



# Safeguarding and Prevent Policy & Procedure

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## 1. Introduction

The purpose of this statement is to inform everyone connected with Realise of our position with respect to the safeguarding of learners and the Prevent Duty. Learners includes anyone we're training and supporting through our programmes including apprentices, trainees and adult learners.

Realise believe that it is always unacceptable for a learner to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all learners by commitment to practice that protects them, looks to minimize potential harm and keep them safe. All staff have access to this policy through internal communication tools including Blink and are made aware of the policy, how it can be accessed and what it means to them and their role both at initial employment then throughout the year through training (see below for more details).

Realise recognise that:

- The safety and wellbeing of learners is paramount.
- All learners, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm, abuse and radicalisation.
- Working in partnership with learners and with other agencies is essential in promoting a safe environment and the Prevent Duty.

The purpose of the policy and its supporting documents will be to:

- Provide protection for the learners and customers on Realise programmes in regards to safeguarding and the Prevent Duty.
- Provide employees with guidance on procedures they should adopt in the event that they suspect a learner may be experiencing, or be at risk of, harm, abuse or radicalisation.
- Provide employees with training, guidance and a code of conduct
- Ensure all services and staff operate within the required legal framework that surrounds Safeguarding and Prevent including the Prevent Duty Guidance.

The policy applies to all employees, including senior managers and the board, paid employees, volunteers, learners, or anyone representing Realise.

We will seek to safeguard all learners by:

- Valuing them, listening to them, and respecting them
- Adopting safeguarding recommendations
- Sharing information about concerns with appropriate authorities, and involving learners and their parents or carers appropriately
- Safer recruitment practices
- Offering welfare support services
- Applying industry best practice
- Having an appropriately trained and skilled Designated Safeguarding Lead and team of deputies

- Implementing robust IT use and support policies including e-safety measures
- Sharing and promoting our Safeguarding and Prevent Policy to learners including through appropriate induction training to each of our programmes
- Effective reporting and recording systems

We are committed to reviewing our policy and practice annually with updates and reviews as and when required in-between this should legislation and or best practice change during the year.

## **2. Background and general principles**

Realise is committed to safeguarding and promoting the welfare of learners and expects all learners and employees to share this commitment. This policy outlines how Realise will meet this commitment and the legal requirements to fulfil its duties.

We expect our Delivery Partners to comply with relevant legislation and best practice relating to Safeguarding and Prevent Duty, including protecting learners from radicalising influences.

This Policy supports Realise role in safeguarding and Prevent Duty. It states how the organisation will work in conjunction with other agencies to recognise and manage suspicions, allegations and findings of abuse or radicalisation of adults and children at risk which may occur on Realise premises or in their workplace.

Safeguarding at Realise is effective as recognised by our ‘Good’ status following Ofsted inspection in September 2017.

### **What is safeguarding?**

Safeguarding is intended to keep children and adults at risk safe from a range of potential harm and looks at preventative action, not just reaction. Realise are committed to displaying, promoting and delivering the safeguarding message within its centres, with its learners and all employers and Delivery Partners.

It means promoting the welfare of children and adults and having policies and procedures in place which define how we will seek to protect our learners. Safeguarding defines how we will respond to;

### **Child and Adult at Risk Protection**

Protection from maltreatment (abuse, neglect, exploitation, radicalisation or victimization etc.) where the perpetrator is a member of the wider community, another learner or an employee.

## Welfare support needs

Preventing the impairment of health and development and the promotion of support for individual needs.

- Enabling young people to have optimum life chances and enter adulthood successfully.
- Helping learners to access the help they need to enable them to achieve their full potential.
- Providing support and guidance linked to mental health issues and risks.

## Who are we safeguarding?

Realise's safeguarding arrangements are to protect all of our learners, employees and stakeholders:

- 'Child' means anyone under the age of 18
- 'Young person' means anyone aged 14 to 17
- 'The term "adult at risk" is used as an exact replacement for "vulnerable adult" (as used throughout existing Government guidance). An adult at risk means a person, aged 18 or over, living in certain situations, detained in custody, supervised in the community or receiving specific services.
- Throughout this policy the term "adult at risk" has been used to replace "vulnerable adult". This is because the term "vulnerable adult" may wrongly imply that some of the fault for the abuse lies with the adult abused.

Realise are mindful that a number of other situations may render a person 'vulnerable' such as

- victims of domestic abuse, migrants, living in a drug-misusing family, living in areas of high crime, being likely to face racism or having caring responsibilities.

## What are we safeguarding from?

This is not an exhaustive list and there may be other situations and circumstances that arise.

- Radicalisation and/or extremist behaviour
- Local area or population issues such as gang activity
- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect
- Exploitation including county lines, forced marriage, financial, sexual and up-skirting
- Extremist terrorist groups or radicalisation
- Domestic abuse
- Bullying including cyber bullying, bullying in the workplace and prejudice-based bullying
- Risks linked to technology and social media, including online bullying, grooming, radicalisation, accessing and generating inappropriate content for example, sexting and revenge porn
- Drug and alcohol misuse
- Racist, disability and homophobic or transphobic abuse

- Gender based violence
- Peer on peer abuse, such as sexual harassment
- Accidents (road, home, in the workplace)
- Self-harm
- Suicide and mental health matters
- Fabricated or induced illness
- Unsafe activities and environments including those online or cyber environments
- Crime
- Honour based violence
- Unsuitable housing/homelessness
- Female Genital Mutilation
- Modern Slavery

### **What is the prevent duty?**

In 2015 the government published the Prevent Duty guidance as part of their overall counter-terrorism strategy. As a result, Realise recognises their responsibility to have a “due regard to the need to prevent people from being drawn in to terrorism” (Counter Terrorism and Security Act 2015) focussing on the 3 key objectives

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

The aim of the Prevent Duty is to reduce the threat of terrorism in the UK by stopping people becoming terrorists or supporting it and focuses on the need to prevent people from being drawn in to terrorism. Realise understands it has a legal responsibility to fulfil the Prevent Duty Statement.

### **3. Who is responsible for safeguarding?**

The Working Together to Safeguard Children Guidance 2018 states that ‘Whilst it is parents and carers who have primary care for their children, local authorities, working with partner organisations and agencies, have specific duties to safeguard and promote the welfare of all children in their area. The Director of Children’s Services and Lead Member for Children’s Services in local authorities are the key points of professional and political accountability, with responsibility for the effective delivery of these functions.’ In light of this, Realise are committed to supporting all employees to understand the requirements placed upon them by this act. This is done through a variety of ways including information, advice and guidance, mandatory training and support resources.

The Board accepts overall responsibility for Safeguarding and Prevent and as a result is committed to reviewing the Realise policy and practices annually.

The Director with overall responsibility for Safeguarding is the Director of Quality & Compliance. Any concerns about poor practice by the Designated Safeguarding Lead (DSL), or their deputies should be referred to the Director of Quality & Compliance.

The Safeguarding and Prevent Policy is actively and positively promoted to all staff, ensuring commitment from all at all times by:

- Having a clear and accessible policy in place that staff are aware of
- A Designated Safeguarding Lead (DSL) and team of deputies
- Awareness raising activities by DSL and Deputies including ‘knowing who to contact’ and attending team meetings to promote the effective implementation of the policy
- Adopting industry best practice technology to support and aid reporting (Tootoot app) and online tool for staff and learners to report safeguarding concerns
- Monthly hot topics of key issues
- Trend analysis and reporting with monthly updates to the Board
- Including Safeguarding and Prevent as a standing agenda item at key meetings across Realise including monthly Senior Leadership Team sessions, led by the Director of Quality
- Mandatory training for all staff that is renewed annually to keep them up to date and aware of the current risks related to Safeguarding and prevent, how to implement the policy and how to protect learners and employees.

#### **4. Child and adult at risk protection**

The Designated Safeguarding Lead (DSL) is the ‘Designated Person’ with lead responsibility for safeguarding all learners. The Safeguarding and Welfare Manager is supported by the Director of Quality & Compliance.

The Designated Safeguarding Lead is also supported by a trained team of Safeguarding & Welfare Deputies who are all trained to Safeguarding level 3 as a minimum, qualified as mental health first aiders and also in specialist areas that enables Realise to be best prepared to support a wide range of instances. This network of employees are in place to offer immediate response to safeguarding matters on the ground.

Where it is suspected that a learner is experiencing abuse, experiencing mental health concerns or being drawn into radicalisation, this should be immediately reported via the Tootoot platform where the Designated Safeguarding Lead will triage and allocate the case to the relevant deputy who is deemed the most appropriate to deal with the instance. Realise is committed to protecting its learners from abuse and continuously improves its systems, processes and policies to reflect this.

The Designated Safeguarding Lead also provides generic safeguarding advice and support to other employees and delivery partners and liaises with external agencies, including Local Safeguarding Children’s Boards, Local Prevent coordinators, Local Safeguarding Adults Boards, the Care Quality Commission, Ofsted and the Police.

## **Training for employees**

Realise are committed to preparing its employees on how to recognise abuse or the signs of radicalisation ensuring effective implementation of the policy.

All employees are required to undertake a mandatory safeguarding and Prevent Duty training programme this will be delivered during induction to new employees regardless of job role. It is expected that employees will undertake refresher training every year enabling an up-to date knowledge and awareness of Safeguarding and Prevent as well as how to effectively implement this policy. In addition the Designated Safeguarding Lead supported by the deputies, will attend team meetings to support employee's general understanding of Safeguarding and Prevent via a planned programme of CPD.

Further to mandatory training the Designated Safeguarding Lead is available to offer generic and specific information, advice and guidance to employees around safeguarding and welfare matters either by phone or by email.

Training and CPD related to Safeguarding and Prevent is planned and recorded in the Realise LMS system and reviewed by the board on a monthly basis ensuring effective implementation of the policy.

## **Safer recruitment of employees**

Realise are committed to safe recruitment for all positions across the business and practices safer recruitment activities throughout the recruitment processes. It is a criminal offence for barred individuals to work with children or adult at risks in regulated activity and Realise are committed to seeking the relevant DBS check when recruiting to such roles. All DBS checks will be undertaken in accordance with the recommendations by the Disclosure and Barring Service and the Realise Recruitment & Employment of Ex-Offenders policy and the requirement to undergo such a check will be highlighted to applicants at an early stage.

All employees involved in recruitment are required to undertake mandatory Safer Recruitment training, delivered either by the Designated Safeguarding Lead or through the Online Learning Environment.

## **Support for employees**

It is recognised that to enable employees to meet their safeguarding and Prevent responsibilities they may, at times themselves, require additional support. Realise operate an open door policy and whilst the first port of call is always the line manager. Employees may wish to seek additional personal support from HR, Senior Managers or the Employee Assistance Programme. Specific advice on safeguarding and welfare issues can be sought from the Designated Safeguarding Lead.

## **Counselling support for learners**

The usual advice for learners is that they contact their G.P. as most G.P.'s have access to counselling. Learners may also make contact with the Safeguarding Deputy for their branch or sector.

## **Safeguarding & wellbeing deputies**

The network of Safeguarding & Wellbeing Deputies and manager work closely together to ensure support is available across this team. Meetings are held quarterly to ensure a consistency of approach, sharing of good practice and reflection on themes and disclosures to ensure that support is constantly being strengthened and improved and that the deputies are fully supported.

## **5. Information and support for learners**

All learners will receive Safeguarding and Prevent information during their induction and initial meeting, including access to the Tootoot platform to report safeguarding, radicalisation or mental health risks and disclosures. Tootoot provides a safe and secure online platform to raise, record, monitor and track investigations or concerns. Their Training & Development Officer (TDO) has the responsibility to ensure that they understand how safeguarding and confidentiality operates within Realise as a part of the induction process.

Learners can expect a confidential service (within the bounds of Child Protection) when making contact with welfare support and an initial response within 1 working day. All contacts will be investigated and actions agreed appropriately.

Learners can expect that they will be treated sensitively and with dignity should a safeguarding incident or concern occur. Realise requires its employees to treat such matters confidentially, notifying colleagues only on a 'need to know' basis.

## **Sharing of information**

Realise work to the following Confidentiality Statement with our learners;

“It is important that you feel safe and confident to discuss any issues that you may have with a member of the Realise team. For this reason any information that you share will not be discussed outside of the employees who can directly help and support you, unless you tell us that either you or others are at risk of harm. In such cases we may have to share this information with external agencies such as Local Safeguarding Children's Board, Local Safeguarding Adults Board, the Care Quality Commission, Ofsted or the Police. This will only be passed on with your knowledge.”

## 6. Reacting to safeguarding or prevent disclosure or incidents

Realise have adopted the 5R's (see appendix 4 for more detail)

- Recognition
- Response
- Reporting
- Recording
- Referral

Any concerns, incidents or disclosures raised by learners or employees should follow these principles and in the first instance immediately be reported to the Designated Safeguarding Lead, using the Tootoot reporting platform. Tootoot provides an effective and easy tool to raise, record and investigate concerns.

### Accusations of abuse

Should an accusation of abuse be aimed at a Realise employee, by a learner the Director of Quality & Compliance will liaise with the People Director and decide whether the individual will be suspended pending further enquiry.

### Investigations relating to an employee (Person of Trust)

An investigation may need to be led by the Quality & Compliance Director and the People Director, and any findings may need to be given to the relevant authorities, such as the police or local safeguarding children or adult's board. In certain cases the Disclosure & Barring Service may need to be informed, if an employee is found by the relevant authority to have committed a criminal offence. The DBS would make the decision as to whether the employee should be barred from working with children or adults at risk. Full cooperation will be given to any of the aforementioned authorities.

### Disclosures

Learners may not disclose to anyone about what is happening for a number of reasons – threats, fear of punishment, guilt, shame, thinking that they will not be listened to or believed and an inability to communicate. Behaviour and attitude of employees should be one of vigilance, openness and confidentiality in order to create a culture consistent with safeguarding practices. Disclosures may also be reported via Tootoot anonymously to enable support and guidance to be provided on an anonymous basis where required. In addition, learners can also email [hello@realisetraining.com](mailto:hello@realisetraining.com). Realise expects employees to be mindful of the support available to learners and seeks to encourage learners to access this at appropriate times throughout their time with us. Employees will actively avoid making safeguarding a 'tick box exercise'.

## **Risk assessments**

Realise recognise that it is necessary to undertake safeguarding risk assessments and that safeguarding should be considered alongside other standard assessment of risk processes.

At times it will be appropriate to risk assess individual or specific groups of learners. Such circumstances should be advised to the Designated Safeguarding Lead, in advance of the learner commencing, for a risk assessment to be undertaken, mitigations to be agreed, and where necessary, actioned.

## **Multi-Agency Public Protection Arrangements (MAPPA) Learners**

Where a learner is defined as having a MAPPA, information should be shared about them during the referral process. However, information from referral agencies is sometimes scanty and can be non-existent; therefore, we need to establish from the beginning, through the initial discussion with a client whether they have any restrictions and if they have a MAPPA in place. This allows for the nature and level of risk that they pose to the public to be assessed and a risk management plan implemented to protect the public and our workforce.

## **7. Involving external agencies**

### **Referral**

The Designated Safeguarding Lead or their Deputy are responsible for referral of incidents or allegations of abuse to Local Safeguarding Vulnerable Adults Boards, Local Safeguarding Children's Boards, the Care Quality Commission, Ofsted, the Disclosure & Barring Service and sometimes the police or in cases of radicalisation to the Channel Scheme as appropriate. The above mentioned services have the lead role in coordinating the multi-agency approach to safeguard adults and children at risk and may ask for attendance by employees of Realise to strategy meetings or for written evidence of incidents.

### **Reporting to the police**

Realise will report all incidents involving drugs to the police and seek their advice and possible involvement. The police will always be involved in the disposal of suspected illegal drugs.

Realise will refer to the police incidents of the following type:

- assault (whether physical or psychological)
- sexual assault and rape
- grooming
- theft, fraud or other forms of financial exploitation
- certain forms of discrimination, whether on racial or gender grounds

Whether to involve the Police will be a matter for the Director of Quality & Compliance and People Director or, in urgent situations, another member of the Board, if necessary in consultation with the Realise legal representatives.

## **Recording of incidents**

All incidents should be fully and accurately recorded as any notes may be used in subsequent court proceedings. Incidents should be recorded in the Tootoot platform against the related case where only approved employees can access it.

The Safeguarding & Welfare Manager and their Deputies have been trained in completing of reports, storage of reports in Tootoot and confidentiality and sharing of information.

## **8. Behaviours**

### **Social media**

Realise recognise that there are notable benefits to using social media as communication and promotional tools as well as potential negative effects in terms of reputation and safeguarding. In order to use Social Media in a safe and professional way, Social Media guidance will be provided to employees. This will provide guidance on how Realise expect them to operate when using social media. Owing to the Safeguarding implications surrounding the misuse of social media formats any activities undertaken outside the boundaries of the guidance will be dealt with as a disciplinary matter.

### **Weapons and violent behaviour**

Realise recognises that there is a possibility that employees, learners, clients or visitors may come into contact with violent or aggressive behaviour and that this contact may lead to personal harm. In such an instance, it is the policy of Realise to support victims and deal with these situations and any consequences with sensitivity and compassion. Occurrences of violent or aggressive behaviour must be reported immediately to the most senior person on site so that the appropriate action can be taken.

All incidents will be investigated and treated with the utmost seriousness, and may lead to disciplinary action or the involvement of the police.

Learners and employees can expect to be able to learn and work in a safe environment and therefore all weapons and/or objects that are carried with the purpose of being used as a weapon are banned from Realise premises. Any learner, employee or visitor found to be in possession of a weapon will be asked to leave the premises and the relevant disciplinary action will be taken. Owing to the level of risk posed by the presence of a weapon on site it is likely that such an instance will result in permanent dismissal from programme and company premises. Where relevant the Police will be contacted to enable weapons to be confiscated and the relevant actions to be taken.

## Radicalisation, extremism & the prevent duty

In respect of safeguarding individuals from radicalisation, Realise 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 individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly entering the criminal justice system because of their actions. Realise follows all statutory legislative requirements and guidance with regards to the Prevent Duty and ensures all staff have appropriate training and support to be able to protect learners and employees from radicalising influences, ensure learners and employees are resilient to extreme narratives and know how to identify changes in behaviour of learners and employees.

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.

Possible signs of radicalisation include an individual:

- becoming increasingly extreme regarding another section of society or government policy
- becoming increasingly intolerant of more moderate views
- expressing a desire/intent to take part in or support extremist activity
- being observed downloading, viewing or sharing extremist propaganda from the web
- they become withdrawn and focused on one ideology
- changing their appearance, their health may suffer (including mental ill health)
- becoming isolated from family, friends, peers or social groups

The Department for Education have provided a Local Authority Prevent Coordinator for us contact details are:

Hifsa Iqbal Hifsa.Haroon-Iqbal@Education.gov.uk

Hifsa will advise us whether the issue needs to be referred to the Local Prevent Police Lead or Local Authority Prevent Lead in the area where the person lives.

We also have a Local Police Prevent Lead for the South Yorkshire area:

Brendan Pakenham - Brendan.Pakenham@southyorks.pnn.police.uk

Hifsa Iqbal and Brendan Pakenham must be contacted by the Safeguarding & Welfare Manager if there are concerns or advice is needed about radicalisation or extremism issues. If the Safeguarding & Welfare Manager is not available, their Deputy must do this.

As part of mandatory training, all employees regardless of role, undertake Government Home Office Prevent training and will refresh this every 2 years in line with guidance.

Realise monitor the use of data processed on its IT systems (Servers, laptops, desktops, tablets, and mobile phones). This may include (except where precluded by local privacy laws) examination of the content stored within emails (via DLP policies and regular expression rules in Microsoft 365 and Barracuda email gateway), data files of any user, and examination of the access history, including website viewed (using Sophos and Microsoft 365 Defender) By default, web filtering policies block: Adult content, legal liability (Child abuse, criminal activity, Hate & intolerance, Hacking, illegal drug, illegal software, school cheating, self-harm and weapons). Any site meeting a block category is automatically blocked and an alert logged.

Only authorised admins have the ability to view, create, amend or delete data quarantined by the DLP and web filtering policies.

### **Local prevent duty risk assessments**

In order to assess the risks across every area where we are working in the UK. The Safeguarding and Welfare Manager has linked with every DfE Prevent Coordinator in each region. They receive regular updates from them directly about risks relating to radicalisation and extremism in their area. The Safeguarding & Welfare Manager also attends their regional Prevent meetings.

Local risk assessments are discussed with the Deputies and ask for input from teams around risks relating to radicalisation, extremism and welfare or lone working issues they are aware of and this is fed back to the Designated Safeguarding Lead who then escalates to the Realise employees, learners and delivery partners working in this area.

### **Making a channel referral**

Referrals may be made to the Channel Programme at the relevant local authority or police. This is a confidential, multi-agency safeguarding programme that supports people who are vulnerable to radicalisation. The programme is about early intervention to protect vulnerable children and adults who might be susceptible to being radicalised, which left unsupported could lead to terrorist related activity.

### **Removal from programme**

For learners, in general this should be seen as a final step only after all other strategies have been applied, or the offence is very serious, such as supplying an illegal drug. Where a learner is mandated by a third party such as Job Centre Plus, the learner will be referred back. If it is a learner who is employed such as an Apprentice, this will be discussed with their employer.

## **9. Governance**

Realise board has the overall and final responsibility for this Policy, supported by the Director of Quality & Compliance and Safeguarding & Welfare Manager, who will control the coordination, implementation and monitoring of the Policy throughout the Company.

This Policy will be reviewed at least annually by the Director of Quality & Curriculum and Safeguarding & Welfare Manager and approved by the board.

The Safeguarding & Welfare Manager will actively assess any improvements that can be made and propose these changes to the Director of Quality & Compliance.

At the board's sole discretion, any updates or additional processes may be implemented; these updates or additional processes will be incorporated into this Policy in the annual review period. Updates will be cascaded throughout the Company.

### **Appendix 1 - Photographs of learners**

At Realise we understand the possible risks around using photographs of individuals. Because of this we believe we need to safeguard our learners.

#### **What are the risks?**

The most highly publicised and worrying risk is that a child or young person who appears in photographic form or on a website may become of interest to a sex offender. Locating people through the internet has become extremely easy, using widely available software, so if there is a picture and the name of an education provider or workplace and the full name of the child, young person or adult then it could be quite easy to find out someone's exact location or address which could then put them at risk. There are also other specific groups of children, families and employees whose safety could be put at risk if identified e.g. families fleeing domestic violence. We may not always be aware of who these vulnerable groups may be.

## Permission for the use of photographs

This must be completed by the Learner.

### 1) Permission for photo's to be used for completion of my programme

Name:

I am over the age of 18      Yes       No

I give permission for the use of my photograph as evidence in completion of any training/  
work.

Signed:       Date:

Please print this page only, ensure Learner completes it and keep for your records.

### 2) Permission for photo's to be used for marketing purposes

Name:

I am over the age of 18      Yes       No

I give permission for the use of my photograph to be used for marketing purposes by  
Realise's Marketing Dept.

Signed:       Date:

Please print this page only, ensure Learner completes it and keep for your records

### 3) Parent/Guardian permission for the use of photographs, videos and voice recordings

Delete where applicable

I hereby give permission for my son / daughter to use photographs, videos and voice  
recordings for completion of their programme.

Young person's name:

Young person's age:

Signed:       I am their Parent       Guardian

Date:

Please print this page only, ensure Parent/Guardian completes it and keep for your records

## Appendix 2 - Misconduct of learners

There are occasions where there are incidents that arise with learners where other learners or employees are put at risk by behaviour. This can occur in particular contracts due to the nature of the people we are supporting.

In these cases we will have to carry out a safeguarding risk assessment of the circumstances on a case by case basis.

The following will be taken into account:

1. The age and maturity of the learners involved
2. The circumstances of the situation and who was involved
3. The background and circumstances of the learner

Support services will be contacted e.g. Social Workers, Police and Local Safeguarding Children's or Adults Board's as necessary, following child and adult protection procedures.

In order to be absolutely fair and set clear boundaries for all, in a group/classroom situation, acceptable classroom behaviour will be discussed and agreed from the start.

Learners will be encouraged to agree what is expected and acceptable behaviour in a group situation, these should reflect our behaviours and our British Values.

The Tutor/Facilitator will remind the learners of the agreed behaviour. We will try very hard to retain every learner on programme if possible, in order for them to achieve their objectives but will need to consider the safety and wellbeing of all other learners and employees when making decisions.

### 1. Purpose

The purpose of this High Risk Appendix is to provide a transparent process when dealing with matters of potential misconduct and gross misconduct so that if problems arise with learner conduct, the manager can take a fair and reasonable course of informal and/or formal action to resolve issues and aid improvement.

The procedure is based upon the principles of fairness, equality and reasonableness, as underpinned by legislation. The procedure shall be applied with these principles in mind.

### 2. Process

The misconduct is considered as minor in cases where it is an isolated incident of misconduct which falls short of the standards expected. First offence and minor in nature i.e. failure to follow employees instructions, behaviour issues with minimal consequences and no previous incidents. The matter should be dealt with under the informal stage of the process. If formal action might be considered as the next step then this should be made clear to the employee at the earliest opportunity.

Employees should make and retain notes of any issue raised and discussed informally, including any agreed outcomes and support.

### **3. Possible outcomes**

Following an incident the learner will be informed of the possible consequences in writing within 3 working days after the incident.

Formal action will be either:

1. First Written warning
2. A Final Warning
3. Removal from programme

The warning will inform the learner what further consequences could be considered if further misconduct occurs.

### **4. Definitions**

A particular type of misconduct may be treated as misconduct or gross misconduct depending on the facts of the case.

### **5. Misconduct**

The following are examples of misconduct although this is not intended to form an exhaustive list:

1. Disruptive behaviour
2. Failure to comply with reasonable and legitimate instructions.
3. Inappropriate use of equipment
4. Non-engagement

### **Gross misconduct**

Gross misconduct may lead to removal from programme.

The following list provides some examples of offences which are usually regarded as gross misconduct although this is not intended to form an exhaustive list:

1. Unauthorised possession of goods belonging to Realise and its employees
2. Theft
3. Verbal abuse
4. Threatening behaviour
5. Physical violence
6. Serious disorderly conduct and behaviour

7. Bullying
8. Victimisation
9. Unlawful and/or serious harassment of other learners, visitors or employees
10. Deliberate unlawful and/or serious discrimination
11. Gross or deliberate misuse of property on Realise premises or hired premises
12. Serious misuse of IT resources such as deliberately accessing internet sites for personal use which contain pornographic, offensive or obscene material.
13. Conduct seriously and detrimentally affected due to alcohol, drugs or substance misuse
14. Substance abuse on Realise premises or hired premises
15. Deliberate and serious damage to property
16. Causing loss, damage or injury through gross negligence

In cases where several misconduct issues occur together or in close proximity, this can amount to gross misconduct.

### Appendix 3 - Drugs and alcohol

Drug and alcohol misuse - This applies to all areas of Realise premises and all employees, learners and visitors, it;

- Covers all drugs and focus on alcohol, tobacco, cannabis, volatile substances and Class A drugs
- Clarifies the legal requirements and responsibilities of Realise
- Reinforces and safeguards the health and safety of learners and others who attend Realise premises
- Clarifies Realise approach to drugs for all employees, learners, parents or carers, external agencies and the wider community
- Enables employees to manage drugs on Realise premises and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Reinforces the role of Realise in contributing to local and national strategies

Drug definitions - A drug can be defined as 'a substance people take to change the way they feel, think or behave' (United Nations Office on Drugs and Crime).

This policy refers to:

- All illegal drugs
- All legal drugs including alcohol, tobacco, volatile substances and poppers
- All over the counter and prescription medicines

Realise stance on drugs and alcohol - Illegal drugs and alcohol have no place on Realise premises.

Realise do not permit the use of tobacco on the premises other than in the designated smoking areas.

## How is the policy applied?

Employees must send a clear message, through direct discussion with learners that the possession, use or supply of illegal and other unauthorised drugs or alcohol on Realise premises is unacceptable. Realise employees must ensure that the Drug and Alcohol Policy is understood by learners, parents or carers.

Realise employees should be aware of the impact that parental or family members' misuse of drugs can have on learners. Employees should be alert to behaviour that might indicate that a learner is experiencing difficult home circumstances and act accordingly.

## Suspicion of drugs or alcohol misuse on Realise premises

Learners or employees will be asked to leave the premises should it be suspected that they have misused or are carrying drugs or alcohol.

Learners or employees will be asked to leave the premises should it be suspected that they are involved in drug dealing or taking drugs on Realise premises.

Where a learner or employee refuses to leave the police should be called. They should be notified of this action before it is taken.

If a person is suspected of having been in possession of, or be dealing in illegal substances employee should inform both the Manager responsible and the Safeguarding and Welfare Manager for appropriate follow up actions to be agreed.

## Discovery of drugs and alcohol

If it is known or suspected that a person on a Realise site is in possession of an illegal substance the Police should be contacted for a search to be undertaken. The Manager responsible and, where this involves a learner or employee the Safeguarding and Welfare Manager must also be advised.

Where illegal substances or substances that are thought to be illegal are found, employees should raise the issue with their manager. The manager should secure the items to prevent an offence from being committed, the suspected illegal drug should be stored in a secure location and the police called immediately and asked to collect it without delay. A second witness should be present throughout; this is for the safety of all parties.

If a person is found to be in possession of illegal substances employees should inform both the Manager responsible and the Safeguarding and Welfare Manager for appropriate follow up action to be agreed.

Following the involvement of the police, they will feedback on whether any further investigation will be required.

If formal action is to be taken, the person should attend the local police station. Arrest and interviews should not normally take place on Realise premises. Where a person is under 18 an appropriate adult should always be present during the interview, preferably a parent/carer, the Safeguarding & Welfare Manager will contact the parents or carer. Referral to the police will be the responsibility of the relevant Manager on site. This Manager should also contact the Safeguarding & Welfare Manager to make them aware of the details of the incident. In the case of the discovery of either illegal drugs or alcohol, for persons under the age of 18 parents/carers must always be informed unless this would jeopardise their safety.

### **Employee conduct and drugs or alcohol**

An employee may be deemed unfit for work if they pose a risk or potential risk to the health and safety of learners and colleagues as a result of drug or alcohol misuse. Such circumstances will be dealt with in accordance with the disciplinary procedure.

The Realise management team operates an open door policy and employees wishing to seek advice on personal issues can do so via HR, their line Manager or the Employee Assistance Programme.

### **Employees with key responsibilities**

If there is an instance of drug finding, the relevant Manager responsible should inform the police and professional disposal will be arranged. The area should then be appropriately secured until the items are removed. Realise employees should not attempt to dispose of the item themselves.

### **Disposal of drug paraphernalia**

If there is an instance of drug finding, the relevant Manager responsible should inform the police and professional disposal will be arranged. The area should then be appropriately secured until the items are removed. Realise employees should not attempt to dispose of the item themselves.

### **Reporting to the police**

Realise will report all incidents involving drugs to the police and seek their advice and possible involvement. The police will always be involved in the disposal of suspected illegal drugs.

## Appendix 4 - The Five R's - Handling a disclosure from a person under the age of 18

### Recognition

- Recognition covers both disclosures of abuse and your personal concerns
- Disclosure of abuse is likely to be direct
- A concern that you have may arise from either a conversation or a change in a learner's behaviour

### Response

- Is the learner reporting a concern or a suspicion? Is this a disclosure from an individual alleging abuse to themselves or to another? Find out whether you are dealing with an allegation against a member of staff, a fellow learner or another person. What, precisely, is alleged to have happened? Detailed clarity is vital
- Remain calm and listen
- Do not ask leading questions, probe with questions or make judgements about the person or situation
- Inform the person that the concerns must be recorded and passed on to your Safeguarding & Welfare Manager so that the issue can be dealt with (normal rules for confidentiality do not apply when a child or young person is at risk of harm).
- Reassure the person that they have done the right thing in telling you and that you will do everything you possibly can to help
- Do not make unrealistic promises

### Reporting

- If it is a clear case or disclosure of abuse this must be verbally reported immediately to your Safeguarding Deputy or to the Safeguarding & Welfare Manager in their absence. This should be the 'default' action to be taken. In the event of this not being possible or inappropriate you must pass your concerns to the Lead Safeguarding Deputy or the Director of Quality and Curriculum
- DO NOT DISCUSS THE DISCLOSURE WITH ANYONE ELSE
- Report any concerns verbally as soon as practicably possible, but before the end of the working day

### Recording

- Use Tootoot to record precisely what has been alleged/happened - use the exact words of the learner. Your record should use accurate quotation
- If appropriate, include factual observations
- Once you have reported concerns using this process it is the Safeguarding and Welfare Manager's responsibility to take any further decisions as to the actions which would follow. This may or may not directly involve you

## Referral

- Only the Designated Person/Lead Safeguarding Deputy/Director of Quality and Curriculum can make the decision to refer a complaint or allegation having gathered and examined all relevant information
- Only the Designated Person or their Deputy should look into a complaint, allegation or suspicion of abuse. Actions carried out by others could be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case
- No Realise employee is in a position to decide whether abuse has taken place

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Signed by Managing Director	 Gregg Scott Realise Managing Director