



# MAKERS

## Safeguarding and Prevent Policy

Last updated 24 January 2019

Document Author: Chloe Thornton

### Version Control

Version #	Date	Updated by	Description
V1_2	15/03/2019	Chloe Thornton	Updated Appendix 1 responding to a safeguarding incident flowchart

[CONTENTS](#)

## INTRODUCTION

### AIMS

### COMMITMENTS

### SAFEGUARDING

What is Safeguarding?

Types of Abuse

Online/Cyber Bullying

Grooming

### PREVENT

Purpose of Prevent

Responsibilities

What is Extremism?

What is Terrorism?

What is Radicalisation?

What are British Values?

Channel

Guest Speakers

Run. Hide. Tell

### MODERN SLAVERY STATEMENT

### SAFER RECRUITMENT

Disclosure and Barring Service Checks

### REPORTING A CONCERN OR INCIDENT

Recognising and reporting low level safeguarding concerns

Reporting safeguarding incidents

### DISCLOSURES

Respond, Report, Record, Refer

Respond

Report

Record

Refer

### TRAINING

Designated Safeguarding Officer

Our approach to staff safeguarding training

### KEEPING YOURSELF SAFE

### INFORMATION FOR EMPLOYERS

[Your responsibilities as an employer](#)

[Reporting an incident](#)

[APPENDIX 1](#)

[RESPONDING TO A SAFEGUARDING INCIDENT FLOWCHART](#)

## **INTRODUCTION**

Makers is committed to safeguarding and promoting the welfare of all our students and staff. One of the main ways we do this is by ensuring that anyone involved with Makers is aware of our Safeguarding and Prevent policy and share this commitment.

Our aim is to ensure that staff are fully engaged in being vigilant about raising awareness and ensure that we work alongside agencies and professional bodies to ensure that our students and staff are safe from harm.

At Makers we see our company as a safe place for people can explore controversial issues safely and where our staff are trained to encourage and facilitate this. Makers has a duty to ensure this happens.

Makers is committed to advancing the fundamental British values, the rule of law, individual liberty, democracy and mutual respect and tolerance of those with different faiths and beliefs.

## **AIMS**

The aims of this policy are to:

- Ensure that all staff understand the principles of safeguarding, radicalisation and extremism
- Ensure that all staff and students understand Makers' safeguarding policy and know how our policies and processes keep them safe from harm
- Identify the expectations of staff in relation to safeguarding
- Ensure that relevant safeguarding practices and policies are in place
- Ensure the rights of all of our staff and students to learn and work in a safe environment
- To Prevent abuse through student support offered to all students and staff
- To provide guidelines for staff in handling matters relating to actual or suspected abuse
- To ensure that all Makers staff, students and partner employers act responsibly and professionally at all times
- To Prevent the risk of abuse by ensuring procedures and standards are in place

## **COMMITMENTS**

What Makers will do for you

- Maintain a safe, respectful and supportive learning environment

- Ensure that anyone working or studying with Makers is aware of our commitment to the Prevent Duty and Safeguarding
- Provide training on safeguarding and Prevent to all of our students and staff
- Help students become valuable members of society and encourage the treatment of others with respect and tolerance
- Establish a culture where there is a shared commitment to valuing diversity and respecting differences

What Makers expects from you

- Abide by British Values
- Never tolerate a lack of respect for individuals
- Celebrate difference and promote diversity
- Be inclusive and accepting of difference

## **SAFEGUARDING**

Makers is committed to safeguarding and promoting the welfare of all our students and staff including vulnerable individuals.

### **What is Safeguarding?**

Safeguarding involves keeping both children and vulnerable adults safe, involving taking Preventative measures to keep staff, students and employers safe. Safeguarding includes health and safety, welfare, physical and mental well-being. Safeguarding also encompasses Makers duties under the Prevent strategy regarding counter-terrorism and anti-radicalisation.

A vulnerable adult is defined as an individual who:

- Has support and/or care needs and;
- Is experiencing , or at risk of abuse or neglect; and
- As a result of their support and/or care needs are unable to protect themselves from the risk of or the experience of abuse or neglect

Employers also have a duty to safeguard any Makers student they employ. Makers is committed to supporting employers, staff and students to recognise their responsibilities, through guidance and training.

### **Types of Abuse**

Safeguarding aims to keep people safe from various types of abuse, including:

**Physical Abuse:** Any type of physical force that may result in bodily injury, pain or impairment. Physical abuse can include acts of violence including hitting, pinching, burning, kicking, shoving and shaking.

**Emotional or Psychological Abuse:** Any type of abuse that subjects a person to psychological trauma such as anxiety, depression or post-traumatic stress disorder.

**Financial Abuse:** Limiting or restricting a person's access to their finances.

**Neglect:** When carers or guardians knowingly fail to care for a person in their care by neglecting their basic needs such as food or hygiene.

**Self-Neglect:** Where an individual fails to take care of themselves as a result of poor physical or mental health.

**Discrimination:** When an individual is deliberately treated less favourably because of a protected characteristic under the Equality Act 2010.

## Online/Cyber Bullying

Cyber bullying is the use of electronic communication such as emails, text, Whatsapp, social media or instant messaging platforms (i.e. Slack) to bully a person. This typically happens by sending messages of an intimidating or threatening nature to the victim.

Young people and vulnerable adults are more emotionally and mentally susceptible to cyber bullying.

Cyber bullying can take various forms, including:

**Harassment:** Repeatedly sending malicious messages to somebody online

**Impersonation:** Creating false accounts (known as 'catfishing') used to obtain and share personal information of the victim online.

**Outing:** Sharing secrets or personal information about somebody online, this can include photos or videos

**Cyberstalking:** The continuous and unwanted harassment of a person online, usually using various communication platforms simultaneously.

## Grooming

Grooming means befriending young people or vulnerable adults in order to take advantage of them usually for sexual preferences or for radicalisation purposes.

Although grooming is typically associated with children, vulnerable young people and adults are also targeted as they are typically more susceptible to grooming.

If somebody is being groomed, either online or in person, there are various indicators which may highlight that this is taking place including:

- Spending unusual amounts of time on the internet
- Being secretive about who they are spending time with, speaking to or the sites they are visiting
- Switching screens when somebody approaches the computer
- Becoming emotionally volatile

## **PREVENT**

The Prevent strategy is part of the [UK Government's CONTEST counter-terrorism strategy](#). Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain types of authorities, including education and training providers to “have due regard to the need to Prevent people from being drawn into terrorism”.

Makers are committed to supporting the three overarching objectives of the Prevent Strategy:

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

### **Purpose of Prevent**

The main aim of Prevent is to safeguard vulnerable individuals who may be at risk of potentially becoming involved in any kind of terrorist related activities or extremism. Makers will regularly assess the risk of radicalisation to our staff and students, and put procedures and policies in place in order to mitigate identified risks. Our prevent risk assessment can be found [here](#).

All staff have a responsibility to monitor safeguarding concerns and report safeguarding incidents to the Designated Safeguarding Officer (DSO).

### **Responsibilities**

Makers will ensure that all staff:

- Have undertaken training in the Prevent duty and how to spot signs of radicalisation and extremism
- Are aware of when and how concerns should be reported to Maker's DSO

- Promote the fundamental British values of democracy, the rule of law, individual liberty and mutual tolerance and respect through their conduct, behaviour and attitude at all times

## **What is Extremism?**

Across Makers, the accepted definition of Extremism is the following :

*“ is 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.”*

There isn't a place for Extremism at Makers of any kind. This applies to any part of the company including (& not limited to), staff, students, alumni, company community, suppliers, or contractors.

## **What is Terrorism?**

The CPS defines terrorism as:

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

## **What is Radicalisation?**

The UK Government defines radicalisation as:

*"The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups".*

Individuals can be radicalised in many ways. Vulnerable people can be more susceptible to radicalisation based on their circumstances, experiences or state of mind. Factors that may contribute to radicalisation include but are not limited to:

- Experience of poverty, disadvantage or social exclusion
- Identity confusion
- Conflict with family over religious beliefs and/or lifestyle choices/extreme political views
- Pressure from peers associated with extremism
- Underachievement

Makers understands that these factors can make students and staff more susceptible to radicalisation and that any concerns should be reported to the DSO in order to safeguard vulnerable people.



There are many potential indicators of radicalisation including but not limited to:

- Use of inappropriate, derogatory or racist language
- Possession of violent or extremist literature
- Changes in behaviour or attitudes
- Expression of extremist views
- Advocating or supporting extremist actions
- Association with known extremists or attendance at extremist rallies and events
- Seeking to recruit others to extremist ideologies

## **What are British Values?**

The UK Government has outlined four fundamental British values:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

Makers expects all staff, students, employers and contractors to uphold and promote British values through their behaviour, conduct and attitude.

## **Channel**

Channel is an early intervention programme which provides support to people who are identified as being vulnerable to being radicalised and drawn into terrorism. The Channel programme takes a multi-agency approach to protect vulnerable people by:

- Identifying individuals at risk
- Assessing the nature and extent of the risk
- Developing the most appropriate support plan for the individuals concerned

Channel interventions are dependent on the individual. Each programme is tailored to meet the needs of the person who has been referred. Channel is a voluntary programme so consent from the individual is required before a support plan can be put in place.

Support activities can include interventions around health, education, housing as well as mentoring, faith guidance or diversionary activities such as sport or art.

Referrals to the Channel panel can be made by anyone, including education and training providers.

## **Guest Speakers**

Makers recognises the value that external guest speakers bring to our staff and students. From time to time we invite guests to come to Makers to speak to our staff, students and apprentices about topics which may be of interest to them. These talks are usually focused on tech, specifically coding and software development.

Our aim is to balance freedom of speech with the need to protect any vulnerable learners we have from radicalisation. More information on how we achieve this can be found in our Guests and events policy [here](#).

## **Run, Hide, Tell**

The National Police Chiefs' Council has issued guidance on how to react in the event of a weapons or firearms attack. The NPCC do not want people to be alarmed but do want people to be aware of how best to keep themselves safe.

Makers promotes the Run, Hide, Tell reaction for all of our staff and apprentices.

## **MODERN SLAVERY STATEMENT**

Makers is committed to working towards the eradication of slavery and human trafficking. This document acknowledges the legislation and laws implemented by the Modern Slavery Act 2015 and details the steps that the organisation is taking to work towards the provision of the Act.

We are committed to ensuring that there is no slavery or human trafficking in our organisation and supply chains. Our [Modern Slavery policy](#) reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

## **SAFER RECRUITMENT**

Makers adheres to a safer recruitment process to ensure that appropriate checks are carried out on all new staff that work with or come into contact with students including Enhanced DBS checks in line with the Disclosure and Barring Service requirements. More information regarding our safer recruitment checks can be found in the [Recruitment policy](#).

## **Disclosure and Barring Service Checks**

The Disclosure and Barring Service (DBS) is an agency which helps employers make safer recruitment decisions by carrying out background checks and providing details of an individual's criminal record. Carrying out a DBS check will help Makers identify if a member of staff or potential applicant is unsuitable to work with students.

## REPORTING A CONCERN OR INCIDENT

All safeguarding concerns and incidents should be reported to the Designated Safeguarding Officer as soon as they arise.

### Recognising and reporting low level safeguarding concerns

A safeguarding concern is an observation which you make about a student or member of staff, which does not put them in immediate danger or require immediate action, but should be monitored to ensure that there is no escalation.

Safeguarding concerns could include a student becoming detached, isolating themselves from others, sudden changes in appearance or regular non-attendance.

Safeguarding concerns should be logged on the safeguarding concerns and incident form by the staff member raising the concern. Concerns will be logged on the safeguarding concern database by the DSO, each entry must include a date for review. The DSO, staff member who raised the concern and any other relevant parties will review the concern on the review date and assess whether the situation has escalated or if any further monitoring or action including an external referral is necessary.

### Reporting safeguarding incidents

A safeguarding incident is when a young person or vulnerable adult is in immediate danger or requires a referral to local social services in order to keep them safe from future harm.

If a student or member of staff is in immediate danger, actions should be taken to safeguard them from the risk of harm including calling emergency services or medical assistance.

If a student or member of staff is not in immediate danger but a criminal offence has occurred or is likely to occur, the DSO and police should be contacted.

All safeguarding incidents must be documented on the [safeguarding incident form](#). Section 1 of the safeguarding incident form should be completed by the member of staff dealing with the incident, section 2 of the form should be completed by the DSO dealing with the safeguarding incident.

Further information or guidance regarding completing the safeguarding concern and incident form is available from the DSO.

The DSO will be responsible for the secure storage of all safeguarding incident forms and any subsequent follow up of safeguarding incidents.

A Responding to Safeguarding Incidents flowchart can be found in **Appendix 1**.

## **DISCLOSURES**

If a student or member of staff raises a concern over their safety or well-being, the staff member hearing the disclosure should listen clearly to and record all of the information given, without making judgements or assumptions.

The **4R** (Respond, Report, Record, Refer) process should be followed.

### **Respond, Report, Record, Refer**

#### **Respond**

- Action should be taken to secure the immediate safety of the staff member or student if necessary including calling 999 for emergency services if required
- Get brief details about what has happened but do not probe or conduct a mini-investigation

#### **Report**

- All disclosures should be reported to the organisation's DSO and your line manager for further action

#### **Record**

- As far as possible, records should be written contemporaneously, dated and signed by the person to whom the disclosure has been made
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised person for accessing confidential information including the sharing of passwords

#### **Refer**

- The DSO will decide an appropriate course of action and if necessary or appropriate, make a referral to an outside organisation.
- In making a decision whether to refer or not, the designated safeguarding lead should take into account:
  1. The adult's wishes and preferred outcome
  2. Whether the adult has mental capacity to make an informed decision about their own and others' safety
  3. The safety or wellbeing of children or other adults with care and support needs
  4. Whether there is a person in a position of trust involved
  5. Whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- The police if a crime has been committed and/or
- Islington's Access & Advice Team (part of adult social services) for possible safeguarding enquiry
- Relevant regulatory bodies such as Ofsted
- Service commissioning teams
- Family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

## **TRAINING**

Makers will ensure that all staff are appropriately trained in safeguarding and prevent. This will include:

- Appointing and training a Designated Safeguarding Officer (DSO) and Deputy Designated Safeguarding Officer
- Training all delivery and front-facing staff in Safeguarding and prevent
- Providing annual refresher training for all staff

## **Designated Safeguarding Officer**

Makers is committed to keeping all of our students and staff safe, we recognise the importance of safeguarding and will therefore appoint a Designated Safeguarding Officer (DSO) and Deputy DSO to ensure that our safeguarding policies and procedures are effectively implemented.

Makers will ensure that the DSO and deputy receive specific training relating to their duties. The DSO will be responsible for maintaining their professional development in this area and for contributing to the development of the organisation's approach to safeguarding.

The DSO will be responsible for maintaining Makers' safeguarding records and for directly liaising with social services, local safeguarding boards and the police.

### **DSO Contact Details**

Dan Le Dosquet-Bergquist	Dan@makers.tech
Chloe Thornton	Chloe@makers.tech

## **Our approach to staff safeguarding training**

Makers will implement a blended learning style for the delivery of safeguarding training. This will include but is not limited to:

- Online and e-learning courses and modules
- Workshops and face-to-face training sessions
- External training and guest speakers
- Scenario testing
- Topical debates and discussions

## **KEEPING YOURSELF SAFE**

To maintain safety for both yourself and students and to uphold professional boundaries, staff should avoid:

- Befriending students on social media
- Distributing their personal telephone numbers
- Conducting home visits or transporting students to and from locations without prior approval
- Developing personal relationships with learners

It is also important for staff to be mindful of the following when conducting yourself:

- Building rapport is a natural part of the coaching process and will always be encouraged at Makers, however, it is of the utmost importance that all staff maintain professional boundaries at all times
- Do not promise to keep secret any concerning disclosures even if asked to do so by the students, Makers is committed to safeguarding all of our students and can only do so if correct reporting procedures are followed
- Avoid spending extended periods of time alone with students in a closed environment
- Be cautious when giving students personal advice based solely on your opinions, wherever possible information given should be based on facts and guidance (signposting)
- If at any point you feel unsafe or uncertain in the company of a learner, remove yourself from the situation and inform your line manager and DSO

## **INFORMATION FOR EMPLOYERS**

As part of Makers' duty to safeguard our students, we will speak to the employers that we work with about what you can do to ensure that students and apprentices are protected from threats and dangers in the workplace.

## **Your responsibilities as an employer**

Makers expects all of our employers to:

- Understand what is meant by safeguarding and how to promote the well-being of students and apprentices
- Be aware of your statutory duties towards the welfare of young people and vulnerable adults
- Be familiar with our guidance and reporting arrangements for safeguarding concerns and incidents

## **Reporting an incident**

If a learner reports an incident or makes a disclosure which is concerning to you, you should:

- Reassure the student that they have made the right decision by disclosing the information
- Record everything that the student says, using their own words wherever possible, take note of the time and date
- Inform our Designated Safeguarding Officer (DSO) and your line manager as soon as possible and pass on the written notes
- Maintain confidentiality and do not discuss with others
- Listen carefully and without making judgements
- Stay calm and composed throughout the discussion
- Avoid asking questions, where this is necessary, avoid any questions which could be deemed leading
- Do not give your own opinion or offer advice
- Do not promise that the disclosure will be kept secret, explain to the students that in order to protect them that it may be necessary to report the disclosure to the DSO
- If the student is at risk of immediate harm or danger, emergency services should be notified or medical assistance called

If a member of staff has a safeguarding issue brought to their attention by a Makers student or apprentice, they must treat it as a matter of urgency and report it to our DSO within 2 hours of the disclosure.

If you have any other concerns about an apprentice or student, please contact Makers' DSO and your line manager, no matter how big or small the concern may be.

## APPENDIX 1

### RESPONDING TO A SAFEGUARDING INCIDENT FLOWCHART

