

# Safeguarding Policy



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## **APPENDIX E DETAILED PROCEDURE FOR DEALING WITH SAFEGUARDING CONCERNS**

### **Recognition**

Signs of abuse can be difficult to spot, as can a learner trying to find the right language to tell you about a concern. If you have any concerns over the welfare of the learner from what you have seen, heard, discussed with the learner or you have noticed changes in their behaviour which cause you safeguarding concerns, you must report it to the designated person. You do not personally have to believe the concerns in order to raise them, any concerns raised should be taken seriously. See appendix F for indicators of abuse to help.

### **Response**

No report or concerns about possible abuse should be ignored. Your main role here is to listen and record with no judgements or leading questions; use open question to gather factual details – when did it take place, who said what, what happened? You must stay calm and not let the learner know if you feel panicked or shocked. Do not make any promises about what will happen next, but only that you will pass it onto the designated person within JCL, and that we will do everything we can to help. It is good practice to show support and reassurance but be mindful to maintain a situation where you do not put yourself at risk. It would also be useful to have information regarding current agency support – i.e. have the police already been informed, is the person receiving local authority or medical support?

### **Record**

Ensure you record notes of the incident or disclosure as close to the time as possible. The notes should be dated and signed where possible. The notes should detail what you saw/heard or what was discussed with an individual, the names of those involved and the time, location and what action you took. Use the disclosure form where possible, but any form of notes will be acceptable.

### **Report**

Report the concerns to the designated person, ensuring you have recorded all details as above. This communication can be face to face, via email, or phone call followed up by email. All communication and documents will remain confidential between the designated person and individual that has reported it, unless the designated person deems it appropriate to take further action and involve other agencies.

### **Referral**

The designated person will then take the decision of what course of action should be taken. Only the designated person should be taking the decision to make referrals outside of the organisation.

## APPENDIX F INDICATORS OF ABUSE

SAFEGUARDING ISSUE	DEFINITION	INDICATORS
PHYSICAL ABUSE	Deliberately causing physical harm	<ul style="list-style-type: none"> <li>• Cuts, bruises, burns,</li> <li>• Wearing long sleeved clothes</li> <li>• Pain</li> <li>• Cowering</li> </ul>
NEGLECT	<p>The persistent failure to meet a person's basic physical and/or psychological needs, likely to result in serious impairment of health or development.</p> <p>Neglect is when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger</p>	<ul style="list-style-type: none"> <li>• Withdrawn</li> <li>• Weight loss</li> <li>• Fear of going home</li> <li>• Improper hygiene</li> <li>• Confusion</li> <li>• Inappropriate clothing</li> </ul>
SELF-NEGLECT	Neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding	<ul style="list-style-type: none"> <li>• Poor diet and nutrition</li> <li>• Poor personal hygiene</li> <li>• Not taking prescribed medication</li> <li>• Substance misuse</li> <li>• Doesn't always encompass all aspects of life.</li> </ul>
PSYCHOLOGICAL ABUSE	Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.	<ul style="list-style-type: none"> <li>• Withdrawn</li> <li>• Depression</li> <li>• Lack of confidence</li> <li>• Socially awkward</li> <li>• Easily manipulated</li> </ul>

SAFEGUARDING ISSUE	DEFINITION	INDICATORS
FINANCIAL ABUSE	Theft, fraud, internet scamming, 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.	<ul style="list-style-type: none"> <li>• Change in appearance</li> <li>• Having expensive gadgets</li> <li>• Having no money</li> <li>• Not eating properly</li> </ul>
SEXUAL ABUSE	Forcing or enticing a child or young person or any person to take part in sexual activities, whether or not the person is aware of what is happening, could also be indecent exposure or sexual harassment.	<ul style="list-style-type: none"> <li>• Spending a long time in the toilet</li> <li>• Discomfort in sitting down</li> <li>• Inappropriate behaviour</li> </ul>
ORGANISATIONAL ABUSE	Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.	<ul style="list-style-type: none"> <li>• Activity defined by a regime/task orientated setting</li> <li>• Dismissive of complaints. Learner may need to leave at certain times</li> <li>• Ask permission to do everything</li> <li>• Appear brainwashed</li> </ul>

SAFEGUARDING ISSUE	DEFINITION	INDICATORS
DISCRIMINATION	The unjust or prejudicial treatment of different categories of people, especially on the grounds of one of the protected characteristics	<ul style="list-style-type: none"> <li>• Fearful of certain people</li> <li>• Avoiding certain situations</li> <li>• Being asked to do more work than they should</li> </ul>
CHILD SEXUAL EXPLOITATION	Sexual abuse involves forcing or enticing a child or young person or any person to take part in sexual activities, whether or not the person is aware of what is happening, could also be indecent exposure or sexual harassment.	<ul style="list-style-type: none"> <li>• Change in behaviour</li> <li>• Change in appearance</li> <li>• Increased sexualised behaviour/language</li> <li>• Drug/alcohol abuse</li> <li>• Suddenly wearing expensive things</li> </ul>
BULLYING (INC. CYBERBULLYING)	Behaviour by group of individuals repeated over time that intentionally hurts another individual or group either physically or emotionally (can be face to face, over text, social media exchanges) ,Also Includes prejudice-based and	<ul style="list-style-type: none"> <li>• Withdrawn/nervous</li> <li>• Signs of physical and emotional abuse</li> <li>• Constant use of or fear of internet usage</li> </ul>
	discriminatory bullying have. Can link in with per on peer abuse	

SAFEGUARDING ISSUE	DEFINITION	INDICATORS
CYBER CRIME	<p>Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber- enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include;</p> <ul style="list-style-type: none"> <li>• unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;</li> <li>• denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and,</li> <li>• making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.</li> </ul> <p>Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-</p>	

SAFEGUARDING ISSUE	DEFINITION	INDICATORS
	dependent crime.	
DOMESTIC ABUSE	Incident of pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who have been intimate partners or family	<ul style="list-style-type: none"> <li>• Signs of physical or emotional abuse</li> <li>• Show signs of being controlled</li> <li>• Withdrawn</li> </ul>
	members, can also be honour based	<ul style="list-style-type: none"> <li>• Anxious around others</li> <li>• Low self esteem</li> </ul>
DRUGS	Alcohol, tobacco, illegal drugs, medicines or psychoactive substances	<ul style="list-style-type: none"> <li>• Smelling of alcohol</li> <li>• Regular hangover symptoms</li> <li>• Inability to concentrate</li> <li>• Lateness</li> <li>• Change in commitment levels</li> </ul>
FABRICATED OR INDUCED ILLNESS	Making up signs and symptoms of an illness, falsifying medical records or inducing an illness to someone by any means	<ul style="list-style-type: none"> <li>• Child could pretend to be ill, think ill, and talk about persons taking them to Drs or hospital</li> <li>• Parents could talk about child consistent illness</li> </ul>



SAFEGUARDING ISSUE	DEFINITION	INDICATORS
FAITH ABUSE	Child abuse related to faith or belief, include concepts of witchcraft and spirit possession, rituals and sacrificial murders	<ul style="list-style-type: none"> <li>Talking about beliefs and faith related activities</li> <li>engaged or family engaged with</li> </ul>
FORCED MARRIAGE AND HONOUR BASED ABUSE (LEGISLATION CHANGE 2023)	<p>Forced marriage is when you face physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (for example, if you're made to feel like you're bringing shame on your family).</p> <p>If you're under 18 any marriage is considered a forced marriage, even if there is no physical or emotional pressure involved.</p> <p>Forced marriage is illegal in England and Wales. This includes taking someone overseas to force them to marry (whether or not the forced marriage takes place), arranging a marriage for someone who lacks mental capacity (whether they're pressured to or not),</p>	<ul style="list-style-type: none"> <li>Travel abroad recently</li> <li>Talking about getting married/meeting men through family connections</li> <li>Upholding religious duties</li> </ul>
	<p>arranging a marriage for someone before they turn 18</p> <p>Forcing someone to marry can result in a sentence of up to 7 years in prison</p>	

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BREAST IRONING	The pounding and massaging of a pubescent girl's <u>breasts</u> , using hard or heated objects, to try to make them stop developing or disappear. It is typically carried out by the girl's mother who will say she is trying to protect the girl from sexual harassment and rape to prevent early pregnancy that would tarnish the family name, or to allow the girl to pursue education rather than be forced into <u>early marriage</u>	<ul style="list-style-type: none"> <li>• Unusual behaviour after an absence from school or college including depression, anxiety, aggression, withdrawn etc.</li> <li>• Reluctance in undergoing normal medical examinations</li> <li>• Some girls may ask for help, but may not be explicit about the problem due to embarrassment or fear</li> <li>• Fear of changing for physical activities due to scars showing or bandages being visible</li> </ul>
GANGS AND YOUTH VIOLENCE	Gangs where crime and violence are a core part of their identity. It can lead to increased anti-social behaviour and youth offending	<ul style="list-style-type: none"> <li>• May have expensive items</li> <li>• Change in behaviour</li> <li>• Bruises/cuts</li> <li>• Social activities change</li> <li>• Gang tattoos</li> <li>• Carrying weapons</li> </ul>
PRIVATE FOSTERING	Fostering arrangement without consent of local authority. There is a mandatory duty to report concerns of this nature to the local authority	<ul style="list-style-type: none"> <li>• Moving to different homes regularly</li> <li>• Not discussing family life</li> <li>• Abandonment characteristics</li> </ul>

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FEMALE GENITAL MUTILATION (FGM)	Partial or total removal of female external genitalia or injury to another part of the female genitalia for non - medical reason. There is a mandatory duty to report concerns of this nature in relation to under 18s to the Police	<ul style="list-style-type: none"> <li>• Spending a long time in the toilet</li> <li>• Uncomfortable sitting down</li> <li>• Long trips away from home</li> </ul>
GENDER BASED VIOLENCE	Violence (either physical or sexual) towards women/men	<ul style="list-style-type: none"> <li>• Withdrawn</li> <li>• Nervous</li> <li>• Physical signs of abuse</li> </ul>
<p>RADICALISATION ALIGNS TO THE PREVENT STRATEGY . WHICH AIMS TO REDUCE THE THREAT TO THE UK FROM TERRORISM BY STOPPING PEOPLE BECOMING TERRORISTS OR SUPPORTING TERRORISM. THE PREVENT STRATEGY HAS THREE SPECIFIC STRATEGIC OBJECTIVES:</p> <p>4. RESPOND TO THE IDEOLOGICAL CHALLENGE OF TERRORISM AND THE THREAT WE FACE FROM THOSE WHO PROMOTE IT</p>	<p>Process by which a person comes to support/partake in terrorism and extremism (also includes – political/animal rights and ecological extremist).</p> <p>Extremism is ideology that is considered to be far outside the acceptable mainstream attitudes of society. – include opposition to British values.</p>	<ul style="list-style-type: none"> <li>• Long trips away from home</li> <li>• Talking about being wronged by a state or political system</li> <li>• Strong views about changing life</li> <li>• Talk of harming others in plight for cause</li> </ul>

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<p>5. PREVENT PEOPLE FROM BEING DRAWN INTO TERRORISM AND ENSURE THAT THEY ARE GIVEN APPROPRIATE ADVICE AND SUPPORT.</p> <p>6. WORK WITH SECTORS AND INSTITUTIONS WHERE THERE ARE RISKS OF RADICALISATION THAT WE NEED TO ADDRESS.</p>		
SEXTING	Exchange of self-generated sexually explicit images through mobile picture messages including the sharing of nude and semi-nude images	<ul style="list-style-type: none"> <li>• Withdrawn</li> <li>• Boasting</li> <li>• Hiding mobile phones</li> </ul>
TEENAGE RELATIONSHIP ABUSE	Abuse in intimate personal relationships between peers either physical, emotional , financial , sexual causing someone to engage in sexual activity without their consent (for example, forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party).	<ul style="list-style-type: none"> <li>• Withdrawn</li> <li>• Constantly responding to messages/calls</li> <li>• Detect a control aspect</li> <li>• Physical signs of abuse</li> </ul>
TRAFFICKING AND MODERN SLAVERY	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and	<ul style="list-style-type: none"> <li>• Talking about travelling abroad</li> <li>• Talking about someone else having control over them</li> </ul>

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	inhumane treatment	<ul style="list-style-type: none"> <li>• Moving homes regularly</li> <li>• Avoid eye contact and appear frightened</li> <li>• No identification documents</li> <li>• Physical or emotional abuse.</li> </ul>
MENTAL HEALTH	emotional disorders, for example phobias, anxiety states and depression; • conduct disorders, for example stealing, defiance, fire-setting, aggression and anti-social behaviour; • hyperkinetic disorders, for example disturbance of activity and attention; • developmental disorders, for example delay in acquiring certain skills such as speech, social ability or bladder control, primarily affecting children with autism and those with pervasive developmental disorders; • attachment disorders, for example children who are markedly distressed or socially impaired as a result of an	<ul style="list-style-type: none"> <li>• Becoming more withdrawn</li> <li>• Changes in behaviour or personal appearance</li> <li>• Less punctual than normal, less interest</li> </ul>

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	<p>extremely abnormal pattern of attachment to parents or major care givers; • Trauma disorders, such as post-traumatic stress disorder, as a result of traumatic experiences or persistent periods of abuse and neglect; 12</p> <p>• other mental health problems including eating disorders, habit disorders, somatic disorders; and psychotic disorders such as schizophrenia and manic depressive disorder N.B - mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.</p> <p>If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the Safeguarding policy</p>	
<p>CHILDREN MISSING ( OR ABSENT) IN EDUCATION (WHILE THIS AFFECTS 14-16-YEAR OLDS IN COMPULSORY EDUCATION, THE RECENT LEGISLATION REQUIRING ALL CHILDREN TO STAY IN SOME FORM OF EDUCATION OR TRAINING TILL AGE 18 MEANS THAT WE SHOULD INVESTIGATE ANY LEARNERS THAT GO MISSING WITHOUT TRACE WITH THIS AGE</p>	<p>Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.</p> <p>Children ABSENT from education could lead to children missing in education, absences should be monitored Children missing education are at significant</p>	<ul style="list-style-type: none"> <li>• Not showing up for visits with no explanation</li> <li>• Not contactable</li> <li>• Neither JCL nor employer can get hold of them or knows where they have gone</li> </ul>

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RANGE)	risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.	
	learners who begin to disengage with programmes are subject to JCL escalation process supported by partnerships team liaison with employers in order to contact and re-engage. Any uncontactable learners are referred to the safeguarding team. Any learners aged under 18 who withdraw from learning are relayed to the local authority.	
SEXUAL HARASSMENT AND VIOLENCE (INCLUDING CHILD ON CHILD ABUSE)	<p>Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.</p> <p>Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never</p>	<ul style="list-style-type: none"> <li>Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk</li> </ul> <p>Whilst not intended to be an exhaustive list, OFSTED review stated Girls often view it harassment where as boys can view as banter sexual harassment can include:</p> <ul style="list-style-type: none"> <li>Sexual comments, such as: telling sexual stories, making lewd comments, making</li> </ul>

SAFEGUARDING ISSUE	DEFINITION	INDICATORS
	<p>acceptable. It is important that all victims are taken seriously and offered appropriate support. Sexual assault is intentional touching of a sexual nature, where the other party does not consent. When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference</p>	<p>sexual remarks about clothes and appearance and calling someone sexualised names</p> <ul style="list-style-type: none"> <li>• Children being the victim of abuse or harassment may avoid social interaction, be withdrawn, be self-conscious, use sexualised language</li> </ul>
	<p>sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. It also includes Rape, assault by penetration, sexual assault, sexual comments, sexual jokes or taunting, physical behavior, online sexual harassment, non- consensual sharing of sexual images and video , sexting and Upskirting</p>	<ul style="list-style-type: none"> <li>• Sexual harassment should be deemed as it is taking place even if not reports of ot - as many young people view as behaviour that just happens and don't bother reporting it</li> <li>• Observe and address inappropriate behaviours</li> </ul>
COUNTY LINES	<p>Organised criminal distribution of drugs from the big cities to smaller towns and rural areas using children and vulnerable people. The main county line gangs operate from Liverpool and London, but other groups operate in Birmingham and</p>	<ul style="list-style-type: none"> <li>• Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;</li> <li>• Can be perpetrated by</li> </ul>



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	Manchester. The influence is nationwide. These drug networks or gangs groom and exploit children and young people to carry drugs and money. N.B can still be exploitation even if the activity appears consensual.	<p>individuals or groups, males or females, and young people or adults; and • is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources</p> <p>Young and vulnerable people may exhibit:</p> <ul style="list-style-type: none"> <li>• Persistently going missing from school or home</li> </ul>
		<p>and/or being found out-of-area</p> <ul style="list-style-type: none"> <li>• Unexplained acquisition of money, clothes, or mobile phones</li> </ul>

For office use only  
Case N°.

**APPENDIX G DISCLOSURE RECORDING FORM**

Learner Name	<input type="text"/>
Location/Name of Site	<input type="text"/>
DOB	<input type="text"/>
JCL Staff Name	<input type="text"/>
Date of Disclosure	<input type="text"/>

<div>Details of the concern</div> <div></div>
(Action) - For Safeguarding Team only