



APPRENTICESHIP SAFEGUARDING YOUNG PEOPLE AND ADULTS AT RISK POLICY

ACADEMY OF PLAY AND CHILD PSYCHOTHERAPY

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Introduction

The Academy of Play and Child Psychotherapy (APAC) is committed to ensuring everyone who undertakes training with APAC has a positive learning experience, feels safe, secure and is listened to. The welfare of our staff and learners is a key responsibility and protecting them from harm is of paramount importance. APAC takes its duty to safeguard and promote wellbeing very seriously.

The majority of APAC's apprentices are between 23 and 76, some of whom may be, or may become, Adults at Risk. APAC feels it is vital that APAC staff are aware and alert to the signs of abuse when working with Young People and Adults at Risks, understanding our procedures. Empowering staff will empower and enable them to act swiftly in a professional manner when managing and reporting concerns.

The aim of this policy is to ensure everyone is aware of and understands their safeguarding responsibilities, understands the signs and how to manage these safeguarding concerns, and the procedures for reporting safeguarding concerns.

Our Commitment

APAC is committed to safeguarding Young People and Adults at Risk, protecting them from harm to enable their full potential. This policy has been produced to ensure the way in which we work fosters and enables safe and responsive learning environments for the apprentice, teaching and administrative staff.

Definitions

Safeguarding: Safeguarding is the protection of children and adults at risk from abuse and neglect, promoting health and development, ensuring safety and care, and ensuring optimum life chances.

Child or Children: The Childcare Act 2006 defines a child as a person who has not reached their 18th birthday for most purposes.

Adult or Adults at Risk: An Adult at Risk is a person aged 18 or over who:

- May be in need of community care services by reason of mental or other disability, age or illness.
- Is or may be unable to take care of him or herself.
- Is unable to protect him or herself against significant harm or exploitation.

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Principles of Safeguarding

The six principles of safeguarding, defined by the Care Act (2014), underpins the behaviours of employers for ensuring the safeguarding of adults.

The six principles of safeguarding are:

- Empowerment: children and Adults at Risks being supported and encouraged to make their own decisions and give informed consent.

- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: having a visible policy and statement of intent helps everyone in the organisation recognise their own accountability in the protection from and avoidance of abuse or harm.

Types of Abuse and Neglect

- Physical abuse includes assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- Sexual abuse includes rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological/Emotional/Mental abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Neglect and act of omission abuse includes ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. It may also include hoarding.
- Domestic Violence abuse includes physical and emotional power of control over another.
- Financial and material abuse includes theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Discriminatory abuse includes discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion and other forms of harassment, slurs or similar treatment.
- Organisational abuse includes neglect and poor care practice within an institution or specific care setting like a hospital or care home: this may range from an isolated incident to continuing ill treatment.
- Modern Day Slavery and/or human trafficking.
- Forced Marriage includes physical pressure to marry, including threats, physical violence or sexual violence, or emotional and psychological pressure, e.g., made to feel like you will bring shame upon the family.
- Female Genital Mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured, or changed, where there is no medical reason for this to be done.
- Radicalisation (see APAC Prevent Duty Policy).

- Cyber-bullying includes sending, posting, or sharing negative, harmful, false, or bullying content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.
- Mate crime is a form of disability hate crime. Mate crime is where someone pretends to be friends with a person who is vulnerable (such as someone who has learning disabilities) but then goes on to take advantage, exploit or abuse them.

APAC's roles and responsibility to promote Safeguarding

This policy aims to create and maintain a safe learning environment where all apprentices feel safe, secure, valued and respected in the knowledge they will be listened to and taken seriously. This policy also aligns to APAC's Apprenticeship Prevent Duty Principles.

APAC will promote and safeguard the welfare of Young People and Adults at Risks in the following ways:

- All learning environments will be risk assessed to ensure the environment is safe.
- Maintain the learning environment to be warm and welcoming, enabling students to feel at ease and able to contribute to discussions and feel listened to.
- Staff promote permissiveness and availability within the teaching day for students to talk to them if they are worried.
- Provide and promote safeguarding policies and procedure for identifying safeguarding concerns.
- All staff are aware of their duty to report a concern, who to contact and how.
- Promote safeguarding responsibilities of all staff, including safeguarding training, refresher training and Prevent Duty.
- Undertake safer recruitment of staff.
- Ensure transparency for reporting and dealing with allegations of bullying or abuse including any made against a member of staff or another student.

Safer Recruitment

APAC is committed to undertaking safe recruitment of all staff. APAC will assess all posts to be filled and ensure all recruitment checks are undertaken. Enhanced DBS Checks are undertaken in line with APAC's Safer Recruitment Policy.

Awareness

APAC's Policies and Procedures which are consistent with Government guidance are shared with all staff.

Policies and Procedures are reviewed annually in line with Government guidance, Local Safeguarding Children's Board and Adults at Risk legislation.

All staff have a responsibility to read and follow the guidance laid out in this Policy and related Policies, and to help ensure the safety and welfare of learners.

Staff should undertake safeguarding training to have the skills to recognise those who may be vulnerable and to know the appropriate action to take if they have concerns.

APAC's Safeguarding Team

APAC's Designated Safeguarding Lead (DSL)

Alison Townsend

alison@apac.org.uk

01825 761143

Deputy DSL

Maria Bayne

maria@apac.org.uk

01825 761143

How to report a concern

Staff should report concerns in writing to the Designated Safeguarding Lead (or Deputy DSL if the DSL is not available) immediately after the concern has been made, to ensure that help and support is provided at the earliest possible opportunity.

Staff should listen to the Young Person / Adults at Risk and let them know they will share this information with APAC's DSL.

It is important to remain calm when someone is reporting an allegation of abuse. You can assure the person making the disclosure that they are in no immediate danger. If the person disclosing the allegation of abuse is hurt or requires medical support call for emergency assistance.

The member of staff should not get into a deep discussion with the person who is sharing the concern; the staff member should enquire who supports the Young Person / Adults at Risk and if they have shared or could share this information with them.

If the member of staff feels the Young Person / Adult at Risk is at risk of significant harm they should phone the DSL at the earliest convenience from a private and confidential space. The DSL will give advice as to the course of action to be taken e.g., the Young Person or Adult at Risk calling the police and if they are able to do this by themselves or if they will require adult support to do this.

It is important when someone is sharing an allegation of abuse that we do not:

- Promise to keep secrets
- Be judgemental, dismissive or overact
- Investigate yourself instead of passing the information to the DSL
- Delay the reporting of the allegation of abuse
- Leave a safeguarding concern message with anyone other than the DSL or Deputy DSL, never leave a voicemail message.

Storing Documents

Safeguarding concerns are recorded on a confidential record form and stored securely in a confidential file separate from other records. Access to this file is restricted to the DSL and Deputy DSL who hold safeguarding responsibilities.

Equality and Diversity

APAC has a commitment and duty to the Equality Act 2010 ensuring everyone supported has their individual needs addressed. Everyone will be treated equally and without discrimination. This will be done by:

- Eliminating discrimination, bullying and harassment ;
- Promoting equality of access to training ;
- Fostering good relations between people from different groups.

This Policy links to:

APAC Apprenticeship Prevent Duty Policy

APAC Apprenticeship Equality, Diversity and Inclusion Policy

APAC Safer Recruitment Policy

DOCUMENT INFORMATION:	
Date Written: 01/05/22	Written by: Eileen Braham
Ratified by: Monika Jephcott, CEO	Date ratified:
Date of next review: 01/05/23	
Date review carried out: 12/05/23	Review completed by: Amber Cawley
Date of next review: 01/01/24	
Date review carried out: 02/01/24	Review completed by: Maria Bayne
Date of next review: 03/01/25	