

Safeguarding & Prevent Policy

Document Version	Date	Policy Author(s)	Review Date
Version 1.0	March 2018	Judith Wayne	March 2019
Version 2.0	February 2019	Judith Wayne & Victor Stephenson-Henshaw	February 2020
Version 3.0	March 2020	Helen Smith & Michael Rubertus-Dunne	March 2021
Version 4.0	July 2020	Helen Smith & Michael Rubertus-Dunne	July 2021
Version 5.0	September 2020	Stephen Smith	September 2021
Version 6.0	November 2020	Stephen Smith & Victor Stephenson-Henshaw	November 2021

Learn Plus Us is committed to ensuring all staff are committed to safeguarding and promoting the welfare of learners. We are committed to ensuring that all learners are able to access premises and facilities free from fear of harm and are protected from mistreatment and abuse.

In order to aid in this, Learn Plus Us has appointed the following:

Designated Safeguarding Lead - Jaquie Elsey-Manning - 07813 052 962

Safeguarding Officer - Marie O'Leary - 07973 715 620

All staff are required to demonstrate high standards in their management of risk and in the active protection of children and vulnerable adults from discrimination and avoidable harm fulfilling their duties for learners under 18 in accordance with;

- *'Safeguarding Children and Safer Recruitment in Education (Dept for Children, Schools and Families updated April 2012).*
- *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (Dept for Children, Schools and Families July 2018)*
- *The current safeguarding arrangements introduced in October 2009 continue to apply and that Learn Plus Us statutory duties remain those as defined in Section 175 of the Education Act 2002.*
- *Prevent Duty Guidance for England issued under section 29 of the counter terrorism and security Act 2015*
- *Keeping Children Safe in Education (Dept. for Children, Schools and Families updated September 2018)*

Purpose

The protection of children and the safeguarding of vulnerable adults are concerned with preventing emotional, physical or sexual abuse to learners whether that abuse is happening inside or outside Learn Plus Us. This Policy sets out what the staff are committed to do with regards to safeguarding children and vulnerable adults.

This procedure seeks to promote the welfare of children and vulnerable adults by making clear the responsibility of staff and the responsibility of Learn Plus Us management. **Scope**

All staff at Learn Plus Us has a duty to comply with this Policy.

This Safeguarding and Promoting the Welfare of Children and Vulnerable Adults Policy covers:

- Learners aged 16 and 17
- Learners who are eighteen years of age and over, and who either permanently or temporarily may be in the need of community care services by reasons of mental or other disability, age or illness and who are unable to take care of themselves, or protect themselves against significant harm or exploitation.

All learners in regard to prevent where there is concern in regard to people who are at risk of being drawn into terrorist activity.

Safeguarding and Protection Procedures

Members of Staff and Disclosures of Abuse, Safeguarding, County Lines, Prevent Concerns by Learners.

A learner may disclose abuse or fear of abuse including county lines or a safeguarding cause for concern, to any member of staff at any time. When this happens, they must follow the procedure set out below.

If a child/vulnerable adult learner says they have been abused or at risk due to a safeguarding concern, report this as soon as possible, and within 24 hours to the designated member of staff with responsibility for Safeguarding using the form attached in Appendix 3.

When a learner discloses abuse or a safeguarding cause for concern, talk to the learner with tact and sympathy. The learner has a right to expect their situation to be dealt with sensitively and sympathetically.

Where you have lost contact with a learner and they have not turned up for work for a continued period of time and the employer has not been able to make contact either, then you have a responsibility to report this to the Safeguarding Officer so they can investigate further.

Do not offer confidentiality. Make the child/vulnerable adult learner aware as early as possible that you will need to contact the Safeguarding Officer. Reassure them that only those who “need to know” will be given the information. For guidance on how to conduct the conversation with the learner, please see Appendix 2.

Do not ask the learner to make a written statement.

Make a full written record as soon as possible, including date, time, location of incident, full factual details of the cause for concern or disclosure from the learner and the action you have taken (using Appendix 3) and inform the Safeguarding Officer.

A learner may disclose to you that another learner or other learners are being abused or that they have been abusing someone. In both cases, The Safeguarding Procedure applies, and the form attached as Appendix 3 must be filled in as instructed on the form.

Suspected abuse or safeguarding concern not disclosed by learner

Learn Plus Us recognises that children, young people and vulnerable adults cannot be expected to raise concerns in an environment where staff fail to do so.

If you have suspicions that a learner is being abused or is at risk due to a safeguarding issue but they are keeping it to themselves, do not hesitate to disclose your suspicion to the Safeguarding Officer using the form in Appendix 3.

The Safeguarding Officer and Disclosures of Abuse, Safeguarding, County Lines, Prevent Cause for Concern

On receiving a completed form (Appendix 3) reporting alleged abuse or safeguarding cause for concern, the Safeguarding Officer will decide, in consultation with the Director, whether to report the matter to the Social Services Department, the Duty Social Worker or the Police. For learners who are able to make choices and decisions, information must not be passed on to external authorities unless the learner agrees or the safeguarding Officer is satisfied that there is a serious risk of harm to self or others. Social Services or the Police will conduct an investigation.

The Safeguarding Officer will discuss with the Social Services Department or the Police what action will be taken to inform the parents/guardian or carer of the learner and a note of that conversation will be made, together with confirmation of any steps that Learn Plus Us has agreed to take regarding interviews or retaining control until the appropriate person arrives.

A written record of the date and time of the report will be made, and the report will include the name and position of the person to whom the matter is reported. The telephone report will be confirmed in writing to the Local Authority Social Services Department within 48 hours. The confirmation may be handwritten, posted or faxed but, in any event, a copy of the letter will be kept on the learner's file.

The Safeguarding Officer will notify the Director as soon as practicable and in any event within 48 hours of the initial concern arising.

Written Records - The Safeguarding Officer will complete a written report and retain a copy of:

- The report.
- Any notes memoranda or correspondence dealing with the matter. Copies of reports, notes etc should always be kept securely locked and kept for a period of 7 years.

Prevent

Prevent is 1 of the 4 elements of **CONTEST**, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The Prevent Strategy:

- Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The strategy covers all forms of terrorism, including far right extremism and some aspects of nonviolent extremism.

The Home Office works with local authorities, a wide range of government departments, and community organisations to deliver the Prevent Strategy. The police also play a significant role in prevent, in much the same way as they do when taking a preventative approach to other crimes.

Learn Plus Us protects apprentices and employees from radicalising influences and follows the Home Offices range of measures to challenge extremism in the UK, including:

- Where necessary, preventing apologists for terrorism and extremism from travelling to this Country.
- Giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers.

- Funding a specialist police unit which works to remove online content that breaches terrorist legislation.
- Supporting community-based campaigns and activity which effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences – in this context they work with a range of civil society organisations.
- Supporting people who are at risk of being drawn into terrorist activity the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

Learn Plus Us is committed to supporting vulnerable learners through its safeguarding agenda in order to prevent potential radicalisation.

Learn Plus Us has engaged positively with the Workshop to Raise Awareness of Prevent (WRAP) to ensure the Safeguarding Officer have the skills and knowledge to refer any concerns appropriately.

Channel

Channel is the pre-criminal early prevention multi-agency process designed to safeguard vulnerable people from being drawn into terrorist behaviour. Channel works in a similar way to existing safeguarding referrals. Channel interventions are delivered by local partners and specialist agencies and include a close individualised support package aligned to the family, mentoring, faith groups, sports and other groups.

Learn Plus Us refers to Prevent and Channel using the safeguarding referral process.

Possible signs of radicalisation include:	
<ul style="list-style-type: none"> • The individual's views becoming increasingly extreme regarding another section of society or government policy 	<ul style="list-style-type: none"> • They are observed downloading, viewing or sharing extremist propaganda from the web • They become withdrawn and focused on one ideology
<ul style="list-style-type: none"> • The individual becomes increasingly intolerant of more moderate views 	<ul style="list-style-type: none"> • The individual may change their appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups
<ul style="list-style-type: none"> • The individual expresses a desire/intent to take part in or support extremist activity 	

Suspicion, allegation or actual abuse or a safeguarding cause for concern of a learner/child/vulnerable adult by a member of staff

Staff needed to be prudent about their own conduct and vigilant about the conduct of others, so that their relationships with children and vulnerable adults remain, and are seen to remain, entirely proper and professional. It is recognised that staff can be vulnerable to the possible consequences of their close professional relationships with children and vulnerable adults and to the potential for malicious

and misplaced allegations being made, whether deliberately or innocently, arising from the normal and proper associations that staff may have with them.

All staff should be aware of their duty to raise concerns, where they exist, about the unsafe practice of colleagues in regard to children and young people and vulnerable adults.

Any allegation or suspicion of abuse or a safeguarding concern by a member of staff must be reported to the Safeguarding Officer, as soon as possible by the Safeguarding Officer, within 2 hours of receiving the written report using Appendix 3 from a member of staff.

If the allegation meets any of the criteria of "Safeguarding Children and Safer Recruitment in Education" 2010, the Safeguarding Officer shall report it to the Local Authority Designated Officer(s) (Head of Targeted Services) on the same day.

If the allegation concerns a vulnerable adult learner the Safeguarding Officer must report the matter to the Police or local Social Services Department Safeguarding Adults Coordinator where the vulnerable adult is considered to be suffering or is likely to be suffering significant harm.

It is not necessary to make a referral to Social Services where an allegation can be shown beyond doubt to be demonstrably false. It is also not necessary to make a referral to Social Services where the allegation is judged to be a trivial nature.

In any case the Safeguarding Officer must take such steps that he or she considers necessary to ensure the safety of the learner who has made the allegation and other vulnerable adult or child or learner who might be at risk. They must follow their own Disciplinary Procedures. These steps may include:

Staff Suspension

Suspension is deemed a natural act - safeguarding both the child/vulnerable adult making the allegation and the member of staff

Suspension is recommended in the following circumstances:

- a) A person should be risk
- b) The allegation is so serious that summary dismissal for gross misconduct is possible.
- c) It is necessary to allow unimpeded investigation.

Alternatives to Suspension

- Leave of absence (paid)
- Allocating different duties without contact with the child or vulnerable adult.
- Providing a colleague to be present during all the contact time.
- Allocating administrative duties only.

At an early stage, staff subject to an allegation should be advised to seek advice and should support from their professional association or trade union. The matter should remain confidential and information should be disclosed on a need to know basis only.

Suspected Abuse, Safeguarding or Prevent Concern

A member of Staff may make an allegation of suspected abuse or a safeguarding cause for concern of a learner by another member of staff even if the learner does not disclose this abuse. The member of staff who suspects the abuse or safeguarding cause for concern should complete the form in

Appendix 3 and discuss their suspicions with the Safeguarding Officer who will, if appropriate, report the suspicion to the Director.

The Director will decide how the matter is to be investigated and what is the most appropriate action to be taken during the period of investigation.

Managing the aftermath of unfounded and unsubstantiated allegations

Where it is subsequently found that an allegation was made with malice and aforethought, the Director will determine an appropriate course of action according to their centre's procedures. This may include disciplinary action against the accuser, acceptance of a written apology subject to agreement about future behaviour or other such sanctions the Director may deem appropriate.

Despite the distress caused, children/vulnerable adults who make false allegations may still be entitled to continue to receive full access to the programme. The circumstances of each case will be reviewed on an individual basis.

Where remaining in the same organisation as the falsely accused member of staff or the child/vulnerable adult, consideration should be given to the child/vulnerable adult studying elsewhere. Permanent exclusion should be considered only as a last resort.

The Director will make sure that members of staff, who have been subject to false or unsubstantiated allegations, receive either personal or professional support or both.

If the investigations have revealed any competency issues then, following disciplinary or capability procedures, support mechanisms or other professional support may be offered e.g. training, in line with the Centre's procedures and processes.

Role and Responsibilities

The Safeguarding Officer will:

Ensure the Centre meets its statutory duties within the:

- *"Safeguarding Children and Safer Recruitment in Education"* (Dept for Children, Schools and Families 2012).
- *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children'* ((Dept for Children, Schools and Families July 2018).
- The current safeguarding arrangements introduced in October 2009 continue to apply and that Learn Plus Us statutory duties remain those as defined in Section 175 of the education Act 2002.
- Prevent Duty Guidance for England issued under section 29 of the Counter terrorism and security Act 2015.

Also, the national Framework of Standards for Safeguarding Adult by:

- Providing professional advice, support and guidance to staff regarding any suspicion of abuse, if a young person or vulnerable adult makes a disclosure or in relation to the possible abuse of trust.
- Provide professional advice, support and guidance to regarding causes for concern other than abuse with regards to children and vulnerable adults.
- Gathering statements and information regarding child and vulnerable adult safeguarding issues and ensure that records are kept safely and securely.

- Making decisions, in consultation with the Director, regarding appropriate action.
- Sharing information and making referrals with Children's Social Care or the safeguarding Vulnerable Adult Coordinator at Social Services, where appropriate, to support child protection enquiries and children in need assessments as well as safeguarding vulnerable adult learner enquiries.
- Monitoring learners after a referral is made and ensuring that the Centre is adhering to any work agreed with Social Services or other agencies.
- Producing an annual report, that reviews how the duties have been discharged.
- Liaising with the local Safeguarding Children Boards and the London Safeguarding Board.
- Ensuring that everyone with substantial access to children and vulnerable adults will have training on indicators of abuse, good practice, practices never to be sanctioned and any changes in legislation.
- Undertaking annual training on Safeguarding

The Role and Responsibilities of staff

A member of staff will:

Accept and recognise their responsibilities in relation to good practice and the reporting of suspected poor practice and allegations or concerns about abuse.

Report issues of concern with learner's behaviour and attention. Complete the "Safeguarding Monitoring Form and give to the Safeguarding Lead Officer for recording and consideration/monitoring. Issues which need to be reported are as follows:

- Learners non-attendance at the centre and work placement. This will include when contact on all contact numbers including emergency contacts leads to no contact being made via telephone, email and at their workplace.
- Change of behaviour: change in appearance, change in attitude/mood, not attending when they are a regular attender with no reason given, learner commenting and sharing information of concern where they may be getting themselves into dangerous situations, alcohol/drugs abuse, criminal behaviour, etc.
- Be ready and receptive to learners who wish to make a disclosure of abuse and to comply with this procedure.
- Disclose to the Safeguarding Officer all relevant information.
- Provide clearly written statements of the concern or disclosure on the same day to the Director.
- Attend meeting as required.
- Undertake training on Safeguarding as part of induction and as required for updating.
- All Tutors need to ensure that they discuss with learners the procedures for safeguarding. All inductions of courses include information on who the Safeguarding Lead officers are and how to contact them and discusses who they need to talk to.

Staff Induction and Training

All staff undertake a staff induction where they undertake safeguarding training and read the policies of Learn Plus us. The staff will also have an induction with the Safeguarding Lead officer to discuss the procedures and to be able to ask questions and ensure that they understand their responsibilities fully

All staff need to be willing to undertake training on safeguarding and prevent duty and need to take responsibility of keeping themselves up to date and be aware of the safeguarding policies and channels to take to deal with situations confidentially when they arise. Training will be undertaken and updated regularly (at least annually and when changes and developments in government and local policy occur).

Confidentiality

The child or vulnerable adult should be informed at the earliest possible stage of the disclosure and that the information will be passed on. Staff must not discuss the case with anyone other than those involved in the case.

Learn Plus Us complies with the requirements of the Data Protection Act 2018, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child or vulnerable adult. However Learn Plus Us also is mindful of the requirements of GDPR and ensures that the information is shared with consent from learners and that the confidential information is stored securely and with limited access only by those who need to know. Arrangements have been made by Learn Plus US to ensure that the records are stored in locked storage cabinets and that only relevant information is kept.

Review and Monitoring of the Policy and Procedures

The delivery of the Safeguarding Policy will be monitored through lesson observations.

The outcome of learner questions will be reported to the Lead Safeguarding Officer.

The Safeguarding Officer will review and monitor the policy and procedures on annual basis and will recommend and implement approved changes where necessary.

Where an applicant has disclosed information (e.g. a particular physical condition) or (information has otherwise been disclosed to the Centre) which reasonably indicates that they may be vulnerable to particular risks to their or others' health or safety in the context of Centre activities, the Director or their representative will conduct a risk assessment in accordance with this policy, using the Learner Risk Assessment Form.

Staff who feel that current learners may require an Individual Risk Assessment should contact their Director.

E-Safety

The internet is an important education tool, but also carries risks associated with unwanted contact and bullying, inappropriate content commercial exploitation and radicalisation toward extremism and terrorism.

Learn Plus Us safeguarding responsibilities extend to the world wide web so that we can maximise the opportunities of digital technology and help young people and vulnerable adults to use the internet safely and responsibly.

Learn Plus Us e-Safety processes are consistent with best practice. There is a focus on raising awareness and understanding of e-Safety issues against learner via the safeguarding team and the curriculum. This will include the availability of e-Safety resources for learners as well as improving safe access at Learn Plus Us.

In Learn Plus Us we monitor the use of E-Systems strictly and have controls set on computers so that there are restrictions to the types of sites clients are able to access. Computer histories are checked weekly and staff make regular checks of the websites accessed during the learners' time at the Centre. If a learner is found accessing a site which is of concern this will be reported to the Safeguarding Team

Safeguarding Policy guidelines for learners on funded by prime contractors

When a concern is highlighted regarding a learner funded by a prime contractor the Tutor/Learning Support Mentor is required to complete the Safeguarding monitoring form and pass to the Safeguarding Lead officer who will refer the case to the relevant prime contractor. The contact details of who to contact are held in the Safeguarding folder and are displayed on the display board in the Staff Office.

Risk Assessments

Risk Assessments are completed on learners when a learner is registered on to a programme and it is identified that there may be valuable to risks to their or others health and safety. Risk Assessments are the responsibility of the Centre Manager and need to be reviewed regularly with the learner and the employer (if the learner is on work placement). The risk assessment will be stored in the learner file and will be discussed periodically (every 6 weeks) to ensure that it is updated and monitored as the learner goes through the programme. If the staff believe that a learner may need an individual risk assessment, they should contact the Centre Manger.

Lone Working Policy

At Learn Plus Us the safety of the staff and learners is paramount. All staff are required to adhere to the Lone Working Policy which includes guidance on updating the diaries, keeping telephones on and monitoring via "Friend Locator" on the telephone.

Corona Virus Policy

At Learn Plus Us the health and wellbeing of staff and learners is of the utmost importance. The staff are required to ensure that they follow the government advice and take preventative steps to protect themselves and others. We urge our staff, learners, and other stakeholders to follow the guidance set out in Appendix 5.

Contact and Monitoring of Young People (aged 16 to 18)

At Learn Plus US the health and wellbeing of our learners is paramount and the contact and monitoring of Young people whilst on programme is of the utmost importance. The Tutors are required to ensure that they have contact with the Young People on a weekly basis and that they ensure that the support network for the young people is in place and is working to safeguard their welfare. Also, it is the responsibility of the Tutors and the Safeguarding Team to report and follow up on any concerns to ensure that appropriate action is taken. Please see Appendix 6 for the full process.

Appendix 1

DEFINITIONS OF ABUSE AND SAFEGUARDING ISSUES

Physical abuse is usually the use of force to cause pain and injury and signs might include burns, bruising, scratches, or accidents that cannot be explained. Also included is misuse of medication or when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or vulnerable adult.

Emotional Abuse is the persistent emotional ill treatment such as to cause severe and persistent adverse effects on emotional development. Some of the signs of emotional abuse are:

- Being withdrawn
- Suddenly behaving differently
- Anxiety
- Clingy or depressed
- Aggressive
- Problems sleeping, nightmares
- Eating disorders, changes in eating habits
- Obsessive behaviour
- Taking risks
- Poor attendance
- Drug/alcohol abuse
- Self-harm/ thoughts of suicide

Psychological Abuse: such as threats of harm or abandonment, humiliation, blaming or controlling behaviour, verbal insults, enforced isolation, intimidation and coercion. Some of the signs of emotional abuse are:

- Being withdrawn
- Suddenly behaving differently
- Anxiety
- Clingy or depressed
- Aggressive
- Problems sleeping, nightmares
- Eating disorders, changes in eating habits
- Obsessive behaviour
- Taking risks
- Poor attendance
- Drug/alcohol abuse
- Self-harm/ thoughts of suicide

Discriminatory Abuse: this includes any sort of abuse based on vulnerable adults or child's race, gender or impairment such as their mental or physical health. Obsessive behaviour

Sexual Abuse includes rapes and sexual assaults to which the vulnerable adult or child/vulnerable adult has not consented, or could not consent, or was pressurised into. Signs can include changes in behaviour, using sexual language or physical discomfort. It may also include encouraging children and vulnerable adults to behave in sexually inappropriate ways.

Neglect and Acts of Omission are when a vulnerable adult or child does not have their basic needs met, such as adequate food or warmth or help with personal hygiene. It may also include inadequate shelter including exclusion from home or abandonment, failure to ensure adequate supervision including the use of inadequate carers, or the failure to ensure access to appropriate medical care or treatment. Signs might include deteriorating health, appearance or mood.

Institutional Abuse: this is poor professional practice in an institution designed to safeguard both children and adults, including neglect, and can take the form of isolated incidents rights through to ill treatment or gross misconduct.

Financial or Material Abuse: this is when a child/vulnerable adult is exploited for financial gain. It includes theft, fraud, exploitation, misuse or misappropriation of property/finance etc.

Radicalisation, Extremism and Terrorism: In respect of safeguarding individuals from radicalisation, Learn Plus Us works to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate seeks external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them from becoming further radicalised and possibly entering the criminal justice system because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others.

Extremism: The Government has defined extremism in the Prevent strategy as; "2 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. We also include in our definition of extremism calls for the death of members of the armed forces".

There are signs and indicators to look out for which may be signs of radicalisation and the other types of abuse:

- Becoming increasingly argumentative
- Refusing to listen to different points of view
- Unwilling to engage with children who are different
- Embracing conspiracy theories
- Feeling persecuted
- Changing friends and appearance
- Distancing themselves from old friends
- No longer doing things they used to enjoy
- Converting to a new religion
- Being secretive and reluctant to discuss their whereabouts
- Sympathetic to extremist ideologies and groups
- Changing online identity
- Having more than one online identity
- Spending a lot of time online or on the phone
- Joining or trying an extremist organisation

Child criminal exploitation: county lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Key to identifying potential involvement in county lines are missing episode, when the victim may have been trafficked or the purpose of transporting drugs and a referral to the National Referral Mechanism^[1] should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years
- can affect any vulnerable adult over the age of 18 years
- can still be exploitation even if the activity appears consensual
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Domestic Violence: The suffering of domestic violence or an individual being subject to observing someone else being abused is also of concern. In this situation the individual may be displaying physical signs of abuse, aggressive behaviour, anti-social behaviour, suffering depression or anxiety, not doing well due to lack of concentration and disruption moving to and from home and shelter. It maybe that the individual displays changes in behaviour from what is the norm for them.

This could include:

- Being withdrawn
- Suddenly behaving differently
- Anxiety
- Clingy or depressed
- Aggressive
- Problems sleeping, nightmares
- Eating disorders, changes in eating habits
- Obsessive behaviour
- Taking risks
- Poor attendance
- Drug/alcohol abuse
- Self-harm/ thoughts of suicide

Other Safeguarding issues may also be recognised in the specific circumstances identified below:

This is not an exhaustive list.

- Child pornography and the Internet.
- Forced marriage of a child.
- Young carers.
- Looked after children and children living away from home.
- Pregnancy of a child.
- Self-harming and suicidal behaviour.
- Radicalisation and extremism

^[1] [National crime agency human-trafficking](#)

Appendix 2

GUIDELINES FOR STAFF ON DEALING WITH DISCLOSURES OF ABUSE OR ABUSE OF TRUST

Do

Be ready to listen to what the person is saying. Reassure the person; acknowledge that they may have been brave to tell you.

Make sure the person is comfortable in a secure environment where they cannot be overheard or interrupted.

Take what they say seriously.

Offer practical help i.e. a glass of water or tissues.

Remind the child, young person or vulnerable adult that you have a duty to follow procedure in order to safeguard and support them and that you will inform the Safeguarding Officer.

Reassure them that only those who “need to know” will be privy to the information.

Tell them what the next steps will be after you have spoken to the Safeguarding Officer.

Refer the matter to the Safeguarding Officer.

Safeguarding Officer immediately.

Confirm the details of the disclosure in writing as soon as possible, as accurately as possible and ensure that the time, place and date are noted and that the account is signed.

Avoid any delay in reporting the cause for concern or disclosure to the Safeguarding Officer as this could increase the risk to the learner and to other family members or other learners.

Where abuse is suspected but not disclosed by the learner, the member of staff should report their concerns to the Safeguarding Officer.

Don't

- Do not offer confidentiality or to keep what you are being told secret.
- Don't appear to be shocked or upset by what the child, young person or vulnerable adult is telling you, even if what they are saying is distressing.
- Don't touch the person to comfort or reassure them.
- Don't question the persona about the alleged abuse, beyond the minimum necessary to understand what is being alleged.
- Don't give false reassurances in order to comfort the person.
- Don't take the person back home

Appendix 3 – External Support Contacts

Barking and Dagenham

Town Hall, 1 Town Square, Barking, IG11 7LU

Tel: 0208 227 3578

web: <http://www.bardag-lscb.co.uk/>

LSCB Independent Chair: Ian Winter, ian.winter@lbbd.gov.uk

LSCB Business Manager: Elizabeth Winnett, elizabeth.winnett@lbbd.gov.uk

LSCB Training Coordinator: Jemma Paprota, jemma.paprota@lbbd.gov.uk

Barnet

Safeguarding Division, Building 2, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 83594049

web: <http://www.barnetscb.org/>

LSCB Independent Chair: Fiona.bateman@barnet.gov.uk

LSCB Business Manager, Joanna Georgiades, joanna.georgiades@barnet.gov.uk

LSCB Administrator: Terri Graham, terri.graham@barnet.gov.uk

Bexley

Civic Centre, 2 Watling Street, Kent DA6 7AT

Tel: 020 3045 4320, bscb@Bexley.gov.uk

Practice Review and Learning Manager: Amanda Gillard, Amanda.gillard@bexley.gov.uk

Programme Manager: Tim Woodings, tim.woodings@bexley.gov.uk

Co-ordinator: Natasha Pavey, natasha.pavey@bexley.gov.uk

Training and Business Support Officer, Jessica Barlow, Jessica.barlow@bexley.gov.uk

Brent

Brent Civic Centre, Engineers Way, Wembley HA9 0FL

email: brent.lscb@brent.gov.uk web:

<http://www.brentlscb.org.uk/>

LSCB Independent Chair: Mike Howard, mike.howard@brent.gov.uk

Brent Strategic Partnerships Lead: Wendy Proctor, wendy.proctor@brent.gov.uk

Brent Strategic Partnership Learning and Development Coordinator: Janine Georgias, janine.georgias@brent.gov.uk

Bromley

Social Services, Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH

Tel: 0208 461 7816

web: <http://www.bromleysafeguarding.org/>

LSCB Independent Chair: Jim Gamble, bscb@bromley.gov.uk

LSCB Business Manager (job share) : Kerry Davies, kerry.davies@bromley.gov.uk and Joanna Gambhir, joanna.gambhir@bromley.gov.uk

LSCB Administrator: Hazel Blackman, hazel.blackman@bromley.gov.uk

Camden

c/o Supporting People, London Borough of Camden, 5 Pancras Square, London N1C 4AG tel:
0207 974 6658

Web: <https://cscb-new.co.uk/>

Secure Email: CSCB@camden.gov.uk.cjism.net

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LSCB Business Support Officer: Victoria Harris, victoria.harris@rbkc.gov.uk

Appendix 4

SAFEGUARDING MONITORING FORM

This is the form to complete if you have a welfare concern regarding a learner which may develop into a Safeguarding issue¹.

Details of Person of concern					
Surname					
Forenames					
Current Address					
Post Code		Email		Mobile:	
Category of Concern	<input type="checkbox"/> Financial <input type="checkbox"/> Direct Physical Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Housing <input type="checkbox"/> Direct Emotional Abuse <input type="checkbox"/> Psychological Abuse <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Direct Sexual Abuse <input type="checkbox"/> Prevent referral <input type="checkbox"/> Other _____ (radicalization, extremism, terrorism concern)				
Overview of Concern	Notes for completion: Please ensure that when you write the description of the concern. Please add details as to what has happened, including details such as dates and times, examples of indicators and signs which have be displayed in their behaviour and what you believe or have witnessed happening to cause the concern.				



Information regarding the concern. Please provide as much information as possible				
Continuation of additional				
information of concern				
Form completed by:	Name		Date	



Education & Skills
Funding Agency



European Union
European
Social Fund



Review and Decision Section					
	Signature Section	Name		Date	
		Signature			

Appendix 5

CORONA VIRUS POLICY

Overview:

This policy is designed to provide you with important information about the Coronavirus outbreak and what we are doing to support our staff and students. Please continue to take time to read the information and ask questions if you have any concerns.

Symptoms:

The main symptoms of Coronavirus (Covid-19) (Coronavirus Symptoms) are:

- a new, continuous cough
- a high temperature
- shortage of breath

But, these symptoms do not necessarily mean you have the illness. The Coronavirus Symptoms are similar to other illnesses that are much more common, such as cold and flu.

Current guidance indicates that among those who become infected, some will exhibit no symptoms. Of those who do develop an illness, the majority will have a mild to moderate illness similar to seasonal flu.

A minority will develop complications severe enough to require hospital care, most often pneumonia and in a small number of these the illness may be severe enough to lead to death.

Preventative steps and hygiene:

We are taking all reasonable steps to protect your health and safety. We require all staff to follow these simple steps to help stop the spread of germs like Coronavirus.

Do:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away
- Thoroughly wash your hands with soap and water for at least 20 seconds – only use hand sanitiser gel if soap and water are not available
- Always wash your hands when you get home or into work
- Clean and disinfect frequently touched objects and surfaces
- Try to avoid close contact with people who are unwell Don't:
- Touch your eyes, nose or mouth if your hands are not clean

At risk groups

Current advice is that the risk of severe illness increases amongst people aged 70 and over and those with underlying health risks, such as diabetes, heart disease and lung disease and those with weakened immune systems. Pregnant women have also recently been included in the “at risk” group.

Please tell us if you think you are at risk

Because you are in one of the high risk groups or you care for someone who is considered to be high risk; or Because you have recently returned from one of the countries considered to be high risk (you can check this here); or

You have been in contact with, or live in the same household as, someone who is being tested for, has tested positive for Coronavirus or has been advised to self-isolate because they have coronavirus symptoms.

We will conduct an individual risk assessment for anyone we believe to be in a high risk group and will put in place appropriate safeguards.

What to do if you have Coronavirus symptoms

At work

If you become ill at work, please speak to your line manager as quickly as possible.

Please try to avoid unnecessarily touching surfaces.

If you have internet access please use the NHS 111 online service and follow the advice you receive.

If you don't have internet access please call NHS 111, or 999 in an emergency.

If you are advised to go home and self-isolate, please tell your line manager and then make your way home as safely as possible.

If you travel on public transport, please follow any instructions given to you by the NHS staff.

If you need to go to the bathroom whilst waiting for medical assistance, please use the disabled toilet.

If you become ill at home, please do not come into work.

You'll need to telephone us in accordance with our usual absence policy. If you have internet access please use the NHS 111 online service and follow the advice you receive. If you don't have internet access, please call NHS 111.

You need to tell us if you are advised to self-isolate and if you are being tested for coronavirus.

What to do if you test positive for Coronavirus

Please advise us immediately if you test positive for Coronavirus, even if your symptoms are mild.

You will not be able to return to work until you are considered fit by Public Health England or any other competent authority.

You don't need to obtain a fit note from your doctor, but please send to us anything you do receive which confirms your diagnosis and/or fitness to return to work. If you feel well enough to work, please let us know.

We will not inform anyone else about your condition unless it's necessary to do so and we are legally able to.

Our overriding obligation is to protect the health and safety of our staff, and we may therefore have to speak to your colleagues and other people with whom you've been in close contact in order to protect them.

Any information we disclose will be limited to what is necessary for that protection. Public Health England are responsible for 'contact tracing' (tracing anyone you have been in close contact with) and we will cooperate with them as appropriate.

What to do if you are advised by a medical professional to self-isolate

New government advice is that people should stay at home if they, or anyone in their household has Coronavirus or has symptoms of Coronavirus. Those at high risk may also have to self-isolate even if they, or anyone in their household doesn't have symptoms. This means you should:

- Stay at home
- Not go to work or public areas
- Not use public transport or taxis
- Ask friends, family members or delivery services to carry out errands for you
- Try to avoid visitors to your home, although it's okay for friends, family and delivery drivers to drop off food

You may need to do this for up to 14 days (longer if you are in a high risk group) to help reduce the possible spread of infection. Please follow the advice you are given. Please follow any additional advice given to you by health professionals.

The NHS has detailed advice on self-isolation available. If you feel well enough to work, please let us know.

Lone Working

If you are able to work from home, please refer to the Lone Working policy.

If you don't feel well enough to work, or you can't work from home, please keep in touch with us. The government has up to date information for individuals who have travelled overseas and returned to the UK.

If you have been abroad recently, please consult this and inform us if you are required to self-isolate.
Self isolation

Business travel, meetings and events

We will keep matters under review and will follow NHS and government advice. Currently, we recommend that you:

- Only travel if it is essential to do so outside of attending your normal workplace
- Please hold telephone or video conferences unless a face to face meeting is essential.
- If you are due to attend external events, please check with the event organisations and speak to us if you are unhappy about attending.

Take precautions for essential face to face meetings

Please follow NHS advice. It's also sensible to avoid shaking hands. Please speak to your manager if you are worried about travelling.

Holidays

Many of you will already have pre-booked holidays abroad. Government advice is changing but if you intend to travel to a country or region not recommended by the government on the day you travel, you must tell us and may have to self-isolate when you return.

You will only be paid if you can continue to work from home during this period, or you are eligible to receive statutory sick pay.

We recommend that you think carefully before booking holidays abroad and obtain appropriate insurance which covers cancellations. If you wish to cancel any pre-booked holidays, please speak to your manager. If we can't accommodate your request, we'll explain why.

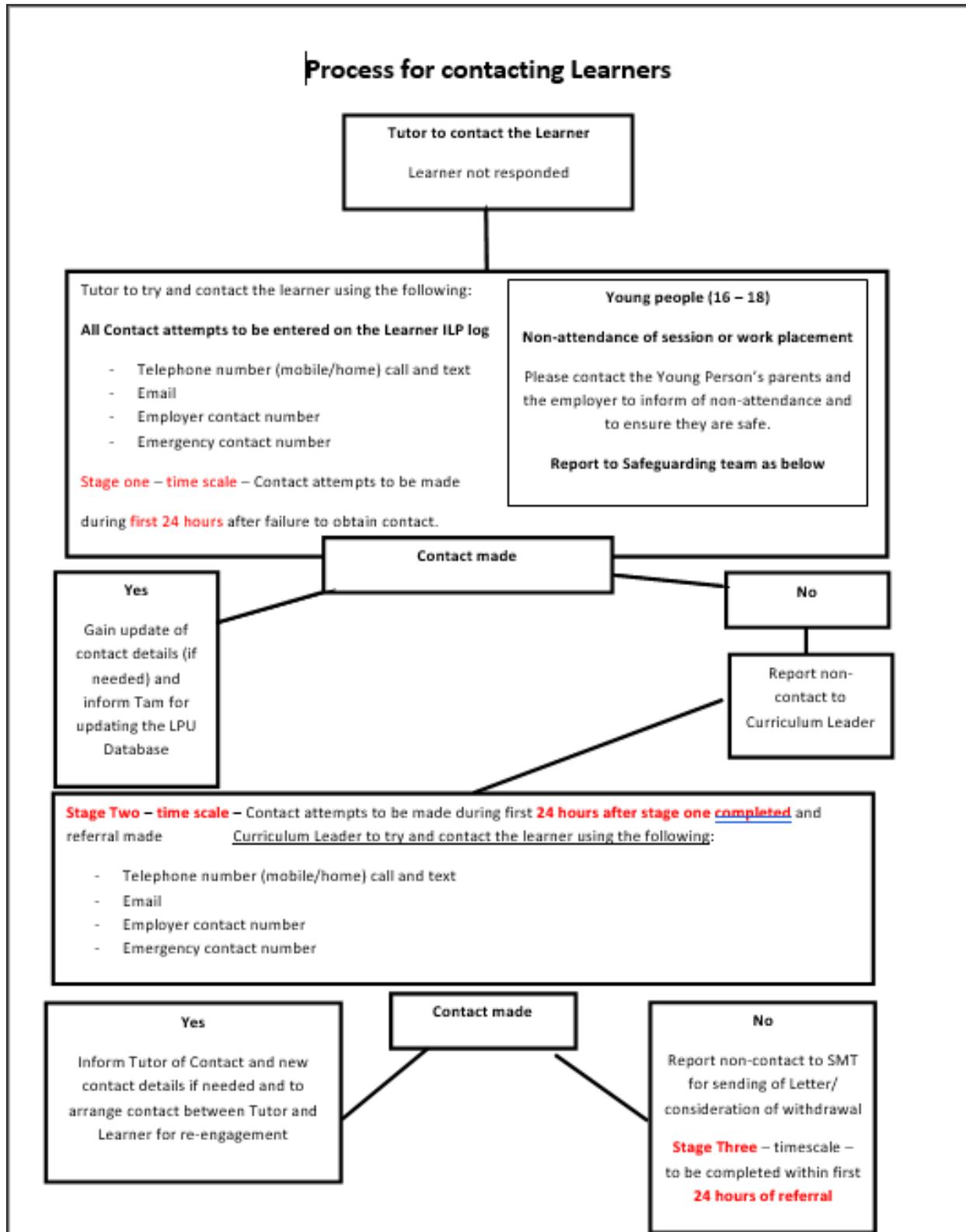
Responding to emergencies

Many of you will have caring responsibilities for family members or other people who rely on you. If you need to respond to an emergency (such as a school closure) please tell us as quickly as possible. We always consider the circumstances of each case to allow for some flexibility, but the time you take

off must be both reasonable and necessary for you to deal with something immediately and/or respond to an emergency. Normally this means hours, or a maximum of one or two days, and this type of leave is not designed to provide care over the longer term. Please talk to us if you don't think this will be adequate as we may be able to relax our normal procedures for taking paid holiday, requesting parental leave or, exceptionally taking unpaid leave. We regret that if you take time off you won't be paid unless we agree that you can work from home.

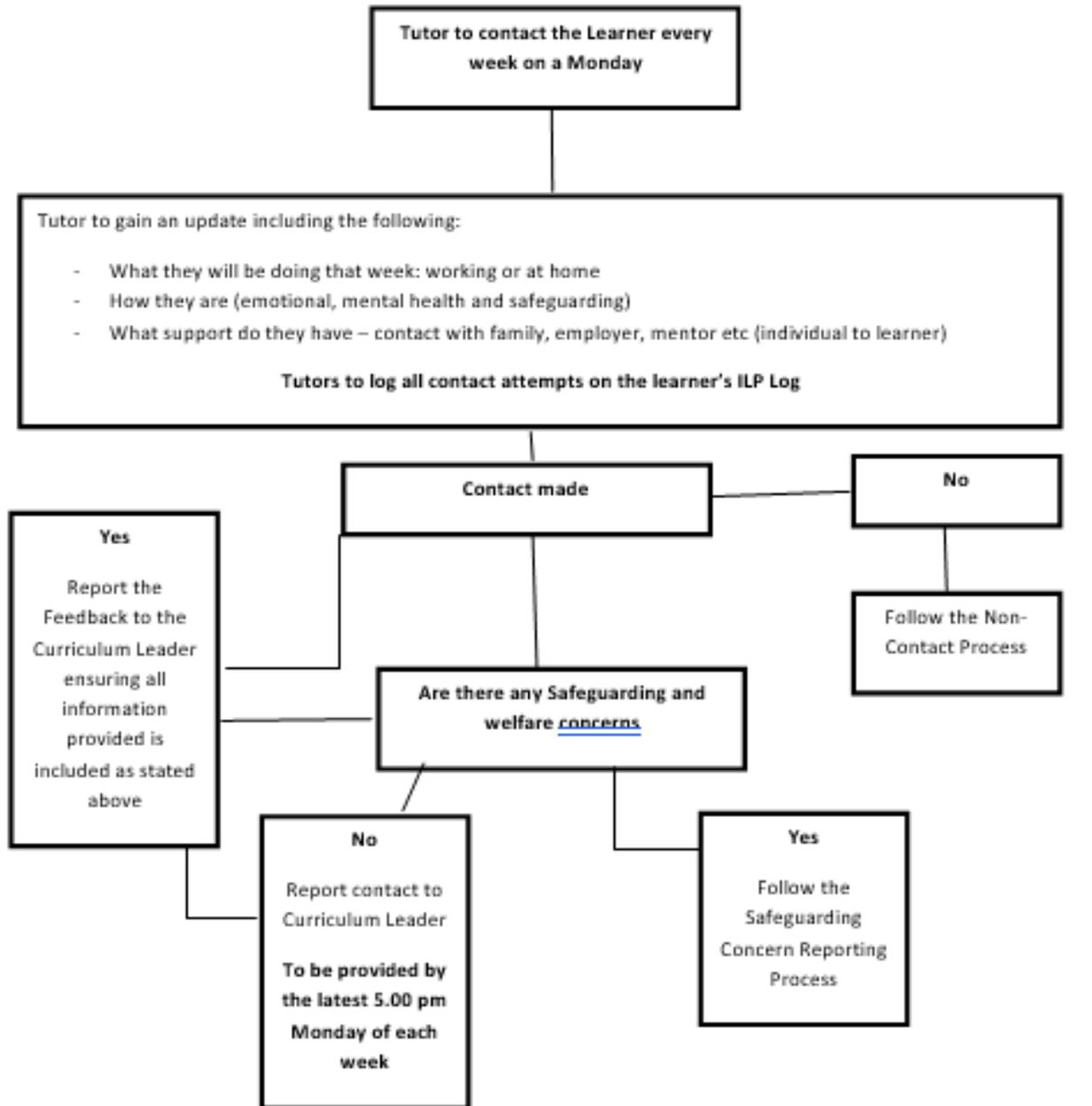


Process for contacting Learners





Process for contacting of High Risk Learners including ALN Learners and Young People 16 – 18 year olds



The whole process needs to **be undertaken every Monday** so that a weekly update can be provided to Helen or Michael (Safeguarding Leads by 5.00 pm each Monday). Any safeguarding concerns which should arise from the contacts need to be referred immediately following **the Safeguarding Concern Reporting Procedures**.