prohibited.

In the event that there is a need to either provide or collect specific information or documentation from a learner, and this cannot be done by alternative means due to time constraints or external requirements, the member of staff must have permission from a Line Manager and hold appropriate business insurance as set by the Council. They will need prior approval to check the Employee Protection Register (EPR).

21. DISTRIBUTING PHYISCAL AND DIGITAL PUBLICITY

Anyone publicity materials which are going to be shared with learners must have been approved by Hartlepool Borough Council.

If external organisations, services and stakeholders want to distribute publicity to learners then it must be approved in advance by the Lead Officer – Skills or, in their absence, the Service Manager or Head of Service. They will ensure that the publicity aligns with the values and ethos of the Council and British Values. If there are concerns then it would be raised to the Council's Safeguarding or Prevent Leads.
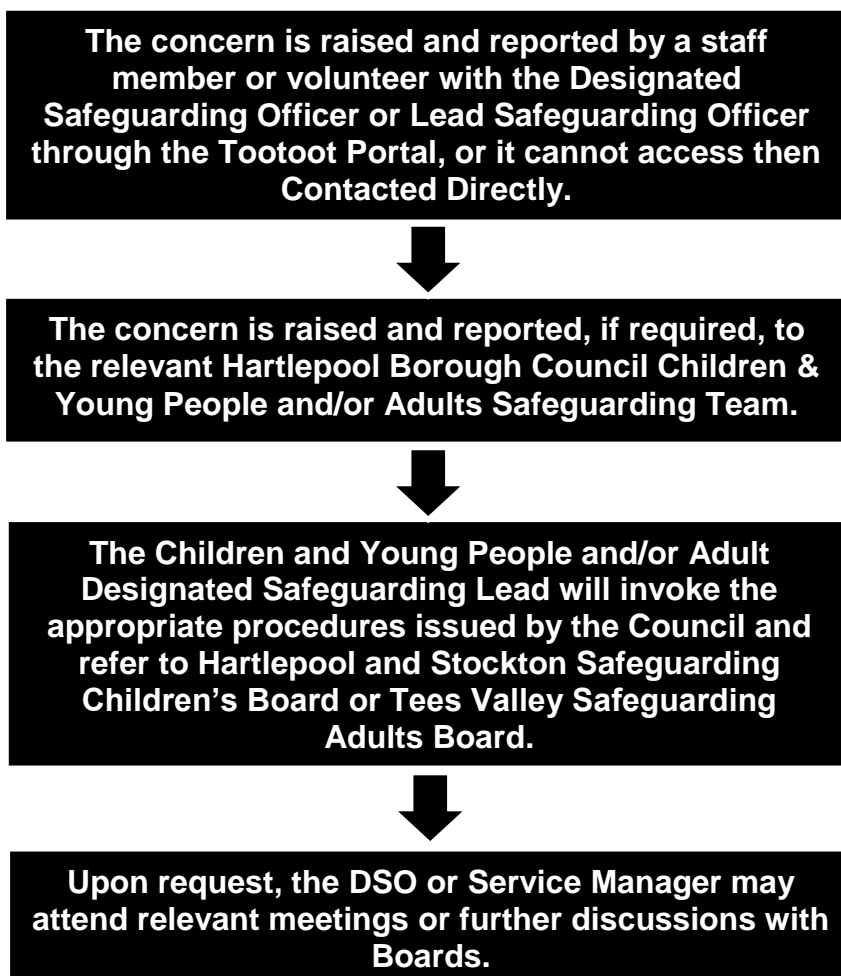
22. MONITORING AND REPORTING

The policy and associated procedures will be monitored and reviewed regularly and systematically in line with the requirements of the Service. It should be noted that non-observance of the policy should be reported immediately to the Safeguarding Team. This will result in immediate action as all staff should be aware of and are responsible for adhering to the Safeguarding Policy.

23. FURTHER POLICIES & GUIDANCE

There are further documents that feed into the Safeguarding Policy & Procedure which provide further guidance and should be read in conjunction with this policy, including:

- Modern Slavery Policy
- Prevent Handbook
- Prevent Risk Assessment & Action Plan

24. SAFEGUARDING FLOWCHART

The concern is raised and reported by a staff member or volunteer with the Designated Safeguarding Officer or Lead Safeguarding Officer through the Tootoot Portal, or it cannot access then Contacted Directly.

⬇

The concern is raised and reported, if required, to the relevant Hartlepool Borough Council Children & Young People and/or Adults Safeguarding Team.

⬇

The Children and Young People and/or Adult Designated Safeguarding Lead will invoke the appropriate procedures issued by the Council and refer to Hartlepool and Stockton Safeguarding Children's Board or Tees Valley Safeguarding Adults Board.

⬇

Upon request, the DSO or Service Manager may attend relevant meetings or further discussions with Boards.

APPENDIX A – REPORTING FORM

It is vital to record any cause for concern and deal with any safeguarding matters in an appropriate manner, with all concerns reported immediately to the Safeguarding Team.

This form should only be used if you cannot access Tootoot.

Section 1 – Contact Details	
Name of Learner:	Date of Birth:
Learner Address:	

Section 2 – Incident/Concern:
Please provide details of the incident or concerns you have, including times, dates or other relevant information if you can confirm how the concern was raised alongside factual observations about the physical and emotional state of the individual.
What the learner has reported (in their own words) and any other relevant information
Proposed / Referral actions by the appointed DSO:

Section 3 – Staff Details	
Name of Staff Member:	Position:
Contact Details:	

In addition to completing the form, you need to contact a member of the Safeguarding Team:

- Malcolm Yorke:
  01429 284035 | 07970172019 | malcolm.yorke@hartlepool.gov.uk
- Andrea Willingham:
  01429 284369 | 07929832134 | andrea.willingham@hartlepool.gov.uk
- Tracey Wilson:
  01429 284056 | 07929832141 | tracey.wilson@hartlepool.gov.uk
- Makenzie Davis:
  01429 806832 | 07976795297 | makenzie.davis@hartlepool.gov.uk
- Scott Campbell:
  01429 284487 | 07773474725 | scott.campbell@hartlepool.gov.uk

APPENDIX B – PREVENT REFERRAL FORM

REFERRAL PROCESS

By sending this form you consent for it to arrive with both your dedicated Local Authority safeguarding team & Prevent policing team for a joint assessment. Wherever possible we aim to give you feedback on your referral, please be aware, however, that this is not always possible due to data-protection & other case sensitivities.

Once you have completed this form, please email it to**: PLEASE ENTER THE PREVENT TEAM EMAIL ADDRESS**

If you have any questions whilst filling in the form, please call: **PLEASE ENTER THE PREVENT TEAM TELEPHONE**

INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS

Forename(s):	First Name(s)
Surname:	Last Name
Date of Birth (DD/MM/YYYY):	D.O.B.
Approx. Age (if DoB unknown):	Please Enter
Gender:	Please Describe
Known Address(es):	Identify which address is the Individual's current residence
Nationality / Citizenship:	Stated nationality / citizenship documentation (if any)
Immigration / Asylum Status:	Immigration status? Refugee status? Asylum claimant? Please describe.
Primary Language:	Does the Individual speak / understand English? What is the Individual's first language?
Contact Number(s):	Telephone Number(s)
Email Address(es):	Email Address(es)
Any Other Family Details:	Family makeup? Who lives with the Individual? Anything relevant.

DESCRIBE CONCERNS	In as much detail as possible, please describe the specific concern(s) relevant to Prevent.

Please Describe

FOR EXAMPLE:

- How / why did the Individual come to your organisation's notice in this instance?
- Does it involve a specific event? What happened? Is it a combination of factors? Describe them.
- Has the Individual discussed personal travel plans to a warzone or countries with similar concerns? Where? When? How?
- Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? How frequent is this contact?
- Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information?
- Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly?
- Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider *any* extremist ideology, group or cause, as well as support for "school-shooters" or public-massacres, or murders of public figures.
- Please describe any other concerns you may have that are not mentioned here.

COMPLEX NEEDS	Is there anything in the Individual's life that you think might be affecting their wellbeing or that might be making them vulnerable in any sense?

Please Describe

FOR EXAMPLE:

- Victim of crime, abuse or bullying.
- Work, financial or housing problems.
- Citizenship, asylum or immigration issues.
- Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings.
- On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency.
- Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories.
- Educational issues, developmental or behavioural difficulties, mental ill health (see **Safeguarding Considerations** below).
- Please describe any other need or potential vulnerability you think may be present but which is not mentioned here.

OTHER INFORMATION	Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, etc..

Please Describe

PERSON WHO FIRST IDENTIFIED THE CONCERNS

Do they wish to remain anonymous?	Yes / No
Forename:	Referrers First Name(s)
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address

PERSON MAKING THIS REFERRAL (if different from above)

Forename:	Contact First Name(s)
Surname:	Contact Last Name
Professional Role & Organisation:	Contact Role & Organisation
Relationship to Individual:	Contact Relationship to the Individual
Contact Telephone Number:	Contact Telephone Number
Email Address:	Contact Email Address

REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above)

Forename:	Referrers First Name(s)
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address

RELEVANT DATES

Date the concern first came to light:	When were the concerns first identified?
Date referral made to Prevent:	Date this form was completed & sent off?

SAFEGUARDING CONSIDERATIONS

Does the Individual have any stated or diagnosed disabilities, disorders or mental health issues?	Yes / No
Please describe, stating whether the concern has been diagnosed.	
Have you discussed this Individual with your organisations Safeguarding / Prevent lead?	Yes / No
What was the result of the discussion?	
Have you informed the Individual that you are making this referral?	Yes / No
What was the response?	
Have you taken any direct action with the Individual since receiving this information?	Yes / No
What was the action & the result?	
Have you discussed your concerns around the Individual with any other agencies?	Yes / No
What was the result of the discussion?	

INDIVIDUAL'S EMPLOYMENT / EDUCATION DETAILS

Current Occupation & Employer:	Current Occupation(s) & Employer(s)
Previous Occupation(s) & Employer(s):	Previous Occupation(s) & Employer(s)
Current School / College / University:	Current Educational Establishment(s)
Previous School / College / University:	Previous Educational Establishment(s)

THANK YOU

Thank you for taking the time to make this referral. Information you provide is valuable and will always be assessed.
If there is no Prevent concern but other safeguarding issues are present, this information will be sent to the relevant team or agency to provide the correct support for the individual(s) concerned.