



CENTRAL COLLEGE OF
ANIMAL STUDIES

EMPLOYER'S GUIDE TO SAFEGUARDING

KEEPING APPRENTICES SAFE



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At CCOAS we take our responsibility to ensure the safety of all our students very seriously. We believe that all have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of all apprentices is paramount. Our approach is to embed the British Values, the Equality Act and the Prevent Duty within the day-to-day life of our apprentices.

Please note that, to protect the anonymity of potentially vulnerable apprentices we may not be able to inform you about confidential conversations with your apprentices

What is Safeguarding?

Safeguarding is the overarching term used to describe the protection of health, well-being and human rights of individuals. Under legislation, all parties involved in an apprenticeship must take reasonable action to minimise risks to apprentices, identify risks where there are at risk or vulnerable individuals and take appropriate action. An individual may be vulnerable or at risk due to their mental health, social circumstances or disabilities.

It means having a culture of vigilance where all parties know their responsibilities and act accordingly and all apprentices are aware of what they can expect and what to do if they have concerns.

Many areas are considered to fall under the definition of safeguarding such as:

- Abuse
- Bullying, including online
- Discrimination
- Homelessness
- Mental health
- Neglect and self-harm
- Racism
- Radicalisation and extremism
- Sexual abuse, including peer-to-peer

Emergencies and out of hours contacts

In the event of an emergency, including threat of life, always call the emergency services on **999**

For non-emergency calls you can contact the police on **101** or, for medical/mental concerns the NHS on **111**

A full list of additional organisations can be found at the end of this document

What is the Prevent Duty?

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies to have “due regard to the need to prevent people from being drawn into terrorism”. Employer providers have the duty to comply with Prevent.

- The Prevent strategy, published by the Government in 2011, is part of the UK’s overall counter-terrorism strategy, CONTEST.
- The aim is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.
- It deals with all forms of terrorism and with non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists then exploit.

Once we have investigated concerns, the CCOAS safeguarding team will determine the most appropriate course of action and may refer to the Channel programme.

Prevent Awareness Online Training

This e-learning, developed by HM Government, is an introduction into the risks of radicalisation and the role that professionals and practitioners can play in supporting those at risk.

It is recommended that all employers complete it

[Prevent Awareness Online Training](#)

What is Channel?

Channel is a programme that provides support to people who are identified as being vulnerable to being drawn into terrorism or extremism.

It is a supportive approach and operates in the pre- criminal space. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk;
- assessing the nature and extent of the risk;
- and developing the most appropriate support plan for the individuals concerned

What are the signs of Vulnerability?

There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that have a bearing on someone becoming vulnerable may include:

- loneliness or isolation.
- pressure from persons linked to extremism
- victim or witness to race or religious hate crime.
- conflict with family over religious beliefs/lifestyle/politics.

- identity confusion.
- recent religious conversion.
- change in behaviour or appearance due to new influence.
- under-achievement.
- possession of literature related to extreme views.
- experience of poverty, disadvantage or social exclusion.
- extremist influences.
- a series of traumatic events global, national or personal.

What is Radicalisation?

The process by which a person comes to support terrorism and forms of extremism leading to terrorism.

What is Extremism?

The Government has defined extremism in the Prevent Duty as:

“Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed services”.

Reporting terrorism activity

For concerns about possible terrorist activity you can contact the anti-terrorist hotline on **0800 789 321**

You can also report online material promoting terrorism or extremism: [Report online material promoting terrorism or extremism - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-online-material-promoting-terrorism-or-extremism)

What are British Values?

An important part of Prevent is the promotion of British values. These are the norms that shape our society and which are enshrined in law, through legislation such as the Equality Act 2010.

British Values are described as:

- **Democracy** will include encouraging apprentices to take part in democratic processes and understand how democracy influences all our lives e.g. through laws.
- **The rule of law** will include encouraging apprentices to research health and safety laws which regulate industry or review the health and safety processes relevant to their work.
- **Individual liberty** will include encouraging apprentices to discuss the extent that this exists or is limited by regulation.

- **Mutual respect and tolerance** will include encouraging apprentices to respect other people with particular regard to the protected characteristics of the Equality Act 2010.

What is the Equality Act 2010

All employers with apprentices or students on placement should exemplify British values through their behaviour and practice with students, colleagues and other people they interact with through their work. This includes:

- demonstrating and promoting tolerance and mutual respect as part of their Equality duty,
- complying with the Equality duty as set out in the Equality Act 2010 to prevent discrimination against people with protected characteristics.

The nine protected characteristics specified in the Equality duty are:

- age
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- disability
- race, including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

Useful Prevent information

The following sources may be useful for further information

- Government guidance to Prevent duty: [Prevent duty guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- What is Prevent? Let's talk about it: [Lets Talk About It - What Is Prevent? \(ltai.info\)](http://ltai.info)
- Free Prevent education from the Education and Training Foundation: [Prevent for Further Education and Training – Complying with the Prevent Duty \(preventforfeandtraining.org.uk\)](http://preventforfeandtraining.org.uk)

What is the role of CCOAS?

It is the college's duty to ensure:

- That tutors and other college staff are aware of their safeguarding obligations, through appropriate guidance, support and training.

- Apprentices have an awareness of safeguarding and understand how to access support services. It starts during the induction session in each academic year and embedded in the curriculum for the duration of the award.
- Safeguarding training for all staff who work with apprentices is provided.
- There is a safeguarding team that coordinates safeguarding across the organisation.
- Apprentices are safe online by assessing how they may be at risk of harm using internet or technology.
- Promotion of British Values throughout the apprentice programme. They are embedded within their lessons throughout the curriculum for the duration of the award
- Apprentices are encouraged to respect each other and their differences with regards to Equality Act 2010.
- Staff and employees are alert to the signs of vulnerability and are able to take appropriate action through the safeguarding team following college protocols.
- Help apprentices to understand the positive contribution they can make to empower themselves to create communities that are more resilient to extremism, and protect the wellbeing of particular learners or groups at risk of being drawn into extremist activity

If appropriate, the vulnerable individual will be discussed with the Regional Prevent Coordinator which may involve referral to the Channel

Safeguarding for students

Safeguarding is embedded in our curriculum throughout the full award

Our website has a safeguarding page dedicated to students which include a safeguarding policy for students, how to report concerns and a list of links to further guidance and advice.

It is recommended that all employers familiarise themselves with the contents and resources of this webpage

[CCOAS Safeguarding | Central College of Animal Studies](#)

What is my role as the employer provider?

You have a responsibility to:

- Ensure staff understand what is meant by the term ‘safeguarding’ and promote the active welfare of learners, including an awareness of any and all different ways in which they can be harmed
- Ensure staff are familiar with guidance and procedures within CCOAS with regards to safeguarding. For example, how and to whom incidents of harm or suspected harm must be reported

- Alert the college to any concerns regarding your apprentice learners to allow us to explore what the causes might be.
- Be alert to any changes in your apprentice learner behaviour, that in your professional opinion gives you cause for concern.
- Provide opportunities for staff and learners to discuss their own concerns about extremism and events in the news and about British values.
- Ensure staff working alongside learners are free from convictions and of sound character and judgement and will not pose a threat or danger to learners

What are the signs of harm?

Safeguarding applies to all kinds of harm a person may suffer. The five main types are:

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

Each of these forms of harm may manifest in visible signs that are particular indicators. These can include:

- Showing a wariness or distrust of adults; Regular or recurring injuries;
- An inconsistent explanation of injuries;
- Low self-esteem;
- Aggressive or demanding behaviour; Abuse of drugs or alcohol;
- Suicidal feelings;
- Self-harm or attempts at suicide; Difficulty concentrating or focusing; Acting withdrawn or uncommunicative; A reluctance to go home.

The presence of one (or more) of these is not in itself proof that a learner is being harmed or at risk of harm, but should raise concerns and be acted upon. Ignoring any of the above can allow a situation to become worse.

What do I do if a learner discloses harm?

No member of staff must ever assume that any physical or mental sign, or direct or indirect information, relating to the above is “trivial”, “none of their business” or that “someone else will sort it out”.

If a young person or adult at risk discloses any information that they are being harmed, or gives cause to a suspicion of harm, **THE LAW REQUIRES THAT YOU CANNOT IGNORE ANY ACTIVITY OR DISCLOSURE THAT HIGHLIGHTS A SAFEGUARDING ISSUE**

Staff working with young people or adults at risk need to be constantly alert to the possibilities and signs of harm.

If a student discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

- Listen carefully and take what is being said seriously
- Tell the student you have a duty to report concerns and you cannot promise confidentiality
- Write down what the student says in their words
- Make sure records are factual and do not contain personal bias or opinion

Any confession or harm, discovery or harm or strong suspicion of harm received by a member of staff, no matter how small or insignificant it may seem, must be regarded as the highest priority and referred to your Designated Person(s) (if one appointed) without any delay.

In turn that person **must contact CCOAS Safeguarding team with immediate effect.**

The Designated Safeguarding Lead (DSL) at CCOAS will take the appropriate action and involve any third-party organisations deemed necessary. All serious cases will be reported to the Police or Social Services, who will log the report and make further investigations. These may involve direct contact with the employer.

The DSL will keep the employer informed of any developments.

REMEMBER, THE MAIN PRIORITY IS TO KEEP LEARNERS FROM ANY HARM.

How do I report Safeguarding or Prevent concerns?

If you have a concern, would like more information or have any questions, please contact our Safeguarding Team:

- Designated Safeguarding Lead: Sol Indurain dsl@ccoas.org.uk
- Deputy DSL: Karen Lee deputydsl@ccoas.org.uk
- If you have any queries regarding safeguarding you can also contact our administration team on 01359 243 405 or via email on enquiries@ccoas.org.uk

Who else can help with safeguarding issues?

There are many external bodies and organisations that offer help in total confidence

VETLIFE – 24/7 Independent, confidential and free help for everyone in the veterinary community including veterinary nurses, students and non-clinical staff. **0303 040 2551**
<https://www.vetlife.org.uk/>

Age UK – Advice line for older people, their family, friends, carers and professionals **0800 678 1602** www.ageuk.org.uk

Alcoholics Anonymous – getting sober with the help of regular support groups. **0800 917 7650** www.alcoholics-anonymous.org.uk

Anxiety UK – Providing support to those diagnosed with an anxiety condition. **03444 775 774**
www.anxietyuk.org.uk

BEAT – those suffering from an eating disorder or experiencing symptoms. **0808 801 0677**
www.b-eat.co.uk

Cruse Bereavement Care – You are not alone. We're here to support you. **0808 808 1677**
www.cruse.org.uk

Ditch the Label - Supports people aged 12-25 on a variety of issues, including mental health, bullying, hate crime, identity and relationships. <https://www.ditchthelabel.org/>

Family Lives – advice on all aspects of parenting. **0808 800 2222** www.familylives.org.uk

FRANK – Free, confidential information and advice about drugs their effects and the law. **0300 123 6600** www.talktofrank.com

Kooth - online counselling service for anyone feeling sad, anxious or finding life hard.
<https://www.kooth.com/>

Men's Health Forum – 24/7 stress support for men by text, chat and email. **0207 922 7908**
www.menshealthforum.org.uk

MIND – Promotes the view and needs of people with mental health problem. **0300 123 3393**
www.mind.org.uk

National Gambling Helpline. **0808 8020 133** www.begambleaware.org

National Suicide Prevention Alliance – Campaign Against Living Miserably (CALM) **0800 58 58 58** www.thecalmzone.net

NHS First Response Service – 24/7 service on how to access mental health services. **0808 196 8708** <https://www.dpt.nhs.uk/our-services/first-response-service>

NSPCC helpline – Helping adults protect children. **0808 800 5000** www.nspcc.org.uk

Refuge - For women and children against domestic violence. **0808 2000 247**
www.nationaldahelpline.org.uk

Samaritans – Confidential support for people experiencing feelings of distress or despair. **116 123** www.samaritans.org.uk

Shout - 24/7 text service (**85258**) for anyone struggling to cope and needing help. Resources available on various topics e.g., anxiety self-help guide, mood journal app, LGBTQ+ support etc.
<https://giveusashout.org/get-help/>