



Introduction:

This guidance must be followed by all WBTC staff as it provides the necessary detail to ensure that all children and vulnerable adults are safeguarded (including issues relevant to the 'Prevent' agenda). A child is any learner aged under 18 and a vulnerable adult for the purpose of WBTC is any learner aged 18+ who has a disability, learning difficulty or any characteristic that would deem them as vulnerable. WBTC has high expectations of its staff and takes its obligation to ensure that children and vulnerable adults are kept safe very seriously. Non compliance with the following guidance is likely to lead to disciplinary action.

Staff Guidance:

If you are concerned or worried about a young person or vulnerable adult and think they may be suffering harm, be at risk of harm or be at risk of radicalisation, follow this process.

1. **Top Priority:** If you suspect that someone is at **immediate risk and/or harm** call 999
2. **Always** notify your **Line Manager** if they are available
3. **Contact** one of WBTC's **nominated Safeguarding Officers**
 - Martyn Staines, Lead Safeguarding Officer
 - Tony Garraway, Deputy Safeguarding Officer
 - Natalie Elliott, Deputy Safeguarding Officer
 - Matt Garvey, overall responsibility for Safeguarding
4. **Complete** an initial **safeguarding report form** and send to Martyn Staines or one of the other nominated persons in her absence
5. **Keep a record of all correspondence and conversations** relevant to the safeguarding issue

Unable to follow steps 2-5? Contact the Advice and Assessment Service at West Berkshire Council as below:

- Advice & Assessment Service : 01635 503090
- Out of office hours Duty Team: 01344 786543

Dealing with Radicalisation - useful agencies & contacts:

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice. The Prevent Duty is a non-criminal process designed to help divert people away from a path that may lead to a life of extremism. Consequently this is a **safeguarding** matter and you should follow the WBTC internal referral process. In urgent situations you can call the Police on 101 and the local Advice and Assessment Service on the number above. If you are a WBTC employee, speak to your safeguarding lead.

Is a UK national or permanent resident in a 'war zone' country - and in need of help?
Call the Foreign & Commonwealth Office: 020 7008 1500

Do you suspect that somebody may pose a risk to national or international security?

Call 999 if the threat is immediate

Otherwise, call the confidential anti terrorist hotline: 0800 789 321

Or contact: Pete Oliphant - Police Channel Safeguarding Lead, SECTU (South East Counter Terrorism Unit)

01865 555 865 - Peter.oliphant@thamesvalley.pnn.police.uk or

Preventreferrals@thamesvalley.pnn.police.uk

Has somebody returned from a war zone and is suffering from stress or anxiety?

Encourage the person to see their GP.

Procedures

Our procedures for safeguarding children and young people will be in line with West Berkshire LSCB procedures. We will ensure that:

- All staff understand and fulfil their responsibilities and overseeing this through our Safeguarding Committee.
- All staff who have contact with young people or vulnerable adults are enhanced CRB checked including WBTC's sub-contractors and suppliers. Records of staff CRB's are maintained by WBTC and are subject to routine audit to ensure compliance.
- We have a Lead Safeguarding Officer and deputies in place and all staff know who holds this post.
- Our named Safeguarding Officer has undertaken the appropriate level of course with the local authority or suitable alternative.
- All other staff undertake appropriate level of course with local authority or suitable alternative.
- Refresher training every three years or as significant change takes place.
- Training and development will be co-ordinated by person/s responsible for personal support.
- All staff and volunteers will know:
 - the signs and symptoms of concern either through training and/or staff induction
 - the resources on safeguarding available to them on the WBTC shared drive (Safeguarding folder) containing media clips on the topic
 - how to respond to a learner who discloses abuse
 - what to do if they are concerned about a young person/learner.
- All stakeholders such as employers and sub-contractors are made aware of their responsibilities as outlined in the Employer's Contract Agreement and Sub-Contractors' Agreement.
- Procedures will be reviewed and, where necessary, updated as ongoing but at least an annual basis. Procedures will be held on staff drive and website.
- The named Designated Safeguarding Officer will be displayed in our Centre and confirmed within induction.

SAFEGUARDING POLICY

Introduction to harm or risk of harm to children/vulnerable adults.

WBTC recognise that some staff may not undertake safeguarding training from day one of their employment. It is also the case that some staff who receive training, may need a refresher to have identify the symptoms of a harm, abuse or neglect in young people/vulnerable adults. This section identifies some of the common symptoms that staff can look out for.

Staff Training

WBTC maintains high standards of staff training in safeguarding to ensure that young learners and vulnerable adults are kept safe. This also includes training to fulfil our responsibility of care under the Prevent Duty. All staff are trained to Level 1 Universal Safeguarding and there are nominated staff trained to a higher level. This training is refreshed every 3 years.

Recognising Child or Young Person Abuse

The following signs may signal the presence of child or young person abuse or neglect and can also apply to vulnerable adults.

The Child or Young Person:

- Shows sudden changes in behaviour or performance while in training, a work placement or their Apprenticeship.
- Has not received help for physical or medical problems brought to the parents' attention.
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Is overly compliant, passive or withdrawn.
- Comes to training, work placement or their Apprenticeship or other activities early, stays late and does not want to go home.

The parent or carer:

- Shows little concern for the child or young person.
- Denies the existence of - or blames the child or young person for - the child or young person's problems in training, their work placement or their Apprenticeship or at home.
- Asks WBTC staff or an employer or other caregivers to use harsh physical discipline if the child or young person misbehaves.
- Sees the child or young person as entirely bad, worthless or burdensome.
- Demands a level of physical or academic performance the child or young person cannot achieve.
- Looks primarily to the child or young person for care, attention and satisfaction of emotional needs.

The parent and child or young persons:

- Rarely touch or look at each other.
- Consider their relationship entirely negative.
- State that they do not like each other.

Safeguarding Legislation

1. This policy has been developed in accordance with legislation to do with the PREVENT AGENDA and the principles established by the Children's Act 1989 and Education Act 2002 and in line with government publications as follows:-
 - Working together to Safeguard Children 2006 and as amended version published March 2011 by Department for Education.
 - Framework for the Assessment of Children in Need and their families 2000.
 - What to do if you are believe a Child is being Abused 2003.
 - DfES guidance 'Safeguarding Children and Safer Recruiting in Education'.
 - Pan Berkshire Child Protection & Safeguarding Procedures.
2. WBTC takes seriously its responsibility under the Education Act 2002 to safeguard and provide the welfare of all learners; and to work together with other agencies when required such as Berkshire Local Safeguarding Children Boards, (LSCB), or other related LSCB pertinent to the region of its operation, to ensure adequate arrangements within WBTC to support those learners who are suffering any harm.
3. We recognise that all members of staff including Managers and Directors have a full and active part to play in protecting our learners from harm, and that learners' welfare is our paramount concern.
4. All staff have a duty to provide a caring and positive, safe and stimulating environment that promotes the social, physical and moral development of the individual learner.
5. **This policy aims to:**
 - Support learners' development in ways that foster security, confidence and promote independence.
 - Provide a place where learners, young people and vulnerable adults can feel safe and secure and be valued and respected. A place where learners can feel confident, and know how to approach a member of staff if they are in any difficulty and can be sure they will be effectively listened to.
 - Raise awareness of staff of need to safeguard children and staff responsibilities in identifying and reporting possible case of abuse.
 - Provide a place and means of monitoring learners known or thought to be at risk of harm and ensure WBTC contribute to and engage as required in assessment of need and support for such learners.
 - Ensure good levels of communication between all members of staff and learners
 - Ensure structured procedures within WBTC are followed by staff in cases of suspected abuse.
 - Develop and provide effective working relationship with other agencies such as youth offending teams and social care provision.
 - Ensures all relevant staff within WBTC who have substantial access to learners have been enhanced CRB checked as to their suitability.

Types of Abuse

The following are some signs often associated with particular types of child or young person abuse and neglect: physical abuse, neglect, sexual abuse and emotional abuse. It is important to note however, that these types of abuse are more typically found in combination than alone. A physically abused child or young person, for example, is often emotionally abused as well, and a sexually abused child or young person also may be neglected. The signs below are far from exhaustive. Risk of harm also includes those who are being radicalised or at risk of being radicalised by extremist groups. Professionals may in the first instance observe changes in behaviour and attitude of young people that are unexplained. Further observation or discussion particularly with the Safeguarding team should be undertaken to determine if such changes are signs of abuse and/or neglect.

Signs of Abuse

Consider the possibility of physical/emotional abuse when the child or young persons:

- Exhibits unexplained changes in their behaviour and attitude.
- Starts to have periods of absence or lateness that increase in regularity.
- Is emotional and/or angry in response to regular occurrences.
- Has unexplained burns, bites, bruises, broken bones or black eyes.
- Has fading bruises or other marks noticeable after an absence from training, work placement or their Apprenticeship.
- Wears clothing that may be hiding injuries (for example heavy garments in warm weather).
- Seems frightened of the parents or other people at home.
- Flinches in response to sudden movements by people near them.
- Protests or cries when it is time to go home.
- Is reluctant to go home at the end of the day.
- Shrinks at the approach of adults.
- Reports injury by a parent, sibling, relative or another adult caregiver.

Consider the possibility of physical/emotional abuse when the parent or other adult caregiver:

- Offers conflicting, unconvincing or no explanation for the child or young person's injury.
- Describes the child or young person as "evil" or in some other very negative way.
- Uses harsh physical discipline with the child or young person.
- Has a history of abuse as a child or young person.

Forced Marriage

This form of abuse may be more common in certain cultures and among young people of a certain age. Forced Marriage is a criminal offence and consequently the vigilance of professionals is very important. Signs of Forced Marriage may be similar to those of other forms of abuse. However in addition such signs can include a sudden disappearance of the young person indicating that they have or are being taken abroad. You may overhear of a planned trip abroad for which the purpose is obscure. You may observe that family members become particularly watchful or controlling of the young person in the run up to a Forced Marriage.

Female Genital Mutilation (FGM)

FGM is a criminal offence in the UK. It is more common in certain cultures from the Middle East and Africa. It is illegal to perform or force someone to undergo FGM. If you fear that you, or someone you know, is at risk of FGM you can seek support from the following [NSPCC](#) - have a helpline dedicated to FGM that is anonymous and open 24/7, you can call them on: 0800 028 3550. As with Forced Marriage it is illegal to take someone abroad for FGM and therefore some of the signs will be common for both forms of abuse. More information on FGM and Child Marriage can be found here <http://forwarduk.org.uk/>.

Sexual Abuse

This form of abuse may be especially challenging to broach among 16-18 year olds who are naturally at a stage in their life when they become sexually active. However, their well-being requires that professionals are alert for signs of abuse, particularly among young people who are being coerced, groomed or exploited. Those experiencing sexual abuse may

- Begin using uncharacteristically sexualised language.
- Begin dressing inappropriately.
- Potentially seek to cover their body shape to make themselves less attractive.
- Shrink away from bodily contact from others.
- Become withdrawn and/or secretive.
- Seek to form inappropriately close or clingy relationships with adults.
- Have unexplained pregnancy.
- Exhibits signs that they are being controlled.

Consider the possibility of sexual abuse when the parent, other adult caregiver or other adult:

- Appears especially controlling.
- Avoids leaving the young person alone.
- Has secretive communication i.e. texts, 1-1 meetings, social media interaction that appears inappropriate.

Signs of Neglect

Consider the possibility of neglect when the child or young person:

- Is frequently absent from training, work placement or their Apprenticeship.
- Beggars or steals food or money.
- Lacks needed medical or dental care, immunizations or glasses.
- Is consistently dirty and has severe body odour.
- Lacks sufficient clothing for the weather.
- Abuses alcohol or other drugs.
- States that there is no one at home to provide.

Consider the possibility of neglect when the parent or other adult caregiver:

- Appears to be indifferent to the child or young person.
- Seems apathetic or depressed.
- Behaves irrationally or in a bizarre manner.
- Is abusing alcohol or other drugs.

PREVENT AGENDA

SIGNS OF RADICALISATION:

What is radicalisation?

Radicalisation is a process where a person, often from a vulnerable background begins to adopt extreme political, religious, or social view(s) and through these - engage in extremist activity. Their views will often be formed through misguidance, misunderstanding, jealousy, anger, a 'sense of injustice', resentment or fear.

Common Threats:

Islamist extremism:

Groups like Al-Qaeda, Al-Shabaab and Islamic State (ISIS/ISIL) spread messages of hate towards the West and attempt to recruit young people worldwide to join their cause.

They use propaganda and misguided religious scripts to justify what they do. However, these groups are **not** representative of the Muslim population and **do not** follow the true teachings of Islam.

Far-right extremism:

Groups like the English Defence League (EDL), Britain First and Combat 18 spread messages of hate and encourage violence against groups of people such as migrant or religious communities.

These groups use false or manipulated statistics and propaganda to justify their beliefs and actions.

Once radicalised, the person could:

- Encourage or take part in rioting or other public order offences such as football hooliganism and violence.
- Engage in criminal activity - either individually or in a group/gang.
- Take part in or abet **hate crime** by targeting somebody or a group of people because they are 'different'.
- Spread messages of hate and radicalise or attempt to radicalise others.
- Create fear amongst communities and discourage peace and harmony.
- Plan, aid or abet a **terrorist attack** - either nationally or internationally.

People can be radicalised by:

- **Engaging** with propaganda material on certain websites, forums, blogs and content that they find on or offline which spreads messages of hate or discourages peace.
- **Misunderstanding** or holding a misguided view on other people and communities, religious scriptures and texts or political manifestos and policies.
- **Feeling** resentment, jealousy, anger or a sense of injustice towards another individual, a group of people, or against a political or religious group.

Radicalisation through grooming, and who is most likely to be radicalised:

Very commonly with young people who are radicalised, they come across extreme individuals who groom them into adopting radical views. These people manipulate the young person by using emotional triggers to engage with them, often during a time of hardship for that person; targeting somebody who for example:

- Is grieving the loss of a loved one.
- Has failed school, college or university.
- Suffers from emotional difficulties or other mental health issue.
- Struggles to make ends meet, financially.
- Feels that they have no prospects or purpose in life.
- Is neglected, disowned or feels unloved by his or her family.
- Struggles to make friends or fit in with the community.
- Has tried and is failing to find a job.
- Has been involved in some kind of criminal behaviour.
- Has or is serving time in prison.

People who belong to any of the above categories are at a higher risk of radicalisation, but this doesn't mean that what seems to be a perfectly sane person who is doing well in their career and is loved by their family can't be radicalised or begin to hold extreme views.

Anybody, from **any** background could become radicalised.

How to spot the signs of somebody being radicalised

Different people display various signs of radicalisation. Some people are able to hide it so well that they are indistinguishable from anybody else, making it hard to identify them as radicalised and understand what their intentions are or could be.

The following are some signs that could mean somebody could be at risk of radicalisation or is going through a radicalisation process:

Physical changes:

- Sudden or gradual change in physical appearance.
- Sudden or unexpectedly wearing religious attire.
- Getting tattoos displaying various messages.
- Unexpectedly growing a beard.
- Unexpectedly shaving their head (skinhead).
- Possesses unexplained gifts and clothing (groomers will sometimes use gifts such as mobile phones and clothing to bribe a young person).

Social changes:

- Cuts ties with their friends, family or community.
- Starts to become socially withdrawn.
- Becoming dependent on social media and the internet.
- Begins to associate with others who hold radical views.
- Bullies or demonises other people freely.
- Begins to attend rallies and demonstrations for extremist causes.
- Associates with known radicals.
- Visits extremist websites, networks and blogs.

Emotional and verbal changes:

- Begins to complain, often with anger, about governmental policies, especially foreign policy.
- Advocates violence or criminal behaviour.
- Begins to believe in government conspiracies.
- Exhibits erratic behaviour such as paranoia and delusion.
- Speaks about seeking revenge.
- Starts to exhibit extreme religious intolerance.
- Demonstrates sympathy to radical groups.
- Displays hatred or intolerance of other people or communities because they are different.

Things to consider before assuming that somebody has been radicalised:

Not everybody will share the same view or opinion. Holding a different view - religious, social or political, does not mean that somebody is radical. The concern is when somebody with an extreme view acts or intends to act upon their view(s) in a way that is harmful to themselves or others. Even if they do not intend to act upon their view, extreme views that are based on lies and misguidance can be extremely damaging to somebody's mental health.

You should always use your professional judgment about somebody and if in any doubt seek advice.

Why it's important to seek help at an early stage:

If somebody is going through a radicalisation process, they are most likely victim to a form of grooming. They are extremely vulnerable to being encouraged or forced to do something that they wouldn't otherwise do, often some form of criminal activity, by those who are influencing them.

Those that have been radicalised pose a risk to both themselves and to society. In extreme cases they are a national and international security threat with the potential to cause serious damage and harm.

Radicalisation is fuelled by misguidance, misunderstanding and hate. It's extremely important that anybody who is at risk of radicalisation or is beginning to become radicalised is offered help before they commit a crime.

Reluctance to report a young person

Sometimes it can be hard to make a decision about whether to report a young person who you suspect may be at risk of radicalisation as there is a worry that the person will be criminalised.

While the possibility of arrest and prosecution if a crime is committed cannot be ruled out, the purpose of referring a young person through the local Channel Process is so that a safeguarding plan can be tailored around the individual who you are concerned about.

The Channel Process can help to identify safeguarding issues and work with the young person to divert them away from beliefs or behaviours which may be criminal. Where issues are identified, the correct help can be found for them - before they put themselves or somebody else in danger.

Confidentiality

We recognise that all matter relating to Child Protection are confidential

- The Directors or Designated Safeguarding Officer will only disclose information about a learner to other members of staff on a need to know basis.
- Staff will be mindful that they have a professional responsibility to share information with other agencies in order to carry out our safeguarding duty.
- Staff will be aware that they cannot promise a learner to keep secrets which might compromise the learner's safety or wellbeing.
- Staff will complete a Safeguarding Incident Referral form available from the staff drive.

Supporting those staff who need it

We recognise that staff working alongside at risk or vulnerable learners may themselves be subject to stressful or upsetting information.

The Designated Safeguarding Officer will provide support staff affected in such a way.

Allegations against Staff

All staff should read the Allegations Against Staff leaflet in the Safeguarding folder on the S drive.

Staff should take great care not to place themselves in a vulnerable position with a learner. It is advisable to conduct individual work in view of other adults where reasonably practicable (see also staff home worker policy).

Consent forms must be obtained from an appropriate adult when a learner is engaging in an activity that could place them or staff in a potentially vulnerable position e.g. Physical activities, trips off site etc.

If an allegation is made concerning a member of staff, the Designated Safeguarding Officer will be informed immediately.

Formal reporting to Local Authority Designated Officer will follow.

Whistle Blowing

We recognise that learners cannot be expected to raise concerns in an environment where staff fail to do so.

Staff will be aware of their duty to raise concerns, where they exist, this may include the attitude or actions of colleagues. If necessary they should speak in the first instance to the Designated Safeguarding Officer following the grievance procedures.

Physical Intervention: Staff must only ever use physical intervention as a last resort and only when a learner is:

endangering themselves or others, and that at all times minimal force necessary to prevent injury to another person.

Note: Such events should be recorded and confirmed where possible by a witness. Also it is very important that staff understand the implications of such an action under child protection legislation and WBTCs own disciplinary procedures.

Bullying:

Bullying of any form to any staff, learner, employer or other stakeholder is unacceptable and will result in disciplinary action. Learners receive training to help them understand the signs of bullying and harassment, how it is unacceptable in any environment and how to report it.

Prevention

We recognise WBTC plays a significant part in prevention of harm to our learners providing learners with good communication with trusted adults in a safe place.

WBTC will promote a positive and safe environment by:

Establishing and maintaining a place where learners feel secure and able to openly talk and be listened to.

Ensure that all learners know there is an adult whom they can approach if they are worried or are experiencing any difficulty.

Inform learners on how to equip themselves with the knowledge and skills to stay safe from harm and to know whom they can turn to for help or supportive intervention.

Where suppliers or subcontractors are used, for example other colleges, their processes are audited to ensure they are robust and follow good practice in the protection of learners. These are monitored by WBTC through regular quality assurance meetings.