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Title	Skills Launchpad Plymouth Safeguarding and Prevent Policy & Procedure
Approved by Board or internal procedure	Internal Procedure

Note: This procedure should be read in conjunction with Plymouth City Council Safeguarding and Prevent policies

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## Essential contact details

If you suspect or have concern about a child, young person or adult's safety or welfare; or concerns about the actions of a staff member, volunteer or visitor, contact the Skills Launchpad Safeguarding Team on:

Email: [SafeguardingSkillsLaunchpad@plymouth.gov.uk](mailto:SafeguardingSkillsLaunchpad@plymouth.gov.uk)

Contact Numbers: Rhianne (07876 396982) or James (07584 150730)

As soon as you can and when it is safe to do so. A member of the Safeguarding Team will contact you and take a statement. They will, if appropriate, keep you, the customer or staff member informed of any action taken. This includes online harm or abuse.

### Safeguarding Officers:

Rhianne Walkey – Youth Hub Coordinator

James Blake – Construction Coordinator

## Essential out of hours referral methods

To report abuse or neglect out of hours or in an emergency in Plymouth:

For those under 18 – report child abuse or neglect:

Call 999 if the child is in real danger now. Only dial 999 in an emergency i.e. when a crime is in progress, or someone's life is at risk

If you're worried about a child or young person or think they are being harmed, even if you are unsure, call: 01752 668000 or email a Multi-Agency Safeguarding Hub (MASH) contact form to: [mash@plymouth.gov.uk](mailto:mash@plymouth.gov.uk).

Outside normal working hours call MASH Out of Hours Service on 01752 346984

This service is made up of multi-agency professionals who can give you advice, information and support.

You can also contact the [NSPCC](https://www.nspcc.org.uk) if you want to talk to someone about your concerns and get advice.

For those over 18 who are at risk\* – report adult abuse or neglect.

Call 999 if the adult is in real danger now. Only dial 999 in an emergency i.e., when a crime is in progress, or someone's life is at risk

Out of hours, if necessary, report any ADULT safeguarding issues to:  
[www.plymouth.gov.uk/reportabuse](http://www.plymouth.gov.uk/reportabuse) or phone 01752 668000, options for those who are hearing and/or speech impaired are detailed on the link above.

There is also an advice line: 01752 304401, this takes you to an answerphone which is monitored twice a day and they will call you back.

Adult at risk is defined as an adult with care and support needs. An adult might be considered at risk if they are aged 18 years or over and:

- has needs for care and support (whether or not the local council is meeting any of those needs) and,
- is experiencing, or at risk of, abuse or neglect, and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

An adult at risk may be a person who:

- is elderly and frail due to ill health
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or personality disorder
- has a long-term illness/or condition
- misuses substances or alcohol
- is unable to make their own decisions and is in need of care and support
- is a young adult, over the age of 18, who has care and support needs and is 'in transition' from children to adult services
- is a carer (looking after another person with care and support needs)

## Commitment to Safeguarding and Prevent at Skills Launchpad Plymouth

Responsibility for safeguarding and Prevent is everyone's business. It is a priority for Leadership and Management at Plymouth City Council and Skills Launchpad Plymouth to help and protect young people and adult Skills Launchpad Plymouth members so that they are kept safe in their learning environments and communities.

We meet our safeguarding duties through activity that is proportional to the level of risk involved and recognise that the time and effort we need to spend on meeting this duty increases when we work with children or adults at risk. It is important for all staff to understand that both children and adults at risk need safeguarding, but that there are different approaches to take.

Five reasons to think about safeguarding adults and children differently

1. Children and adults at risk can experience different types of harm and abuse
2. Many people do not understand why adults need safeguarding
3. The way abuse is reported for children and adults at risk is not the same and the legislation for managing each is different. Services and organisations must make sure understanding of the correct steps to take when they are worried someone is not safe
4. All adults, including adults at risk, have a right to make unwise decisions - including the choice not to take action to protect themselves. This is different for children, where their safety is the primary concern - although listening to their views is still important
5. When you are safeguarding adults, you must consider the individual adult's needs in every situation. This might include considering whether the adult is subject to coercion or undue influence.

Skills Launchpad Plymouth is committed to being proactive in the provision of a safe and secure environment in which children (16+) and adults can access support, develop and succeed and where all aspects of their welfare will be protected. We have due regard to the need to prevent people from being drawn into terrorism (Prevent Duty).

We believe it is unacceptable for anyone to experience abuse of any kind and recognise our responsibility to safeguarding by a commitment to practices that protect them and to following Plymouth City Council policies and procedures. In addition to our Skills Launchpad Plymouth members, our duty of care also extends to accessible signposting for staff Skills Launchpad Plymouth members, stakeholders, visitors and volunteers and we endeavour to ensure their wellbeing and health and safety are a priority at all times.

We recognise that:

- the welfare, safety and security of our Skills Launchpad Plymouth members and those in their care, households or communities, where engaged, is paramount
- all Skills Launchpad Plymouth members, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse including being drawn into terrorism and radicalisation
- working in partnership with vulnerable adults, their parents, carers and their agencies is essential in promoting their welfare and addressing issues that may arise
- knowing our statutory responsibilities, what to do and where to go for advice or referral that is up to date and efficient is paramount

## 1.0 Safeguarding and Prevent contacts

Plymouth City Council has:

- Local Authority Designated Safeguarding Officer for children and young people in Plymouth and Skills Launchpad Plymouth membership of the Plymouth Safeguarding Board
- Designated Safeguarding Officers for adults at risk in Plymouth and Skills Launchpad Plymouth membership of the Plymouth Adult Safeguarding Board
- Designated Prevent Officer and Skills Launchpad Plymouth membership of Channel
- Chair of Plymouth Adult Education Service with responsibility for Safeguarding and Prevent

- Representation by the Skills Lead for Plymouth Adult Education Service on the Adult Education Advisory Board, with responsibility for escalating any issues from the Safeguarding Officers for Skills Launchpad Plymouth

## 1.1 Management of day to day safeguarding at Skills Launchpad Plymouth

Both designated Safeguarding Leads will also oversee Prevent concerns. They are regularly trained to the appropriate level and understand their responsibilities with respect to the protection of children, young people and vulnerable adults and the safeguarding of all Skills Launchpad Plymouth members. They are representatives on the Safeguarding Forum for Skills Launchpad Plymouth, with their role overseen by committee to ensure they:

- act as a source of support, advice and expertise for all staff
- act as a point of contact with safeguarding partners
- are the first contact for Safeguarding and Prevent concerns and referrals
- receive any concerns, make decisions on how to proceed and that the procedure is followed on such matters as making a referral, confidentiality and recording
- keep up-to date and communicate in a timely way on 'best practice' in safeguarding and Prevent
- continuously review and monitor effective Safeguarding and Prevent practice across Skills Launchpad Plymouth
- work with external agencies, whilst always placing the welfare of the individual at the centre of any action taken
- regularly review, monitor and action safeguarding and Prevent duty procedures, training records and reports
- share information about concerns with agencies who need to know, and involve others as appropriate
- receive outcomes of any safeguarding or prevent duty investigations where there are relevant issues to Skills Launchpad Plymouth through the Council's communications and action appropriately
- link with other relevant Designated Safeguarding Officers to share good practice regularly and review processes on Safeguarding and Prevent

All staff have a responsibility to report concerns to the Skills Launchpad Plymouth Safeguarding Team if they suspect abuse is taking place. No single practitioner can have a full picture of a child or vulnerable adults needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action

Contact details can be found on page 3 of this document.

All staff and Skills Launchpad Plymouth members are made aware of who the Safeguarding Team are, how they will support them and what their responsibilities to safeguarding are, through the Skills Launchpad website, informational displays, staff and member inductions.

## 2.0 Procedures

2.1 Skills Launchpad Plymouth service procedures for safeguarding children and Skills Launchpad Plymouth members are in line with:

- Keeping Children Safe in Education  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Working together to safeguard children  
<https://www.gov.uk/government/publications/working-together-to-safeguardchildren--2>
- Plymouth Safeguarding Adults Partnership  
<https://www.plymouth.gov.uk/adultsandchildrensocialcare/adultcareandhealth/adultsafeguarding/plymouthsafeguardingadultspartnership>
- Plymouth Multi-Agency Adult Safeguarding Policy and Procedures  
<https://plysab.proceduresonline.com>
- Plymouth and Torbay Safeguarding Children Partnership (PTSCP)  
<https://www.ptscp.co.uk/>
- Plymouth LSCP Procedures Manual
- <https://www.proceduresonline.com/swcpp/plymouth/index.html>

Skills Launchpad Plymouth ensure that:

2.1.2 Plymouth City Council provide a designated senior representative for Safeguarding including Prevent to support Skills Launchpad Plymouth.

2.1.3 Skills Launchpad Plymouth has at least 2 Skills Launchpad Plymouth members of staff who act as Safeguarding and Prevent Officers, who have also received multi agency training and who will have been briefed in this role

2.1.4 All new Skills Launchpad Plymouth members of staff and volunteers complete essential Safeguarding training including Prevent as part of their induction programme and that refresher training is completed by all staff at least every three years. Those with specific safeguarding responsibilities must undertake PCC Safeguarding training every two years

2.1.5 All Skills Launchpad Plymouth members of staff and volunteers know how to respond to a learner or client who discloses abuse or a safeguarding concern and the procedure to be followed in appropriately sharing this information

2.1.6 All Skills Launchpad Plymouth members are made aware of our responsibilities about adults at risk, and children and young person's protection procedures through publication on our website of the Plymouth Adult Education Safeguarding Policy ([Adult Safeguarding | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/adultsafeguarding)).

2.1.7 We have clear and visible policies in place covering, staff, and Skills Launchpad Plymouth members, use of premises, which identify where students or staff may be at risk of being drawn into terrorism

2.1.8 Our policies seek to ensure the suitability of adults working with children and young people at any time

2.1.9 Safer Recruitment pre-employment vetting checks to determine staff suitability are undertaken for all staff and volunteers recruited to work for Skills Launchpad Plymouth through Plymouth City Council Human Resource team and appointment will not be

confirmed unless satisfactory checks have been completed including references and eligibility checks.

There is monitoring to prevent unsuitable people from being recruited and having the opportunity to harm Skills Launchpad Plymouth members or place them at risk. Skills Launchpad Plymouth follow Plymouth City Council safer recruitment procedures to ensure the safe recruitment of staff, volunteers, consultants and workplace supervisors, ensuring all necessary checks are made.

Adverts for posts include the skills, abilities, experience, attitude, and behaviours required for the post; and the safeguarding requirements, i.e. to what extent the role will involve contact with vulnerable Skills Launchpad Plymouth members. The recruitment process makes clear that safeguarding checks will be undertaken and the safeguarding responsibilities of the post as per the role profile.

The following details are collected and verified:

- personal details, current and former names, current address and national insurance number;
- details of present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references; and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification
- the person's right to work in the UK

References are checked to ensure Skills Launchpad Plymouth are satisfied with the applicant's suitability to work with vulnerable adults.

When providing references for staff to other employers Skills Launchpad Plymouth will confirm if they are satisfied with the applicant's suitability to work with vulnerable adults and provide the facts (not opinions) of any substantiated safeguarding allegations but will not include information about allegations, which are unsubstantiated, unfounded, false, or malicious.

Barred List and Enhanced Disclosure & Barring Service Checks (formerly Criminal Records Bureau Checks), a Barred List check and an Enhanced Disclosure & Barring Service check are undertaken for any person recruited to work in a regulated activity. All records are kept in a single central record (SCR).

The following details are held in the Personnel file of the HR department or Agency, as appropriate for all staff:

- identity check
- further checks on people living or working outside the UK
- a check of professional qualifications
- a check to establish the person's right to work in the UK

If there are concerns about an existing staff member or volunteer's suitability to work with Skills Launchpad Plymouth members, all relevant checks will be carried out as if the person were a new member of staff. Similarly, if a member of staff working for Skills Launchpad Plymouth moves from a post that did not require vetting activity into work that requires it.

#### 2.1.10 Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a factual note on regulated activity in relation to children: scope. Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
  - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability
  - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

2.1.11 The name of any member of staff considered not suitable to work with children will be notified to the Plymouth City Council Human Resources department and in accordance with related regulations

2.1.12 Our procedures are reviewed and updated every 3 years or sooner in response to new guidance

2.1.13 The name of the Safeguarding Officers will be clearly shown in Skills Launchpad Plymouth with a statement explaining Skills Launchpad Plymouth's role in referring and monitoring cases of suspected abuse

2.1.14 All staff members new to Skills Launchpad Plymouth will be made aware by their line manager of the service policy and procedures, the name and contact details of the Safeguarding Officers.

### 3.0 Responsibilities

3.1 Skills Launchpad Plymouth recognises it is an agent of referral and not of investigation. It is not the Service's responsibility to investigate abuse

3.2 Skills Launchpad Plymouth have 2 Safeguarding Officers who are responsible for:

3.2.1 Referring adults at risk or those with care and support needs, if there are concerns about their welfare, possible abuse or neglect to the Local Adult or Children's Safeguarding Board (whichever is relevant to the case) using the stipulated referral procedure as soon as possible within the working day. Any person identified as being at risk of radicalisation is referred to the Channel programme through the Plymouth City Council Channel Coordinator. Where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and where a crime may have been committed to the Police as required.

3.2.2 Ensuring detailed and accurate written records of concerns about a vulnerable learner are kept even if there is no need to make an immediate referral

3.2.3 Ensuring all such records are kept confidentially and securely and are separate from other records listing dates and brief entry to provide a chronology

3.2.4 Ensuring that an indication of further record keeping is marked on the person's record

3.2.5 Acting as a focal point for staff concerns and liaising with other agencies and professionals

3.2.6 Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessment process and provides a report which has been shared appropriately, on advice

3.2.7 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending all essential training provided by the appropriate body e.g. FE/HE Prevent co-ordinators, Channel, LBR WRAP and Plymouth Child Protection Team

## 4.0 Supporting Children and Vulnerable Members

4.1 Skills Launchpad Plymouth will support all children and vulnerable Skills Launchpad Plymouth members by:

4.1.1 Encouraging the development of self-esteem and resilience

4.1.2 Promoting a caring safe and positive environment within Skills Launchpad Plymouth

4.1.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children and vulnerable Skills Launchpad Plymouth members

4.1.4. Notifying Social Care or Channel co-ordinators as soon as there is a significant concern using the published Plymouth City Council methods

## 5.0 Confidentiality

5.1 We recognise that all matters relating to safeguarding and child and learner's protection are confidential

5.2 Safeguarding Officers will disclose personal information about a child or learner to other Skills Launchpad Plymouth members of staff on a need to know basis only

5.3 All staff must be aware that they have a professional responsibility to share information only with designated Safeguarding Officers in order to safeguard children and vulnerable Skills Launchpad Plymouth members

5.4 All staff must be aware that they cannot promise a child, young person or learner to keep secrets, which might compromise safety or well-being of themselves or of another

5.5 Skills Launchpad Plymouth staff will always undertake to share our intention to refer a child or young person to Social Services with their parents/carers unless to do so could put the child or young person at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with the Education Welfare Service or Social Services on this point

## 6.0 Supporting Staff

6.1 We recognise that staff working at Skills Launchpad Plymouth who have become involved with a child or Skills Launchpad Plymouth member who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the Safeguarding Officer and to seek further support. This could be provided for all staff by, for example, Occupational Health and/or a trade union representative as appropriate. Plymouth City Council employees also have access to a 24/7 support service PAM Assist [www.pam-assist.com](http://www.pam-assist.com)

6.3 All staff at Skills Launchpad Plymouth are required to read Part 1 of Keeping Children Safe in Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Keeping Children Safe in Education states that schools should have 'A staff behaviour policy (sometimes called the code of conduct) which should, amongst other things, include – acceptable use of technologies, staff/pupil relationships and communications including the use of social media'. (Paragraph 55) Skills Launchpad Plymouth staff and volunteers are expected to understand that staff should have access to advice on the boundaries of appropriate behaviour including implications related to online learning.

6.4 Conduct or professional relationships between staff & Skills Launchpad Plymouth members. All Skills Launchpad Plymouth employees are required to observe PCC Code of Conduct for Employees at all times and are required to give due care to promoting and preserving the integrity of professional relationships between staff and Skills Launchpad Plymouth members  
[https://documentlibrary.plymcc.local/documents/Policy\\_code\\_of\\_conduct.pdf](https://documentlibrary.plymcc.local/documents/Policy_code_of_conduct.pdf)

6.5 Guidelines for safe working practice – This document provides valuable guidelines to all staff about how they need to conduct themselves. Staff who are unable to access this document should request a copy from their line manager.

6.6 In addition, although non-statutory and related to schools, Skills Launchpad Plymouth recommends all staff and volunteers familiarise themselves with the following from Safer Recruitment Consortium:

'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education' 2019, which has many examples of what the guidance means and includes a forward by Nadhim Zahawi, Parliamentary Under-Secretary for Children and Families. <https://www.safeguardingschools.co.uk/guidance-for-safer-workingpractice-for-adults-who-work-with-children-and-young-people-in-education-2019/>

6.7 In response to the increase in online learning/meetings, Skills Launchpad Plymouth recommend that all staff and volunteers delivering online familiarise themselves with the following:

- <https://swgfl.org.uk/resources/safe-remote-learning/>
- The guidance 'Teaching online safety in school' can be downloaded here: <https://www.gov.uk/government/publications/teaching-online-safety-in-schools> □
- Education for a Connected World (UKCIS, 2018) can be downloaded here: <https://www.gov.uk/government/publications/education-for-a-connected-world>
- <https://www.vodafone.co.uk/mobile/digital-parenting>
- <https://nationalonlinesafety.com/guides> <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- CEOP Child Exploitation and Online Protection [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

6.8 We recognise staff with safeguarding and Prevent responsibilities should have access to support (as in 2.1.3 above) and appropriate workshops, courses or meetings as organised by the Local Authority

## 7.0 Allegations against Staff

7.1 All staff should take care not to place themselves in a vulnerable position with adults at risk, a child or Skills Launchpad Plymouth members. It is always strongly recommended that interviews or work with individuals is conducted in view of other adults

7.2 We understand that any Skills Launchpad Plymouth member may make an allegation against a member of staff. Safeguarding enquiries by Social Services or the Police are not to be confused with internal disciplinary enquiries by Skills Launchpad Plymouth or Plymouth City Council. Any such allegations will be handled in accordance with the Plymouth City Council Disciplinary Policy & Procedure

[https://documentlibrary.plymcc.local/documents/Policy\\_and\\_procedure\\_disciplinary.docx.pdf](https://documentlibrary.plymcc.local/documents/Policy_and_procedure_disciplinary.docx.pdf)

If such an allegation is made, the member of staff receiving the allegation will immediately inform a Safeguarding Officer or the most senior member of staff if a Safeguarding Officer is not present within one working day of receiving an allegation or concern. Skills Launchpad Plymouth will follow the Local Authority procedures for managing allegations against staff and should not investigate the allegation at this stage, referring to <http://www.plymouthscb.co.uk/managing-allegations/>

7.3 The Safeguarding Officer on all such occasions will discuss the content of the allegation with the appropriate Safeguarding Lead within the Local Authority

7.3.1 If the allegation made to a member of staff concerns a Safeguarding Officer or manager, the person receiving the allegation will immediately inform the Chair of the Plymouth Adult Education Advisory Board and will consult as in 7.3 above, without notifying the Officer or Manager first

7.3.2 Suspension of the member of staff against whom an allegation has been made needs careful consideration, we will consult (as in 7.3.2 above) in making this decision

7.3.4 Our lettings agreement for other users requires that the organiser manages the suspension of adults where necessary from our premises

## 8.0 Whistleblowing

We recognise that Skills Launchpad Plymouth members cannot be expected to raise concerns in an environment where staff fail to do so. All staff, including Skills Launchpad Plymouth staff and volunteers, must be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to an impartial member of team in line with the Plymouth City Council Whistleblowing Policy:

[https://documentlibrary.plymcc.local/documents/Policy\\_whistleblowing.pdf](https://documentlibrary.plymcc.local/documents/Policy_whistleblowing.pdf)

## 9.0 Anti-Bullying & Harassment

9.1 Skills Launchpad Plymouth is committed to ensuring Skills Launchpad Plymouth members receive advice free from threat, oppression, or abuse. Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child and young person's protection procedures.

Bullying and Harassment will not be permitted or condoned. If a staff member witnesses or experiences an incident of bullying or harassment, they must report this to their Line Manager or designated person with responsibility for Safeguarding.

Harassment includes comments, actions, jokes or suggestions that might create a stressful learning environment or incitement to behaviour to cause such an environment. Complaints of harassment will be dealt with sensitively, discreetly and as quickly as possible.

Sexual Harassment – If someone behaves in a way which makes you feel distressed, intimidated or offended and the behaviour is of a sexual nature, this is called sexual harassment.

Sexual **harassment** = unwanted conduct of a sexual nature for adults.

This is sexual **ABUSE** for anyone under 18 or over 18 who meets the adult safeguarding threshold

### 9.2 Racist Incidents

- Racism is being subjected to abuse and harassment because of race, colour, beliefs or ethnic background.
- Racial discrimination means being treated differently to someone else because of race, colour, beliefs or ethnic background.

In the 1999 MacPherson Report, racist bullying was defined as 'any incident which is perceived to be racist by the victim or any other person'. These incidents can include racist abuse, physical threats or attacks, wearing of provocative badges, bringing racist comics or leaflets to work or college, inciting others to behave in a racist way, racist graffiti and refusing to co-operate with others.

It is a criminal offence under the Crime and Disorder Act 1998 to racially harass or assault anyone and the Public Order Act 1986 makes it an offence to use threatening, abusive or insulting language or behaviour to stir up racial hatred. Racist leaflets are outlawed. Since 2001, amendments to the 1976 Race Relations Act mean that complaints of racial discrimination in education can be brought straight to the county courts (England, Wales and Northern Ireland) or sheriff courts (in Scotland) without having to be referred first to the Secretary of State for Education.

9.3 Skills Launchpad Plymouth is committed to Equality and Diversity as set out in the Plymouth City Council Equality and Diversity Policy. Any disadvantage, discrimination, bullying or harassment related to protected characteristics as stipulated in the Equality Act 2010 will result in Skills Launchpad Plymouth taking formal action. Skills Launchpad Plymouth acknowledges repeated racist incidents or a single serious incident may lead to consideration under child and young person's protection procedures and possible suspension and permanent exclusion/ dismissal.

Plymouth City Council committing to excellence in Equality and Diversity

We are committed to ensuring equality and diversity is central to everything we do; from the way we deliver our services to the way we engage our employees. As an organisation, we are committed to doing the right thing and in the tenth year since the introduction of the Equality Act, we are committing to Excellence. Plymouth has an increasingly diverse population, but inequality continues to affect different people and communities in different ways. Cabinet have approved a review of our progress around equality and diversity and have endorsed our plans to reach the excellence level of the Equalities Framework for Local Government.

We will do this by ensuring equality is embedded into all our work, as well as ensuring the needs of our people and communities are met by tackling discrimination and disadvantage as well as fostering good relations between communities.

<https://www.plymouth.gov.uk/communitiesandneighbourhoods/socialinclusionandcommunitycohesion/equalityanddiversity>

#### 9.4 Cyberbullying or harassment

Cyberbullying is when a person uses technology e.g. mobile phones or the internet (social networking sites, chat rooms, Google classroom, Skills Forward, Zoom, Microsoft Teams, instant messenger), to deliberately upset someone. It can happen at any time of day and spread quickly, due to the nature of the technology.

Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become perpetrators by forwarding or not reporting cyberbullying. There is not a specific law which makes cyberbullying illegal, but it can be considered a criminal offence under several different acts.

9.5 Disciplinary procedure will be instigated as appropriate in accordance with Plymouth City Council's:

[https://documentlibrary.plymcc.local/documents/Guide\\_anti\\_bullying\\_and\\_harassment.pdf](https://documentlibrary.plymcc.local/documents/Guide_anti_bullying_and_harassment.pdf)

Victims of bullying or harassment, including that occurring outside Skills Launchpad Plymouth, will be supported by the Safeguarding Team or referred to outside agencies with their consent, as appropriate. Skills Launchpad Plymouth will identify potentially isolated locations and key times, and act to monitor them, to prevent bullying or harassment taking place. Staff will be made aware of the issues of bullying and harassment and where to obtain procedural advice.

#### 9.5 Trauma Informed practice

Skills Launchpad Plymouth are committed to raising awareness of Trauma Informed practice and the understanding of staff Skills Launchpad Plymouth members and stakeholders having lived experience. The Service are committed to the aspiration of Plymouth being a trauma-informed city.

<https://www.plymouth.gov.uk/adultsandchildrensocialcare/childrensocialcare/academysocialworkplymouth/informationandresourcespractitioners/traumainformedpractice#:~:text=Plymouth's%20Trauma%2DInformed%20Network%20is,how%20trauma%20can%20affect%20people.>

## 10.0 Prevention

10.1 We recognise that Skills Launchpad Plymouth plays a significant part in the prevention of harm to children, young people and adults by providing them with effective lines of communication with trusted adults and a culture of safety and protection.

10.2 Skills Launchpad Plymouth will therefore:

10.2.1 Establish and maintain a culture which is understood by all staff, which enables children and Skills Launchpad Plymouth members to feel secure and encourages them to talk knowing that they will be listened to

10.2.2 Ensure that all children and Skills Launchpad Plymouth members know there is an adult in Skills Launchpad Plymouth whom they can approach if they are worried or in difficulty

10.2.3 Provide opportunities which equip children and Skills Launchpad Plymouth members with the skills they need to stay safe from harm and to know to whom they should turn for help

10.2.4 Ensure there are opportunities to promote British values to Skills Launchpad Plymouth members. British values are defined as "democracy, the rule of law, individual

liberty and mutual respect and tolerance for those with different faiths and beliefs.”  
(Prevent duty guidance HM Government Dec 2014).

### 10.3 Sex Offenders

It has become clear that a small number of adults who are convicted sex offenders have tried to enrol at other Training Providers across the country. Whilst Skills Launchpad Plymouth has a role in the rehabilitation of offenders, the safeguarding of our Skills Launchpad Plymouth members must take a greater priority. If any member of staff or learner has concerns that a sex offender may be accessing any Skills Launchpad Plymouth site, this information must be passed to the Safeguarding Team immediately. The Safeguarding Team will contact outside agencies to verify any accusation and decide on the action to be taken.

### 10.4 Forced marriage

Forced marriage is different from, and should not be confused with, an arranged marriage. To force a person to marry someone against their will is an abuse and a criminal offence. The government have established a Forced Marriage Unit (FMU) to offer support and guidance to agencies. If staff suspect that a learner is being placed in a potential forced marriage situation, they should be referred to the Safeguarding Team immediately.

### 10.5 Female Genital mutilation (FGM)

FGM is recognised internationally as a violation of the human rights of girls and women. It reflects deep-rooted inequality between the sexes and constitutes an extreme form of discrimination against women. It is nearly always carried out on minors and is a violation of the rights of children. The practice also violates a person's rights to health, security and physical integrity, the right to be free from torture and cruel, inhuman or degrading treatment, and the right to life when the procedure results in death.

### 10.6 Criminal Convictions

Skills Launchpad Plymouth is inclusive and we are keen for all members to be well cared for. We therefore ask all applicants to declare if they have any criminal convictions of a violent or sexual nature, or for the unlawful supply of controlled drugs or substances. If you have answered 'yes' to the question above you will be asked to provide further details.

## 11.0 Health & Safety

11.1 Our Health & Safety policy, IT Users Policy and Online Safety Policy and Guidance sets out in separate documents, the consideration we give to the protection of children and Skills Launchpad Plymouth members both physically and, for example, in relation to internet use, trips and visits.

## 12.0 Children on Site

12.1 Skills Launchpad Plymouth is a service for people 16+ years old and so children should only be on site if accompanying a Skills Launchpad member.

## 12.2 Protocols for Children on Site or online

- Children are the responsibility of the accompanying adult at all times. The adult is the Skills Launchpad Plymouth member
- If the child is too sick for school, they are too sick to attend Skills Launchpad Plymouth venue and must not be brought in
- Children must not be left alone at any time while on site

## 12.3 Impromptu and emergency situations

12.3.1 Staff may not take their own children onto site whilst working unless in exceptional circumstances, provided that approval has been given by their line manager. The child must not be left unaccompanied and the protocols in 12.2 apply

12.4 Unattended Children on Site. It is the responsibility of each member of staff to report an unattended child to the duty manager. The duty manager should find out the name of the child and parent and then contact the parent and ask them to remove the child from the premises. At no time should a member of staff remain alone with the child, another member of staff should be asked to be present. No physical contact should be made with the child. The matter must be reported as a safeguarding incident.

## 13.0 Investigations

If any member of Skills Launchpad Plymouth is the subject of an investigation by the local authority or the police, they must inform the Safeguarding Officer.

## 14.0 Secure record keeping

Secure records of safeguarding and cause for concern reports are kept centrally with restricted access, summarising the issue, the action taken and outcome (where known) on the Safeguarding Spreadsheet. Records provide evidence that staff have an understanding of when to make referrals when there are issues concerning sexual exploitation, radicalisation and/or extremism or that they have sought additional advice and support.

### 14.1 Data Protection & Record Keeping

Confidential records will be kept for all stages of alleged or suspected child abuse. No records of situations of alleged or suspected abuse must be kept in openly accessible areas, all e-mail communications must be deleted. Any information about individuals must be kept confidential.

Any data that is retained, will comply with PCC Information Management Policies:  
<https://plymouthcc.sharepoint.com/sites/ToolsToDoMyJob/SitePages/Introduction-toinformation-management.aspx>

### 14.2 Information Sharing & Confidentiality

Information received in relation to safeguarding is often confidential and Skills Launchpad Plymouth complies with the relevant parts of:

- a) The Human Rights Act 1998
- b) The Common Law of Confidentiality
- c) The Data Protection Act 2018 (incorporating GDPR)
- d) The Children Act 1989
- e) The Children Act 2004
- f) The Care Act 2014

Skills Launchpad Plymouth acts appropriately regarding confidentiality whilst still complying with our duties of cooperation and integrated working between ourselves and appropriate external agencies, including Social Services and the Police while acting in the best welfare interests of our clients and service users.

Confidential information will not be shared without prior consent except in specific circumstances where Skills Launchpad Plymouth's legal duties prevent this. Information will be used only by the Safeguarding Team at Skills Launchpad Plymouth in connection with their duties. At times this may include disclosure to other relevant professionals such as social services and the Police.

This information will only be shared, on a 'need to know' basis, after confirming the identity and or authority of the person concerned, and where the subject is a child, with parent's prior consent, except in circumstances where the disclosure is necessary for compliance with a legal or statutory obligation, or it is necessary to protect a child's welfare.

### 15.0 Annual Audit

Skills Launchpad Plymouth Safeguarding Leads named will undertake at least an annual review of this procedure

### 16.0 Reporting & Oversight

'Safeguarding update' will be a standing agenda item at each Skills Launchpad Plymouth Team meeting presented by a Safeguarding Officer

### 17.0 Procedure Review

The Skills Launchpad Plymouth Safeguarding and Prevent team is responsible for ensuring the annual review of this procedure and whenever any updated Government guidance is issued.

## Appendix 1 – Safeguarding and Prevent information for the website



### MEMBER INFORMATION

#### Safeguarding

Our priority is to ensure the safety and protection of all our Skills Launchpad Plymouth members accessing our service. All staff have a duty to safeguard Skills Launchpad Plymouth members, to be alert to signs of abuse and to take action where abuse is reported. Skills Launchpad Plymouth is committed to promoting equality, diversity and an inclusive and supportive environment for its Skills Launchpad Plymouth members and affirms the rights of individuals to be treated fairly and with respect.

#### Prevent

Prevent is the Government's strategy to discourage and prevent people from becoming involved in violent extremism or supporting terrorism, in all its forms. The Prevent duty requires educational establishments like us to model British values in their practice and to use opportunities to explore British values and to challenge extremism. British values include: democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Prevent is about safeguarding our Skills Launchpad Plymouth members to keep them both safe and within the law. It is not about preventing Skills Launchpad Plymouth members from having political and religious views (and concerns) but about supporting them to use those concerns or act on them in non-extremist ways.

Skills Launchpad Plymouth will:

- Ensure all staff will be DBS checked
- Provide regular and up-to-date training and briefings for staff on safeguarding adults and children
- Ensure safeguarding policies and procedures are widely available to Skills Launchpad Plymouth members, staff and providers
- Promote a culture of value and respect for all within a supportive environment
- Provide opportunities to consult with and involve Skills Launchpad Plymouth members in the development of lifelong learning and its policies
- Provide designated persons at Skills Launchpad Plymouth to whom staff and Skills Launchpad Plymouth members can take any complaints or concerns

Skills Launchpad Plymouth Staff are required to:

- Provide sight of a DBS certificate before employment is confirmed
- Show respect for Skills Launchpad Plymouth members and colleagues at all times
- Understand the power and influence of their positions, particularly with more vulnerable Skills Launchpad Plymouth members, and not abuse it

- Undertake relevant training in safeguarding.
- Ensure that all Skills Launchpad Plymouth members are aware of relevant policies and procedures on safeguarding, bullying and equality and provide a safe learning environment.
- Ensure a diverse service that is sensitive to difference. Invite and encourage constructive feedback from Skills Launchpad Plymouth members about standards and styles of behaviour and promote an open and honest culture
- Deal with complaints of abuse, harassment and bullying promptly, sensitively, confidentially and in accordance with Company procedures.

Members are expected to:

- Promote a supportive and positive environment by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, safe and constructive learning environment in which diversity is valued
- Respect other people's rights to safety
- Not hurt or abuse or threaten to hurt or abuse others

All Skills Launchpad Plymouth members have the right to be protected from abuse or harm and access services in a safe and healthy environment.

Anyone who sees or hears of a potentially abusive situation involving an adult or child must report it immediately to a staff member or the Designated Officer. If you suspect that someone is being abused or if someone reports abuse to you:

**DO**

Take it seriously and listen calmly

Make sure the person is safe

Ensure your own safety

Establish what the person wishes to do

Protect any evidence as necessary

Explain that you must report it

Call an ambulance if urgent medical help is needed

Call the police if anyone is at further risk or if the alleged offender may escape arrest

**DON'T**

Ignore it

Put yourself or others at risk

Make judgements or apportion blame

Ask for more than the basic details

Promise to keep a secret

Discuss the situation with anyone other than your Tutor, or the Safeguarding Designated Person

Confront or question the alleged perpetrator of the abuse

Those with responsibility for Safeguarding and Prevent at Skills Launchpad Plymouth are:

Rhianne – Youth Hub Coordinator  
James – Construction Coordinator

Both can be contacted via Email on: [SafeguardingSkillsLaunchpad@plymouth.gov.uk](mailto:SafeguardingSkillsLaunchpad@plymouth.gov.uk)  
Or by phone: Rhianne (07876 396982) or James (075841 50730)

## Anti Bullying & Harassment

Skills Launchpad Plymouth is committed to ensuring its members receive advice and guidance free from threat, oppression, or abuse. Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child and young person's protection procedures.

Bullying and Harassment will not be permitted or condoned. If a learner witnesses or experiences an incident of bullying or harassment, they should report this to the Safeguarding Officers.

Harassment includes comments, actions, jokes or suggestions that might create a stressful environment or incitement to behaviour to cause such an environment. Complaints of harassment will be dealt with sensitively, discreetly and as quickly as possible.

Sexual Harassment – If someone behaves in a way which makes you feel distressed, intimidated or offended and the behaviour is of a sexual nature, this is called sexual harassment.

Sexual **harassment** = unwanted conduct of a sexual nature for adults.

This is sexual **ABUSE** for anyone under 18 or over 18 who meets the adult safeguarding threshold.

## Racist Incidents

- Racism is being subjected to abuse and harassment because of race, colour, beliefs or ethnic background.
- Racial discrimination means being treated differently to someone else because of race, colour, beliefs or ethnic background.

In the 1999 MacPherson Report, racist bullying was defined as 'any incident which is perceived to be racist by the victim or any other person'. These incidents can include racist abuse, physical threats or attacks, wearing of provocative badges, bringing racist comics or leaflets to work or college, inciting others to behave in a racist way, racist graffiti and refusing to co-operate with others.

It is a criminal offence under the Crime and Disorder Act 1998 to racially harass or assault anyone and the Public Order Act 1986 makes it an offence to use threatening, abusive or insulting language or behaviour to stir up racial hatred. Racist leaflets are outlawed. Since 2001, amendments to the 1976 Race Relations Act mean that complaints of racial discrimination in education can be brought straight to the county courts (England, Wales and Northern Ireland) or sheriff courts (in Scotland) without having to be referred first to the Secretary of State for Education.

Skills Launchpad Plymouth is committed to Equality and Diversity as set out in the Plymouth City Council Equality and Diversity Policy. Any disadvantage, discrimination, bullying or harassment related to protected characteristics as stipulated in the Equality Act 2010 will result in Skills Launchpad Plymouth taking formal action.

Plymouth City Council committing to excellence in Equality and Diversity

We are committed to ensuring equality and diversity is central to everything we do; from the way we deliver our services to the way we engage our employees. As an organisation, we are committed to doing the right thing and since the introduction of the Equality Act, we are committing to Excellence. Plymouth has an increasingly diverse population, but inequality continues to affect different people and communities in different ways.

We will ensure equality is embedded into all our work, as well as ensuring the needs of our people and communities are met by tackling discrimination and disadvantage as well as fostering good relations between communities.

<https://www.plymouth.gov.uk/communitiesandneighbourhoods/socialinclusionandcommunitycohesion/equalityanddiversity>

### Cyberbullying or harassment

Cyberbullying is when a person uses technology e.g. mobile phones or the internet (social networking sites, chat rooms, Google classroom, Skills Forward, Zoom, Microsoft Teams, instant messenger), to deliberately upset someone. It can happen at any time of day and spread quickly, due to the nature of the technology.

Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become perpetrators by forwarding or not reporting cyberbullying. There is not a specific law which makes cyberbullying illegal, but it can be considered a criminal offence under several different acts.

Disciplinary procedure will be instigated as appropriate in accordance with Plymouth City Council's policy.

Victims of bullying or harassment, including that occurring outside Skills Launchpad Plymouth, will be supported by the Safeguarding Team or referred to outside agencies with their consent, as appropriate. Skills Launchpad Plymouth will identify potentially isolated locations and key times, and act to monitor them, to prevent bullying or harassment taking place. Staff will be made aware of the issues of bullying and harassment and where to obtain procedural advice.