

Safeguarding and Prevent Policy

Introduction

As a leading at work-based learning provider, Birmingham Electrical Training (BET) recognise our full legal and moral duty to promote the wellbeing and development of all BET apprentices, staff, and anyone who is associated with or visiting BET centres. The BET ethos promotes a positive, supportive, and secure environment and provides apprentices with a sense of being valued.

BET is committed to embedding Safeguarding and Prevent practice by cultivating and sustaining a safe and supportive environment for all individuals. At BET, “Safeguarding really is everyone’s responsibility” and by working together to keep people safe and understand ways to prevent harm, people will therefore feel more supported and more informed around safety within the workplace and within our wider communities. BET is committed to equipping apprentices and staff with the knowledge and skills to keep themselves and others safe by promoting a culture of openness and vigilance and by enabling individuals to adapt and thrive within their employment, communities, and families.

This policy will continue to be widely promoted and embedded throughout the company and be reviewed annually, or in the following circumstances:

- If there are any changes in government guidance and/or legislation.
- Any other significant changes or events.

The policy will be accessible via SharePoint for staff, detailed in all apprentice, staff and employer handbooks, and on the BET website. It is mandatory that all new staff members complete the Safeguarding and Prevent training module to ensure that they have fully understood the policy. This will be monitored via the Designated Safeguarding Officer and shared with the Senior Leadership team.

Scope of the Policy

This Policy applies to all staff employed by BET, including permanent and temporary staff.

BET works with apprentices aged from 16 and over and the policy applies to all safeguarding situations whereby a child, young person, or an adult may be at risk of suffering significant harm and that action should then be taken to protect them. BET also recognises that safeguarding threats can originate from different extremist groups and any form of extremist ideology, radicalisation or terrorist threat is also included within this policy.

Purpose and aims

BET aims to:

- Implement the highest possible standards for Safeguarding and Prevent and to take all reasonable steps to promote the safety and welfare of all.

- Take appropriate action to ensure that apprentices, staff, temporary staff, contractors, agency personnel, and visitors are kept safe, both at home, within the community, and within their working environments.
- Promote and prioritise the safety and wellbeing for everyone associated with BET.
- Educate apprentices and staff to acquire knowledge and skills to keep themselves and their families safe and to aim to protect them where they cannot protect themselves.
- Respond to concerns and disclosures in an appropriate, supportive, and timely manner.
- Provide signposting information about local or national support agencies.
- Meet our legal and statutory obligations with regards to Safeguarding & Prevent.

BET will achieve these aims by:

- Having ethical, empathic, and supportive leadership in place.
- Ensuring compliance with all relevant legislation and guidance.
- Having trained Safeguarding Officers and a member of the Board (Managing Director) who takes responsibility for Safeguarding and Prevent at the highest level.
- Widely promoting BET Safeguarding and Prevent reporting procedures for all apprentices, staff, and employers.
- Providing supervision, support, training, and quality assurance measures.
- Embedding Safeguarding and Prevent content within the BET curriculum.
- Promoting the BET ethos- a positive, supportive, and secure environment that gives apprentices a sense of being valued and listening to everyone with respect.
- Promotion of a distinct behaviour policy that will, particularly, support apprentices at risk.
- Liaising with external agencies such as the Local Authority, social services, and other specialist/ third sector providers.
- Ensuring every BET apprentice is provided with support and guidance from a Designated Training Officer and pastoral support via the Designated Safeguarding Officer and Deputy.
- Ensuring Safer Recruitment processes and Disclosure and Barring Service (DBS) checks are in place for relevant staff.
- Implementing a robust Induction process to ensure apprentices, staff, and employers are aware of, understand, and follow the Safeguarding and Prevent procedures if they are concerned about themselves or others.
- Building upon a culture of vigilance where people know how they are expected to behave and know how to raise concerns or complaints.
- Working with external organisations and partners to understand referral pathways, communication procedures, and how to effectively work together.
- Working with employers so they understand their responsibilities and reporting procedures.
- Risk assessing apprentices with unspent criminal convictions prior to acceptance.
- Recording and storing information securely and appropriately and in line with GDPR.
- Managing, recording, and monitoring any staff allegations and low-level concerns appropriately.
- Implementing and embedding an anti-bullying and anti-harassment environment and robust policies to deal with any issues effectively.
- Ensuring that the BET has effective complaints and whistleblowing policies.
- Providing a safe physical environment for all by adhering to health and safety measures in accordance with the law and regulatory guidance.

- Keeping up to date Safeguarding and Prevent Action Plans.
- Reviewing BET Safeguarding and Prevent arrangements to support continual improvement.

BET also recognise that because of the day-to-day contact with our apprentices, our employees are in an advantageous position to observe any outward signs of abuse or potential harm.

BET will therefore:

- Establish and maintain an environment where apprentices and staff feel secure and listened to within their workplace.
- Provide all employers with robust Induction and Handbook information and up-to-date resources around Safeguarding and Prevent.
- Ensure that apprentices know that there are professionals within their workplace whom they can approach if they are worried.
- Follow procedures where an allegation or low-level concern is raised against a member of staff.
- Ensure safe recruitment practices are always adhered to.
- Recognise that peer-on-peer abuse can manifest in many ways, and work to keep learners free from bullying, harassment, sexual harm, and radicalisation.
- Ensure apprentices are aware of the e-safety policy and online risks/ harm.

Roles and Responsibilities

All staff:

- Will contribute to creating a safe learning and working environments for all.
- Are aware of and follow BET Safeguarding and Prevent policy and procedures by recognising, responding to, and reporting any concerns that may be raised about the safety and welfare of a child, young person, or adult at risk.

Tutors and Training Officers:

- Ensure that the learning environment is safe and that Safeguarding and Prevent is embedded within teaching practice to educate learners on staying safe, building resilience, and developing critical thinking skills.

Designated Safeguarding Officer (Level 3 trained):

- Acts as the main contact for outside agencies and the most senior 'go to' person in the organisation, delegating these responsibilities to the Deputy Safeguarding Officer as appropriate.
- Develops resources, funding, training, and support to provide advice and guidance.
- Refers cases regarding any allegations towards staff and staff dismissals to the Disclosure and Barring Service (DBS) if applicable.
- Reports to BET's Managing Director.
- Reports any key issues, risks or themes relating to Safeguarding to the Board (Managing Director) which will be formally recorded.

- Responds to Safeguarding concerns and keeps accurate case notes. Escalates any concerns that may require specialist support or referral to external support networks.
- Refers cases of suspected abuse or concern to the appropriate services which may include child or adult social care (Local Authority) or Police.
- Refers people who require support to specialist organisations.
- Discusses cases with team members on a “need to know basis” to protect the person’s right to confidentiality.
- Raises awareness about Safeguarding and Prevent and liaising with local and regional Safeguarding and Prevent Leads on an ongoing basis.
- Refers cases to the Channel programme if there are concerns regarding radicalisation.
- Liaises with any case managers, social care workers, and appropriate senior leadership regarding any matters of Safeguarding and safety.
- Advises on updates on legislation and Local Authority compliance.
- Has a responsibility at a senior and operational level within the organisation, ensuring staff are supported and directed in their duties.
- Will always be available during 8.00am-4.30pm open hours or arrange suitable cover when this is not possible.

Deputy Designated Safeguarding Officer

- Acts as above in the absence of the Designated Safeguarding Officer.

Managing Director

- Has organisational responsibility for ensuring BET meets its duties under Safeguarding and Prevent.
- Provides challenge to the leadership team to improve quality of provision.
- Ensures appropriate policies and procedures are in place for action to be taken in a timely manner to safeguard and promote children and adult’s welfare.

Contractor and Visitor Responsibilities

A partnership agreement ensures all organisations involved with BET are clear about their respective responsibilities.

Safeguarding Definitions

‘**Safeguarding**’ and promoting the welfare of children is defined in the Keeping Children Safe in Education 2021 guidance as:

- Protecting children from maltreatment.
- Preventing the 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.
- Taking action to enable all children to have the best outcomes.

‘**Abuse**’ is when a child or adult is harmed by another child or adult.

Child

A child is any person under 18 years of age. It is also important to note that the age of sexual consent is 16 years of age.

Adult at risk

The Care Act 2014 describes an adult at risk as a person 'who is or may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. The Safeguarding Vulnerable Groups Act 2006 recognises that any adult receiving any form of healthcare is vulnerable.

Duty of Care

A duty of care rests upon an individual to ensure that all reasonable steps are taken to ensure the safety of an apprentice involved in any activity, or interaction for which that individual is responsible. Any person in charge of, or working with apprentices in any capacity, is considered both legally and morally to owe them a duty of care.

Looked After Children (LAC)

The NSPCC states that a looked after child is a child who has been in the care of their local authority for more than 24 hours. Looked after children are also often referred to as children in care, a term which many children and young people prefer. Looked after children are classed as:

- Living with foster parents.
- Living in a residential children's home.
- Living in residential settings like schools or secure units.

The Designated Safeguarding Officer should have details of a child or young person's social worker and the authority that looks after the child and should keep the details of the local authority Personal Advisor for any care leavers and should liaise with them as necessary regarding any issues of concern. A previously looked after child potentially remains vulnerable and it is important that all agencies work together, and prompt action is taken when necessary to safeguard these children or young people.

Early Help

Early help is a service that provides support at the earliest opportunity that an issue emerges at any point in a child's life, from the foundation years through to the teenage years. If early help is appropriate for a family and there is a concern for a child or young person, the Designated Safeguarding Lead will lead on liaising with other agencies regarding what support may be available.

Categories of Abuse-Signs, and Symptoms

Please note the below lists are not exhaustive lists and indicators and do not always occur in isolation.

Category of Abuse	Signs and Symptoms
Physical Abuse is harm by causing physical injury to another person and can include punching, kicking, scratching, suffocating, pulling hair, spitting, biting, slapping, pushing, rough handling, or scalding.	Bruising, scratches, marks on the body or broken bones. Anxiety, fear, self-harm, unexplained injuries, fractures, sprains, unexplained burn marks, flinching or cowering.
Sexual Abuse is the unwanted and/or forced sexual behaviour towards another person. It can include inappropriate comments, inappropriate touching, inuendo, sexual harassment, or rape.	Bruising and injury to genital areas, distress, STI's, unexpected pregnancy, stained or torn underwear. Severe distress, changes in behaviour, lack of trust, over sexualised behaviours, substance abuse.
Psychological and Emotional is the belittling of a person whether intended or unintended by making a person feel uncomfortable, hurt, distressed by the actions/words of another person.	Shouting, swearing, harassing, belittling, threatening, and insulting behaviours, humiliating a person, talking in a different language on purpose, or devaluing a person. Aggression or passivity, disturbed sleep patterns, talking a lot about a particular person, depression, acting withdrawn, unusual weight loss/gain, fear, confusion, running away, or low self-esteem.
Neglect or act of omission is the act of not completing whether intentionally or unintentionally care for a person that needs support or relies on that person to care for them.	Failing to provide food, drink, shelter, privacy and dignity, access to health services, medication, and healthcare needs. Weight loss, dirty clothes, unwashed, regular infections, poor hygiene, or untreated illness.
Financial or Material Abuse is the abuse use of someone else's money and can include pressuring a person to provide money, stealing money or misusing money. It can include fraud, rogue trading, and scamming.	Not having money, they thought they had, a person handing money to other people, a person struggling to buy food and other necessities. Feeling worried or anxious, signatures that do not match the person's own financial records.
Discriminatory Abuse is to single out a person or a group for special favour or disfavour. Discrimination can be shown in the 9 Protected Characteristics.	Showing a lack of respect to an individual, not being allowed to access services, education, healthcare. Being withdrawn, fearful, isolated, exhibiting fear, anxiety, or anger.
Organisational or Institutional Abuse is when a person is subjected to routines and rules and strict boundaries over a prolonged period that have a significant effect on their day-to-day life. This would include people who have been in prison for a long time and people who have	Not being able to make their own decisions, not knowing how to complete certain tasks or loss of identity. Low confidence, fearing what may happen, asking regular questions or wanting reassurance often, discouraging visits or the involvement of relatives or friends, authoritarian management, or rigid regimes, not taking account of

been in the armed forces for a sustained period and can occur in care type settings.	individuals' cultural, religious, or ethnic needs, or failure to respond to or report abuse.
Self-Neglect is an extreme lack of self-care, it is sometimes associated with hoarding and may be a result of other issues such as addictions.	Lack of self-care to an extent that it threatens personal health and safety, neglecting to care for one's personal hygiene, health or surroundings, inability to avoid self-harm, failure to seek help or access services to meet health and social care needs, inability, or unwillingness to manage one's personal affairs.
Modern Slavery is a crime which results in an abuse of a person's human rights. It can include slavery, exercising powers of ownership over a person.	Human trafficking, forced labour, domestic servitude, sexual exploitation, such as escort work, prostitution and pornography, debt bondage – being forced to work to pay off debts that realistically they never will be able to. Fear, depression, suicidal ideation, poor accommodation, physical injury.
Domestic Violence or Abuse is any type of controlling, coercive, threatening behaviour, violence, economic abuse, or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality and can also be conducted by a family member or carer. Witnessing domestic abuse as a child or young person or adult at risk can have a detrimental impact upon wellbeing and development.	Physical injury, sexual injuries, answering a high volume of phone calls at work. Depression, suicidal ideation, fear, low self-esteem, confusion.

Additional vulnerabilities for people with disabilities can also cause additional barriers when attempting to recognise abuse and neglect. These may include language or communication issues or misinterpreted behaviours, hearing difficulties or assumptions that indicators of possible abuse relate to the person's disability. Staff should also be aware of the potential risks to children, young people, and adults at risk when people, previously known or suspected to have abused young people or vulnerable adults, move into the household, or form new relationships.

Abuse can have severe long-term effects on a person's health, development, and wellbeing. It can have a significant impact on their self-worth, self-esteem, self-image and on their perception of themselves and others. The effects of abuse can also lead to challenges when forming or sustaining positive or close relationships and can carry serious implications for a person's mental wellbeing.

Safeguarding Issues

All staff will be provided with an awareness of other specific safeguarding issues that can put young people or adults at risk of harm. These issues may also cause concerns for children or adults at risk within their family home or community therefore it is important that any concerns where a child or adult may be at risk of significant harm are raised at the earliest opportunity. Please see Appendix A for a comprehensive list of Safeguarding Issues. Appendix A will continue to be updated and trained out to staff, apprentices, and employers as and when new information, risk prevalence, incidents, or guidance is released.

BET acknowledge that some apprentices may have been abused before they commenced their training course, and this makes it more important to ensure that they are protected from any further abuse. BET understand that it is so important not to retraumatise a victim within the process of discussing abuse or safeguarding incidents. A trauma informed response emphasises what a person has experienced rather than what is 'wrong with them.'

The previous experiences of some apprentices may also contribute to emotional and behavioural difficulties whereby they exhibit extremely challenging behaviour which may take the form of disguised 'attention seeking and disruption.' BET apprentices are made aware that allegations of abuse will be taken very seriously and may have lasting consequences for individual members of staff and for the company.

Peer-On-Peer Abuse

All BET staff should recognise that children are capable of abusing their peers (including online). BET will take steps to:

- Minimise peer-on-peer abuse by wide promotion of education, awareness, and monitoring.
- Informing apprentices how to report peer-on-peer concerns and to know their concerns will be treated seriously and support will be put in place.
- Clearly record, investigate, and monitor cases of peer-on-peer abuse.
- Understand that it is more likely that girls will be victims and boys' perpetrators, but that all peer-on-peer abuse is unacceptable and will be taken seriously.

Please familiarise yourself with the types of peer-on-peer abuse in Appendix A of this policy and also refer to the BET Anti-bullying, and Behaviour Policies. The BET Safeguarding Action Plan documents the approach we are taking to address peer-on-peer-abuse.

Child on Child Sexual Violence and Harassment

As stated in Keeping Children Safe in Education 2021, 'Sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable.'

BET is committed to the prevention and action regarding child-on-child sexual violence and harassment and acknowledge that although this can happen to any sex, that more likely girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys. All staff will ensure they adhere to the Keeping Children Safe in Education 2021 principles. BET safeguarding procedures must be adhered to and any

incidents or allegations will be acted upon appropriately, recorded, and any reviews of lessons learnt are to be applied. The BET Safeguarding Action Plan documents the approach we are taking to address child on child sexual harassment and violence.

Apprentices will be made to feel safe and comfortable in raising any concerns and fully supported throughout the process.

BET understand that images or videos should not be viewed or forwarded, not promise confidentiality, understand the barriers to reporting this type of abuse, listen to any concerns or allegations with a non-judgemental approach, record and inform the Designated Safeguarding Officer at the earliest opportunity.

The Designated Safeguarding Officer will make an immediate risk and needs assessment on a case-by-case basis. The risk and needs assessment should consider:

- The victim, especially their protection and support.
- Whether there may have been other victims.
- The alleged perpetrator(s).
- All the other apprentices, (and, if appropriate, adult students and staff), especially any actions that are appropriate to protect them from the alleged perpetrator(s), or from future harms.

Children missing from education

BET understand that children and young people missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation. Please refer to the BET Attendance Policy for further information.

SEND

BET recognise that children and young people with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges. Please refer to the BET SEND Policy for further information.

All targeted approaches and actions to help tackle these issues are tracked within the BET Safeguarding Action Plan.

Mental Health

AT BET we understand and acknowledge that individuals can ordinarily adapt to change and for many, changes can feel both exciting and challenging. However, we also understand that people can experience traumatic events, abuse, be prone to anxiety and stress, and can be living with a variety of stressors and mental health conditions. With this in mind, we have developed the BET Mental Health and Wellbeing Policy to ensure that all apprentices and staff are aware of wellbeing and mental health and how to access support either as a means of prevention or in crisis.

The Prevent Duty

The Prevent strategy was published in 2011 by the Government and is part of the overall counter-terrorism strategy, Contest. The strategy aims to reduce the threat to the UK from terrorism by preventing people becoming drawn into terrorism or becoming a terrorist.

There are three key objectives:

- Respond to the ideological challenge of terrorism and the threat from those who promote it.
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

BET recognises its duty to ensure that all apprentices are protected from radicalisation, and to promote tolerance and respect for all cultures, faiths, and lifestyles. We also ensure that this ethos is reflected and implemented effectively in policies and practice and that there are effective risk assessments in place to safeguard and promote apprentices' welfare. We have a duty to prepare our apprentices for life in modern Britain and to keep them safe. Apprentices who attend BET have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

BET will:

- Maintain a Prevent Risk assessment and Action Plan, and this will be informed by engagement with the West Midlands Regional Prevent co-ordinator to comply with the duty and address whatever risks have been identified. Localised information will identify, prioritise, and facilitate delivery of projects, activities, or specific interventions to reduce the risk of people being drawn into terrorism.
- Ensure apprentices, staff, and employers have a good understanding of Prevent and how to recognise the vulnerabilities to being drawn into terrorism and programmes available to support individuals at risk.
- Remain committed to ensuring that our centre and resources do not provide a platform for extremists and are not used in any way to disseminate extremist views. This also includes BET IT equipment available to apprentices and staff and web filtering solutions that limit access to terrorist and extremist material.
- Ensure that any external speakers are appropriately vetted before speaking at or attending BET premises and that the appropriate risk assessments and due diligence has taken place. This will include appropriate vetting checks, referencing if applicable and ensuring the speaker is coming from a credible organisation.
- Provide staff with training that gives them the knowledge and confidence to identify people at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. Designated Safeguarding Officers will know where and how to refer people for further help. Prevent awareness training is a key part of this and is completed as part of the BET Induction process.

Channel Guidance

Channel is part of the Prevent strategy and is multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism. Channel is a programme

that focuses on providing support at an early stage to people who are identified as being vulnerable.

Channel uses a multi-agency approach to protect vulnerable people by:

- Identifying a person at risk.
- Assessing the nature and extent of the risk.
- Developing the most appropriate package of support for the person.

Channel can be appropriate for an individual who is vulnerable to being drawn into any form of terrorism and is about ensuring that people of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that may wish for them to embrace terrorism, and before they become drawn into criminal terrorist related activity.

The Police co-ordinate this by requesting information from panel partners about a person that has been referred. They will use this information to make an initial assessment of the nature and extent of the vulnerability and present this to a panel. The appropriate Local Authority will chair the Panel and develop a multi-agency support plan for the individual at risk whilst maintaining a link with the Police. Consent should always be sought before a Channel referral is made to promote successful and meaningful engagement however there may be occasions whereby consent cannot be obtained, and the referrer may have to consider BET Information Sharing Processes and consult with partners due to the level of risk.

The process includes the following stages:

- Identify.
- Refer.
- Screen.
- Panel.
- Support.

Further information can be sought at [UK Government Prevent Channel Guidance](#)

Radicalisation

Radicalisation is the process whereby a person or a group adopts radical views that are opposed to their current social, political and/or religious situations. The person or group goes on to support terrorism and extremist ideologies that are associated with terrorist groups.

Extremism

The Government definition of Extremism “is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.”

Terrorism

The CPS definition of Terrorism is “the use or threat of action, both in and outside of the UK, designed to influence any international government organisation or to intimidate the public. It must also be for the purpose of advancing a political, religious, racial or ideological cause.”

Planning, assisting and even collecting information on how to commit terrorist acts are all crimes under British terrorism legislation.

Prevent Roles

It is the role of the company Directors to:

- Ensure that the training provider and its staff respond to preventing radicalisation on a day-to-day basis.
- Ensure that Birmingham Electrical Training's curriculum addresses the issues involved in radicalisation.
- Ensure that staff conduct is consistent with preventing radicalisation.

It is the role of the Designated Safeguarding Officer to:

- Ensure that staff understand the issues of radicalisation, can recognise the signs of vulnerability or radicalisation, and know how to refer their concerns.
- Receive safeguarding concerns about learners who may be vulnerable to the risk of radicalisation or are showing signs of radicalisation.
- Make referrals to appropriate agencies about concerns about radicalisation.
- Liaise with partners, including the local authority and the police.
- Report to the Directors on these matters.

It is the role of staff to understand the issues of radicalisation and can recognise the signs of vulnerability or radicalisation and know how to refer their concerns.

The BET Curriculum

BET is committed to ensuring that apprentices are offered a curriculum that aims to prepare them for life in modern Britain. We encourage individuals to be inquisitive and open to new experiences and to be tolerant of others.

Whilst the main curriculum delivered is Electrical content there is scope within this to encourage apprentices to consider the diversity of Britain and provoke discussions encouraging open thinking. Apprentices who are completing Functional Skills are presented with scenarios that highlight the multicultural nature of Britain and provided the opportunity through tasks to debate current cultural and religious topics. They are also encouraged through the curriculum to think about community cohesion, resilience and how they interact with the community around them and the topics are revisited within apprentice reviews.

These values support the development of a person as a reflective learner within a calm, caring, happy and purposeful atmosphere. Teaching alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just, and civil society.

Staff Training

Staff will be given training to help them understand issues of radicalisation, to recognise the signs of vulnerability or radicalisation and know how to refer their concerns. This information also forms part of induction safeguarding training and annual refresher training as well as the Workshop to Raise Awareness of Prevent.

Recognising Extremism

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are number of signs that together increase the risk. Please note the below lists are not exhaustive lists and indicators and do not always occur in isolation.

Indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes.
- Glorifying violence, especially to other faiths or cultures.
- Making remarks or comments about being at extremist events or rallies outside education/ training.
- Evidence of possessing illegal or extremist literature.
- Advocating messages similar to illegal organisations or other extremist groups.
- Out of character changes in dress, behaviour, and peer relationships (but there are also very powerful narratives, programmes, and networks that young people can come across online so involvement with groups may not be apparent.)
- Secretive behaviour.
- Online searches or sharing extremist messages or social profiles.
- Intolerance of difference, including faith, culture, gender, race, or sexuality.
- Graffiti, artwork or writing that displays extremist themes.
- Attempts to impose extremist views or practices on others.
- Verbalising anti-Western or anti-British views.
- Advocating violence towards others.

Vulnerabilities and possible indicators of Radicalisation

- Influence from peers, or charismatic individuals or material, including via the internet that can incite animosity and violence.
- Exposure to counter-political movements, ideologies, and unorthodox beliefs.
- Beginning to explore ideas and issues around identity.
- Rejection by peer, faith or social group or family.
- Living in a community where there is social exclusion.
- Experience of poverty or ill treatment of their faith/ethnic group.
- Dissatisfaction with government foreign policy, international disputes, political views etc.
- Exposure to gangs, social/criminal networks (including online), risky institutions/places.
- Learning disabilities.
- Abusive family environments.
- People who have recently been released from prison or who are currently in prison/youth offenders' institutes.
- Post traumatic events.
- Grief.
- Low self-esteem.
- Underachievement.
- Being in possession of extremist literature.
- Poverty.
- Global or national events.
- Religious conversion.
- Changes in behaviour.
- Conflict with family over lifestyle.

- Confused or lack of identify.
- Victim or witness to race or hate crimes.
- Rejection by peers, family, social groups, or faith.

BET recognises the significant risk relating to radicalisation, extremism and terrorism and the duty to report any concerns to the appropriate services. In relation to any Prevent concerns, apprentices, staff, and visitors must contact the Designated Safeguarding Officer to discuss and follow the same procedure as with any safeguarding issues. A referral may be made by the Designated Safeguarding Officer with the person's consent to Channel if concerns are raised regarding Prevent. Please refer to the **BET Safeguarding and Prevent Procedure**.

Terrorist Attacks

The Government have provided guidance regarding what to do in the event of a Terrorist Attack in poster and film format. [UK Government Stay Safe Film](#)

Staff, apprentices, and visitors must make themselves familiar with this guidance.

- **RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there is nowhere to go, then...
- **HIDE** It is better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...
- **TELL** the police by calling 999.

Staff, apprentices, and visitors should always be aware of the importance of safe access to buildings, reporting any suspicious packages, wearing ID badges, and using posters and online information to promote further awareness. BET Centres have a Safeguarding Board on display with all relevant information and guidance available. The Designated Safeguarding Officers conduct a BET centre audit checklists on a regulated monthly cycle to ensure that appropriate safeguarding measures and arrangements are in place regarding all learning environments.

Online Safety

The internet provides children, young people, and adults with access to a wide range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. Apprentices are prohibited from using computers or laptops for personal internet use and must report any extremist content that is seen.

We are aware that apprentices have access to unfiltered internet when using their mobile phones and are instructed as standard not to use their phones within the classroom environment. If exceptions are made and phones are used staff are aware of the need for vigilance in monitoring this. Apprentices and staff are made aware of how to report internet content that is inappropriate or of concern.

This section must be read in conjunction with the BET IT Access, Computer Usage and Acceptable Use, Social Media policies. Staff should only use the Internet for purposes related to their duties and responsibilities as an employee. Social Media should never be used in a way that breaches any BET policies. If an internet post would breach any of the policies in another forum, it will also breach them in an online forum and are also to ensure that their

profiles and any content posted are consistent with the professional image they present to others.

BET recognise that children, young people, and adults can put themselves or become at risk of abuse when online. Abuse can place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content. Although BET acknowledge that adults may be better able to recognise these risks, it is important not to share any financial or personal information online unless it is a secure site with purpose and to be aware that there are people that will try to take advantage of others using different platforms such as scams and sites with the aim of grooming and exploitation.

BET is also committed to having a web-filter in place on any company computers or equipment to ensure that apprentices are not able to access any safeguarding or extremist material and to share resources with apprentices and to embed online Safety as part of the BET Curriculum.

Non-compliance with these policies could have a significant effect on a person's wellbeing, safety and the efficient operation of the business and may result in financial loss, reputational damage, and an inability to provide necessary services to learners. Please refer to the BET E-Safety Policy for further information on remote learning, filters and monitoring, information security and access management and reviewing online safety.

BET Staff Roles and Responsibilities

In relation to staff training, we will:

- Train all staff so they are aware of their responsibilities around Safeguarding and Prevent, know how to protect themselves from false allegations, recognise potential Safeguarding issues and know how to respond appropriately.
- Provide appropriate training to ensure staff are aware of the issues of Safeguarding and Prevent and the procedures to follow. This includes completing the Education and Training Foundation Safeguarding, Prevent, and Equality, Diversity, and Inclusion, training modules, mental health awareness training, ACT training, Health and Safety Training, and e-Safety awareness. All staff with line management responsibilities must complete Safer Recruitment Training.
- Provide appropriate training to ensure members of staff are aware of the issues of Health and Safety and the procedures.
- Ensure staff receive regular Safeguarding and Prevent updates (for example, via email, e-bulletins, and staff meetings), to provide them with the relevant skills and knowledge to safeguarding learners effectively.

In relation to recognising and responding to concerns all staff will:

- Adopt and apply safe working practices.
- Promote all aspects of Safeguarding to learners so they know how to access support and advice.
- Be aware of and alert to signs and symptoms of abuse and know to whom they should report any concerns or suspicions.
- Be able to recognise when a learner is not achieving their developmental potential, or when their physical or mental health is impaired.

- Be able to recognise when an apprentice is displaying risky or harmful behaviour or is being neglected or abused.
- Refer concerns, even if in doubt, to a designated member of staff who will refer to the appropriate authorities, so that they can investigate and act.
- Always act in the interests of the learner.
- Be aware of the expert sources of advice on the signs of abuse, neglect, and radicalisation. Each area's Local Safeguarding Partnership should be able to advise on useful material, including training options.
- Work with social care, the police, health services and other services to promote the welfare of apprentices and protect them from harm.

In relation to staff with a specific Safeguarding responsibility we will:

- Nominate a Designated Safeguarding Lead who will provide support to staff members to carry out their Safeguarding duties and who will liaise closely with other services such as Children and Adult's Social Care.
- Nominate a Deputy Designated Safeguarding Lead who will support the Designated Safeguarding Lead to carry out their duties and act up in their absence.
- Agree and publish clear roles and responsibilities in Job Descriptions and Policies.
- Ensure all designated staff complete as minimum, online Level 3 certificated courses, and attend Level 3 DSO training and training provided by the local Safeguarding Partnerships.
- Adopt a case management approach to the identification, assessment, and support of learners at risk of harm.
- Notify the appropriate agencies so that they can investigate and take any necessary action. It is not the responsibility of BET staff to investigate suspected abuse; this is a matter for Social Care, the Police and/ Multi Agency Safeguarding Hub.
- Apply agreed procedures when sharing information about an apprentice.

In relation to concerns about other staff and Safeguarding procedures:

- If staff members have concerns about another staff member this should be referred to the Designated Safeguarding Officer in the first instance. Where there are concerns about the Designated Safeguarding Officer these should be referred to the Managing Director. Where the concern is about the Managing Director, this should be referred outside of BET to a Safeguarding Consultant, Local Authority or Safeguarding Partnership.
- All allegations against a staff member may then be reported to Local Authority Designated Lead Officer within 24 hours of the allegation being made.
- Staff should feel able to raise concerns about poor or unsafe practice and potential failures in BET's Safeguarding regime. There are appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, concerns can be raised with BET leadership team or with the LADO.

Monitoring and reviewing Safeguarding and Prevent Training

- The Designated Safeguarding Officer will complete Level 3 Designated Safeguarding Lead training, to be refreshed every two years.
- All staff will receive Safeguarding and Prevent awareness training as part of induction to BET, refreshed every one year.

- If an agency staff member is ever contracted, they should also be made aware of the arrangement for child and adult protection and their responsibilities through their employing agency.
- Senior post holders, The Managing Director and any other Directors will complete Managing Allegations Training which will be kept up to date by refresher training at 3 yearly intervals.
- All managers who take part in recruitment and selection activity will attend Safer Recruitment Training which will be kept up to date by refresher training at 3 yearly intervals.

Apprentices

In relation to teaching Safeguarding we will:

- Ensure that all apprentices are taught about Safeguarding, the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs.
- Ensure all apprentices undertake online safety sessions.
- Ensure all apprentices receive a face to face or online Safeguarding induction in their first two weeks at BET.
- Make our training rooms a safe space where learners can discuss ideas and controversial issues freely and openly.

Board of Directors

In relation to Directors' responsibilities, we will:

- Ensure that the Board members comply with their duties under legislation. They have regard to this guidance to ensure that the policies, procedures, and training in BET are always effective and comply with the law.

Third Parties

In relation to visitors, we will:

- Ensure all visitors sign in and out at main receptions.
- Ensure they always wear a visitor lanyard.

In relation to liaison and partnership with external parties we will:

- Work together with the Local Safeguarding Teams/Partnerships and other relevant agencies.
- Refer to appropriate agencies e.g., the Police, Social Services or Local Safeguarding Partnership, Local Authority Designated Officer, as necessary.
- Inform the Education and Skills Funding Agency, via the Managing Director, if BET becomes subject of a Safeguarding enquiry.

BET Safeguarding and Prevent Reporting Procedure

It is important that a person who discloses abuse or a safeguarding concern must not have to retell their story. Therefore, you must complete a Safeguarding Incident Form (see Appendix B). In exceptional circumstances, when it is not possible to contact the Designated Safeguarding Officer or Deputy, you must contact another member of the Executive or Senior Management Team.

This procedure is operation during core working hours (8.00am-4.30pm). For out of hours, (evenings and weekends), Emergency Services may need to be contacted as Designated Safeguarding Officers may not be working. Apprentices and staff are advised of how to access support out of hours.

Staff are expected to contact their Designated Safeguarding Officer (DSO) or Deputy within 24 hours. Urgent matters are to be raised immediately.

Completing a Safeguarding Incident Form

At the earliest opportunity you must make a written record of the disclosure using the Confidential Safeguarding Incident Form (see Appendix B) – you must record facts accurately and be clear when you are expressing an opinion or a judgement and the foundation for this. Please be aware that by completing the Form it will help to ensure accuracy in recalling events later. Written accounts should always be legible, concise, dated and signed.

When a person in immediate danger or in need of emergency medical attention

Staff should be prepared with an action plan in the event of an emergency and be aware of BET First Aid procedures however if you are with a person who is in immediate danger, remain with them and call the police or ambulance. If the person is elsewhere, contact the police or ambulance and explain the situation with as much detail as possible. If you have had to call an ambulance, while you are waiting for it to arrive, get help from the First Aider if a person needs emergency medical attention. Contact the Safeguarding Officer or a Line Manager to inform them of the situation.

First Aid Contact

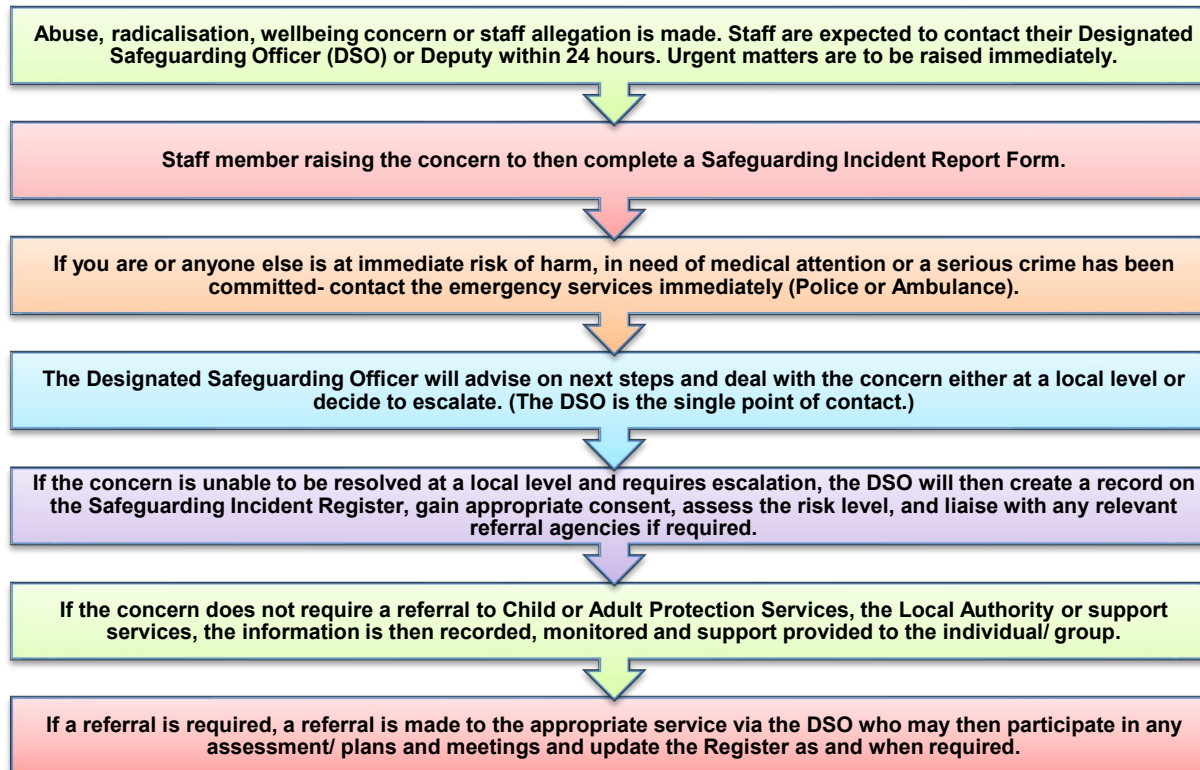
Name: Tom Goddard
Contact: 0121 661 6923
Email: Tom.Goddard@betltd.co.uk

The Referral Process

If an apprentice, staff member, or visitor wishes to make a referral to Children's or Adult's Social Care or to the Police, they should consult the Designated Safeguarding Officer. It is fundamental that referrals are not delayed – if the Safeguarding Officer is not available, the deputy or a Director should be notified, and the referral made.

For any further support please see the BET Directory of Support Services (Appendix C).

BET Safeguarding and Prevent Reporting Procedure



If a concern is raised and requires action, the DSO must be informed, and they may take one or more of the following actions:

- Contact the NSPCC Helpline on **0808 800 5000** or by emailing help@nspcc.org.uk
- Contact the relevant local child or adult protection services. **Contact details can be found on the website for the local authority the child or adult lives in.**
- Contact the Police or emergency services.

If in doubt, you can access information online regarding child and adult protection via the Local Safeguarding Board within any local area.

- Local Safeguarding Children Board.
- Local Safeguarding Adults Board.

BET Safeguarding Contacts

Designated Safeguarding Officer (DSO)

Name: Jack Sims

Email: Jack.sims@betltd.co.uk

Contact Number: 0121 280 2073

Deputy Designated Safeguarding Officer (DDSO)

Name: Francesca Wilson

Email: Francesca.Wilson@betltd.co.uk

Contact Number: 0121 661 6925

The 5 R'S of Safeguarding

1. **Recognise** - Signs and symptoms of abuse.
2. **Respond** - An allegation against a member of staff/volunteer, a disclosure from a child or adult, suspicions regarding the conduct of other staff members or concerns from a staff member regarding a child or vulnerable adult.
3. **Report** - To a Designated Safeguarding Officer, it is their responsibility to make further decisions.
4. **Record** - Exactly what has happened using the words said by the person disclosing the concern. This information should be signed, dated, and kept in a secure place as agreed within the Safeguarding policy.
5. **Refer** - This will be the role of the Designated Safeguarding Officer who will make all further decisions. The only agencies that can investigate child or adult protection cases are the Police and MASH (Multi-agency Safeguarding Hubs).

Dealing with concerns and disclosures

When talking to a person who has disclosed abuse you **must**:

- Be accessible and receptive.
- Listen carefully.
- Take it seriously.
- Reassure them they were right to tell.

- Say what will happen next.
- Consult immediately with the DSO.
- Make a careful record of what was said.

When talking to a person who has disclosed abuse you **must NOT**:

- React strongly.
- Jump to conclusions especially about the suspected abuser.
- Speculate or accuse anyone.
- Tell them you will keep it a secret.
- Ask leading questions.
- Make promises you cannot keep.
- Stop them from speaking freely.
- Tell them to stop talking so you can get someone else.

Contact with the family/carers

If there has been a serious incident, a decision may be required about if a person's family/ carers should be informed and confidentiality. Staff must always consider the welfare and wishes of the person in the decision making as the highest priority and must consult with the Safeguarding Officer wherever possible before making any decisions alone. A child or young person's family must be informed of a safeguarding issue if they are under the age of 18.

Issues to consider:

- The apprentice's wishes and feelings.
- The family/carer's right to know (unless this would place the person or someone else in danger or would interfere with a criminal investigation).
- The impact of telling or not telling the family/carer.
- The current assessment of the risk to the person and the source of that risk.
- Any risk management plans that currently exist.

Confidentiality Statement and Information Sharing

Everyone has the right to expect that Safeguarding concerns will be dealt with in a sympathetic and sensitive manner. Any sensitive information should only be available on a 'need to know basis.' All BET parties should always be informed that confidentiality may be breached if a person is believed to be at risk of harm and must understand that BET staff cannot 'keep secrets' if they are concerned for someone's welfare or wellbeing and must breach confidentiality if the risk of harm outweighs a person's right to privacy.

It is important to take the apprentice's views into consideration and to record this however it is best practice to advise the person at the start of the conversation that you may have to breach any confidentiality to protect them. Staff must adhere to the 7 Golden Rules of Information Sharing.

The 7 Golden Rules of Information Sharing

1. Data Protection (GDPR) and Human Rights law is not a barrier to justified information sharing.
2. Be open and honest about what you will do with the information unless it is unsafe to do so.
3. Seek advice from appropriate professionals or governance leads.
4. Share with consent but do not let 'no consent' prevent information sharing.
5. Always consider child's or vulnerable adult's safety and wellbeing (consider if telling family/carers will put the person at further risk).
6. Necessary, proportionate, relevant, accurate, timely and secure.
7. Keep a record of your decisions and the reasons for it.

(Information Sharing Guidance 2018).

Record Keeping and Retention

Records will be kept regarding all Safeguarding issues as they may be referred to for evidence in future investigations. Case recording aids BET in fostering positive working relationships with partner organisations and ensures there is a record of involvement with the person. A Safeguarding Register will be maintained containing full records of the incident or allegation and an outcome. This will only be accessible to the Designated Safeguarding Officer, Deputy and the Managing Director who has overall responsibility for Safeguarding and Prevent and will be password protected and stored securely with the appropriate permissions applied by IT Services.

BET will keep written records of any concerns in a chronological format even if the concern has not resulted in action or a referral. This will be for monitoring purposes.

Again, BET makes it clear that Safeguarding and Prevent information will only be accessed by the appropriate staff members on a “need to know basis” so that concerns can be referred to, monitored and that trends can be captured to inform improvement and any training/ support needs. If an apprentice transfers to another provision, then a discussion must be held regarding what information regarding safeguarding, Channel or SEND is to be transferred and how.

Storing and Access

Safeguarding information will never be kept on a staff member’s personnel file and if in paper format would be stored separately and securely, in a lockable, non-portable, storage cabinet with strict, controlled, and limited access before being scanned into the protected file.

Retention and Disposal

The General Data Protection Regulation 2018 requires that personal information should be:

- Not be kept longer than required.
- Accurate and up to date.
- Adequate, fit for purpose and not excessive.
- Reviewed dependent upon purposes for holding the data.

The General Data Protection Regulations 2018 also states that:

“Where no legal requirement to retain information beyond the closure of the record exists, the authority will need to establish its own retention periods. Normally personal information should not be held for longer than 6 years after the subject’s last contact with the authority”.

There may however be some exceptions such as legal action, staff allegations of abuse or crime, being archived for historical purposes, sample research and being held to provide, for the subject, aspects of their personal history. If records are kept for more than the 6 years, files must be marked and the reasons for the clearly identified. The BET Policy on data retention and disposal states that apprenticeship records will be maintained for a period of 7 years as required. Data will be periodically reviewed, erased, or anonymised when it is no longer needed and as stated, some Safeguarding data may be used to inform BET of trends, risk factors and lessons learnt to implement improved practices.

BET’s Data Protection Officer is responsible for informing and advising BET and its staff on its data protection obligations, and for monitoring compliance with those obligations in line with BET policies. If you have any questions or comments about the content of this policy or if you need further information, you should contact the Data Protection Officer.

BET Data Protection Officer Contact

Name: Tom Goddard

Phone: 0121 6616923
Email: Tom.Goddard@betltd.co.uk

Environment and Physical Safety

In relation to the learning and workplace environment we will:

- Provide a physical and emotional environment that is healthy, safe, and secure, in which learners and staff can thrive.
- Ensure that all members of the BET community are identifiable by the wearing of lanyards and identity badges appropriate to their role.
- Raise awareness of issues relating to Health and Safety within the organisation.

BET Health and Safety Contact

Name: John Sims
Phone: 0121 6160700
Email: John.Sims@betltd.co.uk

Behaviour and Code of Conduct

The BET Staff Code of Conduct and Learner Code of Conduct must be read in accordance with this Policy applies to all apprentices and staff, including Senior Managers and the Managing Director.

Any minor misdemeanours by staff or general misbehaviour will be dealt with immediately and reported to the Designated Safeguarding Officer. Serious or persistent breaches may result in disciplinary action and could lead to dismissal from BET. Dismissals can be appealed by the individual. The BET Disciplinary Policy is to be read in tandem with this section.

Managing concerns about or allegations made against staff or contractors

An allegation can relate to any staff member. They may have harmed someone or behaved in a way that would harm others, possibly commit an offence, or behave in a way that indicates a risk of harm to others.

There are certain actions BET will take when an allegation against a staff member has been raised.

- It may require Police involvement of a possible criminal offence.
- Enquiries may be made via Social Care for an assessment.
- Disciplinary action may need to be taken.

When appropriate, the referral of a staff member may be made to the Disclosure and Barring Service (DBS) for consideration of the case. This section should always be read in accordance with the Company's Whistleblowing Policy, Disciplinary Policy, Fraud Prevention and Anti-Corruption Policy, and Grievance Policy and Procedure. The purpose of the record is to maintain accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future Disclosure Barring Service (DBS) disclosure reveals information from the Police about an allegation that did not result in a criminal conviction. The record should be retained at least until the person has retired for at least 10 years from the date of the allegation if that is longer. It is important that a clear and comprehensive summary of any Safeguarding concerns or allegations made are kept, along with details of how the allegation was investigated and resolved, with a note of actions taken and decisions reached. These should be kept on a staff member's personnel file and a copy provided to the person concerned.

If a member of staff is moved from the regulated activity, dismissed, or resigns before the disciplinary process is completed, he or she should be informed about BET's statutory duty to inform DBS.

BET will ensure there is a fair, consistent, and robust response to any allegations and will facilitate an appropriate level of investigation, whether they are said to have taken place recently, at any time the person in question has been employed, or prior to the person's involvement with BET. In addition, BET strives to ensure that individuals can continue in their role if they have been at the centre of allegations that are unsubstantiated, false, or deemed to be malicious.

Definitions:

- **Substantiated** - sufficient evidence to prove the allegation.
- **Malicious** - sufficient evidence to disprove the allegation and a deliberate act to deceive.
- **False** - sufficient evidence to disprove the allegation.
- **Unsubstantiated** - insufficient evidence to either prove or disprove the allegation.

Regulated Activity

Regulated activity refers to certain roles carried out by applicants in relation to children and adults at risk. It covers various types of activities which, by their nature, would entitle an individual to an enhanced DBS check with applicable barred lists. Please refer to the BET Safer Recruitment Policy.

Local Authority Designated Officer (LADO)

To manage allegations against childcare professionals, every Local Authority appoints a Local Authority Designated Officer (LADO). The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against children, or related to a child, or
- Behaved towards a child or children in a way that indicates they may pose a risk to children. (Working Together to Safeguard Children 2018).
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

In this context, the term "professional" includes all types of contracted staff and volunteers who will have contact with children as a part of their role. The LADO ensures that all allegations or concerns about professionals or adults working or volunteering with children are recorded appropriately, monitored, and progressed in a timely and confidential way. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO provides advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

Suspension of staff

Suspension should not be automatic but may be considered at any stage of the investigation. It is a neutral act, not a disciplinary sanction and shall be on full pay.

Consideration should be given to alternatives, for example, paid leave of absence, change of or withdrawal from specified duties. Guidelines on suspension can be found in BET's Disciplinary Procedures.

Where a decision is made to suspend from duty, written confirmation of the suspension, with reasons, will be provided and sent in accordance with BET's Disciplinary Procedure.

Where a member of staff is suspended, the Lead Designated Person should address the following issues:

- The Managing Director should receive a report that a member of staff has been suspended pending investigation; the detail given to Managing Director should be minimal.

Resignation and compromise agreements

The fact that a person tenders their resignation or ceases to provide their services, will not prevent an allegation being followed up in accordance with this Policy. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, young people or adults at risk including any in which the person concerned refuses to co-operate with the process.

Wherever possible the person should be given full opportunity to answer the allegation and make representations. However, if the person does not cooperate, the process should continue. It may be difficult, however, to reach a judgement on whether the decision can be regarded as substantiated based on all the information available. It may also not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible. A compromise agreement will not take place in these circumstances.

Confidentiality

Every effort should be made to maintain confidentiality within BET and guard against unwanted publicity while allegations are being investigated. In accordance with the Association of Chief Police Officers (ACPO) guidance, the Police will not normally provide any information to the press that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence.

Monitoring effectiveness

Following an allegation made against a member of staff, the nominated Executive Team Member, Senior Manager, and Designated Person should complete a review at the conclusion of the investigation and any disciplinary procedures. They should consider whether there are any matters arising from it that could lead to the improvement of BET's procedures and/or policies and/or which should be drawn to the attention of the Local Authority Designated Officer (LADO) within one day. Consideration should also be given to the training needs of staff.

The parents/ carers of the child, young person or adult at risk making the allegation should be informed of the suspension. They will be asked to treat the information as confidential. Consideration should be given to informing the child making the allegation of the suspension.

The Lead Designated Person and a member of SLT shall consider carefully and review the decisions as to who is informed of the suspension and investigation.

The suspended member of staff should be given appropriate support during the period of suspension. They should also be provided with information on progress and developments in the case at regular intervals. The suspension should remain under review in accordance with BET Disciplinary Procedures.

Disciplinary investigation

The disciplinary investigation should be conducted in accordance with Company Disciplinary Procedures (the Designated Person will not normally conduct the investigation/hearing).

The investigating manager will notify the member of staff:

- Of the nature and source of the allegations.
- That a disciplinary investigation is being carried out.
- That a disciplinary investigation interview will take place with them.
- That they are entitled to be accompanied or represented by a Trade Union representative or colleague.

The manager investigating the allegations will:

- Gather all the relevant facts promptly.
- Take statements from all parties and witnesses involved.
- Collect documentation relating to the allegation.

The manager will then determine whether there is substance to the allegation and make a recommendation to the Managing Director. These findings and recommendations will be communicated to the member of staff who has been investigated. If it is decided that a disciplinary hearing will take place, this will follow the process outlined in the Disciplinary Procedures, including the right of appeal. Every effort will be made to manage cases to avoid any unnecessary delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness, and complexity of the allegation.

Action where an allegation is upheld

“A referral must be made to DBS if BET withdraws permission for an individual to engage in regulated or controlled activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated or controlled activity;”

Because: “They think that the individual has engaged in relevant conduct, satisfied the harm test or received a caution or conviction for a relevant offence.” If **BOTH** conditions have been met the information must be referred to DBS. Referral to the DBS can only be made by the Managing Director and after consultation with the LADO.

Action in respect of false allegations

False allegations may be indicative of problems of abuse elsewhere. A record should be kept, and consideration given to a referral to the LADO in order that other agencies may act upon the information.

In consultation with the designated member of staff, the Managing Director shall:

- Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child/ adult protection action will be taken. Consideration should be given to offering counselling and other supportive actions that may be required.
- Inform the parents/ carers of the alleged victim that the allegation has been made and of the outcome if a child or young person/ adult at risk.
- Where the allegation was made by a child/ adult at risk other than the alleged victim, consideration to be given to informing the parents/carers of that child/ adult at risk.
- Prepare a report outlining the allegation, giving reasons for the conclusion that it had no foundation, and confirming that the above action had been taken.

If an allegation is shown to have been deliberately invented or malicious, the Managing Director or Designated Person should consider whether any disciplinary action is appropriate against the person who made the accusation.

Low Level Concerns

Keeping Children Safe in Education 2021 states ‘The term ‘low-level’ concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
- Examples of such behaviour could include, but are not limited to:
 - Being over friendly with children or young people.

- Having favourites.
- Taking photographs of children or young people 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.’

Any low-level concerns must be reported to the Designated Safeguarding Officer and recorded, monitored, and reviewed for action. Please refer to the BET Code of Conduct Policy for further information.

Support

If a child or adult has suffered significant harm, a package of support should be considered. BET expects a duty of care to people and recognises that effective support should also be put in place for any staff member that is facing an allegation and provide a named contact for if it is decided that the member of staff is suspended. Suspension must be carefully considered. Allegations will be dealt with efficiently and in a fair and consistent way.

BET has a Governance structure in place that states who should be informed of a staff allegation as per this Safeguarding Policy and Procedure/ Whistleblowing Policy. All Safeguarding allegations regarding staff must be raised using the Safeguarding Incident Form as per this Safeguarding policy and procedure. If the allegation is made against an Executive Staff member, it may then include a discussion with the Local Authorities or Board Member. The Designated Safeguarding Officer should be able to support with the next steps and to provide any information regarding Whistleblowing policy and procedures.

Where a disciplinary investigation upholds the allegation, there is likely to be a statutory requirement to make a referral to the Disclosure Barring Service (DBS).

Safer Recruitment

BET will ensure that recruiting managers are appropriately trained and supported to carry out identity, qualification, experience and right to work checks, and to obtain references for the last three years. BET will liaise with Local Authorities to make an informed decision regarding whether a Disclosure and Barring Service (DBS) disclosure is required for any staff or volunteers. A central record with the DBS reference number, date and outcome of their disclosure will be kept on a Single Central Register to track and monitor any refresher applications. In addition, BET is required to monitor and renew DBS checks every 3 years or following a period of extended absence from the organisation of 4 months or more.

In relation to staff recruitment, BET will:

- Implement Safer Recruitment procedures when employing staff and maintain accurate records of these checks on a Single Central Record.
- Ensure every staff member has a Basic DBS check.
- Implement the following verification for all recruits:
 - Identity.
 - Right to work in the UK.
 - Professional qualifications.
- Obtain references from previous employment for a period covering the last 3 years.
- Ensure a risk assessment is completed for staff awaiting a DBS check with appropriate supervision outlined within the assessment (as outlined in the BET Safer Recruitment Policy).
- Ensure that at least one interviewing manager on an interview panel has undertaken Safer Recruitment training and that all managers complete Safer Recruitment training within one year of commencement.

Whistleblowing

The Public Interest Disclosure Act 1998 protects staff who raise legitimate concerns about specified matters from being dismissed, victimised, or subjected to detrimental treatment by either BET or work colleagues as a result; provided certain criteria are met. These rules are therefore intended to comply with the Act by encouraging staff to make disclosures about fraud, misconduct, bribery, or other wrongdoing to BET, without fear of reprisal, so that problems can be identified, dealt with, and resolved efficiently and appropriately. BET expects all staff to maintain high standards in their conduct at work.

BET will support staff who raise protected disclosures. Staff must not victimise, retaliate against, or subject a staff member to detrimental treatment, who has made a protected disclosure. Staff members are protected if they reveal information (known as a “qualifying disclosure”), and if they reveal that information to the right person and in the right way (known as making a “protected disclosure”).

Concerns should be raised with:

- The Designated Safeguarding Officer.
- A relevant Director.
- The Managing Director. If in exceptional circumstances, the concern is about a director or the Managing Director the concern can be raised externally with the local Authority, who will decide how the investigation will proceed. This may include an external investigation.

Concerns may be raised by telephone, in person or in writing following the BET Safeguarding and Prevent Reporting Procedure and must be done as soon as possible.

The following information should be provided when raising a concern:

- The nature of your concern and why you believe it to be true
- The background and history of the concern (giving relevant dates).

When making a disclosure you should state that you are raising your concerns in line with this guidance. You should also state whether you wish to make your allegations anonymously. Any personal interest in the matter should be stated at the beginning of the process. Such interest may mean that it is more appropriate to consider this matter under BET's Grievance Policy. You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have the same experience or concerns.

Complaints and Compliments

Birmingham Electrical Training (BET) is committed to providing the highest quality of service to learners, employers and customers. BET recognise that learners, employers and customers have the right to raise concerns or complaints about our services and have access to clear information on how to voice complaints or concerns.

We will take any concern or complaint made against the company or any member of staff seriously and will investigate it promptly, for resolution as quickly as possible. We will ensure that complaints are dealt with consistently, fairly and sensitively within clear time frames. We will listen carefully to complaints and treat complaints as confidential, where possible. We will investigate the complaint fully, objectively and within the stated time frame. We will notify the complainant of the results of the investigation and any right of appeal.

Complaints and Compliments Contact

Name: Tom Goddard

Phone: 0121 6616923

Email: Tom.Goddard@betitd.co.uk

Appendices

Appendix A- Safeguarding Issues Definitions

Child and adult Sexual Exploitation (CSE)
Child Sexual Exploitation is a type of sexual abuse whereby a child is exploited, and an adult uses their power to control them. Children and young people are usually given things such as gifts, drugs or alcohol, food, money, status, and affection to develop 'trust' and can be 'groomed' into believing that they are in a loving relationship or friendship and may not understand that the abuse is taking place. Children and young people are usually threatened and intimidated to not tell anyone what is happening.
Sexual Harm/ Sexual Violence
Sexual Harm is a form of abuse that involves enticing or forcing an adult or child to take part in sexual activities or acts, and they may not be aware of what is happening. Acts of harm may include physical contact, penetration, or non-penetrative acts such as rubbing, touching outside of clothing, kissing and masturbation. Non-contact activities such as being made to look at or the production of sexual images, watching sexual activities, or grooming (including online), and encouraging the person to behave and participate in sexually inappropriate ways and behaviours. All staff should be aware of the indicators, which may signal young people are at risk from, or are involved with serious violent crime and aware of the risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery.
Female Genital Mutilation (FGM)
FGM is a crime in the UK and is known as female circumcision or genital cutting. It is important to note that there are no medical reasons for FGM. FGM is usually performed by someone with no medical training using instruments such as knives, scissors, razor blades or glass and victims are rarely administered with anaesthetic or antiseptic treatment and are often restrained by force. This type of abuse is used to control female sexuality and can cause severe long-lasting damage to a person's physical and emotional health and wellbeing.
Child Criminal Exploitation (CCE)
CCE is when children or young people are manipulated or coerced into committing crimes on behalf of criminal gangs or individuals. Children can at times continue to be criminalised and seen to be making an informed decision, however these young people as victims of their circumstances and of those who exploit them. Some other specific forms of CCE can include children being forced or manipulated into working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others, carrying weapons, and some children can become trapped in 'debt bondage.' It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

County Lines
The 2018 Home Office Serious Crime Strategy states the NPCC definition of a County Line is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.
Fabricated or induced illness
Fabricated or induced illness is an exceedingly rare form of abuse where a parent or carer can exaggerate or cause symptoms of illness within a child. It can include parents or carers lying about their child’s symptoms, poisoning their child, withholding food, worsening illness or symptoms, and contaminating or manipulating clinical tests to fake an illness.
Domestic abuse
Domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 and over who are or have been intimate partners or family members. Domestic abuse can happen regardless of gender or sexuality and can also be carried out by a family member or carer. Domestic abuse can include coercive control which is pattern of intimidation, isolation, degradation, and control and can be carried out with the threat of physical or sexual violence, psychological and/or emotional abuse, physical or sexual abuse, financial or economic abuse, harassment, and stalking. In addition, domestic abuse can also happen digitally or online. Witnessing domestic abuse as a child or young person or adult at risk can have a detrimental impact upon wellbeing and development.
So-called ‘honour-based’ violence (HBV)
The Home Office defines HBV as a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. HBV can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect ‘perceived cultural and religious beliefs and/or honour.’ Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their perceived honour code.
Forced marriage
Forced marriage is a criminal offence and is when a person has a pressure to marry, and this relationship may have been chosen by the family. Behaviours may include threats, physical violence or sexual violence, or emotional and psychological pressure. The person may be made to feel they have brought shame on their family which can cause severe emotional harm, or they may lack the mental capacity to be aware of what is happening. This can also include being taken to another country to marry.
Gender-based violence (GBV)
GBV is directed at a person based on their biological sex or gender identity. It can include physical, sexual, verbal, emotional, and psychological abuse, threats, coercion, and economic or educational deprivation.
Bullying including Cyber-bullying
Bullying is a behaviour that hurts another person and can include physical and emotionally abusive acts such as name calling, spreading rumours, threatening, hitting, or undermining someone. It can cause significant harm both physically and emotionally if repeated over time.

Cyberbullying occurs online and can follow a person wherever they may be, it can be done via mobile phone, texting, social media networks or gaming platforms.

Mental Health and Wellbeing

Health and wellbeing can be affected in many ways and can fluctuate at times due to stressors, challenges, and life events. It is important that this is acknowledged, and support can be accessed at the earliest opportunity if required. BET has a Mental Health and Wellbeing Policy in place to ensure that staff and learners are aware of how to access the appropriate support and what to do in the event of a crisis or situation where a person may be at risk of suicide.

Self-Harm

Self-harm is when a person intentionally causes damage or injury to their body, usually to cope with or express overwhelming emotional distress. Self-harm can be linked to thoughts of suicide or an intention to end their life, to punish themselves or release unbearable tension or to express extreme distress and could also be a cry for help.

Modern Slavery

Modern slavery is a crime which results in an abuse of a person's human rights. It can include slavery, exercising powers of ownership over a person, servitude- the obligation to provide services is imposed using coercion, forced or compulsory labour- work or services are exacted from a person under the menace of any penalty and for which the person has not offered themselves voluntarily, and human trafficking- arranging or facilitating the travel of another person with a view to their exploitation. BET staff and Employers are required to adhere to our zero-tolerance approach to modern slavery of all suppliers, contractors, and business partners at the outset of our business relationship with them and reinforce our approach as appropriate thereafter. BET's Modern Slavery policy should be read in accordance with this Policy.

Trafficking

Human trafficking is a form of modern-day slavery. This crime occurs when a trafficker uses force, fraud, or coercion to control another person for the purpose of engaging in commercial sex acts or soliciting labour or services against their will. Force, fraud, or coercion need not be present if the individual engaging in commercial sex is under 18 years of age.

Homelessness

Homelessness can have a significant impact upon a person's wellbeing and welfare and can make them more vulnerable to abuse. A person may be homeless, moving between temporary accommodation or shelters, including houses of friends, family, and emergency accommodation. It is important to seek to understand and access support regarding homelessness or housing issues at an early stage, particularly for children and young people.

Peer-on-Peer Abuse

Young people and adults at risk can be vulnerable to abuse from their peers. Keeping Children Safe in Education 2021 states that 'children can abuse other children. This is generally referred to as 'peer on peer abuse' and can take many forms. It can happen both inside and outside of school/ college and online. It is most likely to include, but is not limited to bullying (including cyber-bullying, prejudice- based and discriminatory bullying); abuse in intimate personal relationships between peers; physical abuse; sexual violence, such as rape, assault by penetration, and sexual assault; sexual harassment; non-consensual sharing of nudes and semi-nudes images and/or videos; causing someone to engage in sexual activity without consent; upskirting; and initiation/hazing type violence and rituals.' Abusive behaviour should

not be tolerated and passed off as “banter or young people being young people” and should be dealt with appropriately using BET’s Behaviour and Anti-Bullying and Harassment Policies.

Gangs and violence

There are many types of gangs and not all are illegal however some gang membership can be linked to illegal activity such as drugs, violent crime, or trafficking. There are 3 types of gangs: Peer groups- A small and transient social group that may or may not describe themselves as a gang; Street Gangs- Groups who see themselves as a gang where violence and crime is a part of the group’s identity; and Organised criminal gangs- A group whose involvement in crime is for financial or personal gain and the crime is usually perceived as their occupation. It is important to be alert to your local area and information about local gangs.

Upskirting

The Voyeurism (Offences) Act 2019 is an Act of the Parliament which amends the Sexual Offences Act 2003 to make ‘upskirting’ a specific offence of voyeurism. Upskirting is a criminal offence and is when a picture is taken under a person’s clothing without their knowledge to view their genitals or buttocks to obtain sexual gratification. Upskirting can also be carried out to cause humiliation or distress.

Cuckooing

Professional criminals can target the homes of adults with care and support needs so that the property can be used for drug dealing. This process is known as ‘cuckooing.’ It allows criminals to operate from a discreet property, out of sight and an appealing option to stay off radar. The inhabitant of the property may be extremely fearful of speaking up for fear of being suspected to be involved, identified as a member of the group and at risk of eviction.

Missing from education/ Missing Persons

If you have concerns regarding a ‘missing’ learner, staff member, contractor, agency worker, or visitor contact the DSO. Children and young people who go missing or run away from home or care may be in serious danger and can be vulnerable to crime, sexual exploitation, involvement with gangs, or abduction as well as missing their education.

Missing persons may include a staff member not showing up for work, a meeting or not being located after carrying out duties in within the public or community. BET’s Lone Working Policy should be read in accordance with this Policy.

Medical conditions

Medical conditions can present as a safeguarding issue if the person does not have access to the appropriate medication if they are in a high-risk situation or role. Learners and staff must disclose any medical conditions they feel may affect their duties and to access any appropriate support if required.

Substance Misuse

Substance misuse is the abuse of substances such as drugs and/or alcohol. If this abuse leads to dependency, it can lead to cognitive, physical, and behavioural issues. Persistent or dependent use can also affect any children or family members where parental or carer substance misuse is prevalent. The company Alcohol and Drugs policy should be read in accordance with this policy and anyone who reports a substance misuse issue should be supported and referred to the appropriate services.

Faith abuse

Child abuse can also be linked to faith or belief. It can include belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

Teenage relationship abuse

Teenage relationship abuse is when there is abuse within a relationship or a previous relationship. One partner will try to maintain power and control over the other and this can have a significant impact on a young person's health or emotional wellbeing. Relationship abuse can be physical, sexual, financial, emotional, or social.

Private Fostering

Many private fostering arrangements can be 'hidden' and are not brought to the attention of local authorities, even though it is an offence not to inform them. This may be a significant cause for concern when not declared and leaves children and young people vulnerable to abuse or ill-treatment.

Sexting

Sexting is when messages and/or images, videos or text messages of a sexual nature are shared with another person. Children and young people may consent to sending a nude or partially nude image of themselves, but they can also be forced or coerced into sharing images by their peers or adults online.

Mate Crime

A mate crime is when some people pretend to be friends with someone who has learning disabilities but then go on to exploit and/ or abuse them. This has led to people losing their independence, financial, physical, and sexual abuse, exploitation and even murder. The way they are exploited may not be illegal, but it still has a negative impact on the individual. Mate crime is carried out by someone the adult knows, and often happens in private. In recent years there have been several serious cases relating to people with a learning disability who were murdered or seriously harmed by people who claimed to be their friend.

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer).

Appendix B

BET Safeguarding/ Prevent Incident Report Form

This form will be used by members of staff to record disclosures or suspicions of Safeguarding or Prevent concerns. The completed form should be sent to the Designated Safeguarding Officer (DSO).

This form must be submitted on the same day when requiring immediate action and in due time of 24 hours post incident to allow for any assessment/ action to be taken.

The form must be submitted via email to Jack Sims jack.sims@betltd.co.uk, or hand delivered.

Your name:	Your position:
Contact phone number:	
The learner's details	
Name:	
Address/phone number:	
Date of birth:	
Other relevant details about the learner: <i>E.g., family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details if applicable:	
Consent	
Have you discussed that the information contained in this document will be shared with the DSO?	
YES NO	
If not please explain why below:	
Confidentiality	
Confidentiality can be broken if the person is at risk of suffering significant or serious harm, or if it would undermine the prevent, detection, or prosecution of a serious crime including where seeking consent may lead to interference with any potential investigation. (In these cases, external agencies may be contacted and informed). Please note: Concerns should be discussed with the family for under 18's unless: <ul style="list-style-type: none">The view is that a family member might be responsible for abusing the individual.	

- Someone may be put in danger by the parents being informed.
- Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, consultation with the police or the local authority children's social care department may be required to decide whether discussions with the family should take place.

Information may also be shared with other internal colleagues where it is deemed in the best interest of the person but only on a 'need to know basis.' Always discuss this with your DSO first.

Details of the allegations/suspicious

Are you recording:

- A disclosure made directly to you by the learner?
- A disclosure or suspicions from a third party?
- Your suspicions or concerns?

Date and time of disclosure:

Date and time of incident:

Details of the concern and source of concern (incident: time, place and all relevant persons involved and contact information, any action taken in chronological order as it happened).

Outline using direct quotes from source of information where possible. Distinguish between fact and opinion. Please continue reverse if necessary.

Names and Contact Details of any know professionals, social workers, support workers.

Signed

Date

This information is to be stored in the BET Safeguarding Register AND is only accessible by the Designated Safeguarding Officers, all paper-based versions should be destroyed or deleted. If the concern/ allegation involves a colleague, all documentation should be sent following the same process and then discussed with a member of the Senior Leadership Team.

Appendix C

Directory of Support Services

Local Services

Service Type	Service Name	Contact Details	Service details
Asylum Seekers and Refugees	ASIRT: Asylum Support and Immigration Team	0121 213 5893 http://asirt.org.uk/	ASIRT is an advocacy organisation which provides legal support and representation to asylum seekers and other undocumented migrants in the West Midlands.
Bereavement	Cruse Bereavement Care	0121 687 8010 / 0121 687 8011 http://www.crusebirmingham.co.uk/	Cruse provides free bereavement support and counselling to anyone living in the Birmingham area, irrespective of age, race, gender, culture, religion, ethnicity, and disability.
Bullying	The Bullying Reduction Action Group (BRAG)	info@stopbullyinginbrum.co.uk	The Bullying Reduction Action Group (BRAG) is an inter-agency group of anti-bullying providers, educators, health services, police, schools, early years settings, community, youth and third sector organisations who work together to prevent and tackle bullying of all children in Birmingham.
Care Leavers	Rees, The Care Leavers Foundation	https://www.reesfoundation.org/our-services/	If you have been in foster care or residential care for all or part of your childhood, we can support you. If you are looking for information, advice, financial support, or to find a community, we can help you. We provide a range of useful extra services that anyone with care experience can take advantage of.
Career Advice	Birmingham Careers Service	0121 675 6105 BCareers@birmingham.gov.uk	Birmingham Careers Service is a free and friendly support service providing careers information, advice and guidance to young people aged 16 to 19 who are not in

			education, employment, or training (NEET). If a young person has a learning difficulty and/or disability, then we can help until they are 25.
Child Protection Services	Birmingham Safeguarding Children Board	0121 464 2612 http://www.lscbbirmingham.org.uk/	The Birmingham Safeguarding Children Board is a statutory group made up of agencies who work together to safeguard and promote the welfare of children and young people under the age of 18 years old in Birmingham.
Adult Protection Services	Birmingham Safeguarding Adults Board		
Clothing Banks	Birmingham City Mission	0121 766 6603 (option 1) Email: resources@birminghamcitymission.co.uk Tuesday to Thursday from 10am to 4pm	The Mission runs many projects throughout the city where there is need, offering friendship and support to the homeless, elderly, young and those struggling with poverty. BCM is a Christian mission but offers its services without test or condition.
Community cohesion/crime prevention	Birmingham Community Safety Partnership	0121 303 8246 Email: contact@birminghamcsp.org.uk http://birminghamcsp.org.uk/about-us/contact-us.php	The service deals with a wide range of issues such as reducing crime and anti-social behaviour, providing support for people experiencing domestic violence, protecting homes from burglary, and dealing with nuisance neighbours.
Contraception	Brook Sexual Health & Wellbeing for under 25's	0121 553 2666 https://www.brook.org.uk/	Brook is a provider of contraception and sexual health services to young people under 25 working with young people to promote their health and wellbeing.
Debt/ Finance	Birmingham Settlement	Tel: 0121 250 0777 http://www.birminghamsettlement.org.uk/contact-us/	Birmingham Settlement's provides support to women and families in the St Mary's area, now known as Newtown.
Diet and Healthy Eating	Better Care: Healthier Communities	http://www.bhamcommunity.nhs.uk/about-us/get-involved/	Provide support and advice about leading a healthier life.

Disability	The Disability Resource Center	Telephone: 0303 040 2040 E-mail: drc@disability.co.uk https://www.disability.co.uk/contact-us	The Disability Resource Centre provides support around disability.
Eating Disorders	Beat	0808 801 0711 help@beateatingdisorders.org.uk fyp@beateatingdisorders.org www.beateatingdisorders.org.uk	Supporting people who have or are worried they have an eating disorder, as well as others affected, such as friends and family members.
Domestic Abuse			
Food banks	Handsworth Birmingham Foodbank	0121 507 0734 https://handsworthbirmingham.foodbank.org.uk/	Providing three days' nutritionally balanced emergency food and support to local people who are referred in crisis.
Fuel poverty	Spitfire Services	0121 747 5932 http://www.spitfireservices.org.uk/contact/	Providing free, confidential, and impartial advice for people living in Birmingham on a wide range of money, benefit, housing, or employment issues.
Health (Adult Mental Health)	Priory Wellbeing Centre	0808 115 1431 http://www.priorygroup.com	Conveniently located within the city centre, the wellbeing centre offers flexible, personalised and completely confidential treatment.
Health (Child Mental Health)	Birmingham Healthy Minds Central	0121 301 2525 http://www.bsmhft.nhs.uk/our-services/birmingham-healthy-minds/	Birmingham Healthy Minds (BHM) is an NHS primary care psychological therapies service that offers advice, information and brief psychological talking therapies for people aged 16 and over, who are often feeling anxious, low in mood or depressed. <ul style="list-style-type: none"> • Telephone support • Wellbeing workshops, • Psychological and educational groups • Group therapy • One-to-one therapy
Housing	The Project Birmingham	0121 453 0606 info@theprojectbirmingham.org	If you are struggling with debt, homeless or at risk of becoming homeless, or just really

		http://www.theprojectbirmingham.org/	confused by the benefits system and you live in Birmingham then the Project can help you.
Interpreters/ Translators	BID Services	0121 246 6100 Minicom: 0121 246 6101 http:// www.bid.org.uk/	BID Services is a charity working in partnership with children, young people and adults and their families and carers, supporting people who are deaf, hard of hearing, visually impaired or have a dual sensory loss.
Legal Advice	Birmingham Community Law Centre	0121 227 6540 Email: enquiries@birminghamclc.org.uk www.Birminghamclc.org.uk	The Law Centre provides free legal advice and representation in welfare benefits, debt, community care and public law.
LGBTIQ+	Birmingham LGBT	0121 643 0821 http://blgbt.org/contact/	To act as the voice of the LGBT third sector in Birmingham, based on a knowledge and evidence of real need, creating a positive and visible LGBT community.
Literacy (adult)	Francesca Wilson	Birmingham Electrical Training Francesca.Wilson@betltd.co.uk 0121 661 6925	Francesca can support you with and literacy needs and advise you of additional support should it be needed.
New Parents	Frankley Church Community Project	0121 453 3911 http://www.bbc.co.uk/birmingham/content/articles/2006/12/15/teenage_moms_and_dads_feature.shtml	A 12-week programme based at the New Children's Centre in Frankley encourages young parents to move forward in their lives and offers support in helping to raise their self-esteem and confidence.
Offending (young people at risk of)	Birmingham City Council: Youth Offending Service	0121 464 0600 https://www.birmingham.gov.uk/info/20143/young_people/545/youth_offending_service	Birmingham's Youth Offending Service aims to be responsive to local needs, while also meeting national targets. It's the largest metropolitan youth offending service in the country, serving a population of approximately 1 million people, containing more than 112,000, 10- to 17-year-olds.
Pregnancy	Brook Sexual Health & Wellbeing for under 25's	0121 553 2666 midlandseducation@brook.org.uk 0121 237 5700	Brook work holistically with young people to promote their health and wellbeing while maintaining our specialism in sexual health for the under 25s.

Prisoners and their families	PACT	020 7735 9535 info@prisonadvice.org.uk Helpline 0808 808 3444 https://www.prisonadvice.org.uk/contact-us	A national charity that provides support to prisoners, people with convictions, and their families. Supporting people to make a fresh start and minimise the harm that can be caused by imprisonment on people who have committed offences, on families and on communities.
Sexual Health	Brook Sexual Health & Wellbeing for under 25's	0121 553 2666 midlandseducation@brook.org.uk 0121 237 5700	Brook work holistically with young people to promote their health and wellbeing while maintaining our specialism in sexual health for the under 25s.
Substance misuse (drugs, alcohol)	CCGL - Reach Out Recovery Birmingham	www.changegrowlive.org 0121 227 5890 - 24 Hours	Help and support to adults, children, young people, and families. Services cover a wide variety of areas including health and wellbeing, substance use, mental health, criminal justice, domestic abuse, and homelessness.
Young Carers	Spurgeon's Young Carers	0121 227 7000 birminghamyc@spurgeons.org www.spurgeonsyc.org/birmingham/	Information, advice and support, access to counselling, issue-based workshops, a young carers respite group, telephone support.

National Services

Service Type	Service Name	Contact Details	Service Details
Emergency Response	Emergency Services	999	Emergency for Police, Fire Services and Ambulance.
Non- Emergency Police	Non-emergency Police	101	Non- emergency Police.
Medical Help	NHS	111	Get help for symptoms if you are not sure what to do, find out general health information and advice, emergency supply of medication and how to get repeat prescriptions.

Child Protection Advice and Guidance	NSPCC Helpline	0808 800 5000 https://www.nspcc.org.uk/	National Charity that prevents abuse, helps to rebuild children's lives and support families.
Confidential support/ counselling	Childline	0800 1111 https://www.childline.org.uk/	A free, private, and confidential service where you can talk about anything, anytime for anyone under 19 years old.
Modern Slavery	The Modern Slavery Helpline	08000 121 700 https://www.modernslaveryhelpline.org/	Information, advice, and guidance about any modern slavery issue.
Drugs	Talk to Frank	0300 123 6600 TEXT a question to 82111 https://www.talktofrank.com/	Helpline for anyone concerned about drug or solvent misuse. Advice and information for drug misusers, their families, friends, carers.
Alcohol	Drinkline	0300 123 1110 www.drinkaware.co.uk/alcohol-support-services	If you are worried about your own or someone else's drinking, you can call this free helpline in complete confidence.
Gambling	Gamcare	0808 802 0133 https://www.gamcare.org.uk/	Free information, advice, and support for anyone harmed by gambling.
Debt	National Debt Line	0808 808 4000 https://www.nationaldebtline.org/	Free debt advice.
Support line	The Samaritans	116 123 https://www.samaritans.org/	Contact Samaritans for any support needs.
Mental Health	MIND Charity	0300 123 3393 https://www.mind.org.uk/	Non-urgent information about mental health support and services.
Mental Health and Suicide Prevention	CALM	0800 58 58 58 https://www.thecalmzone.net/	Campaign Against Living Miserably (CALM) and taking a stand against suicide. That means standing against feeling bad, standing up to stereotypes, and standing together to show life is always worth living.
Anxiety	Anxiety UK	03444 775 774 https://www.anxietyuk.org.uk/	Whether you have anxiety, stress, anxiety-based depression, or a phobia that is affecting your daily life fully supported by an expert team of medical advisors.
Young Suicide Prevention	PAPYRUS	0800 068 4141 https://www.papyrus-uk.org/	Provide confidential support and advice to young people struggling with thoughts of

			suicide, and anyone worried about a young person through the helpline, HOPELINEUK.
Self-harm	National Self-harm Network	0800 622 6000 www.nshn.co.uk Online forum support.	Self-harm support and guidance.
Domestic Abuse	National Domestic Abuse 24 Hour	0808 200 0247 https://www.nationaldahelpline.org.uk/	Domestic abuse support and advice.
Domestic Abuse perpetrators, young people, and male victims	Respect-Domestic Abuse	0808 802 4040 https://www.respect.uk.net/	Work with domestic abuse perpetrators, young people, and male victims.
Domestic Abuse- Men	Men's Advice Helpline	0808 801 0327	Helpline for male victims of domestic abuse.
Community practical support	The Salvation Army	020 7367 4500 www.salvationarmy.org.uk	The Salvation Army is a worldwide evangelical Christian church. Offering practical help for people without discrimination, standing up for those who are vulnerable, fighting against injustice and encouraging people to deepen their relationship with God.
Forced Marriage	Forced Marriage Unit	020 7008 0151, from overseas: +44 (0)20 7008 0151	Contact the Forced Marriage Unit (FMU) if you are trying to stop a forced marriage or need help leaving a marriage you have been forced into.
Youth Homelessness	Centre Point	0808 800 0661 https://centrepoin.org.uk/	Homeless or at risk? Advice to anyone aged 16-25.
Learning Disabilities	Mencap	0808 808 1111 https://www.mencap.org.uk/	Improving the lives of people with a learning disability and their families. Support around learning disabilities.
Bereavement- Young People	Hope Again	0808 808 1677 https://www.hopeagain.org.uk/	A safe place where young people can learn from other young people, how to cope with grief, and feel less alone.

Bereavement	Cruse Bereavement Support	0808 808 1677 https://www.cruse.org.uk/	Volunteers are trained in all types of bereavement and can help you make sense of how you are feeling right now.
Sexual Abuse and Rape	Safeline	0808 800 5007 https://www.safeline.org.uk/	Safeline is an independent and non-discriminatory charity that provides specialist, tailored support for anyone affected by sexual abuse and rape and works to prevent CSE with children and young people at risk.
Male Survivors of Sexual Abuse and Rape	Safeline	0808 800 5005 https://www.safeline.org.uk/	Safeline is an independent and non-discriminatory charity that provides specialist, tailored support for anyone affected by sexual abuse and rape and works to prevent CSE with children and young people at risk.
Crime support	Victim Support	0808 168 9111 https://www.victimsupport.org.uk/	Confidential crime support service.
LGBTQI+	Stonewall	0800 050 2020 https://www.stonewall.org.uk	Information and support for LGBTQI+ communities and their families.
Safeguarding Support for organisations	Ann Craft Trust	0115 951 5400 https://www.anncrafttrust.org/	Supporting organisations around adult and child safeguarding.
Family support	Family Lives	0808 800 2222 https://www.familylives.org.uk/	Family Lives offers a confidential and free helpline service for families in England and Wales (previously known as Parentline)

Hyperlinks for Safeguarding information and guidance

<https://www.gov.uk/government/publications/stay-safe-film>

<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

<https://www.nspcc.org.uk/>

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

<https://www.childrensociety.org.uk/what-is-county-lines>

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

<https://www.fearless.org/en/campaigns/county-lines>

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse/signs-symptoms-effects/>

<http://www.refuge.org.uk/get-help-now/what-is-domestic-violence/effects-of-domestic-violence-on-children/>

<http://www.safelives.org.uk/knowledge-hub/spotlights/spotlight-3-young-people-and-domestic-abuse>

<https://www.gov.uk/domestic-violence-and-abuse>

<https://www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/>

<https://www.gov.uk/government/collections/this-is-abuse-campaign>

<https://www.youtube.com/watch?v=pZwvrXVavnQ> – cup of tea consent video

<https://www.gov.uk/government/publications/female-genital-mutilation-leaflet>

<https://www.gov.uk/government/publications/female-genital-mutilation-resource-pack/female-genital-mutilation-resource-pack> – information and video links

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

<https://www.gov.uk/forced-marriage>

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/grooming/>

<https://www.etflearners.org.uk/> (Side by Side online safety resources)

<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england>

<https://www.virtual-college.co.uk/courses/safeguarding/understanding-young-minds>

<https://www.antislavery.org/slavery-today/modern-slavery/>

<https://www.modernslaveryhelpline.org>

<https://www.getsafeonline.org/>

<https://www.etflearners.org.uk/> (Side by Side online safety resources)

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<https://www.saferinternet.org.uk/>

Online safety films - [Childnet film competition 2020](#)

<https://www.mind.org.uk/information-support/types-of-mental-health-problems/self-harm/useful-contacts>

https://www.relate.org.uk/relationship-help/help-family-life-and-parenting/parenting-teenagers/mental-health/self-harm?gclid=EAlalQobChMIiuiT14ah3QIVZrvtCh2Pvge9EAAYAiAAEqJcZ_D_BwE

<https://www.selfharm.co.uk/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/>

<http://ceop.police.uk/>

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

Hyperlinks for Prevent and Radicalisation information and guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>

<https://www.gov.uk/government/case-studies/the-channel-programme>

<https://www.gov.uk/government/publications/stay-safe-film>

<https://www.gov.uk/report-terrorism>

<https://www.foundationonline.org.uk/>

<https://www.etflearners.org.uk/>

<https://www.ltai.info/>

<https://www.getsafeonline.org>

<https://www.gov.uk/government/publications/stay-safe-film>

<https://act.campaign.gov.uk/>

<https://educateagainsthate.com/>

<https://www.gov.uk/government/organisations/commission-for-countering-extremism>

<https://www.isdglobal.org/programmes/education/>

<https://www.connectfutures.org/>

Appendix D

This policy has been developed in accordance with best practice and relevant legislative guidance and the below legislation has been reviewed to develop this policy.

- The Children Act 1989 and 2004.
- The Equality Act 2010.
- Safeguarding Vulnerable Groups Act 2006.
- Children and Families Act 2014.
- Human Rights Act 1998.
- Sexual Offences Act 2003.
- Protection of Freedoms Act 2012.
- The Care Act 2014.
- Mental Capacity Act 2005.
- Deprivation of Liberty Safeguards 2009.
- General Data Protection Regulations (GDPR) 2018.
- The Counterterrorism and Security Act (2015), section 26 The Prevent Duty.
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers; HM Government 2015.
- Keeping Children Safe in Education; HM Government 2021.
- Children Missing Education 2016.
- Working together to safeguarding children, a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018.