

ACADEMY4PM

Safeguarding Policy

Effective from 1st May 2020

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Contents

| | |
|---|----|
| Our commitment..... | 4 |
| Objectives | 4 |
| Scope | 4 |
| Key Contacts..... | 4 |
| Head of Academy4PM..... | 4 |
| Safeguarding and Prevent Officer (SPO)..... | 4 |
| Definitions | 4 |
| Our Responsibility | 5 |
| Safer Recruitment | 6 |
| Disclosure and Barring Service Checks | 6 |
| Training and Education for Safeguarding | 12 |
| Keeping personnel safe..... | 13 |
| Keeping Learners Safe..... | 13 |
| Associated Policies | 14 |
| Appendix A - Statement on the secure storage, handling, use, retention and disposal of disclosure and disclosure information..... | 15 |
| Appendix B - DBS Disclosure Process | 16 |
| Appendix C - Detailed Procedure for dealing with Safeguarding Concerns..... | 17 |
| Appendix D - Safeguarding Concerns and Indicators of Abuse | 18 |
| Physical abuse..... | 18 |
| Definition | 18 |
| Possible indicators of physical abuse..... | 18 |

| | |
|--|----|
| Domestic violence or abuse..... | 18 |
| Types of domestic violence or abuse | 18 |
| Possible indicators of domestic violence or abuse | 18 |
| Sexual abuse | 19 |
| Types of sexual abuse | 19 |
| Possible indicators of sexual abuse | 19 |
| Psychological or emotional abuse | 19 |
| Types of psychological or emotional abuse | 19 |
| Possible indicators of psychological or emotional abuse | 19 |
| Financial or material abuse..... | 19 |
| Types of financial or material abuse..... | 19 |
| Possible indicators of financial or material abuse | 19 |
| Trafficking and modern slavery..... | 19 |
| Types of trafficking and modern slavery..... | 19 |
| Possible indicators of modern slavery..... | 19 |
| Discriminatory abuse | 20 |
| Types of discriminatory abuse..... | 20 |
| Possible indicators of discriminatory abuse | 20 |
| Organisational or institutional abuse..... | 20 |
| Types of organisational or institutional abuse | 20 |
| Possible indicators of organisational or institutional abuse | 20 |
| Neglect | 20 |
| Definition of neglect..... | 20 |
| Possible indicators of neglect..... | 20 |
| Self-neglect..... | 20 |
| Definition of self-neglect..... | 21 |
| Possible indicators of self-neglect..... | 21 |
| Appendix E - Disclosure Recording Form..... | 22 |

Our commitment

This policy has been produced to help establish a safe and responsive environment which safeguards all and reduces the risk of anyone being unjustly accused of improper or unprofessional conduct. We all have a duty of care to safeguard and promote welfare, and to enhance awareness of the broader welfare spectrum, specifically the issues facing young people in society.

Objectives

The aim of this policy is to raise awareness of, and understand, everyone's responsibilities with regard safeguarding, signs that might be a safeguarding concern and reporting procedures for safeguarding issues.

Scope

This policy covers the safeguarding of all learners who may be children or adults at risk. This policy also aligns our compliance with the government Prevent Strategy.

Key Contacts

Head of Academy4PM

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Safeguarding and Prevent Officer (SPO)

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Definitions

Safeguarding is the protection of children and adults at risk from abuse and neglect, promoting health and development, ensuring safety and care, and ensuring optimum life chances. These include a wide range of potential risks (see Appendix D for definitions of a safeguarding concern and indicators of abuse).

A **child** is defined as anyone under the age of 18.

An **adult at risk** is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance. This could be due to, and not limited to, any of the following:

- Living in sheltered housing
- Receiving any form of healthcare
- Receiving a welfare service to support their need to live independently
- Receiving a service due to their age or disability
- Living in residential accommodation such as a care home

- Receiving domiciliary care in their own home
- Expectant or nursing mother living in residential care
- Person under supervision of probation service

While the definitions of a **child** and **adult at risk** gives the rationale for legislative intervention, it is important to note that a person may be deemed as a higher risk of a safeguarding issue affecting them due to other factors, examples include:

- Poor numerously and literacy skill, or specific learning need
- Unsupported home environment
- English is not a first language
- Unsupported by employer
- Under-represented group
- Acting as a carer for another family member
- Background in offending
- Disability or social need

Our Responsibility

We all have a responsibility to ensure that children and adults at risk are protected from harm, informed about potential risks to their welfare and understand how to seek help. Academy4PM will ensure all concerns are dealt with in a timely and appropriate manner. Academy4PM also has a responsibility to minimise the risk of allegations against all personnel.

If a young person under the age of 18 or an adult at risk is present at a training session, the Academy4PM will ask the employer to provide a chaperone at all training sessions.

All personnel are expected to comply with a Disclosure and Barring Service (DBS) check request. They should have a good understanding of what constitutes a safeguarding or welfare concern and how to provide support, guidance in such instances and the channels for escalation. Ongoing training and awareness, as well as continuous information will be provided to promote safeguarding and individual responsibilities.

The responsibilities of individuals are detailed below:

Head of Academy4PM

- To ensure Academy4PM has effective policies. To ensure these policies are implemented and followed and sufficient time and resources are allocated to enable responsibilities to be carried out.

Safeguarding and Prevent Officer (SPO)

- To keep abreast of current government safeguarding guidelines and implement training for all personnel. To carry out investigations where appropriate into welfare concerns reported and liaise with external bodies. To deal with personnel concerns of learner's welfare, signpost and offer guidance to lower level concerns and liaise with the Head of Academy4PM for concerns requiring referral to external agencies. To record and manage safeguarding issues and report to the Head of Academy 4PM on any issues that arise. To review procedures and policy on a timely basis. To maintain own CPD to ensure the role can be fulfilled competently.

Learner facing personnel

- To check the safety and welfare of all learners each visit/communication, ensuring learners complete all safety related learning activities within their program. To be mindful of indicators that there may be a safeguarding issue (Appendix D) and if required to follow the five R's procedure (Appendix C). To carry out training as directed by the SPO in a timely manner.

Support staff

- To be mindful of indicators that there may be a safeguarding issue (Appendix D) and if required to follow the five R's procedure (Appendix C). To carry out training as directed by the SPO in a timely manner.

The topic of safeguarding can be very sensitive due to the content and it may be difficult to discuss. If there are any concerns over issues raised, the SPO should be contacted as quickly as possible.

Safer Recruitment

Academy4PM carries out a safe recruitment process and ensures that all appropriate checks are carried out on new staff that will work or meet children and adults at risk in line with the Disclosure and Barring Service (DBS) requirements.

Disclosure and Barring Service Checks

The DBS is an executive agency of the Home Office and its primary purpose is to help employers make safer recruitment decisions and appointments. By conducting checks and providing details of criminal records and other relevant information, DBS helps to identify individuals who may be unsuitable for certain work and positions, especially those involving contact with children or adults at risk.

Depending on the type and regularity of contact with children or adults at risk involved in a particular role, Academy4PM will undertake appropriate types of enquiry about an individual's criminal record and seek a disclosure through a DBS check. Academy4PM

can undertake five types of criminal records checks depending on the role applied for:

1. **Standard DBS check** - This will be for positions that are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. This type of check contains details of individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions that will be shown on a criminal records check.
2. **Enhanced DBS check** - This will be for positions included in both the ROA 1974 Exceptions Order and in the Police Act 1997 regulations. This type of check contains the same details as the standard check plus any information held locally by police forces that it is reasonably considered to be relevant to the post applied for. ^[L]_[SEP]
3. **Enhanced DBS & barred list check (child)** - An enhanced check with information from the DBS's children's barred list is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act 1997 regulations. ^[L]_[SEP]
4. **Enhanced DBS & barred list check (adult)** - An enhanced check with information from the DBS's adult's barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act 1997 regulations. ^[L]_[SEP]
5. **Enhanced DBS & barred list check (child and adult)** - An enhanced check with information from the DBS's children and adults barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act 1997 regulations.

When and What Type of DBS Check is Appropriate?

| Role | No check | Standard DBS check | Enhanced DBS check (Child Barred List) | Enhanced DBS check (Adult Barred List) | Enhanced DBS check (Child and Adult at Risk Barred List) |
|---|----------|--------------------|--|--|--|
| Learner facing personnel e.g. Cohort lead/Tutor/Reviewer/Assessor | | | | √ | |
| Potential learner facing personnel e.g. Internal quality assurer | | | √ | | |
| Safeguarding and Prevent Officer | | √ | | | |
| Other personnel e.g. Administration, finance support | √ | | | | |

Table 1

The Academy4PM SPO is responsible for deciding which level of check is appropriate for a particular role and whether barred list checks are necessary. Even where a post has some contact with children or adults at risk, the definition of regulated activity may not be fully satisfied, but to safeguard our learners any unsupervised contact with learners will result in an enhanced DBS check with child barred list. The Safeguarding Vulnerable Groups Act 2006 (amended by the protection of freedoms Act 2012) defines what types of activities involving children and adults at risk are regulated and therefore require barring list checks.

Table 1 specifies current posts at Academy4PM that require DBS and/or barring list checks though this may be varied if circumstances dictate alternatives need to be applied.

Individuals must not engage in regulated activity with either children or adults at risk if

they have been barred from doing so by the DBS.

Where Academy4PM is recruiting for a role that qualifies for a DBS disclosure, the advert and further information will confirm the type of DBS disclosure required. When the most suitable candidate for the position has been identified, the offer will be made subject to a satisfactory DBS. In the instance that the outcome of a DBS check has not been received from the appropriate authority prior to learner visits being carried out, visits with learners will be supervised.

As a DBS check forms part of Academy4PM's recruitment process, all candidates are encouraged to declare anything relevant to the type of disclosure required for the role they applied for. Once an offer has been made, candidates should inform Academy4PM of any further details of convictions, including those that normally would be considered as spent, cautions or reprimands.

As part of Academy4PM's safeguarding obligations, appropriate types of DBS checks will be applied for on a regular basis.

Confidentiality

Information provided in a DBS disclosure report must be kept confidential and only on a need-to-know basis. Such information will be handled in accordance with Appendix A. Any other information regarding the offences must be kept securely and in accordance with Academy4PM's data protection policy. Further information on Academy4PM's disclosure process is provided in Appendix B.

Failure to Disclose Information Relevant to the Type of DBS Check Appropriate to Your Role

Academy4PM request all personnel to disclose any information relevant to the type of DBS check appropriate for their role. This can mean, for example, if any role requires satisfactory Enhanced DBS and barring check, any convictions, cautions or reprimands are informed of as soon as these have been issued. Failure to disclose information relevant to the type of DPS check appropriate to the role will be seen by Academy4PM as a breach of trust and confidence.

Exploring the Relevance of Information Provided in the Disclosure Report

Academy4PM has a policy on the recruitment of ex-offenders. Having a criminal record does not necessarily preclude an individual from working in Academy4PM. The decision as to whether the person with a criminal record should be appointed, or an offer withdrawn, or terminated will be taken only after careful and thorough consideration of the outcome of any DBS check, the offence as well as the role it relates to.

If there is no potential relevance in the disclosure report, no further action will be taken.

If the disclosure report confirms a potentially relevant conviction or any other potentially relevant information, further exploration will be required following the processes outlined below.

Exploring a Conviction and its Relevance

All discussions relating to convictions must take place after the selection process has been completed. As part of the decision-making process the SPO will normally meet with the individual to gain more information from the person about the nature of circumstance of any conviction.

The suitability of a person with a criminal record will clearly vary, depending upon the nature of the role and on the details and circumstances of any convictions. The decision will be made based on a risk assessment to enable the individual's criminal record and circumstances to be addressed in relation to the tasks he or she will be required to perform and the circumstances in which the work is to be carried out.

The following job-related factors should be considered:

- Does the role involve direct contact with learners or the public?
- What level of supervision will the individual receive?
- What level of trust is involved? Will the nature of the role at present any opportunities for the individual to reoffend?
- Does the role involve any direct responsibility for finance or items of value?
- Does the role involve any contact with the children or other vulnerable groups of learners or employees?

The assessment is also likely to include consideration of, but not limited by, the following factors related to the individual's offence(s):

- The seriousness of the offence(s) and relevance to the safety of other employees, learners, the public, etc.;
- The length of times since the offence(s) occurred;
- Relevant information offered by the person about the circumstances that led to the offence(s) being committed, for example the influence of domestic or financial difficulties;
- The degree of remorse, or otherwise, expressed by the person and their motivation to change;
- Whether the offence was a one-off, all part of a history of offending;
- Whether personal circumstances have changed since the offence(s) was committed, making re-offending less likely; and
- Whether the offence has since been decriminalised.

Following careful and thorough consideration of all these matters a decision will be made. If appropriate we may seek further information from relevant copies when reaching this decision.

If the decision is made not to recruit, a letter will be sent to the individual confirming the reasons for this decision. The above process will also be followed of a criminal conviction coming to light after the individual has been in their role for a period of time.

Reporting a Concern

a. **If a learner raises a concern/allegation:**

- If the learner has a concern over their own personal welfare and well-being, you are to listen to and record all information given, making no judgement or assumptions.
- Take any actions required to secure the immediate safety of the child or adult at risk if deemed appropriate, this may involve staying with them until a responsible adult can be located.
- If the learner is deemed to be in immediate danger call the police.
- Report the issue to the Safeguarding and Prevent Officer (SPO) using the form in Appendix E regardless of whether the learner agrees.
- The SPO will decide the appropriate course of action and if a referral outside the organisation is appropriate.

b. **If a learner facing individual has a concern over a learner:**

- This may be through observation or alleged by others or through discussion.
- Follow procedure set out in (a) above.

c. **If a learner/parent has concern/allegation about a member of Academy4PM personnel:**

- all learners are to be informed that if they have a concern about their own personal welfare and well-being and do not feel comfortable talking to their learner facing individual, they are to contact Academy4PM's Safeguarding and Prevent Officer (SPO) directly. Contact details for the SPO are available in this policy.

d. **If a parent contacts you to report concern about their child:**

- Ensure you listen and record the details as per a learner reporting a concern to you.
- Ensure you have the contact details for the parent.
- Report the issue to the SPO, using the form in Appendix E, who will decide the appropriate course of action, and if a referral outside the organisation is appropriate, liaise with the parent as appropriate.
- Be mindful of confidentiality as all learners over 16 and above are deemed to be adults, and therefore no information should be passed to parents or carers without prior consent to do so from the learner.

e. **If you observe a safeguarding issue taking place within the working practices of an employer's setting:** e.g. A practitioner hitting a child, or inappropriate restraint techniques.

- Act to stop the activity immediately, and inform the individual of your concerns

- Ask them to remove themselves from the area and advise them you will inform their senior manager.
 - Take any actions to secure the safety of the child or adult at risk, this may involve staying with them until a responsible adult can be located.
 - Inform the SPO. Be mindful of the differences between poor practice and a safeguarding issue and apply your action appropriately.
- f. **If a learner reports unsafe practices or safeguarding issues to you within their working environment:**
- advise the learner to follow in-house reporting or whistleblowing procedures.
 - You may support the learner in speaking to appropriate senior team members.
 - Report the incident to the SPO who will offer additional guidance and signposting for the learner and will also monitor the situation.

It is important you do not pass any information to other parties or try to investigate the concern yourself. All concerns should be reported to Academy4PM's Safeguarding and Prevent Officer (SPO) using the form in Appendix E.

If you require an immediate response, call the Safeguarding and Prevent Officer (SPO) immediately. If the SPO is not available and the situation is such that the individual is in immediate danger report the incident to the police on 999.

The SPO will endeavour to make initial contact with regards to the concerns within the 72 hours.

The SPO will assess if the individual is at risk of significant harm and decide upon the next course of action, this can range from offering signposting to support agencies to referral to the police and local safeguarding authorities.

Training and Education for Safeguarding

The Safeguarding and Prevent Officer (SPO) will undertake regular CPD in order to keep updated with the legislation and refresh their knowledge.

All learner facing personnel will undertake a safeguarding induction and aligning with the mandatory duty surrounding the Government Counter Terrorism and Security Act 2015, all Academy4PM personnel will undertake PREVENT training.

Periodic updates surrounding key safeguarding concepts will be communicated to all personnel. Safeguarding will be raised in team meetings on a regular basis to share up to date information.

Keeping personnel safe

To maintain a safe environment, the following is strictly prohibited:

- Befriending of learners on personal social media sites
- Distributing personal telephone numbers
- Visiting learners at home or transporting learners to and from locations (this includes travelling in the car with a learner driving)
- The use of sarcasm, insults or belittling comments toward learners
- Personal relationships with learners

It is also important to be mindful of the following:

- You will naturally build a rapport with the learners through contact with them, and the learners may see you as a confident and support but be sure to maintain professional boundaries whenever carrying out work on Academy4PM's behalf.
- Be respectful of all young and vulnerable people, and appreciate you are in a position of trust. We can listen to their concerns and support them.
- Uphold confidentiality within certain limits when required by the situation but be careful not to promise to keep secrets or ask others to do so.
- Avoid spending time alone with learners in a closed environment. If this is unavoidable e.g. during a formal assessment/examination, ensure a member of the on-site staff is aware where you are and monitors this.
- Be careful when giving learners advice as this is based on your opinion, focus support around factual information and signposting guidance.
- If at any point, you feel unsafe in a learner's company inform the on-site manager, the Safeguarding and Prevent Officer and leave the premises immediately.

Keeping Learners Safe

Health and safety vetting and monitoring is carried out during learner induction,

During the induction process learners will be made aware of all relevant Academy4PM policies, who the Safeguarding and Prevent Officer is and how to report a concern. All safeguarding concerns are recorded by the SPO, appropriate action taken, and information, advice and guidance given.

It is recognised that information, advice and guidance is not available 24 hours a day, 365 days a year. At induction, learners are issued with a document detailing police and other useful contact details as well as contact details for relevant Academy4PM personnel.

Associated Policies

- Prevent Policy
- Whistleblowing Policy
- Data Protection Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Conflict of Interest Policy
- Recruitment of Ex-Offenders Policy

Appendix A - Statement on the secure storage, handling, use, retention and disposal of disclosure and disclosure information

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of an individual in a position of trust, Academy4PM complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of DBS disclosure information.

Storage and Handling

Disclosure information is never kept in personnel files and is always kept separately and securely in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. In accordance with section 124 of the Police Act 1997 disclosure information is only passed to those who are authorised to receive it in the course of their duties. Academy4PM maintain a record of all those to whom disclosure or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which full consent has been given.

Retention

Once a decision has been made, Academy4PM does not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If it is considered necessary to keep disclosure information for longer than six months Academy4PM will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strict controlled access will prevail.

Disposal

Once the retention period has elapsed, Academy4PM will ensure that any disclosure information is destroyed by secure means, i.e. by shredding or confidential waste disposal. While awaiting destruction, disclosure information will not be kept in any insecure receptacle. Academy4PM will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure. However, Academy4PM will keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the decision taken.

Appendix B - DBS Disclosure Process

Academy4PM uses a DBS umbrella body that is responsible for authorising and processing applications for DBS checks. Academy4PM is responsible for confirming which type of disclosure is required.

Individuals will be sent an email from the umbrella body giving details of how to complete the DBS check.

Identification documentation will need to be verified in person by Academy4PM. This can be done by bringing the documents to Academy4PM, who will authenticate the documents and complete the on-line application.

The DBS umbrella body will process the application and return a disclosure report to the individual. It is the responsibility of the individual to notify Academy4PM that they have received their disclosure report.

Wherever possible, the DBS disclosure should be obtained prior to the individual commencing with Academy4PM, but sometimes this may not be possible. In such cases the individual can commence on a supervised basis for those aspects of the role involving contact with children or adults at risk until a satisfactory disclosure report is received.

In some cases, an individual may already have received a satisfactory disclosure report for a current or a previous position. It may be appropriate to use the existing report to assess suitability for the post, taking account of the date the report was produced and similarities between the two positions.

Disclosure reports for individuals with a substantial record of overseas residence including current UK residents and British nationals, may not include information on convictions from outside the UK. In most circumstances however, a disclosure report will still be sought. The DBS may offer guidance on the availability of criminal record checks in a variety of foreign countries and the individual can be requested to obtain the equivalent checks from the country in question, where available.

Appendix C - Detailed Procedure for dealing with Safeguarding Concerns

1. Recognition Signs of abuse can be difficult to spot as can a learner trying to find the right language to tell you about a concern. If you have any concerns over the welfare of the learner from what you have seen, heard, discussed with the learner or you have noticed changes in their behaviour which cause you safeguarding concerns, you must report it to Academy4PM's Safeguarding and Prevent Officer (SPO). You do not personally have to believe the concerns in order to raise them, any concerns raised should be taken seriously. See Appendix D for indicators of abuse.

2. Response No report or concerns about possible abuse should be ignored. Your main role here is to listen and record with no judgements or leading questions; use open questions to gather factual details – when did it take place, who said what, what happened, etc. You must stay calm and not let the learner know if you feel panicked or shocked. Do not make any promises about what will happen next, but only that you will pass it onto the SPO, and that we will do everything we can to help. It is good practice to show support and reassurance but be mindful to maintain a situation where you do not put yourself at risk. It would also be useful to have information regarding current agency support – i.e. have the police already been informed, is the person receiving local authority or medical support.

3. Record Ensure you record notes of the incident or disclosure as close to the time as possible. The notes should be dated and signed where possible by both the learner and the recorder. The notes should detail what you saw/heard or what was discussed with an individual, the names of those involved and the time, location and what action you took. Use the disclosure form (Appendix E) where possible, but any form of notes will be acceptable.

4. Report Report the concerns to the SPO, ensuring you have recorded all details as above. This communication can be face to face, via email, or phone call followed up by email. All communication and documents will remain confidential between the SPO and individual that has reported it, unless the SPO deems it appropriate to take further action and involve other agencies.

5. Referral The SPO will then take the decision of what course of action should be taken including the decision to make referrals outside of the organisation.

Appendix D - Safeguarding Concerns and Indicators of Abuse

Signs of abuse can often be difficult to detect. This at a glance briefing aims to help people who come into contact with children and adults at risk identify abuse and recognise possible indicators. Many types of abuse are also criminal offences and should be treated as such.

Evidence of any one indicator from the following lists should not be taken on its own as proof that abuse is occurring. However, it should alert practitioners to make further assessments and to consider other associated factors. The lists of possible indicators and examples of behaviour are not exhaustive and children and adults at risk may be subject to a number of abuse types at the same time.

| Physical abuse | |
|---|--|
| Definition | Possible indicators of physical abuse |
| Deliberately causing physical harm | Cuts, bruises, burns. Wearing long sleeved clothes Pain Cowering |
| Domestic violence or abuse | |
| Types of domestic violence or abuse | Possible indicators of domestic violence or abuse |
| <p>Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:</p> <p>psychological physical sexual financial emotional.</p> <p>Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.</p> <p>Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour</p> | Signs of physical or emotional abuse Showing signs of being controlled Withdrawn Anxious around others Low self-esteem |

| | |
|--|---|
| can include acts of assault, threats, humiliation and intimidation, harming, punishing, or frightening the person, isolating the person from sources of support, exploitation of resources or money, preventing the person from escaping abuse, regulating everyday behaviour. | |
| Sexual abuse | |
| Types of sexual abuse | Possible indicators of sexual abuse |
| Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether or not the person is aware of what is happening, could also be indecent exposure or sexual harassment | Spending a long time in the toilet Discomfort in sitting down Inappropriate behaviour |
| Psychological or emotional abuse | |
| Types of psychological or emotional abuse | Possible indicators of psychological or emotional abuse |
| Threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. | Withdrawn Depression Lack of confidence Socially awkward Easily manipulated |
| Financial or material abuse | |
| Types of financial or material abuse | Possible indicators of financial or material abuse |
| Theft, fraud, internet scamming, coercion in relation to a person's financial affairs or possessions | Change in appearance Having expensive gadgets Having no money Not eating properly |
| Trafficking and modern slavery | |
| Types of trafficking and modern slavery | Possible indicators of modern slavery |

| | |
|---|--|
| Human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment | <p>Talking about travelling abroad</p> <p>Talking about someone else having control over them</p> <p>Moving homes regularly</p> <p>Avoiding eye contact and appears frightened</p> <p>No identification documents</p> <p>Physical or emotional abuse</p> |
| Discriminatory abuse | |
| Types of discriminatory abuse | Possible indicators of discriminatory abuse |
| The unjust or prejudicial treatment of different categories of people especially on the grounds of one of the protected characteristics | <p>Fear of certain people</p> <p>Avoiding certain situations</p> <p>Being asked to do more work than they should</p> |
| Organisational or institutional abuse | |
| Types of organisational or institutional abuse | Possible indicators of organisational or institutional abuse |
| Neglect and poor care practice within an institution or specific care setting such as hospital or a care home. It may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practice within an organisation | <p>Learner may need to leave at certain times</p> <p>Appear brainwashed</p> <p>Ask permission to do everything</p> |
| Neglect | |
| Definition of neglect | Possible indicators of neglect |
| Persistent failure to meet a person's basic physical and/or psychological needs, likely to result in serious impairment of the person's health or development. Neglect is when a parent or carer fails to provide adequate food, shelter, clothing, heating, medical care or protection from physical and emotional harm or danger. | <p>Withdrawn</p> <p>Weight loss</p> <p>Fear of going home</p> <p>Improper hygiene</p> <p>Confusion</p> <p>Inappropriate clothing</p> |
| Self-neglect | |

| Definition of self-neglect | Possible indicators of self-neglect |
|---|---|
| Neglecting to care for one's own personal hygiene, health or surroundings and includes behaviour such as hoarding | Poor diet and nutrition Poor personal hygiene Not taking prescribed medication Substance abuse Doesn't always encompass all aspects of life |

Appendix E - Disclosure Recording Form

Learner Name:

Date of birth:

Location/Name of site:

Name of Academy4PM personnel:

Date of Disclosure:

Details of the concern (use the other side if necessary):

Signature of learner and date:

Signature of Academy4PM personnel and date:

Action taken – (for Safeguarding and Prevent Officer only)