

North Bristol Apprenticeship Centre Safeguarding Policy

Division: Apprenticeship Centre

Specific staff groups to whom this policy <u>directly</u> applies	Likely frequency of use	Other staff who may need to be familiar with policy
Apprentices, Apprenticeship Centre Staff	Regular	Line Managers of Apprentices Contractors

Main Author(s):	Angelo Moore, Celia McGilloway & Julie Owen
Consultation:	Claire Pengelley-Scott (NBT – Associate Director of Safeguarding) Kathy Harrison Ford – SwatPro (DSL)
Date of Approval:	6 th March 2024
Next Review Due:	1 st September 2026
Version:	3
KEYWORDS:	Safeguarding Apprenticeship Centre
Summary of changes since the previous version	21 st May 2025 – Amending of KCSiE link & statement and link on the impact of Domestic Abuse on a child.

1. Executive summary

1. This policy & procedure is intended for learners who are on an apprenticeship with NBT Apprenticeship Centre – If your safeguarding concern is regarding a non-apprentice or a patient, please go to our organisational NBT [Safeguarding Page \(LINK\)](#)

NBT Apprenticeship Centre is dedicated to ensuring the safety and wellbeing of all individuals who engage with our staff and participate in our training programs. We prioritise the welfare of our students and apprentices, as well as Safeguarding Young People and Adults at Risk from harm, including abuse, exploitation, bullying, harassment, neglect, radicalisation, extremism, and self-harm.

We have established robust protective measures to create a secure and nurturing environment. The welfare of children, young people, and Adults at Risk is our utmost priority.

F

- 1.1. Our Safeguarding policy is designed to meet all moral and legal requirements for the protection of our learners. This policy is supportive of our commitment to Equality, Diversity and wellbeing which is reflected in our NBT & Apprenticeship Centre policies.

Contents

1. Executive summary	2
2. Purpose of the policy	3
3. Scope of the Policy	3
4. Our Role & Commitment	4
5. Definition of terms	4
6. Roles and responsibilities	9
7. Procedures	9
8. Monitoring effectiveness	12
9. Associated policies/documents	13
10. References	13
11. Annexe Documents	14-28

2. Purpose of the policy

- 2.1. The purpose of this policy is to set out NBT Apprenticeship Centre's aims and objectives for the protection of children, young people and adults at risk involved in training and courses or other services that are provided by the North Bristol NHS Trust Apprenticeship Centre. Safeguarding children, young people & adults at risk is everyone's responsibility, regardless of profession.
- 2.2. To increase staff awareness of the issues regarding children, young people, and adults at risk.
- 2.3. To outline the procedures to follow in the event of any concerns or incidents.
- 2.4. To give an overview of information, advice and guidance that we can share with individuals who need support with their wellbeing or safeguarding.

3. Scope of the Policy

- 3.1. This Policy will apply to all training and education activities delivered by North Bristol NHS Trust's Apprenticeship Centre and applies to all individuals who engage with our staff and participate in our training programs.
- 3.2. This policy applies to all children, young people, and adults, regardless of age, class, ethnicity, gender, religion, disability, or sexual orientation, who may participate in training, courses or other activities provided by the North Bristol NHS Trust Apprenticeship Centre.

4. Our Role & Commitment

Safeguarding is the activity taken to protect a person's right to live in safety, free from abuse and neglect. We will assist apprentices in reporting or identifying concerns, offering assistance for children and support for adults, promoting the safeguarding policy, ensuring their welfare, and preventing concerns from escalating. All Apprenticeship Centre Staff are committed to the safeguarding and protection of all young and adults at risk and adopt a 'it could happen here' mindset.

We will ensure that the following processes are followed to support this commitment: -

- 4.1. Provide a safe environment in which to learn.
- 4.2. Empower any staff member who has a concern about an apprentice's welfare to follow the processes set out in this policy.
- 4.3. Have a designated safeguarding lead who will provide support to staff to carry out their safeguarding duties and advise on safeguarding concerns.
- 4.4. Work in collaboration with the North Bristol NHS Trust Safeguarding Team.
- 4.5. Adhere to the Trust Safeguarding Policy and Practices.
- 4.6. Ensure that all North Bristol NHS Trust staff will undergo Safeguarding training as part of the statutory mandatory training, and corporate induction into the Trust.
- 4.7. Ensure that all NBT Apprenticeship Centre staff will be inducted into the Centre-specific Educational Safeguarding processes and policy as part of their local induction.

4.7. Conduct Safer Recruitment checks including the required level of Disclosure and Barring Service (DBS) In line with guidance and North Bristol NHS Trust Policy.

4.8. All NBT Apprenticeship Centre learners will attend an apprenticeship induction on day one of their relevant programme, where they will be informed of the Centre processes and relevant designated persons in relation to safeguarding.

4.8. All NBT Apprenticeship Centre safeguarding practices and processes will be carried out in collaboration with, and oversight from, the NBT Safeguarding Team.

4.9. All IT usage is monitored by the North Bristol NHS Trust IT Safe Usage Policy. Processes are in place to block and monitor unsafe usage of IT, software, and internet for all NBT staff and Apprenticeship Centre learners.

4.10. North Bristol NHS Trust Apprenticeship Centre commits to working in partnership with any external partners to provide the educational pathways available to our learners, and we are committed to ensuring all processes are communicated and checked to ensure safe environments for all students.

4.11. Protect apprentices and employees from radicalising influences and ensure apprentices and employees are resilient to extreme narratives. Identify changes in behaviour of apprentices and employees.

4.12. All staff will reassure victims of abuse, that they are being taken seriously and will be supported. Children and young people will never be made to feel ashamed or that they are creating a problem by reporting abuse, sexual violence, or sexual harassment.

5. Definition of terms

There is a different legislative and policy base for identifying and responding to children and adult Safeguarding concerns.

Safeguarding Children & Young Adults

Safeguarding children and young people's welfare is defined in Working together to safeguard children' (Working together to safeguard children - GOV.UK (www.gov.uk)) as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives.

Adult Safeguarding

The Care Act 2014 defines safeguarding as:

"Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have

complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.”

Safeguarding action may be needed to protect learners from the following risks, which include abuse perpetrated by other children as well as by adults; abuse that happens in the home and outside of the home; and abuse that happens online.

Neglect, physical abuse, sexual abuse, emotional abuse, bullying, including online bullying and prejudice-based bullying, racist, disability and homophobic or transphobic abuse, gender-based violence/violence against women and girls, serious youth violence, so-called honour-based violence, domestic abuse, sexual harassment and online sexual abuse between children and learners, Online abuse can include sending abusive, harassing and misogynistic messages; sharing nude and semi-nude images and videos; and coercing others to make and share sexual imagery, sexual violence between children and learners, upskirting, Child sexual exploitation and trafficking child criminal exploitation, including county lines, radicalisation and/or extremist behaviour, risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example youth produced sexual imagery, teenage relationship abuse, substance misuse, female genital mutilation, forced marriage, fabricated or induced illness & homelessness.

The below tables provide further context to some of these risks:

Main Definitions

Term	Definition
Child or Young Person	A person under the age of 18 years. From here on referred to as a “Child” – Age 0-15 or “Young Person” – Age 16-17
Adult at Risk	Anyone over 18 who has care and support needs and as a result of those needs, is unable to protect themselves from abuse or neglect that they are experiencing or are at risk of experiencing..
Abuse (Children)	<u>The UK Government guidance Working Together to Safeguard Children (2016) defines the 5 most recognised forms of abuse as:</u> - Physical abuse: Deliberate harm to a child which causes bruises, cuts, burns or broken bones. - Emotional abuse: Ongoing emotional maltreatment. - Neglect: Persistent failure to meet a child’s basic physical and/or psychological needs. - Sexual abuse: Intentional harm of a sexual nature to a child. - Bullying: Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. <u>According to The National Society for the Prevention of Cruelty to Children, child abuse can be physical, sexual or emotional and it can happen in person or online</u> In the 2024 update to Keeping Children Safe in Education, there is an increased focus on the impact of domestic abuse on children, including situations where children “see, hear, or experience” its effects. Exposure to domestic abuse—whether direct or indirect—can have a significant and long-lasting impact on a child’s physical and mental health, emotional wellbeing, development, and capacity to engage with and succeed in learning. <u>Effects of domestic abuse on children Barnardo's</u>

Abuse (Adult)	The <u>Care and Support statutory guidance</u> identifies ten types of abuse, these are: • <u>Physical abuse</u> • <u>Domestic violence or abuse</u> • <u>Sexual abuse</u> • <u>Psychological or emotional abuse</u> • <u>Financial or material abuse</u> • <u>Modern slavery</u> • <u>Discriminatory abuse</u> • <u>Organisational or institutional abuse</u> • <u>Neglect or acts of omission</u> • <u>Self-neglect</u>
Disclosure	<i>How disclosure happens: Children, young people & adults at risk may disclose abuse in a variety of ways, including:</i> • directly– making specific verbal statements about what’s happened to them. • indirectly – making ambiguous verbal statements which suggest something is wrong. • behaviorally – displaying behavior that signals something is wrong (this may or may not be deliberate) • non-verbally – writing letters, drawing pictures or trying to communicate in other ways.
Patterns of Abuse	Sometimes it is possible to identify a pattern of how the abuse is taking place, examples include: • Serial abusing: in which the abuser seeks out and 'grooms' a young person or susceptible individual. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse. • Long-term abuse: in the context of an ongoing family relationship such as domestic abuse between spouses or generations. • Opportunistic abuse: such as financial abuse e.g – theft occurring because money has been left around. • Situational abuse: arising because pressures have built up in a relationship. This can sometimes be because of difficult or challenging behaviour or due to neglecting a person's needs because the carer has difficulties. These could be debt, alcohol, or mental health problems.
Risk	Identifying risks to our learners and their wellbeing is important in our aim to protect our students. Each risk will be assessed individually and will be proportionally managed:

Definitions

Term	Definition
Bullying or cyber-bullying	Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups
Child Criminal Exploitation (CCE)	Child criminal exploitation. Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.
Child Sexual Exploitation (CSE)	Child sexual exploitation. Child Sexual Exploitation - NSPCC
Child-on-child abuse	Harmful behaviour between children of any age. It may involve bullying, or harassment, or physical or sexual abuse (including sexual violence or harassment). It can occur face-to-face or online. It should be recognised that it can be harmful to the children who display it as well as those who experience it. (This term has been updated throughout KCSIE 2022 from peer-on-peer abuse to child-on-child abuse because peer-on-peer abuse suggests the abuse is between children of a similar age, which is not always the case.)
Contextual Safeguarding	Addresses risks children and young adults face outside the home. Contextual Safeguarding
County lines	Illegal activity (drugs, money, weapons) across police and local authority boundaries, often exploiting children or adults at risk. It usually involves other crimes i.e. robbery, theft, modern slavery and Cuckooing What is County Lines?
Cuckooing	Cuckooing is a crime where a criminal, or criminal gangs, exploit susceptible people. The most common form of cuckooing is where drug dealers take control of the victim's home and use the premises to store, prepare or distribute drugs often as part of county lines networks. What is Cuckooing?
Domestic Abuse	Domestic abuse is defined as 'an incident or pattern of incidents of controlling, coercive, or threatening behavior or abuse between those aged 16 or over who are, or have been, intimate partners or family members'. North Bristol Trust's Domestic Abuse Policy (CG-205) can be accessed HERE
DSL	Designated Safeguarding Lead. A person who has overall responsibility for Safeguarding within our organisation
Emotional or Psychological Abuse	Emotional abuse is a pattern of behavior in which the perpetrator insults, humiliates, and generally instills fear in an individual in order to control them
FGM	Female Genital Mutilation Female Genital Mutilation - NSPCC . Partial or total removal of female external genitalia or injury to another part of the female genitalia for non - medical reason
Forced Marriage	In a forced marriage, one or both people do not, or cannot, consent to the marriage (due to age or disability), duress may have been used and actions may have been taken to coerce one or both people into the marriage. Duress can be physical,

	psychological, financial, sexual or emotional pressure.
Grooming	Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.
LADO	Local Area Designated Officer. A person who is employed in the local authority who provides advice and guidance to DSLs. Their secondary role is to be a point of reference between agencies when dealing with allegations of abuse perpetrated by adults working with children.
MASH	Multi-agency safeguarding hub. This is a team of people who have multi-disciplinary backgrounds i.e. Police, social worker. They are usually co-located and their focus is to engage as a team to support both the child and wider family.
Mental Health	Absence of psychological wellbeing and effective physical or psychological functioning.
Modern Slavery	Modern slavery is a crime that involves individuals being forced to work or provide a service for the benefit of others. Though there are many definitions, and it has several forms, they all include aspects of control, involuntary actions and exploitation.
Neglect	Persistent failure to meet the basic physical or psychological needs of a child or adult at risk. <u>NSPCC - Neglect</u>
Online Abuse Cyber Bullying	Online abuse is any type of abuse that happens on the internet.
Organisational Abuse	poor working practices and inadequate care in a specific setting leads to the mistreatment and/or harm of adults and children at risk
Pastoral	Dealing with personal, social and emotional needs.
Physical abuse	Hurting or causing bodily harm to a child or adult at risk.
Safeguarding team	Staff in your organisation who deal with referrals and give advice and guidance for safeguarding concerns.
Safer partnerships	Safeguarding partnerships that have replaced the local safeguarding children's board. There are three agencies within the partnership: Police, Health and the local authority. Their role is to ensure there is enough provision and capacity within their area of responsibility and to set thresholds, identify learning from serious case reviews and respond to all statutory guidance and audit requirements.
Self Neglect	a wide range of behaviour where a person neglects to care for their personal hygiene, health or surroundings.
Sexting	Exchange of self-generated sexually explicit images through mobile picture messages
Sexual Abuse	Any sexual activity that occurs without consent. There are two types, Contact and non-contact abuse
Spiking	when someone puts alcohol or drugs into another person's drink or body without their consent or knowledge.

Transitional safeguarding	Transitional Safeguarding is described by Dez Holmes as as: “An approach to safeguarding adolescents and young adults fluidly across developmental stages which builds on the best available evidence, learns from both children's and adult safeguarding practice, and which prepares young people for their adult lives.” (Holmes, 2021).
Upskirting	taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate or distress the individual. It is a criminal offence

6. Roles and responsibilities

- 6.1. The NBT Apprenticeship Centre Manager is the nominated DSL for North Bristol NHS Trust Apprenticeship Centre and will take the lead in the management of Safeguarding for the Centre and all its educational activities. They are responsible for ensuring all policies, processes and Procedures are in place and up to date and that all concerns are triaged and referred if applicable. The Apprenticeship Centre Manager will also ensure that Safer Recruitment practices are applied, appropriate training is in place for all centre employees and that all concerns are managed correctly and referred to external agencies where appropriate.
- 6.2. The Apprenticeship Centre – Designated Safeguarding Lead (DSL) & Designated Safeguarding Officer (DSO) will support the triage of cases/concerns and oversee the management of learners who have well-being/low-level concerns. This includes reviewing the frequency of contact and intervention.
- 6.3. NBT Apprenticeship Centre Programme Managers have overall responsibility for ensuring that this policy is applied within their own area and ensuring that all employees are aware of this policy. They are also responsible for ensuring that Safer Recruitment practices are followed and all mandatory training, refresher training and CPD in Safeguarding are completed.
- 6.4. All members of staff have a responsibility to comply with this policy, not just those who might specifically be working with, young people or adults at risk. They are also responsible for ensuring they are up to date on all mandatory & refresher training in Safeguarding. All Centre Team Members should adopt a learner-centred approach to their work, holding our learners' safeguarding and wellbeing at the core of all they do.

7. Procedures

Below are the procedures that need to be followed if you have a safeguarding concern or a disclosure is made. A flow chart is included as an annex at the end of this policy.

7.1. If you see something that concerns you, or you are given information that causes you to be concerned about a young or susceptible person, you should:

- Keep calm; this will help the person.
- Never promise confidentiality.
- If the person is over the age of 18, you must seek consent to share information.
- Make sure that the person is safe.
- Listen carefully to what is said.
- Reassure and take care of the person.
- Get help as soon as possible.

7.2 If a young person or adult at risk comes to you with a report of abuse, you should listen carefully to him/her/them, using the following guidelines. When listening to the young person or adult at risk staff must:

- Allow the young person or to speak without interruption.
- Never trivialise or exaggerate the issue.
- Never make suggestions.
- Never coach or lead the adult at risk in any way.
- Reassure the young person or adult at risk, let them know you are glad they have spoken up and that they are right to do so.
- Always ask enough questions to clarify your understanding, but do not probe or interrogate – no matter how well you know the young person or adult at risk – spare them having to repeat themselves.
- Be honest - let the young person or adult at risk know that you cannot keep this a secret, you will need to tell someone else.
- Try to remain calm – remember this is not an easy thing for them to do.
- Do not show your emotions – if you show anger, disgust, or disbelief, they may stop talking. This may be because they feel they are upsetting you or they may feel your negative feelings are directed towards them.
- Let the young person or adult at risk know that you are taking the matter very seriously.
- Make the young person or adult at risk feel secure and safe, without causing them any further anxiety.
- If they are under 18/live with someone who is under 18 or are an adult at risk, please report straight away to either the Designated Safeguarding Officer DSO (Julie Owen) or the Designated Safeguarding Lead DSL (Angelo Moore)
- Explain to them what will happen next.

7.3 Ignoring abuse is not an option:

- You must report your concerns if at any time you think that a susceptible person is being abused or is at risk of abuse so that they can be investigated. Even if you have only heard rumours of abuse, or you have a suspicion but do not have firm evidence, you should still raise your concerns.
- You must tell so that others can help if you come across a situation where you think a young person or susceptible person is at risk of abuse.
- You must not ignore the information.
- Do not assume that others know what you know.
- You have a duty of care to ensure the rights and needs of the young person or susceptible person are your main consideration. Remember that young people and adult at risk have human rights. You should not try to investigate the matter on your own.
- You should call for an ambulance or arrange for a doctor to see the person at the earliest opportunity if at any time you feel the person needs urgent medical assistance.
- You should call the police if at the time you have reason to believe the person is in immediate and serious risk of harm or if you suspect that a crime has been committed.
- You must record the facts of what happened. Remember you will need to record everything that you saw, heard, and did and ensure that any evidence indicating that abuse is or may be occurring is preserved.
- You should inform the family and/or carers of the young person or adult at risk, where it is safe to do so (i.e., where they are not implicated in the abuse), of the incident.

7.4 You must pass on any concerns immediately to your line manager &/or DSL/DSO.

The rights and needs of the young or susceptible person are your main consideration.

7.5 Reporting concerns

- People over the age of 18 years have the right to expect that information shared with a member of staff should be treated as confidential.
- However, it should be made clear that where the staff member has a reason to be concerned for the welfare of a susceptible person and/or others they must share the information with someone who is able to act or responsibility.
- The young person or adult at risk should be told with whom the information will be shared, and that their views and wishes will be considered.
- Any views or wishes expressed by the young person or adult at risk should be recorded and reported with their concerns by the staff member.
- Concerns should be reported at the earliest possible opportunity.

7.6 Wellbeing Concerns

NBT Apprenticeship Centre's safeguarding commitment extends to the well-being of our apprentices. Staff have access to a wide range of internal & external resources to signpost our young people to, to support their mental health and wellbeing. We encourage and enable communication and interaction during our meetings, visits, by phone and email and during 1:1 pastoral support sessions.

1. Monitoring effectiveness

- 1.1. The below table details the monitoring procedures in order that NBT can be assured that compliance with a policy is being met. It identifies both the processes for monitoring compliance and the actions to be taken where deficiencies and non-compliance are identified. This table must be completed in all policies.
- 1.2. This section describes how the implementation of the policy will be monitored. Audit activity should form part of all policy monitoring; therefore, an audit tool/checklist must be appended (or reference made to a national audit the Trust participates in on a regular basis). The below table should be populated with the key areas currently being monitored in addition to any monitoring criteria as required by regulators such as the CQC. This table can be extended as required.

What will be monitored	Monitoring/ Audit method	Monitoring responsibility (individual/group/ committee)	Frequency of monitoring	Reporting arrangements (committee/group the monitoring results are presented to)	How will actions be taken to ensure improvements and learning where the monitoring has identified deficiencies
Apprenticeship Centre Training Compliance	Single Central Record – Reviewed Monthly	DSL & Programme Managers	Monthly	DSL/Apprenticeship Centre Manager	Programme Manager or Centre Manager to follow up with employee
My Concern	Audited on entry & reviewed in Bi-Weekly and Monthly DSL/DSO meetings	DSL and DSO	Weekly	DSL/Apprenticeship Centre Manager	DSL or DSO to follow up with employee and support
Policy	Annually	DSL/Authors	Annually	DSL/Authors	Any changes to be made annually. Include updates and any new guidance

2. Associated policies/documents:

This policy should be read in conjunction with the

Safeguarding App http://www.myguideapps.com/nhs_safeguarding/default/

[CG197 Safeguarding children Policy](#)

[CG134 Safeguarding Adults Policy](#)

[CG217 Prevent Violent Extremism and Radicalisation Policy](#)

[NBTAC – 004 Prevent Policy](#)

[CG01B Serious Incident Reporting Policy](#)

[CG205 Domestic Abuse Policy](#)

[HS36 Security Policy](#)

[NBTAC– Employee Code of Conduct](#)

Key Framework, Legislations, Documentation & Guidance:

<https://www.legislation.gov.uk/ukpga/1989/41/contents> ([Children Act 1989](#))

<https://www.legislation.gov.uk/ukpga/2002/32/contents> ([Education Act 2002](#))

<https://www.legislation.gov.uk/ukpga/2006/21> ([Childcare Act 2006](#))

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)

[Welcome to the Keeping Bristol Safe Partnership website. \(bristolsafeguarding.org\)](#)

3. References

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

GOV.UK. (2011, June 7). *Prevent Strategy 2011*. Retrieved from GOV.UK:
<https://www.gov.uk/government/publications/prevent-strategy-2011>

NHS. (2021, 12 10). *Safeguarding policies and annual report*. Retrieved from NHS:
<https://www.england.nhs.uk/safeguarding/policies-annual-report/>

[Flowchart of Procedures for Responding to Safeguarding Concerns \(highspeedtraining.co.uk\)](#)

[The Difference Between Arranged Marriage and Forced Marriage \(highspeedtraining.co.uk\)](#)

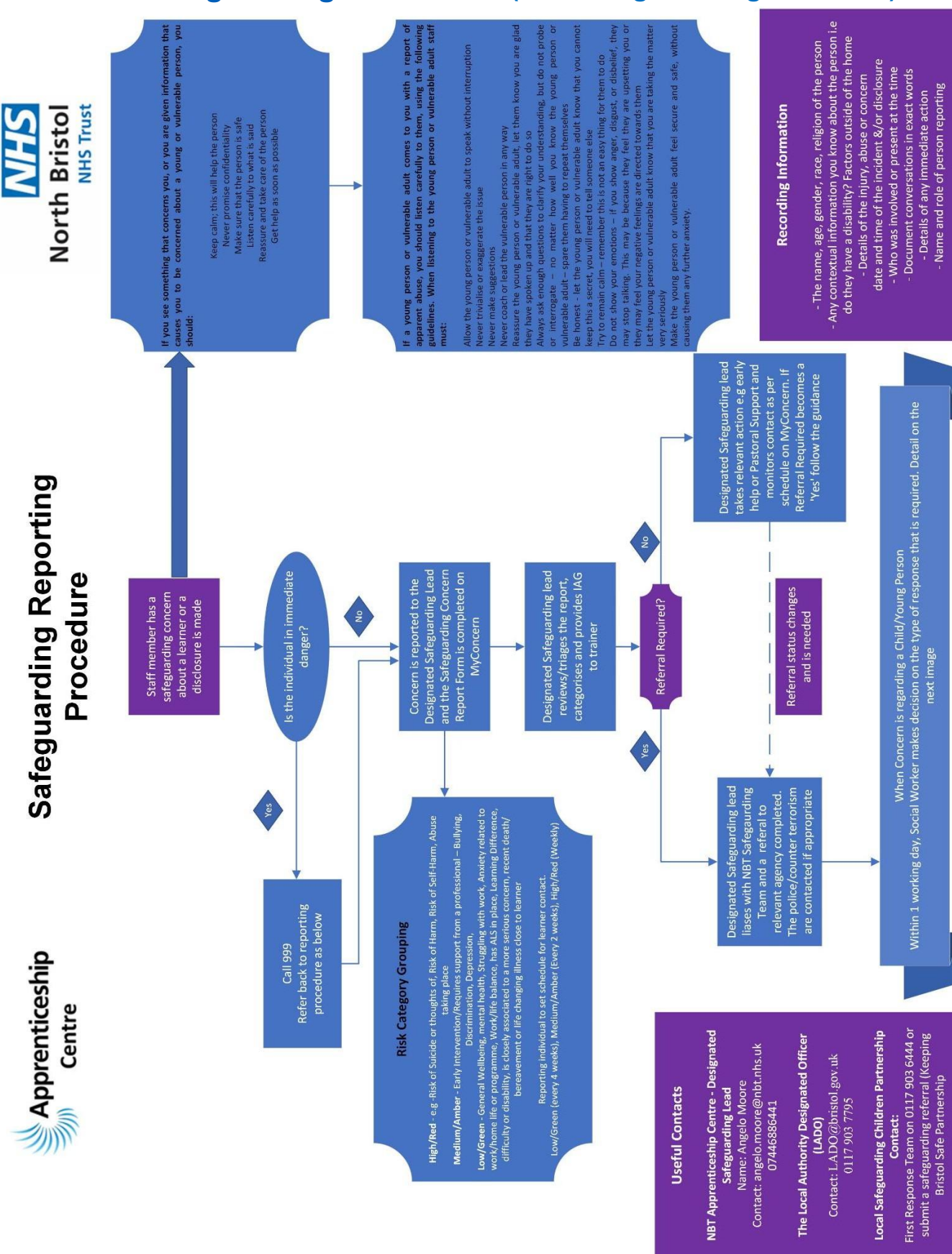
[What is Modern Slavery? | Types, Signs & What to Do \(highspeedtraining.co.uk\)](#)

[Responding to low-level concerns in education | NSPCC Learning](#)

[Working together to Safeguard Children](#)

[Inspecting Safeguarding in early years, education and skills](#)

Annex 1 – Safeguarding Flow Chart (click image for larger version)



Annex 2 – Keeping Bristol Safe Partnership – Key Contacts

If you have concerns about a child/young person in Bristol ...

If a child is at immediate risk call the POLICE	POLICE 999	
To make an URGENT referral, i.e. a child is likely to suffer or is suffering significant harm, call children's social care.	FIRST RESPONSE - 0117 9036444	
Out of Hours Referrals	EMERGENCY DUTY TEAM - 01454 615 165	
Mental Health Crisis (24 hours, 7 days a week)	Bristol Mental Health - 0300 555 0334	
To make a NON-URGENT referral, contact FIRST RESPONSE using the online form	FIRST RESPONSE Online form https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response	
To raise concerns and ask for advice about radicalisation (also contact First Response).	PREVENT DUTY - 01278 647466 PreventSW@avonandsomerset.police.uk	
To liaise with the specialist Safeguarding Police unit	Lighthouse Safeguarding Unit (Avon and Somerset police) 01278 649228 LighthouseBristol@avonandsomerset.police.uk	
For advice and guidance about whether to make a referral	Families in Focus (Targeted Support)-	
South 0117 9037770	East Central 0117 3576460	North 0117 3521499

If you have concerns about a professional working with a child...

To raise concerns and ask for guidance in relation to the conduct of someone who works with children	<u>Local Authority Designated Officer - (LADO)</u> T: 0117 9037795 KBSP LADO notification form
--	--

For information, advice and guidance in relation to safeguarding policy and procedures.

<u>Safeguarding in Education Team</u> T: 0117 9222710 E: Safeguardingineducationteam@bristol.gov.uk		
South Advisor Helen Macdonald helen.macdonald@bristol.gov.uk 07788363760	East Central Advisor Jess Curtis jessica.curtis@bristol.gov.uk 07788363338	North Advisor Elisabeth Clark elisabeth.clark@bristol.gov.uk 07824503572
Child sexual exploitation & child criminal exploitation	Operation Topaz (Avon and Somerset Police) https://www.avonandsomerset.police.uk/forms/vul	

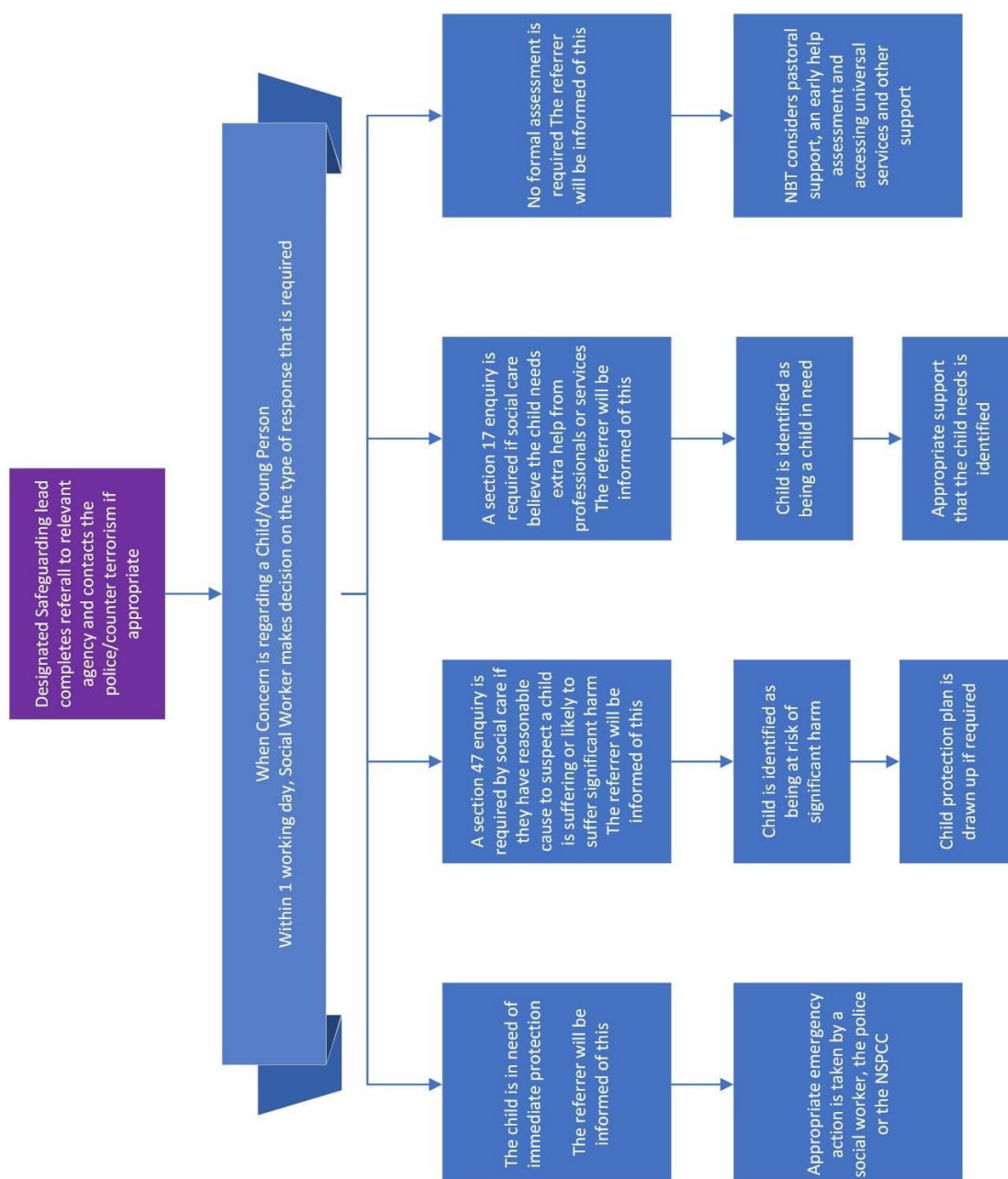
Safer Options Team - Education inclusion managers		
South Ingrid.Hooper@bristol.gov.uk	East Central Calum.Paton@bristol.gov.uk	North Ross.Moody@bristol.gov.uk
Report a Child Missing from Education	Bristol City Council – Education Welfare https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme	
Children affected by Forced Marriage	Forced Marriage Unit T: (0) 20 7008 0151 E: fmu@fco.gov.uk	
Online Safety Advice	Professional Online Safeguarding Helpline T: 0344 381 4772 E: helpline@saferinternet.org.uk	
Reporting online abuse and grooming	Child Exploitation and Online Protection command https://www.ceop.police.uk/ceop-reporting/	
FGM advice	NSPCC FGM Helpline T: 0800 028 3550 E: fgmhelp@nspcc.org.uk	
Domestic Abuse support (Bristol)	Directorate of local and national services https://www.bristol.gov.uk/crime-emergencies/abuse-violence	
Young Carers – advice and support.	Carers Support Centre T: 0117 958 9980 W: https://www.carerssupportcentre.org.uk/young-carers/contact-young-carers/	
Whistleblowing professional policy	NSPCC Whistleblowing hotline T: 0800 028 0285 E: help@nspcc.org.uk	
Child and Adolescent Mental health (CAMHS)		
Primary Mental Health Specialists (advice) Child and Adolescent Mental Health		
South 0117 3408121	East Central 0117 3408600	North 0117 3546800
Avon and Wiltshire Mental Health Partnership NHS Trust 24/7 crisis line: 0800 953 1919		
Advice around harmful sexualised behaviour.	Be Safe 0117 3408700 W: https://www.awp.nhs.uk/camhs/camhs-services/HSB-services/be-safe	
	Brook Traffic Light Tool CPD: Brook Sexual Behaviours Traffic Light Tool (RSE) Course	

Other Local Authorities Contacts

Local Authority in which the child is resident	Contact Details	Out of Hours/Weekend
South Gloucestershire	Access and Responses Team 01454 866000 - Monday to Thursday 9.00 – 5.00, 4.30 on Friday accessandresponse@southglos.gov.uk Website: Access and Response Teams (ART) South Gloucestershire Council (southglos.gov.uk)	Emergency Duty Team 01454 615165
North Somerset	Single Point of Access 01275 888 808 –Monday-Thursday 8.45am-5pm, Friday 8.45am-4.30pm Website: Children, young people and families North Somerset Council (n-somerset.gov.uk)	
Bath and Northeast Somerset (BANES)	Children's Social Work Services 01225 396312 or 01225 396313 weekdays, 8.30am to 5pm, except Fridays when we're closed from 4.30pm ChildCare_Duty@bathnes.gov.uk Website: Report a concern about a child Bath and Northeast Somerset Council (bathnes.gov.uk)	

Annex 3 – Safeguarding Referral Next Steps– Child/Young Person (Follows on from Annex 1 - (click image for larger version))

Safeguarding Referral Next Steps - Child/Young Person



Annex 4 – Missing Person Procedure

Overview

NBT Apprenticeship Centre is committed to keeping their young people (Under 18's) safe in education. The law now requires that young people continue in education, employment, or training until the age of 18.

This procedure complies with the requirements of the latest version of Keeping Children Safe in Education.

DEFINITION

Children/ young person missing education are children/ young persons of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children/young person missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

SIGNIFICANT RISKS ASSOCIATED WITH MISSING EDUCATION

- not meeting their academic potential and underachieving
- becoming NEET (not in employment, education, or training)
- being victims of harm, abuse, exploitation, or radicalisation
- involvement in criminal or gang-related activity.

YOUNG PEOPLE AT INCREASED RISK OF MISSING EDUCATION

Some factors may place a young person at higher risk and should be considered in the planning of preventative monitoring and support:

- children/ young persons at risk of abuse or neglect
- children/ young persons of Gypsy, Roma, or Traveller (GRT) families
- children/ young persons of service personnel
- children/ young persons who go missing or run away from home or care
- children/ young persons who are supervised by the Youth Justice System
- children/ young persons of new migrant families

There are also a higher proportion of young people recorded as missing education when there are links to poverty, deprivation, or involvement with social services.

Unauthorised Absence

Is:

- Not attending training or a review without prior agreement with the employer and NBT Apprenticeship Centre
- Not attending work without approval of the employer

ROLES AND RESPONSIBILITIES

NBT Apprenticeship Centre has a responsibility to:

- follow our safeguarding duty in promoting the welfare of their young people and investigating any unexplained absences
- maintain accurate registers of learners
- where a young person fails to attend their apprenticeship training on an agreed date, make reasonable enquiries to establish the whereabouts of the young person and consider notifying the local authority
- inform the local authority of any 16- & 17-year-old learners that fail to attend regularly, or miss 10 days or more without permission.
- Tutors have been trained to look out for warning signs when learners who are missing might be at risk of abuse, neglect, extremism, or radicalisation

The following procedures are followed in the event of a young person going missing:

- The Designated Safeguarding Lead (DSL) is informed immediately of the circumstances surrounding the young person's disappearance.
- The DSL then contacts the police if the young person is deemed at risk of harm, followed by the parents or carers of the missing young person. The police will then lead the investigation and the DSL will assist as much as possible and follow any actions as directed by the emergency services.
- OFSTED are also informed of any incidents and may carry out an investigation if they deem it appropriate.
- The DSL informs the local authority of any 16 & 17-year-old learners who fails to attend regularly, or miss 10 days or more without permission
- All staff are de-briefed on situations and where any action needs to be taken to change procedures these will be done immediately to prevent further incidents.

Annex 5 –Low-Level Concerns

Overview

NBT Apprenticeship Centre is committed to the safeguarding of all learners. This includes responding to low-level concerns.

All employees and contractors should read this policy in conjunction with the Employee Code of Conduct & part 1 of the Keeping Children Safe in Education statutory guidance.

This procedure applies to all North Bristol NHS Trust - Apprenticeship Centre staff, associates, volunteers, contracted people, and others who are involved in the education of our learners.

NBT Apprenticeship Centre will continue to provide:

- staff and learners with a safe and welcoming environment in which to work.
- a culture where staff and learners are vigilant about their safety and the safety of others.
- an open and transparent culture in which all concerns about all adults working in or on behalf of NBT Apprenticeship Centre are dealt with promptly and appropriately.

Additionally, North Bristol NHS Trust Apprenticeship Centre will:

- ensure that there are dedicated person/s available to act on all allegations against NBT Apprenticeship Centre or its staff, consultants, volunteers, and contractors.
- manage cases of allegations that might indicate a person will pose a risk of harm if they continue to work in their present position or any capacity with children/young people.
- make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.
- inform DBS where they consider an individual has engaged in conduct that harmed (or is likely to harm) a child/young person.
- review every case and to learn lessons from them.

Definition

A low-level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- doesn't meet the threshold of harm or is not considered serious enough for the apprenticeship centre to refer to the local authority.

Low-level concerns are part of a spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over friendly with children
- having favourites
- adults taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

Roles & Responsibilities

If there is a safeguarding concern or an allegation is made about another member of staff (including supply staff, volunteers, and contractors) posing a risk of harm to children/ young people, then:

- this will be referred to the NBT Apprenticeship Centre DSL. If the DSL is mentioned in the allegation, this will be referred to the Non-Clinical Education Manager
- where there is a conflict of interest in reporting the matter to the DSL or Non-Clinical Education Manager, or the concerns or allegations are about either of these individuals, this must be referred to the North Bristol Trust Safeguarding Team, who will liaise with the NBT Designated Safeguarding Lead and local authority designated officer(s) (LADOs).

Allegation does not meet the harm threshold

- Low level concerns will be referred to the North Bristol NHS Trust Apprenticeship Centre Designated Safeguarding Lead (DSL)
- The DSL will inform the Non-Medical Education Manager, who will advise on action to take.

Self-declaration

- Staff must declare immediately if they consider they have acted in a way that could be considered a low-level concern.

Procedure

INITIAL RESPONSE TO AN ALLEGATION OF HARM

Safeguarding allegations that may meet the harm threshold - [Keeping Children Safe in Education]

NBT Apprenticeship Centre or its Academies staff, consultants, volunteers, and contractors who have:

- behaved in a way that has harmed a child/ young person, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child/ young person, and/or
- behaved towards a child/ young person or children /young people in a way that indicates he or she may pose a risk of harm to children/ young people, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children/young people during work or outside of the work environment.

Looking after the welfare of the child

Where it is identified that: a child/ young person has been harmed; that there may be an immediate risk of harm to a child/ young person; or if the situation is an emergency, NBT Apprenticeship Centre DSL will contact the NBT Safeguarding Team who will escalate to the local authority children's social care and as appropriate the police immediately. - the designated safeguarding lead (or deputy) is responsible for ensuring that the child/young person is not at risk and referring cases of suspected abuse to the local authority children's social care.

Investigating and supporting the person subject to the allegation

The designated NBT Apprenticeship Centre case manager must discuss with the NBT Safeguarding team, and where appropriate the LADO, the nature, content, and context of the allegation, and agree a course of action.

No further action

Where the initial discussion leads to no further action, the NBT Apprenticeship Centre case manager, NBT Safeguarding Team and the LADO will:

- record the decision and justification for it,
- agree on what information should be put in writing to the individual concerned and by whom.

Further enquiries required

When required the LADO will continue provide advice and guidance to NBT when considering allegations against adults working with children/ young persons. The LADO's role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, local authority children's social care, the training provider, or a combination of these. In straightforward cases, the investigation should normally be undertaken by a senior member of NBT Apprenticeship Centre but may be escalated to the NBT Safeguarding Team.

Complex cases may require the services of an independent investigator.

Progressing cases

The NBT case manager will continue monitor the progress of all cases to ensure that they are dealt with as quickly as possible in a thorough and fair process. Wherever possible, the first review has to take place no later than four weeks after the initial assessment.

Dates for subsequent reviews, ideally at fortnightly (and no longer than monthly) intervals, are set at the review meeting if the investigation continues.

Duty of Care

To the child/young person and their family

The welfare of a child/young person is paramount.

Parents or carers of the child/young person or children/young people involved should be:

- formally told about the allegation as soon as possible. The NBT Apprenticeship Centre case manager should consult the LADO and where involved, local authority children's social care and/or the police on what information can be disclosed
- kept informed about the progress of the case, only in relation to their child - no information can be shared regarding the staff member, and,
- made aware of the requirement to maintain confidentiality and unwanted publicity about any allegations made against teachers in schools whilst investigations are in progress as set out in section 141F of the Education Act 2002.

To the member of staff

When an allegation or safeguarding concern is being investigated it is likely to be a very stressful experience for the adult subject to the investigation, and potentially for their family members.

NBT Apprenticeship Centre will:

- Manage and minimise the stress caused by the allegation
- Inform the individual as soon as possible, explaining the likely course of action, guided by the NBT Safeguarding Team, LADO, and the police where necessary
- Advise the individual to contact their trade union representative, or a colleague for support
- Appoint a named representative to keep the person informed about the progress of the case
- Provide access to counselling or medical advice where appropriate.
- Not prevent social contact with work colleagues and friends, when staff are suspended, unless there is evidence to suggest this may prejudice the gathering of evidence.

Confidentiality and Information Sharing

The NBT Apprenticeship Centre case manager will take advice from the NBT Safeguarding Team, LADO, the police and local authority children's social care to agree the following:

- who needs to know and exactly what information can be shared
- how to manage speculation, leaks, and gossip
- what, if any, information can be reasonably given to the wider community to reduce speculation and
- how to manage press interest if, and when, it should arise.

Recording low level concerns

All low-level concerns should be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible

Records should be reviewed so that potential patterns of concerning, inappropriate, problematic or concerning behaviour can be identified. Where a pattern of such behaviour is identified, NBT Apprenticeship Centre will seek support from the NBT Safeguarding Team to decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a low-level concern to meeting the harm threshold, in which case it should be referred to the LADO.

Low level concerns are retained at least until the individual leaves their employment, in accordance with Data Protection and GDPR legislation.

Annex 6 – Safer Recruitment

Overview

NBT Apprenticeship Centre will ensure safer recruitment processes are applied and ensure that all appropriate checks are carried out on new staff, including volunteers who will work or encounter our learners. Our learners may include children, young people and adults at risk and will be checked in line with the Disclosure and Barring Service requirements.

Definition

NBT Apprenticeship Centre will ensure safer recruitment processes are applied and ensure that all appropriate checks are carried out on new staff, including volunteers who will work or encounter children, young people and adults at risk in line with the Disclosure and Barring Service requirements. We will also apply procedures to ensure the ongoing safeguarding of our learners

All 16- to 18-year-olds, from the moment of recruitment and throughout the learner journey are a specific cohort at greater risk due to the vulnerabilities associated with their age. Additional safeguarding considerations will be given to this group in every aspect of their training and working life to counter these risks.

Under the Keeping Children Safe in Education we have a responsibility to safeguard our students

Roles & Responsibilities

All centre employees have the responsibility of protecting all children, young people and susceptible adults from harm. They should

- understand the responsibilities which are part of their employment or role and be aware that sanctions will be applied if these provisions are breached.
- always act, and be seen to act, in the individual's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- take responsibility for their actions and behaviour.

All Leaders and managers should:

- promote a culture of openness and support.
- ensure that systems are in place for concerns to be raised.
- ensure that adults are not placed in situations which render them particularly vulnerable.
- ensure that all adults are aware of expectations, policies and procedures.
- Ensure that all roles have a clear JD/Person spec, interview process is followed, DBS has been completed and that references will be sought as these are key steps in the process that support safe recruitment. This is detailed in the procedure.

Centre Management should:

- ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored.
- Provide an 'Employee code of conduct' which outlines professional behaviors that centre employees will follow

Procedure

During the recruitment process, we must conduct a proportionate level of checks with new starters. This is to ensure that NBT Apprenticeship Centre employees are safe to work with our learners which includes Children (young people) and adults at risk.

The level of DBS check will depend on the frequency of regulated activity the employee conducts, at the time of writing this policy (19/02/2024) we have 1 'young person' so this just requires a Basic level of DBS. If this were to increase, we would need to conduct a higher level of check as per this guidance ([DBS guidance leaflets - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-checks-for-employees)) The Apprenticeship Centre Manager will continuously review and initiate a higher level of check if the threshold for an Enhanced DBS is met.

Where NBT Apprenticeship Centre is recruiting for a role that qualifies for a DBS disclosure, the advert and further information will confirm the type of DBS disclosure required. The advert must also state the other checks that will be completed (Under Safer Recruitment Guidelines) including Social Media and Search Engine checks. The job description/advert must also include the Safeguarding responsibilities of the role.

As our roles include 'regulated activity' we must include a statement in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. A link to our Apprenticeship Centre Safeguarding Policy should also be included. Candidates must complete 'a self-declaration & disclosure' which includes any further details of convictions, including those that normally would be considered as spent, cautions or reprimands as part of the application process. At this stage, we will also carry out an online search as part of their due diligence on the shortlisted candidates (Online Checks Form below). This may help identify any incidents or issues that have happened, and are publicly available online, which NBT Apprenticeship Centre might want to explore with the applicant at the interview. NBT Apprenticeship Centre will inform shortlisted candidates that online searches may be done as part of due diligence checks.

When the most suitable candidate for the position has been identified, the offer of appointment will be made subject to a satisfactory DBS, right to work, references and qualification checks. In the instance that the outcome of a DBS check has not been received from the appropriate authority prior to learner visits being carried out, all visits with learners aged below 18 or a vulnerable adult will be supervised by a person whose DBS outcome has been received and approved. The Programme manager will be responsible for arranging this supervision. Quality assurance of this process will take place weekly.

As part of our safeguarding obligations, we will re-apply for the appropriate types of DBS checks on a 3-year basis during employment with NBT Apprenticeship Centre and undertake annual self-declarations for all staff.

Safer Recruitment – Online Checks Record Form

Name of candidate:	
Person completing the search:	
Position applied for:	
Date search completed:	
Search criteria used:	Name, DOB, Address
Search Engine used:	Bing, Google
Results found: Yes / No	
If Yes, screen shot or link to content below:	
For DSL to complete if results found:	
Record of action taken:	
Decision to be recorded:	
Date completed:	

Annex 7 – Low Level Harm (click image for larger version)

