



LEIGH
Academies Trust



**Leigh Academies Trust (LAT Apprenticeships)
Apprentice Safeguarding & Child Protection Policy**

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Revision Log

Date	Version No	Brief detail of change
Sept 20	5.0	Amended to reflect Keeping Children Safe in Education (2020)
Jan 21	5.1	Amended to include Appendix 1 and streamlined to better reflect the work of LAT Apprenticeships.
Sep 21	5.2	Amended to reflect Keeping Children Safe in Education (2022)
March23	6.0	Update policy format & add new DDSL contact details

This is a core policy that forms part of the induction for all LAT Apprenticeships Staff. It is a requirement that all members of staff have access to this policy and confirm that they have read and understood its content.

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key contacts

Designated Safeguarding Lead: Mrs. Jakki Bardsley

Email Jakki.Bardsley@latapprenticeships.org.uk

Phone No. 07729 115972

Deputy Designated Safeguarding Lead: Ms Bev Neave

Email beverley.neave@latapprenticeships.org.uk

Phone No. 07514 318559

To report an apprenticeship safeguarding concern , please complete the concern form available via the LAT Apprenticeships website

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1. Introduction and ethos

Leigh Academies Trust (LAT Apprenticeships) recognise our moral and statutory responsibility to safeguard and promote the welfare of their apprentices. Safeguarding is everybody's responsibility and all those directly connected (staff, leaders, parents, employers, stakeholders and apprentices) have an important part of the wider safeguarding system and have an essential role to play in making this community safe and secure.

Staff working with apprentices at LAT Apprenticeships will maintain an attitude of 'it could happen here' where safeguarding is concerned.

We believe that the best interests of apprentices always come first. All apprentices have a right to be heard and to have their wishes and feelings taken into account, and all apprentices regardless of their age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

We recognise the importance of providing an ethos and environment within LAT Apprenticeships that will help apprentices to be safe and feel safe. LAT Apprenticeships' apprentices are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies.

Our core safeguarding principles are:

- **Prevention** - positive, supportive, safe culture, curriculum and pastoral opportunities for apprentices, safer recruitment procedures;
- **Protection** - following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns;
- **Support** - for all apprentices, parents, employers and staff, and where appropriate specific intervention for those who may be at risk of harm;
- **Working with employers, parents (where appropriate) and other agencies** - to ensure timely appropriate communications and actions are undertaken when safeguarding concerns arise.

LAT Apprenticeships expects that if any member of our community has a safeguarding concern about any child, apprentice or adult, they should act **immediately**.

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2022 (KCSIE) which requires individual schools and colleges to have an effective safeguarding & child protection policy.

The procedures contained in this policy apply to all staff, including governors, subcontractors, temporary or third-party agency staff and volunteers) and are consistent with those outlined within KCSIE 2022. For clarification, apprentices may be referred to as children throughout this policy.

2. Policy Context

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- DfE guidance Keeping Children Safe in Education 2022 (KCSIE)
- Working Together to Safeguard Children 2018 (WTSC)
- Ofsted: Education Inspection Framework 2019
- Framework for the Assessment of Children in Need and their Families (2000)
- Kent and Medway Safeguarding Children Procedures
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges 2021
- Human Rights Act 1998 and the Equality Act 2010.

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

We acknowledge that some apprentices, during the period of the pandemic and subsequently, may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services (such as health and the local authorities) to ensure necessary services and support are in place to support apprentices.

3. Definition of Safeguarding

In line with KCSIE 2022, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.

LAT Apprenticeships acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):

Abuse and neglect	Hate
Bullying, including cyberbullying	Homelessness
Children with family members in prison	Human trafficking and modern slavery
Children Missing Education (CME)	Mental health
Child missing from home or care	Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or 'Sexting'
Child on child abuse	Online safety
Child Sexual Exploitation (CSE)	Preventing radicalisation and extremism
Child Criminal Exploitation (CCE)	Private fostering
Contextual safeguarding (risk outside the family home)	Relationship abuse
County lines and gangs	Serious violence
Domestic abuse	Sexual Violence and Sexual Harassment
Drugs and alcohol misuses	Sexting
Fabrication or induced illness	So-Called honour-based abuse including Female Genital Mutilation (FGM) and forced marriage
Faith abuse	Upskirting
Gender based abuse and violence against women and girls	

(Also see Annex B Further Information within Keeping Children Safe in Education 2022)

4. Related safeguarding policies

This policy is one of a series related to safeguarding and should be read and actioned in conjunction with the policies as listed below:

Trust Policies	LAT Apprenticeship Policies
Staff Code of Conduct	Apprenticeship Code of Conduct (which includes Behaviour, Anti-Bullying, Attendance)
Searching, screening & confiscating	Acceptable Use Template (AUP)
Online safety	Prevent Policy
Data Protection and Information Sharing Policy	
Health & Safety Policy	
Managing Allegations Against Staff, including Low Level Concerns	
Whistleblowing	
Safer Recruitment Policy	
First Aid Policy	

5. Policy Compliance, Monitoring and Review

LAT Apprenticeships will review this policy at least annually. The policy will be revised following any national or local policy updates, in conjunction with the Leigh Academies Trust (LAT) Safeguarding Lead, along with any significant national events, local child protection concerns and/or any changes to our procedures.

All staff (including temporary staff and volunteers) will be provided with a copy of this policy and Annex A of KCSIE 2022. This policy can be found on LAT Apprenticeships website.

The Head of Apprenticeships will ensure regular reporting on safeguarding activity and systems to the Board. Neither the Board nor individual members will receive details of individual apprentice situations or identifying features as part of their oversight responsibility. The Trust will monitor child protection and safeguarding activity through the commissioning of external reviews, termly DSL forums and regular

modular reviews of LAT Apprenticeships performance.

6. Key responsibilities

LAT Apprenticeships' Board members will read and will follow KCSIE 2022.

All LAT Apprenticeship's board members will attend the regular safeguarding training they are offered which will equip them with the knowledge to provide strategic challenges to test and assure themselves that the safeguarding policies and procedures are effective and support the delivery of a robust whole approach to safeguarding.

The Board, LAT Trust Executive and leadership team will ensure that the Designated Safeguarding Lead (DSL) and Deputy (DDSL) are supported in their role.s

6.1 Designated Safeguarding Lead (DSL)

LAT Apprenticeships has appointed one Designated Safeguarding Lead (DSL) and a Deputy (DDSL). The DSL has overall responsibility for the day-to-day oversight of safeguarding and Apprenticeship protection systems in LAT Apprenticeships.

Leigh Academies Trust maintains records of all designated staff for reference and use at Trust level.

The DSLs will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSLs training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually. The Head of Apprenticeships will be kept informed of any significant issues by the DSLs.

The Safeguarding Team will be provided with sufficient time so they can provide appropriate support to staff and apprentices regarding any new safeguarding and welfare concerns. This may include handling of referrals to integrated social care and working with other agencies where appropriate.

It is the role of the DSL to:

- Act as the central contact point for all staff to discuss any safeguarding concerns;
- Maintain a confidential recording system for safeguarding and apprenticeship protection concerns;
- Coordinate safeguarding action for individual apprentices;
- When supporting apprentices with a social worker or looked after children, the DSL should

have the details of the apprentice's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher);

- Liaise with other agencies and professionals in line with KCSIE 2022 and WTSC 2018;
- Ensure that locally established procedures as put in place by the safeguarding partners (Including Early Help, Social Care, Police & Prevent), including referrals, are followed, as necessary;
- Represent, or ensure LAT Apprenticeships is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences);
- Manage and monitor LAT Apprenticeships' role in any multi-agency plan for an apprentice;
- Be available during core working hours for staff in LAT Apprenticeships to discuss any safeguarding concerns;
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and apprenticeship protection issues that apprentices, including apprentices with a social worker, are experiencing, or have experienced, with assessors / tutors and leadership staff;
- Ensure adequate and appropriate DSL cover arrangements in response to any closures, and out of hours;
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2022)

6.2 Members of staff

All members of staff have a responsibility to:

- provide a safe environment in which apprentices can learn;
- be prepared to identify apprentices who may benefit from early help;
- understand the LAT Apprenticeships' safeguarding policies and systems;
- Undertake appropriate training which is regularly updated;
- be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989;
- know what to do if an Apprentice tells them that they are being abused or neglected and understand the impact abuse and neglect can have upon an apprentice;
- be able to identify and act upon indicators that apprentices are experiencing, or at risk of developing mental health issues;
- know how to maintain an appropriate level of confidentiality;
- be aware of the indicators of abuse and neglect so that they can identify cases of apprentices who may need help or protection;
- read and adhere to the Trust's staff code of conduct.
- ensure apprentices are able to develop appropriate strategies to recognise and

respond to risk and build resilience;

- provide help for parents and employers, where appropriate;
- LAT Apprenticeships will work with employers to raise awareness of and the risk of apprentice abuse taking place.

6.3 Children and Young People

Children and young people (learners) have a right to:

- Feel safe, be listened to, and have their wishes and feelings taken into account;
- Contribute to the development of LAT Apprenticeships' safeguarding policies and procedures; Receive help from a trusted adult;
- Learn how to keep themselves safe, including when online;
- Be accompanied by an appropriate adult when involved in police investigations carried out on/in the Trust's premises.

6.4 Parents and Carers

Parents and carers have a responsibility to:

- Understand and adhere to the relevant LAT or LAT Apprenticeship policies and procedure;
- Talk to their apprentices about safeguarding issues and support LAT Apprenticeships in their safeguarding approaches;
- Identify behaviours which could indicate that their apprentice is at risk of harm including online;
- Seek help and support from LAT Apprenticeships or other agencies.

6.5 Concerns identified within a business

LAT is available to help and guide employer organisations regarding any safeguarding issues that may arise.

All employers taking part in the apprenticeship scheme have a duty to comply with current UK legislation and statutory responsibilities. Employers are expected to take responsibility for an apprentice's welfare in the workplace, and to seek appropriate advice should there be concerns that an apprentice may be at risk in their personal lives.

Abuse and neglect can happen over a period of time, but can also be a one-off event. Abuse can have major long-term impacts on all aspects of health, development and well-being. LAT Apprenticeships advises employers to:

- Be alert to the possibilities of harm or changes in staff behaviour in or out of the

workplace. It is the duty of staff to inform, not to investigate or offer advice.

- If a safeguarding issue is brought to the attention of an employee or staff member of the employing organisation, it must be treated as a priority and the Safeguarding Lead within that organisation must contact a DSL from LAT Apprenticeships. This can be done by completing the Safeguarding Concern Form or contacting the DSL directly.
- In an **emergency** or when suspecting a serious issue, employers should contact the appropriate authority in the first instance.

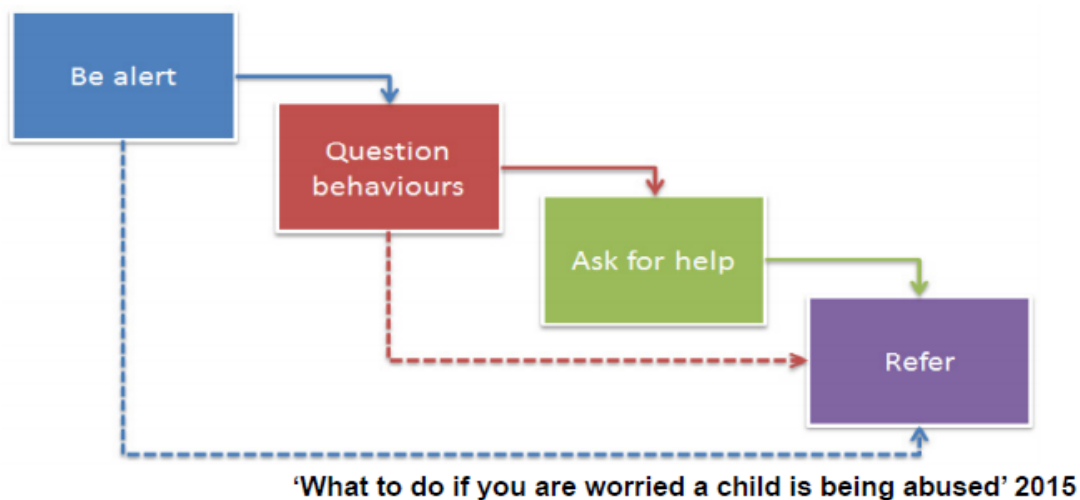
7. Recognition Indicators of Abuse and Neglect

All staff in the Trust are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018) and Keeping Children Safe in Education 2022.

LAT Apprenticeships recognises that when assessing whether an apprentice may be suffering actual or potential harm there are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

For additional information see Annex B Further Information (KCSIE 2022).



Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.

It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused; however all concerns should be taken seriously and explored by the DSL on a case-by-case basis.

LAT Apprenticeships recognises that some apprentices have additional or complex needs and may require access to intensive or specialist services to support them.

Parental behaviours' may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Apprentices may report abuse happening to themselves, their peers or their family members. All reports made by apprentices to staff will be taken seriously and will be responded to in line with this policy. Staff should recognise that apprentices may not feel ready to tell someone they are being abused, exploited or neglected.

Safeguarding incidents and/or behaviours can be associated with factors outside LAT Apprenticeships and/or can occur between apprentices offsite. Apprentices can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the apprentice and their family.

If deemed necessary by the Head of Apprenticeships or by staff authorised by the Head following a concern about an apprentice's safety or welfare, the searching and screening of apprentices and confiscation of any items, including electronic devices, will be managed in line with the the Trust's 'Searching, Screening and Confiscation' Policy and LAT Apprenticeships Apprentice Code of Conduct, which is informed by the DfE 'Searching, screening and confiscation at school' guidance.

8. Safeguarding & Child Protection Procedures

If staff are made aware of an apprentice protection concern, they are expected to:

- listen carefully to the concern and be non-judgmental;
- only use open questions to clarify information where necessary, e.g. who, what, where, when or Tell, Explain, Describe (TED);
- not promise confidentiality as concerns will have to be shared further, for example, with the DSL and potentially Integrated Children's Services;
- be clear about boundaries and how the report will be progressed;
- record the concern in line with LAT Apprenticeships record keeping requirements (see section 9);
- inform the DSL immediately by completing the online Safeguarding Form for calling them directly.

LAT Apprenticeships will adhere to the relevant Local Authority Safeguarding Children Multi-Agency Partnership procedure, dependent on the location of the apprentice.

LAT Apprenticeships is an Operation Encompass Training Provider. This means we work in partnership with the Police to provide support to apprentices experiencing domestic abuse.

LAT Apprenticeships recognises that in situations where there are immediate apprenticeship protection concerns identified in line with Support Level Guidance, it is NOT to investigate as a single agency but to act in line with Local Authority Safeguarding Children Multi-Agency Partnership procedures which may involve multi-agency decision making. The DSL may seek advice or guidance from their Area Education Safeguarding Advisor from the Education Safeguarding Service before deciding next steps. They may also seek advice or guidance from a social worker.

If an apprentice is in immediate danger or is at risk of harm, a request for support will be made immediately to Social Services and/or the police in line with Local Authority Safeguarding Procedures.

All staff are aware of the process for making requests for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.

In most cases, a request for support will be made by the DSL. However if the DSLs are not immediately available to discuss an urgent concern, staff will seek advice from another member of the LAT Apprenticeships leadership team. If anyone other than the DSL makes a referral to external services, they will inform the DSL as soon as possible.

In the event of a request for support to the Local Authority's children's team being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance

provided, parents/carers will be informed unless there is a valid reason not to do so, for example, if to do so would put an apprentice at risk of harm or would undermine a criminal investigation.

The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Local Authority's Children's team if the situation does not appear to be improving or is getting worse. If, after a request for support or any other planned external intervention, an apprentice does not appear to be improving, the DSL will consider following KSCMP escalation procedures to ensure their concerns have been addressed and, most importantly, that the apprentice's situation improves. DSLs may request support with this via the Education Safeguarding Service.

9. Record keeping

LAT has systems in place for apprentices and their employers to be able to confidentially report (suspected) abuse, and any concern will be treated seriously.

All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded on LAT Apprenticeships safeguarding log. Initial concerns or updates can be recorded using LAT Apprenticeships online forms, which will be directed via email directly to the DSLs. Once a concern is received a member of the safeguarding team will act immediately.

LAT Apprenticeships Safeguarding Concerns Form - [click here](#)

LAT Apprenticeships Support Form - [click here](#)

Child protection records will record facts and not personal opinions. A body map will be completed if injuries have been observed. If members of staff are in any doubt about recording requirements, they will discuss their concerns with the DSLs.

Records will be completed as soon as possible after the incident/event, using the apprentice's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.

Safeguarding records are kept for individual apprentices and are maintained separately from all other records relating to the apprentice or their apprenticeship. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only. The Head of Apprenticeships will be kept informed of any significant issues relating to apprentices.

All safeguarding records will be transferred in accordance with data protection legislation to the apprentice's subsequent training provider, should they transfer to another apprenticeship elsewhere. This will be under confidential and separate cover. These will be given to the new DSL and a receipt of delivery

will be obtained.

In addition to the apprentice protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new training provider in advance of an apprentice leaving, if the information is available..For example, information that would allow the new training provider to continue to provide support.

10. Multi-agency working

LAT Apprenticeships recognises and is committed to its responsibility to work within the relevant multi-agency safeguarding arrangements. The DSLs will work to establish cooperative local relationships with professionals in other agencies in line with statutory guidance.

LAT Apprenticeships recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote apprentice's welfare and protect them from harm. Such as, participation in relevant safeguarding multi-agency meetings, including Child Protection Conferences, Strategy Meetings, or other early help multi-agency meetings.

11. Confidentiality and Information Sharing

LAT Apprenticeships recognises our duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2022.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2022).

The Head of Apprenticeships or a DSL will disclose information about a learner on a 'need to know' basis. Leigh Academies Trust (LAT) has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that LAT Apprenticeships is compliant with all matters relating to confidentiality and information sharing requirements. LAT Apprenticeships also has appropriately trained staff locally to deal with issues related to GDPR.

All members of staff must be aware that whilst they have duties to keep any information confidential and that they also have a professional responsibility to share information with other agencies to safeguard apprentices. All staff are aware they cannot promise confidentiality in situations which might compromise an apprentice's safety or wellbeing.

LAT Apprenticeships will store, process and share (with external parties associated with the learning programme e.g. the ESFA, Ofsted, subcontractors etc.) personal data provided as part of the apprenticeship programme. LAT Apprenticeships may also use electronic photographic images for marketing apprenticeship purposes only. This data will be stored and retained in accordance with GDPR regulations.

12. Complaints

All members of LAT Apprenticeships should feel able to raise or report any concerns about the apprentice's safety or potential failures in LAT Apprenticeships' safeguarding regime. LAT Apprenticeships has a Complaints procedure available to apprentices, employers, parents, and members of staff and visitors who wish to report concerns or complaints. This can be found on LAT Apprenticeships website.

Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse can contact the NSPCC 'Report Abuse in Education' helpline on 0800 800 5000, or via email: help@nspcc.org.uk

Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding apprentice protection failures internally. Staff can call 0800 028 0285, or email help@nspcc.org.uk

The leadership team at LAT Apprenticeships and the Trust Executive Leadership team will take all concerns reported in relation to LAT Apprenticeships seriously and all complaints will be considered and responded to in line with the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with in line with section 17 of this policy.

13. Staff induction, awareness and training

All members of staff have been provided with a copy of Part One of 'Keeping Children Safe in Education' (2022) which covers safeguarding information for all staff. LAT Apprenticeship leaders, including the DSLs will read the entire document and leaders and all members of staff who work directly with apprentices will access Annex A. All staff also have access to the Trust Code of Conduct.

All members of staff will sign to confirm that they have read and understood the guidance shared with them. This will be undertaken and recorded by the DSL.

All new staff will receive apprentice protection induction provided by the Trust when they are "on

boarded". LAT Apprenticeships DSLs will ensure they are familiar with LAT Apprenticeships policies and procedures on their first day. Volunteers (including agency and third-party staff) and subcontractors receive apprentice protection training and information from LAT Apprenticeships DSLs to ensure they are aware of internal safeguarding processes.

All staff members (including agency, subcontractors and third-party staff) will receive appropriate apprentice protection training to ensure they are aware of a range of safeguarding issues. This training will include online safety and will take place at least annually.

In addition to specific apprentice protection training, all staff will receive regular safeguarding and apprentice protection updates at least annually, to provide them with relevant skills and knowledge to safeguard apprentices effectively.

All staff members (including agency, subcontractors and third-party staff) will be made aware of LAT Apprenticeships expectations regarding safe and professional practice via the staff code of conduct and acceptable use of IT policies.

Updates and information is regularly shared with staff via staff bulletins/emails and staff meetings. Staff will be encouraged to contribute to and shape apprenticeship safeguarding arrangements and apprentice protection policies through peer to peer discussion and training events.

The DSLs and Head will provide an annual report to the Board detailing safeguarding training undertaken by all staff through the academic year and will maintain an up to date register of who has been trained.

All Directors of LAT Apprenticeships will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

14. Safer Working Practice

All members of staff are required to work within our clear guidelines on safer working practice as outlined in the staff code of conduct. The DSL will ensure that all staff and volunteers have read the Apprentice Protection Policy and Leigh Academies Trust staff Code of Conduct and understand that their behaviour and practice must be in line with it.

Staff will be made aware of LAT Apprenticeships' Apprentice Code of Practice, which includes acceptable behaviour, and any physical interventions/use of reasonable force must be in line with the Trust's policy and procedures and national guidance.

All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant Trust policies including staff code of conduct and Acceptable Use of IT Policies. Staff will be provided with training annually to highlight the risk associated with the use of social media and email.

15. Staff Supervision and Support

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.

LAT Apprenticeships will provide appropriate supervision and support for all members of staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of apprentices.
- All staff are supported by the DSL in their safeguarding role.
- All members of staff have regular reviews of their own practice to ensure they improve over time.

Any member of staff affected by issues arising from concerns for apprentice's welfare or safety can seek support from the DSL and wider Trust resources.

The DSLs will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as the Education Support Partnership or other similar organisations directly.

16. Safer Recruitment

LAT Apprenticeships is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.

- LAT Apprenticeships will follow relevant guidance in Keeping Children Safe in Education 2022 (Part 3 'Safer Recruitment') and from The Disclosure and Barring Service (DBS).
- The LAT Executive Team and leadership team are responsible for ensuring that LAT Apprenticeships follow safe recruitment processes outlined within guidance.
- The Head and LAT Executive Team will ensure that at least one person on an interview panel has completed safer recruitment training and that the dedicated safeguarding questions are included in all interview processes.

LAT Apprenticeships, in association with the LAT People Services Team, maintains an accurate Single

Central Record (SCR) in line with statutory guidance.

LAT Apprenticeships is committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.

Staff must disclose any reason that may affect their suitability to work with apprentices including convictions, cautions, court orders, cautions, reprimands and warnings.

17. Allegations Against Members of Staff, Subcontractors and Volunteers

LAT Apprenticeships recognises that it is possible for any member of staff, including employers, subcontractors, volunteers, agency and third-party staff and visitors to behave in a way that:

- indicates they have harmed an apprentice, or may have harmed an apprentice;
- means they have committed a criminal offence against or related to an apprentice;
- behaved towards an apprentice in a way that indicated he or she may pose a risk of harm to apprentices; or
- behaved or may have behaved in a way that indicates that they may not be suitable to work with apprentices.

In depth information regarding staff allegations can be found within the Trust's Procedures for Managing Allegations against Staff policy.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in LAT Apprenticeships' safeguarding processes. LAT Apprenticeships leadership team and the LAT Trust Executive take all concerns or allegations received seriously.

Allegations against staff will be referred immediately to The Trust's Senior Designated Safeguarding Lead who will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the apprentice and staff member. This also includes Low Level Concerns (as outlined in the Allegations Against Staff Policy).

All staff should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the leadership team. All members of staff are made aware of the LAT Whistleblowing procedure which is included in the Managing Allegations Against Staff Policy. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place an apprentice at risk. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns

regarding child protection failures internally. Staff can call 0800 028 0285 or email help@nspcc.org.uk.

LAT Apprenticeships and LAT has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child/apprentice, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person.

If these circumstances arise in relation to a member of staff at LAT Apprenticeships a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and LAT.

18. Safeguarding Apprentices with Special Educational Needs and Disabilities

LAT Apprenticeships acknowledges that apprentices with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.

LAT Apprenticeships will endeavor to ensure that apprentices with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon. Members of staff are encouraged to be aware that apprentices with SEN and disabilities can be disproportionately impacted by safeguarding concerns, such as bullying and exploitation.

Members of staff must be aware that apprentices with SEN and disabilities may not feel ready or know how to tell someone they are being abused.

All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the apprentices' disability and be aware that apprentices with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, LAT Apprenticeships will always consider extra pastoral support for apprentices with SEN and disabilities.

19. Safeguarding Apprentices who are Lesbian, Gay, Bi or Trans (LGBTQ+)

Apprentices who may be LGBT is not itself an inherent risk factor for harm, however LAT Apprenticeships recognises that apprentices who are LGBT can be targeted by other apprentices. In some cases an apprentice who is perceived to be LGBT by other apprentices (whether they are or not) can be just as vulnerable as those who identify as LGBT.

These risks can be made worse when apprentices who are LGBT lack a trusted adult. Therefore members

of staff must be aware and endeavour to reduce the additional barriers faced, providing a safe place for apprentices to speak out or share their concerns.

20. Child on Child Abuse

All members of staff at LAT Apprenticeships recognise that apprentices are capable of abusing their peers. LAT Apprenticeships believes that abuse is abuse and it will never be tolerated or passed off as “banter” or “just having a laugh” and takes a zero tolerance approach to abuse. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

LAT Apprenticeships recognises that Child on child abuse can take many forms, including but not limited to:

- bullying, including cyberbullying;
- Physical abuse;
- Sexual violence and sexual harrassment;
- ‘upskirting’, which involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- Pantsing, pulling students trousers or pants down with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- nude or semi-nude image or video sharing (also known as ‘sexting’ or youth produced/involved sexual imagery);
- initiation/hazing type violence and rituals;
- abuse in intimate personal relationships between peers

Staff and leadership recognise that some child on child abuse may be affected by gender, age, ability and culture, (i.e. for gender based abuse, females are more likely to become victims and males are more likely to be perpetrators). However, all Child on Child abuse is unacceptable and all reports will be taken seriously.

In order to minimise the risk of child on child abuse, LAT Apprenticeships will:

- take a zero-tolerance approach, have an attitude of ‘it could happen here’, implement a robust anti-bullying policy (part of the Apprenticeship Code of Conduct), provide an age appropriate curriculum, online reporting forms, DSL details on LAT Apprenticeship’s website.
- all allegations of child on child abuse will be recorded, investigated, and dealt with in line with associated policies.

Alleged vixtims, perpetrators and any other apprentice affected by child on child abuse may be

supported by:

- taking reports seriously, listening carefully, avoiding victim blaming, providing appropriate pastoral support, working with parents (if appropriate), reviewing approaches, and in cases on sexual assault, informing the police and/or Front Door/MASH.

20.1 Child on Child Sexual Violence or Sexual Harrassment

When responding to concerns relating to child on child sexual violence or harassment, LAT Apprenticeships will follow the guidance outlined in part five of KCSIE 2022 and the DfE guidance Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (2021).

It is essential that all victims of sexual violence or sexual harassment are reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.

Immediate consideration will be given as to how best to support and protect the victim and the alleged perpetrator (and any other apprentice involved/impacted).

When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis. The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other apprentices and staff and any actions that are required to protect them.

Reports will initially be managed internally by LAT Apprenticeships and where necessary will be referred to Integrated Children's Services/Front door/the relevant LA Team and/or the Police. The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim; the nature of the alleged incident (including whether a crime may have been committed); the ages and developmental stages of the apprentices involved; any power imbalance between the apprentices; if the alleged incident is a one-off or a sustained pattern of abuse; if there are any ongoing risks to the victim, other apprentices, or staff; and, any other related issues or wider context.

The Head of Apprenticeships will provide data relating to sexual violence and sexual harassment in the annual safeguarding report to the Board. It will also provide information to the LAT safeguarding lead.

20.2 Nude and/or Semi-Nude Image Sharing by Apprentices

LAT Apprenticeships recognises that nude and semi-nude image sharing (also known as youth produced/involved sexual imagery or “sexting”) is a safeguarding issue; all concerns will be reported to and dealt with by the DSLs).

When made aware of concerns involving nude or semi-nude image taking/sharing involving apprentices, staff are advised to:

- Report any concerns involving nude or semi-nude image sharing involving apprentices to the DSL immediately.
- Never view, copy, print, share, store or save the imagery, or ask an apprentice to share or download it – this may be illegal. If staff have already viewed the imagery by accident (e.g. if an apprentice has shown it to them), this will be immediately reported to the DSL.
- Not delete the imagery or ask the young person to delete it.
- Not say or do anything to blame or shame any apprentices involved.
- Explain to the apprentice(s) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
- Not ask the apprentice(s) involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the apprentice(s) involved or their, or other, parents and/or employers. This is the responsibility of the DSL.

DSLs will respond to concerns as set out in the non-statutory UKICS guidance ‘Sharing nudes and semi nudes: advice for education settings working with young people (2020)’:

- The DSL will hold an initial review meeting with appropriate staff and will speak with the apprentices involved if appropriate.
- Parents and carers will be informed at an early stage and involved in the process to best support apprentices, unless there is good reason to believe that involving them would put an apprentice at risk of harm.
- A referral will be made to ICS and/or the police immediately if:
 1. the incident involves an adult (over 18);
 2. there is reason to believe that an apprentice has been coerced, blackmailed or groomed, or there are concerns about their capacity to consent (for example, age of SEND);
 3. the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the apprentice’s developmental stage, or are violent;
 4. an apprentice is at immediate risk of harm owing to the sharing of nudes and semi-nudes.

All decisions will be recorded in line with our apprentice protection procedures and will be based on the consideration of the best interests of any apprentice involved. The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.

21. Gangs, County Lines, Serious Violence, Crime & Exploitation

LAT Apprenticeships recognises the impact of gangs, county lines, serious violence, crime and exploitation. Any concerns regarding gangs, county lines, serious violence, crime and exploitation will be reported and responded to in line with other child protection concerns.

The initial response to apprentice victims is important and staff will take any allegations seriously and work in ways that support apprentices and keep them safe.

All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:

- Unexplained gifts/new possessions – these can indicate apprentices have been approached by/involved with individuals associated with criminal networks/gangs;
- Apprentices who go missing for periods of time;
- Apprentices who regularly miss training sessions or work;
- Change in friendships/relationships with others/groups;
- Apprentices who associate with other people involved in exploitation;
- Apprentices who suffer from changes in emotional well-being;
- Significant decline in performance;
- Signs of self-harm/significant change in wellbeing;
- Signs of assault/unexplained injuries.

22. Mental Health

All staff will be made aware that mental health problems can, in some cases, be an indicator that an apprentice has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are aware of how an apprentice's experiences can impact on their mental health, behaviour and education.

Staff are trained to observe apprentices whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about an apprentice that is also a safeguarding concern, immediate action should be taken by speaking to a DSL.

For lower-level concerns staff will either signpost the apprentice to relevant support services, or seek guidance from the DSLs regarding a referral to Optimum Student Support.

23. Online Safety

The following is only outlying information, for more detail about this area please see the Trust's Online Safety Policy.

It is recognised by LAT Apprenticeships that the use of technology presents challenges and risks to children and adults both inside and outside of LAT Apprenticeships. It will empower, protect and educate the apprentices in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.

It is the responsibility of the IT services team to provide the necessary software tools and security utilities to maintain and integrity and confidentiality of LAT Apprenticeship's systems, thus ensuring security systems, firewalls, virus scanning software (where appropriate) are up to date.

LAT Apprenticeships identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk (the 4 C's):

- Content - being exposed to illegal, inappropriate or harmful material, for example, pornography, fake news, racist or radical and extremist views;
- Contact - being subjected to harmful online interaction with other users, for example, commercial advertising as well as adults posing as children or young people;
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, for example, making, sending and receiving explicit images, or online bullying;
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

The Internet, Intranet, email, messaging systems and related technologies must not be used for knowingly viewing, communicating, retrieving, downloading or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene or pornographic;
- Defamatory, threatening or seen as cyber bullying;
- Illegal or contrary to LAT policy or interests;
- Subject to Copyright such as music, software or films;
- Likely to cause network congestion or significantly hamper access for other users;

LAT Apprenticeships recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2022 LAT Apprenticeships has appropriate policies in place that are shared and understood by the apprentices.

All apprentices will be made aware of the Acceptable Use policy, Online Safety policy and Bring Your Own Device Policy, which are included in the Apprenticeship Code of Conduct

23.1 Filtering and Monitoring

LAT Apprenticeships will endeavour to limit apprentices' exposure to online risks through the Trust's IT systems and will ensure that appropriate filtering and monitoring systems are in place, when using the Trust's devices, and will regularly review their effectiveness:

- All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.
- When implementing appropriate filtering and monitoring, LAT Apprenticeships will ensure that "over blocking" does not lead to unreasonable restrictions as to what apprentices can be taught with regards to online teaching and safeguarding.

If apprentices or staff discover unsuitable sites or material, they are required to tell the trust IT Services immediately.

- Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the Head and Trust IT Services team.
- Any access to material believed to be illegal will be reported immediately to the appropriate agencies, including the police.

23.2 LAT Apprenticeship Approach to Online Safety

LAT Apprenticeships acknowledges that whilst filtering and monitoring is an important part of the Trust online safety responsibilities, it is only one part of our approach to online safety.

- Apprentices will be supported to use appropriate search tools, apps and online resources.
- LAT Apprenticeships will ensure Online Safety is embedded into the curriculum to enable all apprentices to learn about, identify and manage online risks effectively.
- Discussions with Assessors at 1-2-1 progress review. We will also provide information on our website and through existing communication channels (such as official social media, email bulletins etc).

LAT Apprenticeships ensure that online safety training for all staff is integrated, aligned and delivered as part of our overarching safeguarding approach. All staff will receive training, along with annual refresher relating to online safety alongside the safeguarding training they receive.

The DSL will respond to online safety concerns in line with the apprentice protection and other associated policies such as anti-bullying and behaviour. Internal sanctions and/or support will be implemented as appropriate. Where necessary, concerns will be escalated and reported to relevant

partner agencies in line with local policies and procedures.

23.3 Remote Training - where apprentices are asked to learn online (either at home or at work)

LAT Apprenticeship will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements:

- All communication with apprentices and parents/carers will take place using LAT Apprenticeships provided or approved communication channels.
- Staff and apprentices will engage with remote teaching and learning in line with existing behaviour principles as set out in Code of Conduct.
- Staff and apprentices will be encouraged to report issues experienced at home or work and concerns will be responded to in line with our apprentice protection and other relevant policies.
- When delivering remote learning, staff will follow the Trust's Acceptable Use expectations for Remote Learning and Online Communication.
- Through OneFile (or similar systems) employers will be made aware of what their apprentices are being asked to do online.
- Parents/carers will be encouraged to ensure apprentices are appropriately supervised online and that appropriate parent controls are implemented at home.

24. Curriculum and Staying Safe

LAT Apprenticeships will ensure that apprentices are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum. We recognise that LAT Apprenticeships play an essential role in helping apprentices to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that apprentices have a range of appropriate strategies to ensure their own protection and that of others.

LAT Apprenticeships' systems support apprentices to talk to their assessors or a member of LAT Apprenticeships. Apprentices will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

25. The Use of Premises by Other Organisations

Where services or activities are provided separately by another body using LAT Apprenticeships' resources / premises, LAT Apprenticeships, LAT Enterprises, or its appointed representatives, will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection, and that relevant safeguarding checks have been made in respect of staff and volunteers.

If this assurance is not achieved, an application to use premises will be refused.

26. Security

All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Staff will be expected to adhere to any safety arrangements implemented for a specific reason.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into LAT Apprenticeships or any other location being used for training purposes by LAT Apprenticeships, as outlined within the relevant guidance. Visitors will be expected to register in and out via the reception. Visitors to the site will display either their LAT badge or a visitor's badge whilst on site.

Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.

LAT Apprenticeships will not accept the behaviour of any individual that threatens security or leads others (apprentice or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site. If necessary support and advice will be sought from the Police and LAT Apprenticeships will assist them as required.

27. Prevent

In line with the Counter-terrorism and Security Act 2015, LAT Apprenticeships will through its systems and processes seek to prevent individuals from being drawn into terrorism.

Prevent has three objectives:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism;
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support;

- Enable those who have already engaged in terrorism to disengage and rehabilitate

Regular training for staff will take place to ensure awareness of Prevent and how to make a referral if a concern arises.

28. Modern British Values

In line with the Counter-terrorism and Security Act 2015, LAT promotes British values. These are values that shape our society and are protected by law. They include:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance for those with different faiths and beliefs

Both Prevent and British Values are promoted throughout the apprenticeship programme, encouraging apprentices to respect others and their differences, including protected characteristics outlined in the Equality Act 2010:

- Gender;
- Age;
- Ethnic origin;
- Disability;
- Sexual orientation;
- Religion or Belief;
- Gender identity;
- Marriage or civil partnership;
- Pregnancy and maternity.

28. Local Support

Staff members in LAT Apprenticeships are made aware of local support available. Further contact details are available on LAT Apprenticeships's website. <https://www.latapprenticeships.com/concerns-contact>

- Contact details for Online Safety in the Education Safeguarding Service
 - 03000 415797
- Contact details for the LADO
 - Telephone: 03000 410888

- Email: kentchildrenslado@kent.gov.uk

- Integrated Children's Services
 - Front door: 03000 411111
 - Out of Hours Number: 03000 419191

- Kent Police
 - 101 or 999 if there is an immediate risk of harm

- Medway Children's Team
 - 01634 334 466
 - 03000 419 191

- Early Help and preventative services
 - 03000 419 222 11

- Medway Safeguarding Children's Partnership (MSCP)
 - 01634 336 329

Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: 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. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: National Support Organisations

NSPCC 'Report Abuse in Education' Helpline

- 0800 136 663 or help@nspcc.org.uk

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Apprentices

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadviceline.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information:
www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Contextual Safeguarding, Child on Child abuse, Sexual Exploitation and Criminal Exploitation:

- Contextual Safeguarding Network: <https://contextualsafeguarding.org.uk>
- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- Rape Crisis: <https://rapecrisis.org.uk>
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Brook: www.brook.org.uk
- Victim Support: www.victimsupport.org.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights

Substance Misuse

- We are with you (formerly Addaction):
www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction):
www.wearewithyou.org.uk/services/kent-for-young-people/

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk

- Report Harmful Content: <https://reportharmfulcontent.com>
- Parents Info: www.parentinfo.org
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC/ Net Aware: www.nspcc.org.uk/onlinesafety and www.net-aware.org.uk
- Get safe Online: www.getsafeonline.org
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Appendix 3: Forms of abuse and neglect

(Annex A to KCSIE 2022)

Abuse: 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 by other children or adults, in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Physical abuse: a form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Females can also be abusers as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child on child abuse) in education and all staff should be aware of it and their school or colleges policy and procedures for dealing with it.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff should be aware that child sexual and child criminal exploitation are forms of child abuse.

Appendix 4: Specific Safeguarding Issues

See Annex A of Keeping Children Safe in Education 2022 (KCSIE)

'Honour based' violence

Members of staff at LAT Apprenticeships are aware that 'Honour-based' violence (HBV) encompasses a range of crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. It can involve multiple perpetrators.

The indicators of HBV and associated factors will be covered with staff within safeguarding training. All members of staff are aware that all forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such.

Forced Marriage

The government Forced Marriage Unit has published 'Multi-agency practice guidelines: Handling cases of Forced Marriage'. Staff should report any concerns regarding forced marriage, including by contacting the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151.

Radicalisation

Extremism is defined as vocal or active opposition to fundamental values, including the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Extremists often target vulnerable members of society to sow divisions between communities on the basis of race, faith or denomination.

LAT Apprenticeships recognises that exposure of a person to extremist ideology can pose a very real risk that they could support or partake in an act of violence.

LAT Apprenticeships will ensure all staff complete training on how to identify people who may be vulnerable to being drawn into terrorism, and how to refer them into the Channel process.

Every member of staff is aware that apprentices exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting from other risks. All members of LAT Apprenticeships will report concerns regarding radicalisation and extremism.

Appendix 5: National Support Organisations

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Students

- NSPCC: www.nspcc.org.uk
- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- Young Minds: www.youngminds.org.uk
- The Mix: www.themix.org.uk

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- Kidscape: www.kidscape.org.uk
- The Samaritans: www.samaritans.org
- Mind: www.mind.org.uk
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadviceline.org.uk
- Mankind: www.mankindcounselling.org.uk

Honour based Violence

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

Sexual Abuse and CSE/CCE

- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk

- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: www.ceop.police.uk
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk

Online Safety

- Childnet International: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk Parents Info: www.parentsinfo.org
- Internet Matters: www.internetmatters.org
- Net Aware: www.net-aware.org.uk
- ParentPort: www.parentport.org.uk
- Get safe Online: www.getsafeonline.org

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk