



APPRENTICESHIPS

Safeguarding Policy

Change history		
Version	Issue Date	List of Amendments or remarks as applicable
1.	06 June 2011	Safeguarding Policy
2.	18 September 2012	Update to formatting and wording to reflect UnLtd Group branding and to include references to Future UnLtd and Enterprise UnLtd.
3.	09 November 2012	Updated policy to reflect Capital Training Group's contractual requirements
4.	5 July 2013	Update to include references to Tech City Stars Ltd.
5.	31 July 2014	Updated to reflect current policies and procedures.
6.	27 February 2015	Introduction, scope and purpose added. Formatting updated with new house style guidelines.
7.	18 June 2015	Policy updated with the new company names and logos.
8.	23 October 2015	Policy updated to include information on Prevent.
9.	1 April 2016	SMT re-write of policy
10.	30 Sept 2016	Update of Tower Hamlets Prevent Coordinator details
11.	23 Nov 2016	Update of Safeguarding CPD
12.	1 July 2017	Update of Safeguarding Training, ESFA and Lambeth Safeguarding & Prevent Contact Details
13.	2 May 2018	Policy Updated to include specific Safeguarding Issues from 'Keeping children safe in Education' and update to staff training.
14.	1 July 2018	Policy review
15.	8 October 2021	Updated to new document format. Reviewed and updated the whole policy.
16.	1 February 2022	Companywide policy review completed and new version issued
17.	1 February 2023	Training requirements updated Policy updated to include updates from Keeping Children Safe in Education Sept 2022 including replacing peer-on-peer with child-on-child abuse, Online Safety, County Lines definitions, removal of Covid section. Updated Designated Safeguarding Officers and added MHFAs. ESFA reporting requirements for Safeguarding and Prevent referrals. All links checked and updated.
18.	4 August 2023	P12. External training no longer provided by FutureLearn, now provided by ETF.
19.	1 February 2024	Updated links and guidance from Working Together to safeguard Children 2023 Policy updated in line with KCSIE 2023.

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Scope

It is the policy of LDN Apprenticeships to take all possible steps to ensure the safety of our apprentices and learners. Safeguarding is an all-encompassing term used to describe many aspects of keeping our apprentices and learners safe, which includes:

- Apprentice health, safety and wellbeing
- Child protection
- Protection of adults at risk
- Bullying, harassment and discrimination including racial abuse
- Self-harm
- Abuse and neglect
- Domestic violence
- Safety from sexual exploitation, female genital mutilation and forced marriage
- Alcohol, drug and substance misuse
- E-safety including all aspects of electronic communication
- Financial exploitation
- Protecting people from radicalisation and extremism
- The security and safety of LDN Apprenticeships premises or the apprentice's place of learning

This policy covers all LDN Apprenticeships employees and apprentices, learners, volunteers, contractors and third parties. For apprentices and learners, it applies regardless of location and covers all aspects of our programmes. All employees will take responsibility for understanding their role in supporting safeguarding across all aspects of our provision and for familiarising themselves with the appropriate procedures and other policies that support this overarching document.

Purpose

LDN Apprenticeships is committed to delivering high-quality, innovative programmes of learning and development. We aim to provide an outstanding service to all of our learners, employers and other stakeholders and we believe that excellent services will lead to our continued growth and development.

LDN Apprenticeships takes Safeguarding responsibilities very seriously and the safety, health and well-being of our learners is our primary concern. LDN Apprenticeships ensures all staff are trained in Safeguarding as part of the onboarding process. This includes ensuring that staff are aware of our PREVENT Duty responsibilities.

Review Period and Ownership



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This policy will be reviewed annually and may be altered from time to time considering legislative changes or other prevailing circumstances. The policy is owned by the Chief Executive Officer.

Promotion of Policy

LDN Apprenticeships ensures that this policy is communicated to and followed by all its staff and learners. The policy is provided during the on-boarding of new staff and learners and is detailed in the Employee and Learner Induction Handbooks.

Staff are required confirm they have read this policy as part of the annual compliance training and compliance training undertaken for new staff when they join the company. Updates to the policy are also circulated via SharePoint as and when the policy is updated.

A shortened version of the policy is available as part of the Employee Handbook, which all staff are required to sign on joining. Updates to the handbook are completed annually, and staff are required to confirm that they have read the updates by signing.

Staff are required to complete training in relation to this policy as part of their onboarding compliance training. Compliance training is refreshed by all staff annually.

A copy of this policy is published on the policies page of the LDN Apprenticeships website. To view the online copy, please visit www.ldnapprenticeships.com/ldn-policies

In addition to this policy, LDN Apprenticeships' commitment to safe learning is also covered within the following policies and procedural documents:

- Quality Assurance Policy;
- Health and Safety Policy;
- Equality, Diversity and Inclusion policy;
- Employee Handbook;
- Disciplinary Policy & Procedure and;
- other HR policies and procedures as appropriate.

Engagement and Training

This policy can be accessed by employees via the Company's SharePoint. All staff are required to read and sign this policy as part of our engagement and training which is undertaken through our HR system, BambooHR and our Learning Management System. A record of this is kept on the employee's file. A shortened version of this policy is also detailed in the Employee Handbook which all staff have access to via the Company's SharePoint and are also required to read and sign. In addition, the Company sends a general notice through Slack, our communication platform for staff to read and sign the policy when required.

Staff will be issued with this Policy when there are any updates, or as part of refresher training. LDN Apprenticeships will ensure that all staff are given relevant Safeguarding information,

training and instruction when required.

Policy Statement

LDN Apprenticeships is fully committed to safeguarding the welfare of children and adult learners by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. The development and implementation of this policy and related procedures is an integral part of LDN Apprenticeships' determination to provide high quality responsive services, which meet the needs of our clients and service users.

We are committed to ensuring the welfare and wellbeing of children (those under the age of 18) and vulnerable adults. All children regardless of age, disability, racial heritage, religious belief and sexual orientation or any of the other protected characteristics, have the right to protection from all types of harm and abuse, which also includes vulnerable adults. We recognise the importance of working in partnership with parents, carers and agencies in the prevention and response to incidents or allegation of harm and abuse to children and vulnerable adults.

Key Safeguarding Principles

LDN Apprenticeships operates within the following key principles:

- All people are treated with respect and courtesy by staff and learners in an environment free from harassment or discrimination;
- All learning environments, communal areas, facilities and equipment comply with legislative health and safety standards;
- We work with apprentices, learners and other agencies to promote a safe and healthy culture;
- We develop partnerships to proactively protect apprentices at risk of abuse, neglect or at risk of radicalisation;
- Staff are trained and have a clear understanding of personal safety and good safeguarding practices as well as what factors may make learners vulnerable to a range of safeguarding concerns;
- We work with learners to promote their own personal health, well-being and safety including their safety online;
- We work proactively to raise awareness of radicalisation and extremism in order to prevent people from being drawn into terrorism;
- Apprentices and learners receive confidential advice, guidance and support for a range of issues that they may face. They are signposted to external agencies where specialist support is required;
- We are vigilant about the increasing risk of child-on-child abuse among our cohort of learners, and we train our staff to recognise and report such behaviour.



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LDN Apprenticeships supports apprentices and learners in having personal resilience and being able to make informed and sensible decisions about their safety and wellbeing. This is the best way to prevent them from being exploited and or abused.

Learners' Entitlement to a Safe Learning Environment

In order to promote a healthy and safe environment, our learners are entitled to the following:

- The right to make a disclosure to any member of staff and know that the disclosure will be dealt with quickly, sensitively and appropriately;
- To learn in an environment free from bullying or harassment;
- To be aware of strategies and actions to keep themselves safe whether at work, in learning or online;
- To be aware of the basic principles of safe learning and safeguarding relevant to the programme that the apprentice is completing;
- To be aware of how to access support on personal health and safety issues either within LDN Apprenticeships or from outside agencies;
- To have up to date information about personal safety issues;
- The opportunity to comment and feedback on the extent to which LDN Apprenticeships and our programmes promote and maintain well-being and personal safety;
- To learn about interpersonal and communication skills that promote and establish a welcoming, safe and respectful environment.

Components of a Safe Learning Environment

The safeguarding efforts of LDN Apprenticeships are supported by the following core components of activity. Where relevant, working procedures and other policy documents have been signposted within this section.

Safe Learning

The principles of the 'Keeping children safe in education' and safeguarding agendas are embedded within LDN Apprenticeships teaching and learning practices and within the Company's quality assurance and quality improvement frameworks. Safe recruitment practices are implemented as outlined in the relevant section of this policy.

LDN Apprenticeships is committed to engaging learners on issues related to financial health, mental health and physical health – in order to improve their quality of life. The aim is to provide our learners with the tools to make healthy and safe decisions.

Safe Environment

LDN Apprenticeships commitment to providing a safe environment is outlined clearly in the Health and Safety Policy.



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LDN Apprenticeships provides an environment that is safe and secure for all learners. At the same time, we aim for the environment to be friendly and welcoming. LDN Apprenticeships follows strict regulations for authorised entry only for staff and a registration process for all visitors.

A culture of respect that is free from bullying and harassment are engendered. Health and safety is of paramount importance and must never be compromised; as such all facilities and resources comply with legislative requirements for health and safety.

Remote working and remote delivery is an essential feature of our apprenticeship programmes. Online sessions are only delivered through authorised platforms and assessments of these platforms are undertaken to assess any risks, with appropriate actions taken to minimise harm. When conducting online sessions, staff will, where possible, be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

Only LDN Apprenticeships accounts will be used to communicate via email or online platforms and never personal accounts. Staff accessing learner contact details at home will ensure they comply with Data Protection legislation and UK GDPR.

Online Safety

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, and extremism.

contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

conduct: online behaviour that increases the likelihood of/ or causes harm; for example, making, sending and receiving explicit images (e.g., consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and

commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Safe Recruitment

LDN Apprenticeships complies with best practice in the recruitment and training of its staff, in line with legislative requirements. All staff undergo appropriate pre-employment checks including DBS checks for their role and undertake mandatory safeguarding training appropriate to their role.



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Staff understand the principles of safe working practices, as outlined in the Company's Health and Safety policy and how not to put themselves in situations that compromise themselves or learners. All new employees receive an appropriate induction, including safeguarding training through our e-learning platform.

Safeguarding Apprentices and other Learners

LDN Apprenticeships has a legal obligation to protect young people and vulnerable adults from abuse.

The Company has an appropriately trained Designated Safeguarding Lead (DSL), who is a member of the Senior Leadership Team. There are also Deputy Safeguarding Officers who form a 'safeguarding team', who ensure that disclosures made by apprentices and learners are dealt with quickly, sensitively and appropriately.

All staff are trained on how to respond appropriately to a learner's disclosure and on the correct procedure for dealing with concerns about a learner. This process is regularly updated to allow for new information and processes to be put in place as and when required.

Preventing people from being drawn into terrorism

LDN Apprenticeships has certain duties detailed within the Counter Terrorism and Security Act 2015*.

All staff are made aware of their **Prevent** duties and the Company has robust processes in place to respond to concerns about apprentices, learners and staff members. Apprentices and learners are aware they are able to explore and discuss issues in a safe and open environment with their skills coach.

*<https://www.gov.uk/government/collections/counter-terrorism-and-security-bill>

LDN Apprenticeships commitment to **Prevent** is encapsulated within the **Prevent Duty Policy** (see below).

Links with external agencies

LDN Apprenticeships works with Local Safeguarding Children Boards, the Local Authority Designated Officer, the Multi Agency Safeguarding Hub and other professionals to ensure a comprehensive safeguarding network is in place. Advice is taken from professionals within these organisations as appropriate.

Prevent Duty Policy

Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy (Sections 21, 24 of the Counter Terrorism and Security Act 2015 (the Act)).

The Government's counter terrorism strategy was published in 2011 with three objectives:

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

The Prevent strategy defines extremism 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”. Extremism is also “calling for the death of members of UK armed forces”.

Prevent also deals with all forms of terrorism and non-violent extremism, since this can create an atmosphere conducive to terrorism and popularise the views which terrorism exploits.

Our Legal Responsibility towards the Prevent Duty

Section 21 of the Counter Terrorism and Security Act 2015 (the Act) places a duty on certain bodies to have “due regard to the need to prevent people from being drawn into terrorism”.

This includes organisations such as LDN Apprenticeships who are providing services on behalf of Local Authorities, providers on the Apprenticeship Provider and Assessment register (APAR), NHS providers, Community Rehabilitation Company (CRC)/National Probation Service (NPS) providers and publicly funded schools, all of which will have the ‘duty’ applied to them.

These providers must also make sure they are part of their Local Authority’s safeguarding arrangements. These organisations must be aware of how to contribute to Prevent related activity in their areas, where appropriate.

Glossary of terms from Prevent Duty Guidance:

‘Having due regard’ means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

‘Extremism’ is defined in the 2011 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

‘Interventions’ are projects intended to divert people who are being drawn into terrorist activity. Interventions can include mentoring, counselling, theological support, encouraging

civic engagement, developing support networks (family and peer structures) or providing mainstream services (education, employment, health, finance or housing).

‘Non-violent extremism’ is extremism, as defined above, which is not accompanied by violence. ‘Prevention’ in the context of this document means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.

‘Radicalisation’ refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

‘Safeguarding’ is the process of protecting vulnerable people, whether from crime, other forms of abuse or (in the context of this document) from being drawn into terrorist-related activity.

The current UK definition of **‘terrorism’** is given in the Terrorism Act 2000 (TACT 2000). In summary this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

‘Terrorist-related offences’ are those (such as murder) which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism.

‘Vulnerability’ describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within Prevent, the word describes factors and characteristics associated with being susceptible to radicalisation.

Our Commitment to the Prevent Duty

LDN Apprenticeships acknowledges and supports the Government’s range of measures to challenge extremism in the UK, including:

- where necessary, preventing apologists for terrorism and extremism from travelling to this country;
- giving guidance to local authorities, public bodies and other organisations and institutions (working on their behalf) to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers;
- supporting community-based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context they work with a range of civil society organisations;
- supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.



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LDN Apprenticeships sees protection from radicalisation and extremist narratives as a safeguarding issue. Exposure of apprentices and learners to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence.

“Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm.” **Home Office – The Prevent Strategy**

Prevent Responsibilities

All **staff** including sub-contracted and agency staff, board members and volunteers within LDN Apprenticeships understand their Prevent related responsibilities, especially in the context of Safeguarding. This will ensure the welfare of learners, staff, volunteers and visitors.

LDN Apprenticeships will work with relevant partners including Local Authority Prevent Coordinators, [DFE Regional Higher and Further Education Prevent Coordinators](#). Contact details for the Regional Prevent Coordinator for London are in the contact list at the end of this policy.

LDN Apprenticeships will ensure that all staff, volunteers and board members will:

- Undertake appropriate Prevent duty training identified by leaders and managers;
- Understand the risk of radicalisation;
- Implement the Duty effectively;
- Know how to refer an individual who is vulnerable within your organisation.

LDN Apprenticeships Leaders' and managers' responsibilities as part of [the Prevent duty](#) include:

- Implementing the Prevent duty strategy set by the Board;
- Ensuring Prevent Duty Risk Assessments are implemented;
- Utilise the Prevent Duty Self-Assessment Tool to identify what is working well and what requires development regarding our Prevent responsibilities;
- Reviewing the implementation of the Prevent duty and reporting on this to the Board;
- Ensure all staff, volunteers and board members undertake appropriate Prevent duty training including the Prevent duty as part of the Safeguarding duty;
- Operating an effective Prevent reporting system which will normally be part of the Safeguarding process;
- Ensuring there is an officer to report concerns to. Usually, the Safeguarding Officer should lead in this area. Ensuring that there are robust procedures, both internally and externally, for sharing information about vulnerable individuals. This should include information sharing agreements. These must comply with data protection policy and legislation.
- There should be scrutiny by the board through the Safeguarding/Prevent board member.

Interventions

Where LDN Apprenticeships identifies a concern with an individual, we will use ‘Working Together to Safeguard Children’ to assess and undertake TARGETED support work with the learner to divert them from harm.

If concerns are more serious or the individual does not respond to LDN Apprenticeships interventions staff should refer to the Lambeth Prevent team (number in the contact list below) for additional support.

If at any stage, if there is a concern that a learner is at immediate risk of harm, we will contact Lambeth Social Services on the number in the contact list at the end of the policy.

Training and Support

Staff training

LDN Apprenticeships staff including sub-contracted and agency staff, board members and volunteers undertake the following training to ensure they understand their Prevent related responsibilities:

Course Name	Provided by / Link	Frequency	By Whom
Prevent for Further Education and Training	Education and Training Foundation	Annual	All staff and Board members
Side by Side (British Values)	Education and Training Foundation	Annual	Delivery staff
Safeguarding in the FE and Training Sector	Education and Training Foundation	Annual	All staff and Board members
Safeguarding and Safer Recruitment in FE	Education and Training Foundation	Annual	Team Leads and Leadership
Prevent Refresher Training (in-person training)	Lydia Nixon, Local Authority Prevent Education Officer for Lambeth Council	Annual	All staff

In addition to the above training:

- All staff are required to read and sign off the following documentation:
 - o Annex A of [Keeping Children Safe in Education](#) - Sept 2023
 - o [What to do if you are worried a child is being abused](#) - March 2015



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- All Delivery Team staff are also required to read and sign:
 - o [Information sharing advice for practitioners](#) – July 2018
 - o [Part 1 of Keeping Children Safe in Education](#) - Sept 2023

All staff have a responsibility for completing their training, familiarising themselves with Keeping Children Safe in Education, LDN Safeguarding Procedures, the Prevent Duty and any other related safeguarding policies and procedures. They are also responsible for ensuring they understand their own role in the promotion of safeguarding and the appropriate action to be taken should they receive a disclosure or have concerns about a learner.

The DSL and DSO's will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority or other provider every two years. The DSL and DSO's will attend Multi Agency Safeguarding training organised by Lambeth Safeguarding Children Partnership at least once every three years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. This will include accessing and disseminating national and local updates to staff from Local Safeguarding Children's Boards, updates from NSPCC, Mind and CASPAR updates.

We endeavour to provide information on specific safeguarding issues that are relevant to our local context and which we know have a high likelihood of occurring within our learner cohort. Specific safeguarding issues might include:

- Bullying including cyberbullying
- Child sexual exploitation (CSE)
- Criminal Child Exploitation – County Lines
- Child on Child abuse
- Contextual Safeguarding*
- Domestic violence*
- Faith abuse
- Female genital mutilation – MANDATORY REPORTING DUTY FGM Hotline 0800 028 3550
- Forced marriage
- Gangs and youth violence
- Gender-based violence/Violence against women and girls or men and boys
- Homelessness
- Honour-based violence
- Mental Health and Wellbeing*
- Modern Day Slavery
- Neglect *
- Radicalisation and/ or extremist behaviour
- Relationship abuse
- Sexting
- Sexual violence and sexual harassment between children
- Trafficking

***Priority concerns for Lambeth Jan 2023**

Full definitions, and additional advice and support links for the above safeguarding issues can be found in [KCSIE Annex: Further information](#)

Extremism and Radicalisation

All training and awareness courses are intended to help LDN Apprenticeships staff recognise the early indicators of extremism. These may include:

- Showing sympathy for extremist causes
- Glorifying violence
- Evidence of possessing illegal or extremist literature
- Advocating messages like illegal organisations such as “Muslims Against Crusades” or other non-proscribed extremist groups such as the English Defence League.
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with groups may not be apparent).

Support for Staff

LDN Apprenticeships acknowledge that receiving and responding to disclosures of abuse by young people can have a strong emotional impact on staff and we should not underestimate the potential impact of this. Therefore, all staff are emotionally supported in dealing with safeguarding matters, initially through their line management chain, our Safeguarding team or mental health first aiders where appropriate.

Reporting & Responding to Safeguarding Concerns

Responding to concerns

A concern regarding the protection of children and vulnerable adults may come to our attention in many ways. In all circumstances the individual’s immediate health and safety must take priority. In relation to any concern that comes to our attention we must consider the need for:

- Immediate medical attention
- Immediate action to protect

In these circumstances, staff may need to make immediate contact with emergency health services, the Police or Children’s / Adult’s Social Care. LDN Apprenticeships reporting procedures will subsequently apply to any immediate action taken to safeguard a child or vulnerable adult.

Disclosures of abuse can be frightening and difficult for the individual. If someone confides with a member of staff, that they are being hurt or have been abused, they have placed the company in a position of trust. They trust our staff will help them, but we will make it clear that we cannot keep the disclosure 'a secret.'

In this situation staff should:

- React calmly and in an encouraging manner
- Advise them that they are right to disclose the issue
- Emphasise that they are not to blame
- Take what is being said seriously and communicate this to them
- Keep questions to the minimum necessary for ensuring a clear and accurate picture of what is being said, however staff should not investigate
- Be clear that there are certain people who will have to be informed to make sure that appropriate action is taken. Staff should confirm that it is part of their job to keep children safe
- Make a full written record of what is communicated as soon as possible. This should include exact words used, behaviour and other forms of communication
- Do not delay in passing the information on to the Safeguarding team

Responsibility to report concerns

It is not the responsibility of LDN Apprenticeships to decide whether any form of abuse has taken place. It is the responsibility of staff at LDN Apprenticeships to act if there is cause for concern in order that the appropriate agencies can investigate and take necessary action to protect the individual.

LDN Apprenticeships staff do not investigate but do make the judgement based on, "if this incident or situation were true, is this cause for concern?"

Recording of concerns

It is crucial that all concerns are properly recorded. The records may be needed later to contribute to a report on the child and their family by Children's Social Care or in some cases as part of civil court proceedings under the Children Act 1989.

LDN Apprenticeships Internal Reporting

All staff and learners are trained in how and who to report concerns to internally. This process is shared at inductions, on Slack, in Handbooks, in coaching sessions and in communications with line managers and parents if the learner is under 18.

All Staff must report any Safeguarding concerns verbally and in writing to the DSL rhiannon@ldnapprenticeships.com or to the Safeguarding team (Safeguarding@ldnapprenticeships.com).



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All learners and line managers can contact their Skills Coach or the Safeguarding team (Safeguarding@ldnapprenticeships.com).

Safeguarding concerns received by the safeguarding team are discussed with the DSL if required and a decision is made on whether the concern needs to be referred to the local Safeguarding Board. If an external referral is made, all documentation is stored in a secure folder on SharePoint that only key personnel have access to. If the concern is low level, it will be dealt with through the risk register process.

LDN Apprenticeships operates an “At Risk” register. The register is hosted securely in the cloud and is designed to streamline our internal safeguarding reporting procedures.

One of the functions of the register is to make key personnel aware of any safeguarding issues relating to individual learners. This is done by categorising a risk as a “Safeguarding Risk”. All Skills Coaches and Delivery Managers are trained to use and regularly update the risk register.

All (low level) safeguarding risks are added to the register once they are identified, and this automatically notifies the Designated Safeguarding Lead (DSL). All risks are monitored at a management level and are updated regularly, at least once every 30 days. DSOs report on safeguarding risks to the DSL in regular management meetings.

For clarity, any urgent concerns about a child or vulnerable adult’s safety or welfare should be reported in writing and without delay to the DSL rhannon@ldnapprenticeships.com or safeguarding@ldnapprenticeships.com.

The DSL / Safeguarding team will decide whether the concern meets the threshold to be referred externally, or whether the concern will be managed internally via LDN’s own pastoral support process or through signposting to relevant early help services.

Response to Children Missing Education

LDN Apprenticeships have an Attendance policy which is part of the Learner Behaviour, Attendance and Progress Policy. Any learner whose whereabouts are unknown when they are expected to attend a learning session will result in their line manager being contacted. If neither party hears from the learner on the same day, then their emergency contact (2 of which are stored on file) will be notified and this will be chased until the learner has been spoken to either via email, slack, text, over the phone or face to face to confirm they are safe.

LDN Apprenticeships monitors the attendance of all learners, and this is raised with Managers and Parents/Carers of those aged under 18 if their attendance is not as expected. If a learner aged under 18 is continually absent and their whereabouts are unknown this will be reported to the LDN Safeguarding Team who will report the absence to the relevant local authority.

Responding to reports of sexual violence and sexual harassment (child on child)

Any learner reporting child on child sexual violence or harassment will be supported on a case-by-case basis. Confidentiality must not be promised to the victim at the initial stage as

It is very likely a concern will have to be shared further (for example, with the DSL (or a deputy) or local authority children's social care) to discuss the next steps. Staff should only share the report with those people who are necessary in order to progress it. It is important that the victim understands what the next steps will be and who the report will be passed to.

When a learner reports such an incident, there should be 2 members of staff present, with 1 being the DSL or Deputy DSO.

Careful management and handling of reports that include an online element are essential and DSL and DSOs are made aware of [UKCIS Sharing nudes and semi-nudes](#): advice for education settings working with children and young people. The key consideration is for staff **not to view or forward illegal images of a child**. The highlighted advice provides more details on what to do when viewing an image is unavoidable. In some cases, it may be more appropriate to confiscate any devices to preserve any evidence and hand them to the police for inspection.

The learner should be assured that they will be taken seriously, and the two parties should not be placed in the same training session whilst any investigations are being carried out and where possible should not be in the location at the same time or when they would cross paths.

If the learners work in the same place, this may be discussed with the line Manager to ensure the safety of both parties. The DSL will take a leading role using their professional judgement, supported by other agencies, such as local authority children's social care and the police as required. **Support and resources for reporting sexual violence and sexual harassment including online occurrences are listed in Appendix C.**

Confidentiality

It is very important that learners are aware of their right to confidentiality. This is covered during the apprenticeship or learner Induction and should a disclosure be made. If a staff member or volunteer is required to break that confidentiality due to a safeguarding matter, then the individual concerned should be informed of this and the reasons why. No safeguarding (including Prevent) matter can be kept confidential, and this must be made clear to all learners (and where appropriate) their families, when accessing our services.

Children's Social Care

If the child has a named social worker, s/he should be contacted immediately via telephone and advised that we intend to make a formal safeguarding referral. If the social worker is not available, ask to speak to the team duty social worker and advise them that we intend to make a formal safeguarding referral. We will be required to provide details of the referral over the telephone including the name, date of birth and address of the child as well as details of the disclosure.

If the child does not have a named social worker, we must contact Children's Social Care on 020 7926 3344 (Lambeth) stating that we wish to make a formal safeguarding referral. Again, we will be required to provide details of the referral over the telephone including the name, date of birth and address of the child as well as details of the disclosure.



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Telephone referrals to Children's Social Care must be followed up in writing within 48 hours of the telephone referral taking place. Some Local Authorities have their own referral format which must be completed.

For those that do not, a written referral must be made on LDN Apprenticeships Safeguarding Reporting Form including as the letter/ email reference the child/young person's name, date of birth and address. The letter/email must indicate who you are and how you have come to be involved with the child, the details of the disclosure, and what you have said to them. In accordance with [Working Together to Safeguard Children 2023](#), you may also stipulate the requirement for a response from Children's Social Care as to how they intend to respond, within 24 hours of them receiving the letter.

Referrals in writing must be delivered by hand to the relevant Social Care office, securely emailed with a delivery and read receipt or sent first class recorded delivery.

Social Care departments have a duty under the Children Act 1989 to decide on a course of action within one working day of receiving a referral. If they decide to proceed to an initial assessment of the child/young person and their family, this must be completed within 45 days of receipt of the initial referral (Working Together).

Parents/Carers

It is important in the case of children making disclosures to communicate this to the child's parent/carer. It is they who have primary responsibility for the safety and wellbeing of the child. This should be done in consultation and with support of the child. If, however, sharing the allegation with the parent/carer would impede any subsequent investigation or place the child at greater risk, the matter may be referred without notifying the parent/carer, and this must be made clear to Children's Social Care.

External Reporting - How to report a safeguarding concern (For Designated Safeguarding Officers Only)

If at any stage, a member of staff is concerned that there is a threat of violence to an individual or a threat to public safety then we will contact the police.

Where a safeguarding concern is validated and the decision is taken for that concern to be reported to an external agency, the DSL/ DSO should contact the local authority in which the child or vulnerable adult lives and follow their referral process.

London Safeguarding Children Partnership – provides contact details for all local authority children's social care teams <https://www.londonscb.gov.uk/contacts/safeguarding-contacts/>

LDN Apprenticeships is based in the London Borough of Lambeth and we have good links with the surrounding boroughs. Full guidance including information to collate before reporting a concern can be found here <https://beta.lambeth.gov.uk/noise-nuisance-anti-social-behaviour-and-safety/report-concern-about-child>



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If the DSL or DSO is concerned about a child or young person in Lambeth, a Multi-agency Referral Form should be completed and submitted online, following a call with the Safeguarding team:

Childrens Social Services Lambeth

Call Professional line: 020 7926 3100

Call Public line: 020 7926 5555 (24 hours)

[Complete Online MARF](#)

Full referral process: <https://www.lambethsaferchildren.org.uk/safeguarding-referral>

If the DSL or DSO is concerned about an adult at risk in Lambeth, they should contact:

Lambeth Adult Social Care:

Online

Please use their [Safeguarding Adults online form](#) (quickest and most secure way to raise concerns).

Phone

Tel: [020 7926 5555](tel:02079265555)

(9am to 5pm. Monday to Friday)

Outside office hours (This includes public holidays)

Tel: [020 7926 5555](tel:02079265555)

Email

Email your concerns to:

adultsocialcare@lambeth.gov.uk

If at any stage, we are concerned that there is a threat of violence to an individual or a threat to public safety then we will contact the police on 999 (or 911 for non-urgent concerns).

External reporting to the ESFA – taken from LDN Apprenticeship’s ESFA Contract:

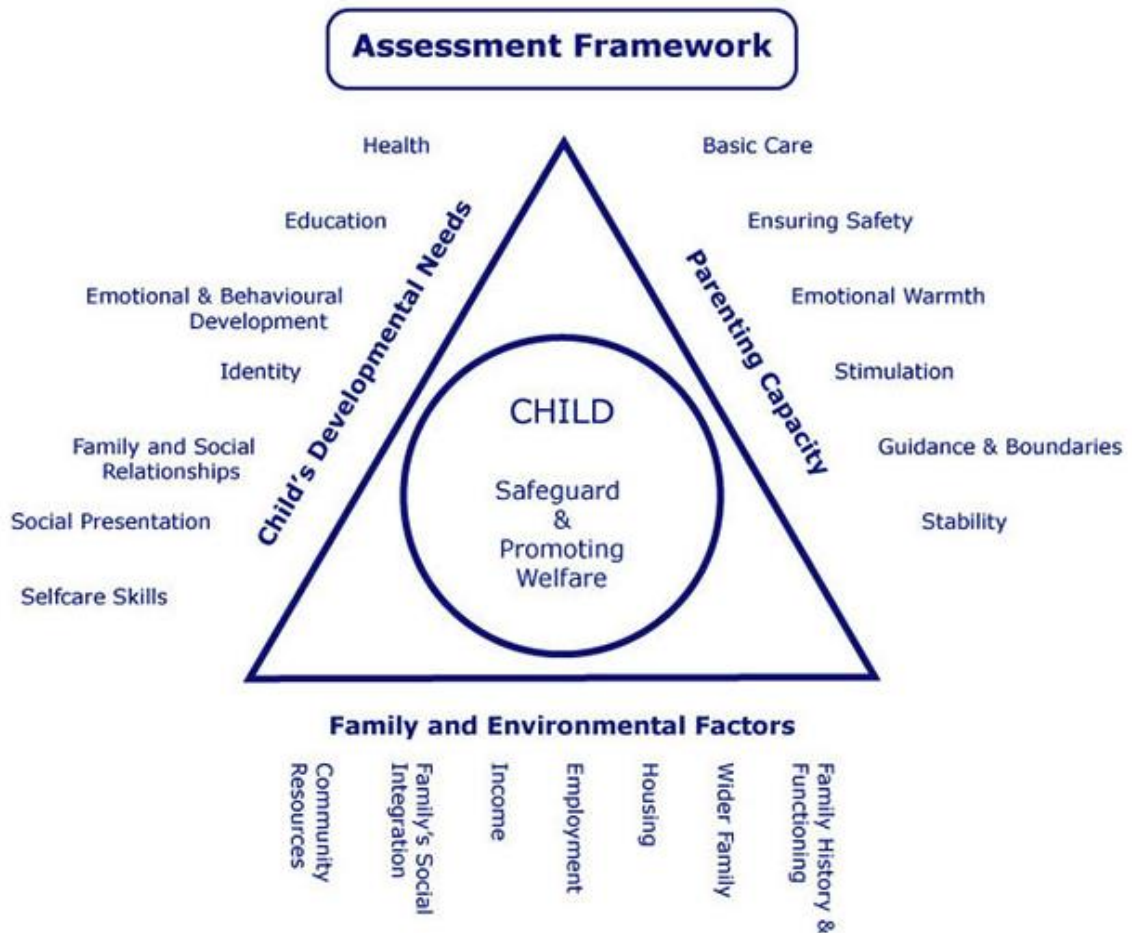
12.9. Where the Training Provider or a Subcontractor refers a safeguarding concern or an allegation of abuse to local authority children’s social care / adult social care and/or the police, the Training Provider must, within 24 hours, inform the Department by contacting the Helpdesk (08000 150600 or helpdesk@manageapprenticeships.service.gov.uk). Such notification must include the name of the Training Provider, a high-level summary of the nature of the incident (without sharing personal information about victims or alleged perpetrators) and confirmation of whether it is, or is scheduled to be, investigated by the Local Authority and/or the police.

12.10. Where it applies:

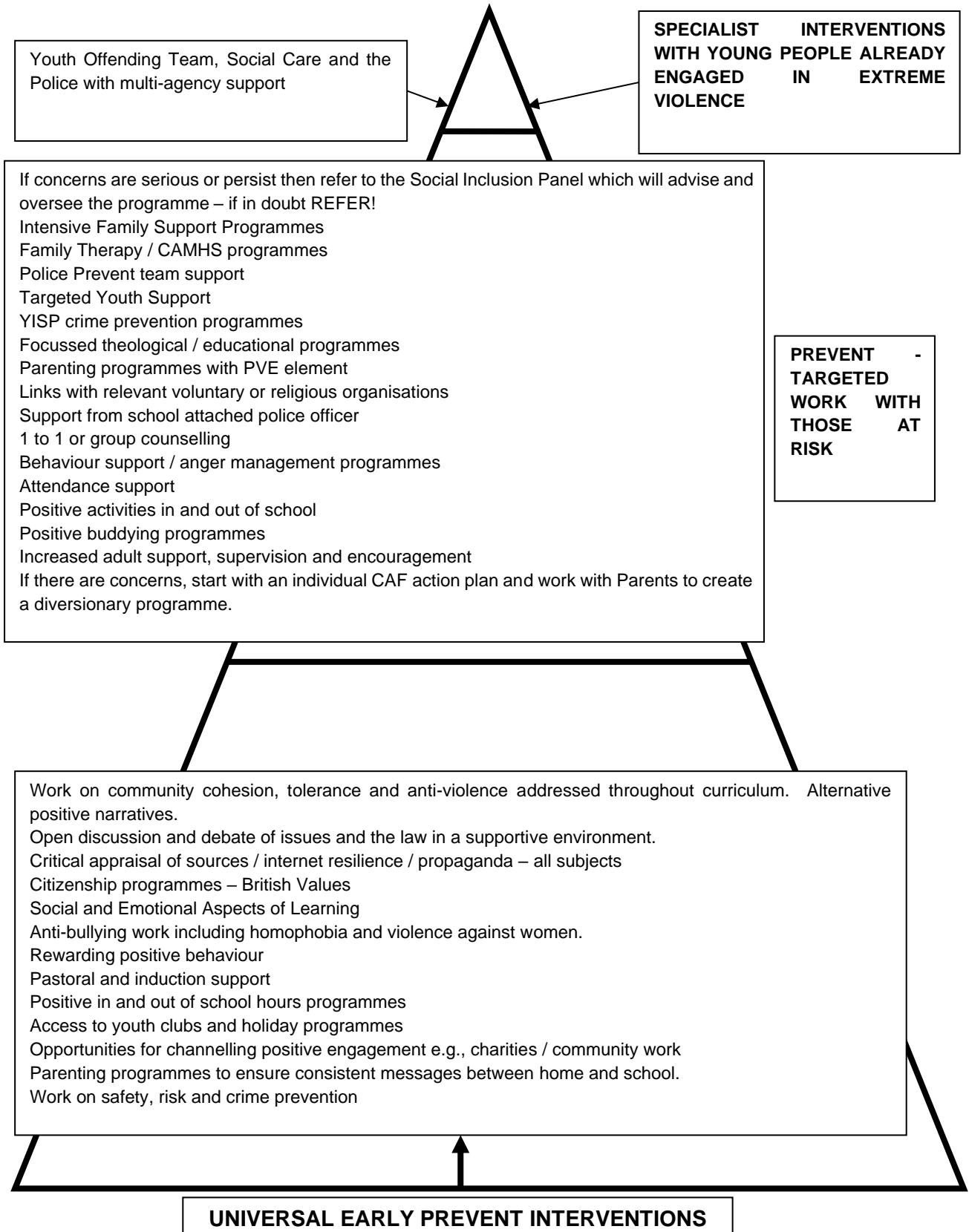
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- 12.10.1. the Training Provider must comply with the Modern Slavery Act 2015 and must have in place for the Term policies and procedures to ensure full compliance.
- 12.10.2. the Training Provider must ensure that all Subcontracts that it enters into include an obligation for the Subcontractor to comply with the Modern Slavery Act 2015 with special emphasis on express anti-slavery and anti-human trafficking provisions.
- 12.10.3. the Training Provider shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain.

Assessment Framework Triangle



The Triangle of Intervention



Channel

Channel is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

Each Channel Panel is chaired by a local authority and brings together a range of multi-agency partners to collectively assess the risk and can decide whether a support package is needed. The group may include statutory and non-statutory partners, as well as lead safeguarding professionals. If the group feels a person would be suitable for Channel, it will look to develop a package of support that is bespoke to that person. The partnership approach ensures those with specific knowledge and expertise around the vulnerabilities of those at risk can work together to provide the best support.

LDN Apprenticeships staff can make a referral to the Channel Panel. Referrals come from a wide range of partners including education, health, youth offending teams, Police and social services. Referrals are first screened for suitability through a preliminary assessment by the Channel Coordinator and the local authority. If suitable, the case is then discussed at a Channel Panel of relevant partners to decide if support is necessary.

If any staff have a concern about a learner or group of learners being violent, or being drawn into violent extremism, or being vulnerable to this, they should respond as we would to all vulnerable learners and follow the procedures below.

- Talk to the family and other professionals working with the young person about the concerns and get their views. (If the family is implicated in potential extremism contact the Social Inclusion Panel first).
- Seek consent to complete a Multi-Agency Referral Form (MARF) and get a holistic perspective on the situation. Determine if there are additional needs and if so, how these could be met.
- Contact other relevant agencies and engage them in a Team Around the Child (TAC) approach to supporting the young person and their family with a diversionary programme of support.
- If the concerns persist and the TAC approach does not seem to be having a positive impact, or if it appears the young person is already exposed to or involved with extremist organisations, refer the case to the Lambeth Safeguarding Board Integrated Referral Hub using the MARF Form.

In Lambeth the contact number for Prevent is 020 7926 2738 or prevent@lambeth.gov.uk

Lydia Nixon is the Local Authority Prevent Education Officer for Lambeth and can be contacted on LNixon@lambeth.gov.uk Tel: 020 7926 3668

When reporting, staff need to ensure they separate fact from opinion by setting out the facts first. Having an opinion is entirely valid and may be crucial but it must not be confused with information. All written records about a learner must be retained securely and confidentially and marked as sensitive within the relevant service recording system.



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If staff suspect someone is engaged in terrorist activity, they should also contact the police or the anti-terrorist hotline immediately on 0800 789 321.

Guest Speakers and Educational Visits

Guest Speakers

LDN Apprenticeships have a detailed policy on the use of guest speakers and the vetting of these individuals prior to them being given permission to address our learners. The External Speaker Policy is owned by the HR Manager and is available for review when requested.

Educational Visits

LDN Apprenticeships ensures that where learners are taken off site for educational purposes, that appropriate risk assessments are conducted. At each visit, we ensure that enough staff are present to ensure the safety and wellbeing of all learners (a ratio of 1 staff member to 10 learners), unless risk assessment suggests otherwise. Risk assessments for all visits include an assessment of the likelihood that learners will be exposed to unsafe environments or extremist views, as well as health and safety of learners. Depending on the level of risk (low, medium, high) identified in the risk assessment, LDN Apprenticeships may decide not to go ahead with a certain visit, or to increase the number of staff attending in support of learners.

First Aid at Work and Learning

LDN Apprenticeships has several qualified first aiders and two mental health first aiders. Our first aiders are all aware of this policy and undergo annual safeguarding and Prevent training and can respond to and appropriately report safeguarding and Prevent issues that arise as a result of delivering first aid to our learners.

Allegations against LDN Employees

LDN Apprenticeships staff/volunteers

Any allegation of abuse against an LDN Apprenticeships staff member or volunteer must be taken seriously, both for the sake of the learner and the member of staff/volunteer.

Any allegation or concerns must be reported to the Designated Safeguarding Lead and the HR manager as soon as possible.

The Designated Safeguarding Lead and HR Manager will then decide whether the incident is serious enough to be considered as a potential safeguarding matter, OR whether the allegation is less serious, in which case it should be dealt with under LDN Apprenticeships Complaints Policy and if appropriate the Disciplinary Policy and Procedures.



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If there is insufficient information to make this decision, the Designated Safeguarding Lead and HR Manager will need to decide as a matter of urgency, what information is needed and how this should be obtained, so that a decision can then be taken as to whether this situation should be considered as a matter of potential abuse.

If the Designated Safeguarding Lead decides that the situation should be considered as potential abuse, s/he will consult with the relevant Local Authority Designated Officer (LADO) and request that an emergency strategy meeting be convened to plan the process of investigation. The Designated Safeguarding Lead and HR Manager will also need to decide whether for the duration of the investigation, the member of staff should continue in their work, be moved to other duties or be suspended in accordance with the terms of the Disciplinary Policy and Procedures. The LADO will be kept informed of all decisions taken by LDN Apprenticeships in relation to the staff member.

Refer to [Section one of Part four of KCSIE](#) if it is decided that the concerns or allegations may meet the harm threshold.

If the matter is to be investigated, then the Designated Safeguarding Lead and HR Manager will advise the staff member that an allegation has been made against him/her and the matter has been referred to the Local Authority for investigation. To avoid prejudicing the investigation the details of the allegation should not be discussed prior to investigation and the staff member will be instructed not to discuss this with other colleagues. The staff member will be advised to take legal advice and may be suspended until the conclusion of the investigation.

Once the investigation is completed, the Designated Safeguarding Lead and HR Manager will decide whether any further action is needed in relation to the information arising from the investigation. Depending on the outcome of the investigation it may be necessary to commence LDN Apprenticeships' formal disciplinary procedure and this must be conveyed to the staff member as soon as possible following the completion of the investigation.

Third Party Providers

Regarding any allegation of abuse against an LDN Apprenticeships third party provider, staff receiving the allegation will follow the same process for responding to concerns. The staff member belonging to the third party, who is the subject of the allegation, must NOT be informed of the allegation. The matter will be handed to the providing organisation to follow in accordance with their own safeguarding, complaints and disciplinary processes and procedures. It would be the responsibility of the providing agency to inform the LADO.

Governance Arrangements for Safeguarding

All matters relating to safeguarding are overseen by LDN Apprenticeships' Board of Directors. The Board of Directors is the formal mechanism by which LDN Apprenticeships discharges its responsibilities and sets the strategic direction for Safeguarding within its services. This group ensures effective communication by:



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- providing up to date knowledge on safeguarding matters
- ensuring that staff have access to appropriate safeguarding training
- reviewing how the safeguarding policies are working in practice
- examining and setting actions based on safeguarding and prevent logs at quarterly board meetings

Senior Responsible Individuals

The Senior Designated Person – is the CEO. The CEO is responsible for ensuring that safeguarding processes and procedures are robust and consistently applied and that LDN Apprenticeships fulfils its legal duties as enshrined within the legislation.

The Deputy Senior Designated Person – is the COO. The COO is responsible for ensuring that safe recruitment practice is embedded and implemented across LDN Apprenticeships, that personnel records are accurately maintained and that all staff have received appropriate training and development.

Senior Person Name	Email Address
Simon Bozzoli. (CEO)	simon@ldnapprenticeships.com
Matthew Rogers, (COO)	matthew@ldnapprenticeships.com

Designated Safeguarding Lead and Designated

Safeguarding Officers

LDN Apprenticeships has a Designated Safeguarding Lead (DSL) who takes ownership of all Safeguarding and Prevent matters in the business.

Designated Safeguarding Lead

Title	Name	Phone	Email
Delivery Director	Rhiannon Christie	020 3882 9833	rhiannon@ldnapprenticeships.com

Designated Safeguarding Officers

Delivery Manager Name	Email Address	Job Title
Beth Davies	Beth.davies@ldnapprenticeships.com	Business Portfolio Delivery Manager

Important Contacts for Reporting Purposes

Title	Name	Phone	Email
Senior Safeguarding Manager - Lambeth	Marian Bentil	07596955299	Mbentil@lambeth.gov.uk
Local Authority Designated Officer (LADO) - Lambeth	Andrew Zachariades	0207 926 4679 or 07720 828 700	LADO@lambeth.gov.uk
Local Authority Designated Officer (LADO) - Wandsworth	Anita Gibbons	07974 586 461	LADO@wandsworth.gov.uk
Local Authority Designated Officer (LADO) Southwark	Eva Simcock	0207 525 0689	gau.safeguarding@southwark.gov.uk
Lambeth Prevent Team	n/a	020 7926 2738	prevent@lambeth.gov.uk
Regional Prevent Coordinator (London)	Jennie Fisher	07880 469 588	Jennie.fisher@education.gov.uk
Local Authority Prevent Education Officer (Lambeth)	Lydia Nixon	020 7926 3668	LNixon@lambeth.gov.uk

Local Children's Social Services

Childrens Social Services Lambeth

Phone: 0207 926 3100

Website: <https://beta.lambeth.gov.uk/noise-nuisance-anti-social-behaviour-and-safety/report-concern-about-child>

Children's Social Services Wandsworth

Phone: 0208 871 7899

Website: <https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/report-a-concern-about-a-child/>

Children's Social Services Southwark

Phone: 0207 525 1921

Website: <https://www.southwark.gov.uk/childcare-and-parenting/children-s-social-care/child-protection/child-protection-referral-and-assessment>

List of London Safeguarding Children Partnerships / Boards (LSCP/ LSCB)

https://www.londoncp.co.uk/p_list_lscp.html



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FGM Hotline 0800 028 3550

Policy Sign Off

This policy has been approved under the current version by the policy owner:

Signature

A handwritten signature in black ink, appearing to read 'S. Bozzoli', written over a light blue horizontal line.

Name

Simon Bozzoli

Title

Chief Executive Officer

Date

1 February 2024

Appendix A - Forms of Abuse

Extract from Appendix A Glossary of Working Together to Safeguard Children 2023.

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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

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.

Emotional abuse: The persistent emotional maltreatment of a child so as to cause severe and persistent 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 cyber bullying), 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, though it may occur alone.

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Child sexual exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) 230 Serious Violence Strategy 155 in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Domestic abuse: The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members. All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people, this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

County lines: A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of ‘deal line’. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons. This activity can happen locally as well as across the UK; no specified distance of travel is required. For further information see ‘Criminal exploitation of children and vulnerable adults: county lines’ guidance.

Child-on-child abuse: Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying: including cyberbullying, prejudice-based and discriminatory (including misogyny/misandry) bullying.
- Hate incidents and hate crimes – which may also include an online element.
- Abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’) – which may also include an online element.
- Physical abuse – such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm. This may include an online element which facilitates, threatens and/or encourages physical abuse.
 - Racism – occurs when a person is treated less favorably because of their skin colour, nationality, ethnicity, or cultural group. Racist behaviour can include verbal abuse, physical attacks, exclusion from activities or opportunities and microaggressions, which can be conscious and unconscious. It can occur in person or online.
- Initiation/hazing type violence and rituals – this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element.
- Harmful sexual behaviour (HSB) – is developmentally inappropriate sexual behaviour which is displayed by children and young people which is harmful or abusive. HSB can occur online and/or face to face, and can also occur simultaneously between the two.
- Sexual harassment – which is ‘unwanted conduct of a sexual nature’ that can occur online and offline and can include (but is not limited to): sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, calling someone sexualised names, intrusive questions about a person’s sex life, and spreading sexual rumours – sexual “jokes” or taunting, suggestive looks, staring or leering, sexual gestures – physical behaviour, such as: deliberately brushing against someone, interfering with someone’s – displaying pictures, photos or drawings of a sexual nature.
- Upskirting – which is a criminal offence, involving taking a picture or film under a person’s clothing without their permission, with the intention of viewing their underwear, genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm,
- Online sexual harassment – this may be stand-alone or part of a wider pattern of sexual violence and/or harassment. It may include: non-consensual sharing of nude and semi-nude images, sharing of unwanted explicit content, revenge pornography.
- Sexualised online bullying » unwanted sexual comments and messages, including on social media » sexual exploitation, coercion and threats,

- Coercing others into sharing images of themselves or performing acts they are not comfortable with online
- Misogyny – commonly defined as dislike of, contempt for, or ingrained prejudice against girls and women.
- Misandry – commonly defined as dislike of, contempt for, or ingrained prejudice against boys and men.

For further information visit: [Addressing child-on-child abuse \(Ferrer & Co\)](#), link from KCSIE 2023

Appendix B – External Agencies

Name	Telephone	Website
Advice on drugs	0800776600	www.talktofrank.com
Alcohol advice	02077669900	www.drinkaware.co.uk
British Association for Counselling and Psychotherapy	01455 883300	www.bacp.co.uk
Careers advice	0800 100900	https://nationalcareers.service.gov.uk/

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Childline	0800 1111	www.childline.org.uk
Child Support Agency	08457 133133	www.csa.gov.uk
Citizens Advice Bureau		www.adviceguide.org.uk
DIAL (Disablement Information Advice Line)	01444 250990	www.dialuk.info
Eating Disorders Association Helpline	0845 6341414	https://www.beateatingdisorders.org.uk/
Equality & Human Rights Commission	0845 6046610	www.equalityhumanrights.com/
Gamblers anonymous	08700 508880	http://www.gamblersanonymous.org.uk/
Get Connected (Help Resource for under 25s)	0808 8084994	www.getconnected.org.uk
Gingerbread (Lone Parents)	0800 0184318	http://www.gingerbread.org.uk/
Health & Safety Executive (HSE)	0845 3450055	www.hse.gov.uk
London Safeguarding Children Board	02079265555	http://www.londonscb.gov.uk/
Mencap (For people with a learning disability & their families)	0808 8081111	www.mencap.org.uk
MIND (Mental Health)	0845 7660163	www.mind.org.uk
National Bullying Helpline	08452255787	www.nationalbullyinghelpline.co.uk
National Centre for Domestic Violence	0844 8044999	www.ncdv.org.uk
NHS Quit Smoking	03001231044	https://www.nhs.uk/better-health/quit-smoking/
NSPCC Child Protection	0800 800500	www.nspcc.org.uk
Online safety (CEOP Education)		www.thinkuknow.co.uk
Pregnancy Support (BPAS)	08457304030	www.bpas.org
Relate (help and support with relationships)	08451304010	http://www.relate.org.uk
Samaritans	116123	www.samaritans.org
Shelter line (Homelessness)	0808004444	http://www.shelter.org.uk
Street Pastors	02077719770	http://www.streetpastors.co.uk
Victim Support	08081689111	www.victimsupport.org.uk

Further Additional advice and support is available in [Annex B of KCSIE pages 156 - 162](#)



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Appendix C – Reporting Child-on-Child sexual violence and sexual harassment

Child Exploitation and Online Protection: [CEOP](#) is a law enforcement agency which aims to keep children and young people safe from sexual exploitation and abuse. Online sexual abuse can be reported on their website and a report made to one of its Child Protection Advisors

The **NSPCC** provides a helpline for professionals at 0808 800 5000 and help@nspcc.org.uk. The helpline provides expert advice and support for staff and will be especially useful for the designated safeguarding lead (and their deputies)



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Support from **specialist sexual violence sector organisations** such as [Rape Crisis](#) or [The Survivors Trust](#)

Online: Schools and colleges should recognise that sexual violence and sexual harassment occurring online (either in isolation or in connection with face-to-face incidents) can introduce a number of complex factors. Amongst other things, this can include widespread abuse or harm across a number of social media platforms that leads to repeat victimisation. Online concerns can be especially complicated and support is available from:

The **UK Safer Internet Centre** provides an online safety helpline for professionals at 0344 381 4772 and helpline@saferinternet.org.uk. The helpline provides expert advice and support for staff regarding online safety issues

Internet Watch Foundation: If the incident/report involves sexual images or videos that have been made and circulated online, the victim can be supported to get the images removed by the [Internet Watch Foundation](#) (IWF)

Childline/IWF [Report Remove](#) is a free tool that allows children to report nude or sexual images and/or videos of themselves that they think might have been shared online

UKCIS Sharing nudes and semi-nudes advice: [Advice for education settings working with children and young people](#) on responding to reports of children sharing non-consensual nude and semi-nude images and/or videos (also known as sexting and youth produced sexual imagery).

Extracts taken from [Keeping Children Safe in Education 2023 pages 110-111](#)