



LIMM SKILLS ACADEMY LTD
Innovation | Creativity | Empowerment

Prevent and Safeguarding Policy

Lead Responsibility	Lead IQA Manager	Approved by	Director
Version	2	Reviewed	November 2021
Policy applicable to	All Stakeholders	Date of next review	November 2022

Introduction

The Prevent and Safeguarding Policy for Limm Skills Academy Ltd (Limms) reflects the importance of our responsibility to safeguard and promote the welfare of all our apprentices and staff by protecting them from physical, sexual or emotional abuse, neglect and bullying. We are committed to providing a caring, friendly and safe environment for all our apprentices so that they can learn in a relaxed and secure atmosphere. We believe every apprentice should be able to participate in all learning and social activities in an enjoyable and safe environment and be protected from harm.

Limms will safeguard and promote the welfare of children in compliance with the DfE guidance Keeping Children Safe in Education (July 2015) KCSIE (September 2016) and associated guidance Working together to Safeguard Children (2015) in addition to the Care Act 2014.

The main aims of this policy are to ensure that staff are fully engaged in being vigilant about raising awareness; that they overcome professional disbelief that such issues will not happen at Limms and ensure that we work alongside other professional bodies and agencies to ensure that our apprentices and staff are safe from harm.

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views. At Limms, we are fully committed to safeguarding and promoting the welfare of all learners and staff. We recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability.

At Limms, all employees are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The principle objectives of this policy are that:

- All staff will understand what radicalisation and extremism are and why we need to be vigilant.
- All apprentices and staff will know that Limms has policies in place to keep them safe from harm and that Limms regularly reviews its systems to ensure they are appropriate and effective.

Limms curriculum promotes respect, tolerance, and diversity. Apprentices and staff are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

It is recognised that apprentices or staff with low aspirations are more vulnerable to radicalisation and, therefore, we strive to equip our apprentices and staff with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.

Apprentices and staff are briefed during induction about how to stay safe when using the Internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek help if they are upset or concerned about anything they read or see on the Internet.

Limms staff, contractors and associates will undertake appropriate training to ensure that they are clear about their role and the parameters of their responsibilities including their statutory safeguarding duties.

Through various training opportunities within Limms, we will ensure that our staff are fully aware of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation and how this might be identified early on.

Another aspect of safeguarding is the PREVENT duty, which requires the Education sector to have "due regard to the need to prevent people from being drawn into terrorism", supporting terrorism or being drawn into non-violent extremism.

Purpose of Prevent

- Prevent aims to safeguard vulnerable individuals (both adults and children) who may be at risk of potentially becoming involved in terrorist activities.
- It also aims to support our organisation where this may happen.
- All frontline staff have a responsibility to report any instances where they think they have identified a safeguarding issue to their safeguarding officer.

All provider staff have a legal responsibility under the Prevent Duty to make sure that:

- They have undertaken training in the Prevent Duty as identified by their management
- They are aware of when it is appropriate to refer concerns about learners to the Prevent officer, usually the provider's Safeguarding officer

- They exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" into their practice

Safeguarding

Limms Apprenticeships are committed to safeguarding and promoting the welfare of all learners including young people and vulnerable adults.

A vulnerable adult is defined as a person who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Employers also have a responsibility to the learners they employ. We also recognise that we have a duty to help employers, staff and learners to recognise their responsibilities, through guidance, support and training. As the employer of a learner, it is important that they understand their responsibilities to the learner and what safeguarding means to them.

The aims of this Policy are:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults
- To identify the expectations of staff in relation to safeguarding
- To ensure relevant and effective safeguarding practices are in place
- To ensure the right of every applicant and apprentice to learn within a safe environment
- To promote awareness to staff of the need to safeguard children and to recognise that safeguarding is everyone's responsibility
- To ensure that the fundamental rights and needs of our applicants and apprentices are observed
- To prevent abuse through the pastoral support offered to all applicants and apprentices
- To raise awareness of different types of abuse and children in need issues
- To provide guidelines for staff in handling matters relating to actual or suspected child abuse
- To ensure staff act professionally
- To deter potential, unsuitable individuals from applying to Limms by demonstrating our attentiveness and vigilance in relation to safeguarding through our website and job advertisements

- To reject at interview stage anyone where we have doubts about suitability
- To prevent the risk of abuse by ensuring procedures and standards are in place

The main areas of abuse are:

- **Physical:** Physical abuse is concerned with any physical harm i.e. hitting, shaking, and burning.
- **Neglect:** Neglect is where the basic needs are not met, such as, food, shelter, warmth, clothing, love and care
- **Sexual:** Sexual abuse is where a child or adult is used for another's sexual gratification and may involve direct sexual contact as well as grooming, showing sexually explicit films, pictures etc
- **Emotional abuse:** Involves removing the right to a caring and loving environment **Bullying:** Can be physical, verbal and include technology such as texting email and social networking sites.
- **Harassment:** Harassment is unwanted behaviour which one finds offensive or which makes one feel intimidated or humiliated and may involve spoken or written words or abuse, offensive emails, tweets or comments on social networking sites, images and graffiti, physical gestures, facial expressions, jokes.
- **Modern slavery:** is the exploitation of people who have been forced, deceived, or coerced into a life of labour and servitude. It is a crime hidden from society where victims are subjected to abuse, inhumane and degrading treatment.
- **Domestic violence or abuse:** is an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence.

Why is safeguarding necessary for employed learners?

Providers of government funded training have a duty to safeguard their learners and to take such steps that try to ensure the safety of its learners (children under 18 or vulnerable adults) at all times. As part of that duty, we will talk to you about what you can do to ensure that learners are not exposed to threats or dangers.

Employees working closely with children or vulnerable learners should be alert to the possibilities of harm and they should inform only—and not investigate or offer advice.

If any member of staff has a safeguarding issue brought to their attention, they must treat it as a matter of urgency and contact one of our Designated Safeguarding Team.

Any concern must be documented and emailed to the Designated Safeguarding Lead within 2 hours of the disclosure. Unless the learner is in immediate harm, where the relevant authorities will be contacted immediately.

In this situation ensure that the learner is accompanied and kept safe until the relevant authorities arrive.

If you have any concerns about an apprentice, then please do not hesitate to contact one of Limms Apprenticeships designated safeguarding team.

Supporting organisations involved in Safeguarding include:

Criminal record bureau www.crbhomeoffice.go.uk

The Independent Safeguarding Authority

The Charity Chartered Institute of Personnel and Development

The Limms Safeguarding Board (LSB)

NSPCC

Children' Workforce Development Council (CWDC)

National Council for Voluntary Youth Services

National Childminding Association

Ofsted

Action on Elder Abuse

Legal Requirements:

- Every Child Matters
- Children's Act 1989
- Mental Health Act 1983
- Care Standards Act 2014

LIMMS Responsibilities

- To take action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Provide support, advice and resources to staff in responding to safeguarding adult issues.
- Inform staff of any local or national issues relating to safeguarding adults and young people.
- Ensure staff are aware of their responsibilities to attend training and to support staff in accessing these events.
- Ensuring that we have a designated Safeguarding Officer.
- Ensuring staff have access to appropriate consultation and supervision regarding safeguarding adults and young people.
- Ensure all of our staff are DBS checked.
- Clearly sign post those with concerns to appropriate agencies for support.

- Have an understanding of how diversity, beliefs and values of different individuals may influence the identification and response to safeguarding concerns.

We have a robust action plan to support the following statements:

- We aim to improve quality of provision and outcomes for all learners and to allow them to enjoy the experience of using our services and visiting our premises
- We will ensure our reporting systems are transparent and robust.
- We will continue to recruit staff with experience who are suitably qualified from a range of backgrounds with a wide range of expertise and skills.
- We will train our staff to understand their own level of responsibility within the company.
- We will carry out DBS checks on all of our staff team.
- We will endeavour to improve our communication systems.

Responsibilities of all staff

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of a vulnerable adult or child.
- Participate in Safeguarding training and maintain current working knowledge.
- Become familiar with Limms safeguarding referral & assessment Service.

The Referral & Assessment Service comprises of

Referral & Assessment Service

8 Buxton Road
Walthamstow E17 7EJ
Tel 0208 496 2339
Fax No 0208 496 2313

Referral & Assessment Service– Whipps Cross Hospital

Social Work Dept.
Whipps Cross Hospital
Whipps Cross Rd.
Leytonstone E11 1NR
Tel 0208 539 5522 Ext:5804

For urgent enquiries regarding vulnerable adults and children during the evening, weekend or on public holidays, call **Waltham Forest Direct on 020 8496 3000**, an out of hours' emergency duty social worker will be contacted who will call you back.

Discuss any concerns about the welfare of a vulnerable adult or child with their line manager/safeguarding officer:

- Contribute to actions required including information sharing and attending meetings
- Work collaboratively with other agencies to safeguard and protect the welfare of all who use our service. Remain alert all times to the possibility of abuse
- Recognise the impact that diversity, beliefs and values of those who use our services can have
- It is expected that all staff attend Safeguarding Training and that they maintain continuous professional development.

Female Genital Mutilation Law

Female circumcision, excision, or infibulations (female genital mutilation) is illegal in this country by the Female Genital Mutilation Act 2003, except on specific physical and mental health grounds. More information can be found on the Home Office website. It is an offence to:

- Undertake the operation (except in specific physical or mental health grounds)
- Assist a girl to mutilate her own genitalia.
- Assist a non-UK person to undertake FGM of a UK national outside UK (except in specific physical or mental health grounds)
- Assist a UK national or permanent UK resident to undertake FGM of a UK national outside the UK (except in specific physical or mental health grounds)

Recognition

Limms staff should be aware of the following indicators and report any suspicions to the Safeguarding Team:

1. Any medical provision for a pregnant woman who has herself been the subject of female genital mutilation provides the opportunity for recognition of risk and preventative work with parents.
2. A learner may be considered at risk if it is known older women in the family have been subject to the procedure. Pre-pubescent girls 7 to 10 are at highest risk, though the practice has been reported amongst babies and young adults.
3. Suspicions may arise if a family is known to belong to a community in which FGM is practiced and is making preparations for the learner to take a holiday, arranging vaccinations, or planning college absence and the student may

refer to a 'special procedure' taking place. Indications that FGM may have already occurred include:

- Prolonged college absence with noticeable behaviour change on return
- Bladder and menstrual problems
- Reluctance to receive medical attention or participate in practical activities

Response Procedure

If any member of staff has a suspicion of intended or actual FGM they must refer it to the safeguarding officer who will inform Social Care, in accordance with the Referral and Assessment Procedure. A strategy meeting would then be organised at the earliest possible date involving multi-agencies. Female genital mutilation is a one-off event of physical abuse (albeit one that may have grave permanent sexual, physical, and emotional consequences).

Reporting Abuse

- If Staff suspects a vulnerable person being abused or is at risk of abuse, they are expected to report concerns to a line manager, unless they suspect that the line manager is implicated. In such circumstances the whistle blowing policy should be followed.
- If at any time staff feel the person needs urgent medical assistance, they have a duty to call for an ambulance or arrange for a doctor to see the person at the earliest opportunity. If at the time the staff have reason to believe that a vulnerable person is in immediate or serious risk of harm or that a crime has been committed the police must be called.

E safety guidelines – Internet and Email - Students

PERSONAL USE OF EMAIL

Personal use of email on Limm skills academy ICT systems is permitted provided that it does not impinge in any way on class time, or involve unacceptable content. Unauthorised encryption of email or other communications on Limms systems or equipment is not permitted at any time.

Students transmitting messages or communicating electronically on ICT facilities shall at all times use polite and appropriate language. Consideration must be given by learners as to how the recipient of any message or email (or a third-party obtaining sight of any message or email) will view the tone and language content of any such communication. All email should clearly

identify the actual sender with no attempt made to masquerade or to misrepresent the identity of the actual sender.

PERSONAL USE OF THE WEB

Provided that content is acceptable, and that use does not impinge on class time, a limited use of the internet will be regarded as acceptable.

When downloading files for personal use, learners must ensure that they do not compromise the security or performance of either the machine which they are using or the Limms network as a whole. Specifically, they must manage their personal files so as not to take up excessive space on the hard drive of the machine they are using or on Limms servers. This can be done by moving them to personal media such as a disc or USB drive

SOCIAL MEDIA

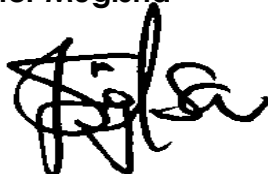
While the bulk of current use of social media is recreational, these systems can have considerable potential in collaborative learning. However, engaging with social media on the Limms ICT systems too often, or purely for personal use, can be a waste of the Limms' resources. It can be a contributory factor which leads to radicalisation if it not monitored or if it misused by the users. We have ICT technician whose responsibility is to ensure monthly use of ICT information is regularly monitored to protect the image of the organisation and to protect and prevent radicalisation and extremism practices.

Review of Policy

This policy was last reviewed in November 2021. The next review date is November 2022, and this will be completed by the **Lead IQA/Safeguarding Officer** and supported by **Operations Manager**. The policy will then be approved and signed off by the Director and lead safeguarding officer.

Policy Approval

Director's Name: **Walter Mugisha**



Director's Signature:

Date: 29.10.2021

