



Apprenticeship Policy & Procedure

1.01 Safeguarding & The Prevent Duty


Responsible Party: Seymour House Apprenticeship Academy

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Amendments Log: 1.01 Safeguarding & The Prevent Duty

Date	Procedure	Description of Change	Page Number	Approved	Issue Number
24/03/2023	Safeguarding and Prevent Duty Policy	New Policy	1-11	E Price	1
20/07/2023	Safeguarding and Prevent Duty Policy	Added links to documents and legislation	13	E Price	2
04/12/2023	Safeguarding & The Prevent Duty Policy - Annual Review	Added Gemma Canham to the Operations Team	All	E Price	3
13/12/2023	Safeguarding & The Prevent Duty Policy	Added in filtering and monitoring	12	E Price	4
13/03/2024	Safeguarding & The Prevent Duty Policy	Added in Notice, Check Share	11	E Price	5
01/11/2024	Safeguarding & The Prevent Duty Policy	Procedure update	All	E Price K Lake	6
07/01/2025	Safeguarding & The Prevent Duty Policy	Headings amended. Added Well being and Data Protection/GDPR	All	J Robinson K Lake	7
04/02/2025	Safeguarding & The Prevent Duty Policy	Prevent Referral Form entered into procedure	5	E Price	8
08/04/2025	Safeguarding & The Prevent Duty Policy	Added safeguarding yourself responsibilities	6	J Robinson	9
29/04/2025	Safeguarding & The Prevent Duty Policy	Added in reference to Prevent Risk Assessment	16	E Price	10

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Policy Statement

This policy outlines the arrangements in place to ensure that all staff who work with the Seymour House Apprentices understand their statutory responsibility to safeguard and promote the welfare of children, young people, and adults at risk.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our apprentices and staff. It identifies actions that should be taken to address any concerns about child safety and welfare including protecting apprentices and other staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the organisation will be vigorously challenged.

Safeguarding and promoting the welfare of children, young people and adults goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture, and ethos of The Seymour House Apprenticeship.

The content of this policy does not replace and is in addition to the Seymour House Safeguarding Policy for the young children (under-5's) in our care.

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. The nursery will have due regard to and follow the procedures to seek advice on all subsequent steps to take in the event of concerns, set out in:

[Children Act 1989](#)

[Children Act 2004](#)

[Children and Social Work Act 2017](#)

[Care Act 2014](#)

[Mental Capacity Act 2005](#)

[Keeping Children Safe in Education 2024](#)

[Working together to Safeguard Children 2023](#)

[The Prevent Duty DfE, March 2024](#)

[What to do if you're worried a child is being abused: advice for practitioners DfE, 2015](#)

[Mandatory reporting of female genital mutilation \(FGM\) Home Office, 2015](#)

[Child Sexual Exploitation DfE 2017](#)

[Data Protection Act 2018](#)

[Further Education and Skills Inspection Handbook 2024](#)

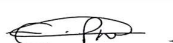
[Online Safety Act 2023](#)

[Effective support for Children and families 2024](#)

[SET Procedures May 2022](#)


[SET Prevent Policy 2019](#)

[Hertfordshire Interagency Child Protection Procedures Manual](#)

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Useful Contacts and Numbers

Contact Name	Telephone	Email / Website
Essex Children and Families Hub	0345 603 7627 - Monday to Thursday – 8.45 am to 5.30 pm, Friday – 8.45 am to 4.30 pm 0345 606 1212 – Out of Hours	Concerns about the welfare of a child (escb.co.uk)
Essex Safeguarding Adults Board (ESAB)	0345 603 7630	ESAB
Local Authority Designated Officer (LADO)	0333 013 9797	lado@essex.gov.uk
Adult Local Authority Designated Officer - ALADO Referral regarding a PiPOT (Person in Position of Trust).		adult.LADO@essex.gov.uk Adult Lado Referral Form.docx
<u>Prevent Referral Form</u>		National Prevent referral form
Hertfordshire Local Authority Children's Social Care Team Contact	0300 123 4043 (including out-of-hours)	Hertfordshire Local Authority Children's Social Care Team Contact
Hertfordshire Families First Portal		www.hertfordshire.gov.uk/familiesfirst familiesfirstassessment@hertfordshire.gov.uk
<u>Hertfordshire Safeguarding Adults Board</u>	<u>0300 123 4042 (24 hours a day)</u>	Hertfordshire Safeguarding Adults Board
NSPCC Whistleblowing Advice Line	0800 028 0285	help@nspcc.org.uk
Ofsted Whistleblowing Hotline	0300 123 3155 (8 am to 6 pm, Monday to Friday)	whistleblowing@ofsted.gov.uk
Reporting to Ofsted	0300 123 1231	www.ofsted.gov.uk
Channel: Essex Police	0207 340 7264	prevent@essex.pnn.police.uk
Herts anti-terrorist hotline	0800 789 321	prevent@hertfordshire.gov.uk
ACT – Action counters Terrorism	0800 011 3764 9.00 – 5.00 every day	

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Definition of a Child or Adult at Risk

Child or Children: The Children Act 2004 defines a child as a person under eighteen for most purposes. We refer to an Apprentice aged 16 -18 years old as a 'young person', but they are still in the scope of the Children Act until they are 18 years old.

Adults at Risk or Adults: The Care Act 2014 defines an adult at risk as a person aged 18 where there is reasonable cause to suspect that the adult:

- Has needs for care and support (whether the authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- Because of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Aims

Seymour House Apprenticeships is an employer training provider and therefore has a responsibility to ensure that we:

- Undertake training in Safeguarding and Prevent Duty as identified by leaders and managers.
- Are all aware of when it is appropriate to refer concerns about apprentices or colleagues to the Designated Safeguarding Lead (DSL)
- Exemplify the British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" into our practice.

By guidance set out in 'Working together to Safeguard Children – December 2023, 'Keeping Children Safe in Education – September 2024' and 'The Prevent Duty' – March 2024, Seymour House Apprenticeships will work in partnership with other organisations in safeguarding and promoting the welfare of children, young people and adults.


All DSLs will:

- Attend Designated Safeguarding Lead training as required (every 2 years as a minimum)

All Seymour House Academy Staff will:

- Familiarise themselves with this Safeguarding policy and associated procedures.
- Safeguard and promote the welfare of children, young people, and adults at risk
- Ensure learners are aware of and understand their responsibilities to safeguard themselves and colleagues through discussion of safeguarding scenarios at Progress Reviews and via the dedicated area 'Safeguarding Yourself' on Community.
- Alert a Designated Safeguarding Lead if they have concerns about a child, young person or adult at risk.

All staff are responsible for ensuring the safety and well-being of all apprentices and other colleagues. Assessors/Tutors have a specific responsibility for the safeguarding of apprentices within their cohort group. In line with their job role, they should ensure that they know their apprentices.

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Safer Recruitment

All Seymour House staff, including those in a Training and Assessment role, have been selected through a consistent and thorough process of safer recruitment to ensure that those recruited are suitable to work with children, young people and adults within their role. This includes ensuring that safer recruitment and selection procedures are adopted which deter, reject, or identify people who might abuse children, young people or adults and or are otherwise unsuitable to work with them. These procedures comply with the safer recruitment recommendations of the Bichard Inquiry, 2004 and are in line with the guidance and procedures of the relevant local safeguarding partners (Essex - ESCB SET, Herts -Herts SCB Manual).

The DBS and Barring Service Checks

The DBS provides two levels of disclosures which are of relevance to employers (standard and enhanced disclosures). All candidates who are seeking to work in regulated activity and regular contact with children require an enhanced DBS. All employees working at Seymour House, including those in a Training and Assessment role will be subject to an enhanced disclosure check. All Seymour House staff, including those in a Training and Assessment role, will have a new DBS check completed every three years. A Suitability Disclosure form is completed annually and saved within their personnel file.

Primary DSL Contacts – For Apprentices

Head of Apprenticeships

Emma Price - Emma.price@seymourhouse.co.uk

01206 258849

Apprentice Tutor/Assessor

Kathleen Lake – Kathleen.lake@seymourhouse.co.uk

01245 955284

Area Manager Team

Amanda Fee - 01245 213218

Caroline Clark - 01245 213210


Jo Nice - 01245 213215

Amy Farquhar - 01245 955270

Gemma Canham - 01245 955219

Lyndsey Bates - 01245 955283

nurseryops@seymourhouse.co.uk

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Please note: The above lists contain names of staff with primary responsibilities for safeguarding, but ALL PERSONS including Apprenticeship learners are responsible for safeguarding and must follow the safeguarding procedure shown within this policy.

Staff Training

Seymour House Apprentices' Safeguarding policy, procedure and accompanying guidance will be provided to all new academy staff as part of their induction. All Academy staff will be supported to recognise warning signs and symptoms concerning specific safeguarding issues and will receive training or briefings on for example, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Preventing Violent Extremism through mandatory Safeguarding and Prevent training annually. The Academy holds monthly meetings to cover safeguarding updates, address training needs and revisit safeguarding practices. This information is then fed into the termly Governance meetings.

INSERT ACADEMY TRAINING

Further Education Safeguarding Training

<https://learning.etfoundation.co.uk/courses/safeguarding-in-further-education-and-skills-2425-sg011?sessionFields=%5B%5B%22edtech%22%2C%22Safeguarding%22%5D%5D>

Further Education Designated Safeguarding Leads


ECP [Add links](#)

<https://www.ecpsafeguarding.co.uk/individuals/further-education/designated-safeguarding-lead-training.html>

All staff are PREVENT trained to identify vulnerabilities and indicators of radicalisation, the Channel process and how the duty engages with requirements of their role, via certificated learning. Identifying risk at an early stage allows early intervention and is crucial to the Prevent duty and Channel process being successful. DSLs receive regular Prevent updates via our regional Prevent Co-ordinator David Layton-Scott in the way of newsletters and updates and attend regular Prevent forums.


Safeguarding Awareness

Safeguarding awareness month is in March. All team are required to refresh Safeguarding training annually (allocated through We Are One) with a rolling two-year programme including additional activities and professional discussion planned nearer the time.

Year one- all team		Seymour House Safeguarding L2 Essex/Herts		Video Takeaway Task Multiple choice	Takeaway tasks will be reviewed by the management team and
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			signed off on We are One.
Year two- all team	Early Years Alliance Safeguarding responsibilities Early Years Alliance Prevent Duty	Team member should already be added to EYA Training portal to be able to log in. Team member will then access the EYA platform through We are One	Certificates from EYA saved in Personnel file

Government- FGM Virtual college	Free FGM Training Online Recognising & Preventing FGM Free Course Virtual College Team member to register but complete through We are One	Save certificate in Personnel file. Refresh every two years
Government- Prevent duty training: Learn how to support people susceptible to radicalisation	Consists of three modules to be accessed via We are One: 1. Course 1 - Awareness course 2. Course 2 - Referrals course 3. Course 3 - Channel or Prevent Multi-Agency Panel (PMAP) course	Three certificates to be saved in Personnel file. Refresh every two years.

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Early Years Safeguarding Lead

The Head of Apprentices will complete DSL training every two years (as a minimum)

Safeguarding Children Level 3 - Designated Person Training specifically for Schools, Colleges and Early Years	Education Essex Online Account-booking Education Essex online	Save certificate in Personnel file- to be refreshed every two years, ideally in safeguarding month to avoid expiry.
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Whistleblowing

Staff are aware of their duty to raise concerns when they exist about the attitude or actions of colleagues. Such as, inappropriate behaviour displayed by other members of staff, or any other person working with the children, young people and adults for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.


Any concerns about a colleague must be raised with the Academy's DSL immediately. This is commonly known as whistleblowing. The DSL will then action procedures for 'Allegations, Complaints or Concerns Raised Against a Team Member' in partnership with the LADO. If the DSL is implicated or it is felt they have not actioned concerns, you must immediately report concerns to a Seymour House Area Manager/ a company DSL (contact details for all trained persons are signposted within this policy).

A [Whistleblowing poster](#) is available with contact details for the LADO and contact details for the Ofsted Whistleblowing Hotline can be found in the above Safeguarding Contacts table.

Confidentiality

All staff members are aware of the need to maintain privacy and confidentiality and that they have a duty to respect and observe the confidentiality of children, young people and adults. Staff members must not divulge any information about a child, young person or adult to a third party unless specifically authorised by the Head of Apprenticeship.

Apprentices will be given free access to all written records about themselves (except in exceptional cases where data protection laws stipulate it is against the best interests of the child or young person to do so)

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Data protection laws/GDPR will be considered when disclosing any records that refer to a third party. Specific procedures apply to safeguarding children, young people and adults and policies are in line with the [SET Procedures May 2022](#) and [Hertfordshire Interagency Child Protection Procedures Manual](#).


We have regard to the document [Information Sharing – Advice for Practitioners](#) Providing Safeguarding Services to Children, young people and adults.

Allegations Against Members of Staff

Allegations of abuse, or concerns raised against members of staff, will always be treated seriously. The allegations need to be applied with common sense and judgment. The Safeguarding Procedure of this policy must be followed.

The Local Authority Designated Officer (LADO) for under 18 years and Adult Local Designated Officers (ALADO) 18 years + will be contacted without delay for advice on how to proceed, including whether the allegation is subject to a multi-agency investigation (e.g., Ofsted and police) or can be dealt with internally, by Seymour House. N.B. an internal investigation must not commence until this decision has been made as it could prejudice any subsequent police enquiry. In addition:

- Police and the Safeguarding Children Unit may investigate, with full cooperation from the Head of Apprentices and the DSL (if different). Access by the investigators, to relevant documentation and information will be facilitated.
- The company's DSL will notify Ofsted, and LADO or ALADO of the allegation and staff member details.
- Depending on the nature of the allegation, the colleague may be suspended during the investigation, or it may be possible to chaperone the colleague and/or temporarily change duties, enabling the colleague to work while the investigation takes place. This decision is made in conjunction with the Head of Apprentices and confidentiality is maintained, as far as is practical.
- The colleague will be given a named contact within Seymour House for any questions or support.
- If the investigation finds the allegation to be unfounded, the employee may be reinstated. Details of the investigation and outcome will be recorded and stored securely within their personnel file.
- Should the investigation confirm safeguarding concerns, disciplinary action may be taken in compliance with the Disciplinary Procedure and dismissal from Seymour House is possible.
- Conversations and observations in respect of suspicions or allegations, will be formally and thoroughly documented. Records will be stored securely within their personnel file and accessible to as few people as needed.

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4 Categories of Abuse and Neglect for Children

Child Abuse is defined by the Department for Education as “a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or an institutional or community setting by those known to them or, more rarely, by others (e.g., via the Internet). They may be abused by an adult or adults or by another child or children.”

There are four areas of abuse: **Sexual, Emotional, Physical and Neglect**. Abuse can involve one or more areas of abuse. Abuse is not only suffered by children and young people. Adults, including vulnerable adults, can also be victims of abuse.

10 Categories of Abuse and Neglect for Adults

Domestic Abuse: “Any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years old or over who are or have been intimate partners or family members regardless of gender or sexuality.” (Crown Prosecution Service) Domestic abuse can involve one or more of the 4 areas of abuse and can also involve controlling behaviour, such as psychological or financial control and so-called ‘Honour’ based violence. Children and young people who live in households where domestic violence is taking place are highly vulnerable.

Discriminatory Abuse: is based on the characteristics defined in the Equality Act 2010; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), sexual orientation.


Emotional or Psychological Abuse: This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Financial or Material Abuse: This applies largely to adults at risk of harm and relates to circumstances where trust about financial matters is abused. Includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements including that in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect or acts of Omission: Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Modern Slavery: Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Organisational Abuse: Including neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. This may range from one-off incidence to ongoing ill-treatment. It can be through

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neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Self Neglect: This covers a wide range of behaviours, including neglecting to care for one's personal hygiene, health or surroundings and includes such behaviour as hoarding.

Physical: Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual: Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Examples of Abuse and Abusive Situations

So-Called Honour-Based Abuse: can include, Forced Marriage, FGM, Acid Attacks, Breast Ironing, Faith or Spiritual based abuse, coercion, assault, kidnapping, false imprisonment, virginity testing, forced abortion, corrective rape and honour killings.


Forced Marriage: This involves a young person or adult being forced into a marriage against their will. This is different to an arranged marriage where consent has been given.

Female Genital Mutilation: Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured, or changed, but there's no medical reason for this to be done. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. One form of FGM is breast flattening (often called breast ironing) which is the pounding and massaging of a young girl's breasts, to prevent and stunt breast growth. It is usually carried out by pressing, massaging, or pounding the breasts using hard or heated objects. All forms of FGM are illegal in the UK.

Child Sexual Exploitation: Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection, or status. The manipulation or 'grooming' process involves befriending children, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period before the exploitation begins. It can be misunderstood by victims and outsiders as consensual.

Children who run away or who are missing from home: Approximately 25% of children and young people who go missing are at risk of serious harm. There are concerns about the links between children and young people running away and the risks of sexual exploitation. Missing children and young people may also be vulnerable to other forms of exploitation, violent crime, gang exploitation, or drug and alcohol misuse.

Gang Culture/County Lines: County lines are a form of criminal exploitation where urban gangs persuade, coerce or force children and young adults to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018).

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Cuckooing: Is a practice where people take over a person's home and use the property to facilitate exploitation.


Peer on Peer abuse and Sexual Harassment/Mate Crime: Children can abuse other children/peer groups. This is generally referred to as peer-on-peer abuse and can take many forms. This can include (but is not limited to): bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals as well as sharing of nude/semi-nude photos and videos which is illegal.

Technology: can be a significant component in many safeguarding and well-being issues. Children, young people and adults are at risk of abuse and other risks online as well as face-to-face. In many cases, abuse and other risks will take place concurrently both online and offline. Children, young people and adults can also abuse other children, young people and adults online, this can take the form of abusive, harassing, and misogynistic/misandrist 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.

Filtering and Monitoring: As part of the Keeping Children Safe in Education September 2024, all our learners are protected online as our routers are configured to use content filtering set to filter out explicit, pornographic, and malicious domains; search engines and YouTube are set to safe mode. Despite stringent filtering, compressed and encrypted websites may still be accessible, so learner vigilance is the primary control measure to safeguard themselves against any online risks. Nursery iPads should never be used to access any social media platforms and have restrictions in place to prevent the unauthorised downloading of applications.

Safeguarding – 6 Principles – Care Act 2014

1. **Empowerment** We give individuals the right information about how to recognise abuse and what they can do to keep themselves safe. We give them clear and simple information about how to report abuse and crime and what support we can give. We consult them before we take any action. When someone cannot decide, we always act in his or her best interest.
2. **Protection** We have effective ways of assessing and managing risk. Our local complaints and reporting arrangements for abuse and suspected criminal offences work well. We take responsibility for putting them in touch with the right person.
3. **Prevention** We train staff on how to recognise signs and take action to prevent abuse from occurring. In all our work, we consider how to make communities safer.
4. **Proportionality** We discuss with the individual and where appropriate, with partner agencies what to do where there is a risk of significant harm before we decide. Risk is an element of many situations and should be part of any wider assessment.
5. **Partnership** We are good at sharing information locally. We have multi-agency partnership arrangements in place and staff understand how to use these. We foster a 'one' team approach that places the welfare of individuals before the 'needs' of the system.

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Wellbeing Responsibilities

Apprentices

Apprentices experiencing struggles with their role due to mental health or well-being concerns should discuss these with their nursery management and Assessor/Tutor. We encourage all apprentices to be open and honest in these discussions.

Assessor/Tutors

Assessors/Tutors are committed to dealing with concerns in a professional and supportive manner. They will not make assumptions about how mental health conditions may impact an apprentice.

We will endeavour to consider all reasonable adjustments for apprentices suffering from a mental health condition. Any adjustments will be reviewed on an ongoing basis to ensure they are having the required effect.

In some circumstances, a referral to our Occupational Health service may be made to help identify appropriate support.

Assessor/Tutors will treat these situations confidentially and it will only be shared where appropriate with other colleagues or external agencies for example the Head of Operations, HR, HSE or Occupational Health.


Colleagues

There is an expectation that everyone conducts themselves in a helpful and open-minded manner towards colleagues who may be experiencing mental health problems. We maintain a zero-tolerance approach to bullying and harassment and will treat all complaints seriously which may be managed through our Disciplinary procedure. Any concerns should be reported to your line manager.

Accountability

The roles of all agencies are clear, together with the lines of accountability. Staff understand what is expected of them and others. Agencies recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements. Seymour House Academy follows the 5 R's of Safeguarding.

- Recognise
- Respond
- Report

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- Record
- Review

Confidential Incident Record

Low-level Safeguarding/Well-being Concerns

Concerns may be raised or identified in several different scenarios.

- An apprentice's colleague may raise concerns within the setting or the Academy staff.
- Academy staff may become concerned during interactions with the apprentice
- Self-disclosure from the apprentice

To monitor and form a chronological record the DSL will record low-level safeguarding/well-being safeguarding concerns on a confidential incident record and file within the 1.05b folder in Egnyte. (Shared>AA>Learners>1.05bConfidential Incident Records Folder>Year (2024 10 24 Apprentice's Initials)

Discussion should be held with the apprentice's manager to highlight the concerns raised and any support that may be needed.

Safeguarding Referral


Concerns may be raised or identified in several different scenarios.

- An apprentice's colleague may raise concerns within the setting or the Academy staff.
- Academy staff may become concerned during interactions with the apprentice
- Self-disclosure from the apprentice

Under 18's

Following the completion of a confidential Incident Record and identifying that there is a need for a referral the DSL will follow the following guidance.

- The apprenticeship DSL should then inform the operations team for Seymour House and contact the local safeguarding team.
- Under 18s Essex Safeguarding Children's Board (ESCB) 0345 6037627 If Urgent ask for the Priority line or you can also report a level 3 or 4 concern using the online [Request for Support form](#). It is important to save a copy before you submit the so that you have a copy of what has been sent. You can find out how to make an effective request for support on the [examples and guidance page](#).
- If the DSL is unavailable contact your Area Manager in the first instance.

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- Contact should be made with the apprentice's next of kin unless this would put the apprentice at further risk of harm.

Over 18's

Following the completion of a confidential Incident Record and identifying that there is a need for a referral the DSL will follow the following guidance.

- The apprenticeship DSL should then inform the operations team for Seymour House and contact the local adult safeguarding team.
- Essex Safeguarding Adults Board (ESAB) [ESAB 0345 6037630](https://www.essex.gov.uk/esab) It is important to save a copy before you submit the so that you have a copy of what has been sent.
- If the DSL is unavailable contact your Area Manager in the first instance.
- With permission from the apprentice contact should be made with the apprentice's next of kin unless this would put the apprentice at further risk of harm.


All staff must be aware of the procedures for recording and reporting. It must be remembered that such matters are strictly confidential and must never be discussed outside of the proper reporting channels. Should the reporter ever be unhappy with the designated lead's response, that person may refer the matter directly to an Area Manager, and if still concerned then take their concerns directly to the relevant agency. Details of relevant agencies' contact details can be found above.

Prevent

This policy recognises that Radicalisation and Extremism are safeguarding issues and manages the handling of such referrals relating to Prevent Duty through the processes outlined within this policy and the Prevent Risk Assessment – See Z:\Shared\Apprentice Academy\1 Learners\1.01 Safeguarding & The Prevent Duty for the most up to date Risk Assessment.

We recognise our responsibility to 'have due regard to the need to prevent people from being drawn into terrorism', known as the Prevent Duty. Designated Leads are knowledgeable of their responsibilities as outlined within The Prevent duty (March 2024). This Prevent Duty forms part of the wider government CONTEST counter-terrorism strategy 2023:

- Protect Borders and Infrastructure – stop people from becoming terrorists.
- Pursue Investigate and Prosecute – disrupt and stop terror attacks.
- Prepare Planning and Training – mitigate the impact of attacks that can't be stopped.

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The Prevent strategy aims to reduce the threat to the UK from terrorism by stopping people from becoming terrorists or supporting terrorism. The Prevent strategy has three specific strategic objectives.

- Respond to the ideological challenge of terrorism and the threat we face 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.

The Government has defined extremism in the Prevent Strategy as: “vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”. Safeguarding children, young people and vulnerable adults from radicalisation and extremism is no different than safeguarding from other forms of harm. For example:

- If colleagues suspect a child, young person or adult is at risk of or has been abused in this way, there is a mandatory duty to report this, and the Safeguarding procedure of this policy applies.
- If colleagues suspect that a colleague or learner is being targeted by or supporting groups who may promote violent extremist activities, then the safeguarding procedure applies.

Apprenticeship staff are trained and aware of the Prevent duty and British Values, what this entails and actively use this knowledge in their everyday practice.


You should promote (British values)
• Democracy
• The rule of Law
• Individual Liberty
• Mutual respect and tolerance for those with different faiths and beliefs

Notice

Those who work in frontline support roles will often be the first to notice if someone displays concerning behaviour, like the signs of radicalisation outlined in this guide. If you notice behaviours that cause you concern, then you may want to consider whether the person is susceptible to radicalisation.

There could be many different reasons for these behaviours, not just radicalisation. It's important to understand the context, and why these changes are happening, before jumping to any conclusions.

Check

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You may wish to discuss your concern organisationally, with the person responsible for safeguarding, such as the designated safeguarding lead. Checking before sharing a concern is a way of making sure you have gathered as much relevant information as possible before making your referral.

Share

Once you have gathered the relevant information, it is essential to share a concern and make a referral to the police using the Prevent national referral form. In some cases, you may do this directly. Sometimes, where appropriate, the organisational safeguarding lead or equivalent, or the local authority may do this on your behalf.

Many signs could indicate that someone has been or is being radicalised. Some of these are:

Behavioural Indicators


- Major behaviour changes
- Change in appearance.
- Isolated from peers
- Talks about another person who exerts a lot of influence.
- Associates with only one group of people
- Withdrawn from family members.
- Additional vulnerability risk factors: special educational needs, Mixed Family Home, mental health issues, drug/alcohol issues, offending behaviour, and relationship issues.

Critical Risk Factors

- In contact with extremist recruiters
- Articulating support for violent extremist causes / leaders.
- Accessing violent extremist websites; especially those with a social networking element.
- Possessing/accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining/seeking to join extremist organisations.
- Significant changes to appearance and/or behaviour

Apprenticeship staff should be aware of these signs and be vigilant. As with any safeguarding concern, sometimes the biggest indicator is your instinct. If you feel that something isn't quite right, then you must follow the safeguarding procedure of this policy.

Our Designated Safeguarding Lead will take a lead role in upskilling themselves and other staff members in this important area. Our staff are trained to ensure the employers and any subcontractors we work with are not linked to any extremist activity or organisations. If they suspect any activity, they are not happy with they will report this immediately to our Designated Safeguarding Prevent Lead.

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Definitions

The Prevent duty encompasses building learner resilience to the threat of radicalisation, challenging extremism and raising awareness of and demonstrating British values.

Opportunities to promote all the above values are currently facilitated within the apprenticeship, including current resources, information on Community and annual training opportunities.

Radicalisation - This is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo.

Terrorism - An act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion,

Extremism - Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to: negate or destroy the fundamental rights and freedoms of others; or undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or intentionally create a permissive environment for others to achieve the results.

Prevent Referral Pathways

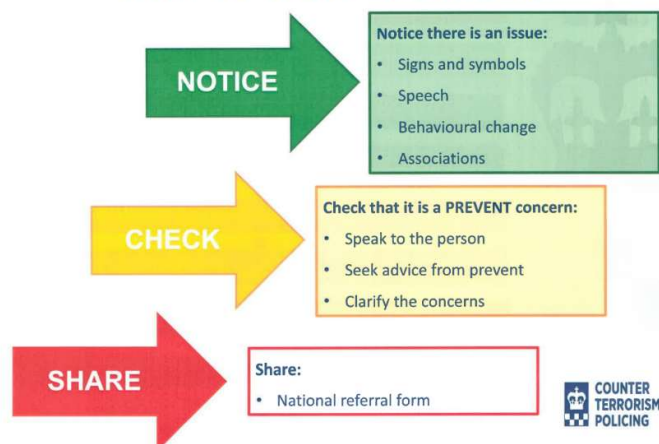
If a learner has concerns about themselves, or you have concerns about a learner being at risk of radicalisation, you should refer to the Designated Safeguarding Lead. Once they have been informed, they will decide whether the issue needs to be escalated to the local police Prevent Officer. **A prevent referral form link is found at the top of this policy.** The Designated Safeguarding Lead that is involved with the referral will then support the Channel process as seen fit by the local Channel panel. It should be noted that referral to the Channel process is not a criminal intervention.

It should be noted that a learner displaying one or a few vulnerabilities and indicators does not mean the learner will necessarily be at risk of radicalisation, but it may do so. In all instances that concern you, you should report to the Designated Safeguarding Lead. The process for referral to a Prevent coordinator involves risk assessing the learner's level of engagement, intent, and capability. If guidance is required, the Safeguarding Lead will discuss it with a local Prevent coordinator.

NB - should you feel your learner, yourself or any members of the public are in immediate danger report to the police immediately.

Seymour House Academy will contact the Regional further and higher education Prevent coordinator (Dave Layton-Scott) who plays a key role in the delivery of Prevent, providing

How to make a referral..



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further education (FE) and higher education (HE) providers with support to build resilience against the dangers of radicalisation.

East of England:

Contact: Dave Layton-Scott

Email: David.layton-scott@education.gov.uk

Telephone: 07384 452 155

Safeguarding Staff Members as a Result of Prevent Referral

While it is unlikely that the referrer would then be targeted. If someone received a threat or police felt someone was under threat without them knowing, there are risk assessment, warning and safeguarding processes local police departments will apply as a matter of routine. The outcome might involve an investigation and arrests being made etc, such as markers on people's mobile phone numbers or addresses, warnings to parties involved, or other measures.

Appendix 1

Agencies for signposting

Main Advice regarding adult safeguarding concerns: <https://www.essex.gov.uk/adult-social-care-and-health/report-concern-about-adult>

Rape Crisis - 0808 500 2222 [Get help after rape or sexual assault | Rape Crisis England & Wales](#)

The Survivors Trust – 0808 801 0818 [The Survivors Trust - Rape & Sexual Abuse Services UK](#)

The Anti-Bullying Alliance - [Anti-Bullying Alliance](#)

The UK Safer Internet Centre - 0344 381 4772 helpline@saferinternet.org.uk. [Homepage - UK Safer Internet Centre](#)

Internet Watch Foundation - [Eliminating Child Sexual Abuse Online | Internet Watch Foundation IWF](#)


Childline – 0800 1111 [Childline | Childline](#)

UKCIS Sharing nudes and semi-nudes' advice [UK Council for Internet Safety - GOV.UK](#)

London Grid for Learning (LGfL) 'Undressed' [Undressed](#)

National Association for people abused in childhood – 0808 801 0331 [NAPAC – Supporting Recovery From Childhood Abuse](#)

Papyrus UK suicide prevention – Hope Line 0800 068 4141 [Papyrus UK Suicide Prevention | Prevention of Young Suicide](#)

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Nation Centre for Domestic Violence – 0800 970 2070 [Domestic Violence & Abuse · Emergency Injunction Service](#)

The Domestic Abuse Helpline (Refuge) - 0808 2000 247 [Homepage - National Domestic Abuse Helpline](#)

NHS [Abuse and neglect of adults at risk \(safeguarding\) - Social care and support guide - NHS](#)

Child Exploitation and Online Protection [CEOP Safety Centre](#)

Stop non-consensual Intimate image Abuse [Stop Non-Consensual Intimate Image Abuse | StopNCII.org](#)

Revenge Porn Helpline – 0345 600 0459 [Revenge porn | Police.uk](#)

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