

If a young person or vulnerable adult discloses information to you: -

- Listen non-judgmentally.
- Stay calm.
- Ask open ended questions to clarify but do not investigate.
- Avoid giving any opinion or offering advice.
- Do not promise confidentiality – explain you may need to talk to someone immediately.
- Reassure the young person, but avoid unnecessary contact.
- Maintain confidentiality, do not discuss with others.
- Record what the young person said using their own words.
- Sign and date the record.
- **Inform the Designated Officer at Ashley Hunter as soon as possible.**

Our Designated Officer will then take the advice from the appropriate organisation for the best course of action. Remember the main priority is to protect learners from harm.

All serious cases of harm will be reported to either local Police or Social Services who will log the report and make further investigations; our Designated Officer will report this on the learner's behalf if the employer and learner have not done so themselves.

Safeguarding Individuals from Radicalisation

In respect of safeguarding individuals from radicalisation, Ashley Hunter Training Academy works to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate, seeks external support for learners through referrals to the Channel programme.

This programme aims to work with the individuals to address their specific vulnerabilities, prevent them from becoming further radicalised and possibly entering the criminal justice system because of their actions.

It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances, the process of radicalisation is essentially one of grooming by others.

If you suspect an employee/apprentice is vulnerable to radicalisation, contact our Designated Officer for advice and guidance.

**For further information and advice,
Contact Our Designated Officer**

Safeguarding Learners

A Guide for Employers

**Ashley Hunter Lead Safeguarding Officer:
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Safeguarding for Employers of Apprentices

Ashley Hunter is committed to safeguarding and promoting the welfare of all learners including young people and vulnerable adults. Employers also have a responsibility to the learners they employ.

As the employer of a learner, it is important that you understand your responsibilities to the learner and what safeguarding means for you.

We have a duty to help employers, as well as staff and learners to recognise their responsibilities, through guidance, support and training.

What is Safeguarding?

Safeguarding is defined by the Children's Act 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006. Safeguarding is defined in Working together to safeguard children 2013 as:

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

A Vulnerable Adult is a person "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

Agencies and organisations working with young or vulnerable adults must take all reasonable measures to ensure that the risks of harm to the individual's welfare is minimised. We recognise that any learner can become vulnerable at any time, and as such, safeguarding arrangements should cover all learners irrespective of their age.

Who do we need to safeguard?

Any learner employed by your company, or gaining work experience and undergoing training and education with us, and in particular learners who are under the age of 18 and any vulnerable adults.

Why is Safeguarding necessary for employed learners?

Under our duty to safeguard and protect, we must take steps to ensure that the young/vulnerable adult/learner is safe at all times. This does not just mean within the workplace, but also means to be able to identify and act on problems outside of the learner's work.

It is the employer's responsibility to ensure that employees working alongside learners are suitable, are of sound character and mind and will not pose as any threat or danger to learners. Further information can be found at www.gov.uk/government/organisations/disclosure-and-barring-service

Roles and responsibilities of employers and staff:

- To understand what is meant by safeguarding and promoting the welfare of learners and the different ways in which they can be harmed.
- Be aware of the statutory duty to safeguard and promote the welfare of the learners
- Be familiar with guidance and safeguarding procedures within Ashley Hunter. For example, who to report suspected harm to etc,

The types of harm could be:

- Physical
- Emotional or Psychological
- Neglect
- Sexual Abuse or Exploitation
- Bullying & Cyber Bullying
- Financial
- Discriminatory

Particular indications of harm could be:

- Showing wariness and distrust of adults/others
- Inconsistent explanation of injuries
- Low self esteem
- Aggressive or demanding behaviour
- Abusing alcohol or drugs
- Suicidal feelings or attempts at suicide
- Difficulty concentrating
- Being withdrawn
- Reluctance to go home

Factors contributing to harm could be:

- Isolation and lack of family support
- Stress or taking care of a family member
- Drug and alcohol problems
- Low self-esteem and self confidence
- Poor childhood experiences

The presence of one or more of these factors does not by itself prove that a learner is being harmed or is at risk of harm but it can alert you to the possibility that they may be at risk. More serious effects will occur if no one takes action to stop the harm and protect the learner.

Procedures to be used when harm is suspected

- Employees working closely with learners should be alert to the possibilities of harm.
- It is the duty of staff to **INFORM ONLY, NOT TO INVESTIGATE** – this is the role of the Police or Social Services.
- **If an employer or any staff member, in the course of their work have a learner has a safeguarding issue brought to their attention, it must be treated as a priority and the Designated Officer at Ashley Hunter must be contacted as soon as possible.**

