



TANGERINE

# SAFEGUARDING

# POLICY

2021-2022

A handwritten signature in cursive script, appearing to read "H. Lee".

Authorised by: Hannah Lee – October 2021

A handwritten signature in cursive script, appearing to read "H. Lee".

Review date: October 2022

## **INTRODUCTION**

The Safeguarding Policy for The Juice Academy reflects the importance of our responsibility to safeguard and promote the welfare of all our apprentices and staff by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We are committed to providing a caring, friendly and safe environment for all our apprentices, so that they can learn in a relaxed and secure atmosphere. We believe every apprentice should be able to participate in all learning and social activities in an enjoyable and safe environment and be protected from harm. The Juice Academy have a statutory requirement under Sections 27 and 47 of the Children Act 1989 to assist the Local Authority Social Services Department acting on behalf of children in need. The Juice Academy will safeguard and promote the welfare of children in compliance with:

- The Children Act 1989 (as amended) - to assist the Local Authority Social Services Department acting on behalf of children in need
- The Children and Social Work Act 2017 – Safeguarding of Children (Chapter 2)
- The Safeguarding Vulnerable Groups Act 2006
- HM Government: Working Together to Safeguard Children 2018 - safeguard and promote the welfare of children
- DfE's: Keeping Children Safe in Education (September 2021) - Safeguarding is Everybody's Responsibility
- Ofsted Review: Sexual violence and sexual harassment between children in schools and colleges (September 2021)

Our Adult apprentices will fall under the Care Act (2014) legislation and the Care and Support guidance (2014).

The main aims of this policy are to ensure that staff are working together and fully engaged in being vigilant about raising awareness, embedding and monitoring safeguarding; that they overcome professional disbelief that such issues will not happen at The Juice Academy and ensure that we work alongside other professional bodies and agencies to ensure that our apprentices and staff are safe from harm.

## **PROMOTING THE POLICY**

- 1) We will ensure that the policy is circulated amongst staff and apprentices, a copy of the policy will be made available for all employees, employers and apprentices.
- 2) The policy will be uploaded to The Juice Academy website
- 3) The policy will be made available to all staff via induction, training and other communication channels.
- 4) The apprentices will be introduced to the policy during their induction, and uploaded onto their shared cohort drive, accessible at all times. Training will include workshop delivery, 1:1 coaching and mentoring as well as on our website.
- 5) we also promote safeguarding within the terms of our Contract for Services and commitment statement

## **RESPONSIBILITY AND COMMITMENT**

All staff, apprentices and visitors have the responsibility to be vigilant in adhering to this policy and assessing the risks of their own work and/or activities. Employers also have a responsibility to the apprentices they employ. We recognise that we have a duty to help the employers that we work with, our staff and our apprentices to recognise their responsibilities, through guidance, support and training. As the employer of an apprentice, it is important that they understand their responsibilities to the apprentice and what safeguarding means to them. The use of the word 'individual' within the policy represents children and young people (under the age of 18), adults with a safeguarding need and adults with vulnerabilities.

The Juice Academy's Associate Director has overall responsibility for our Safeguarding Policy notwithstanding all staff and volunteers' individual responsibility to ensure that this policy is strictly

adhered to. The Juice Academy's Designated Safeguarding Officers' will oversee safeguarding arrangements and take the Officer responsibility for dealing with safeguarding issues, providing advice and support for other staff, ensuring appropriate staff development, liaising with the authority, and working with other organisations as necessary. Our DSL's (Designated Safeguarding Officer) will have completed all relevant training. Our main provider, Apprentify, also have their own DSL's and all safeguarding issues via The Juice Academy will be submitted to Apprentify, working together on each case.

Employees and apprentices will commit to this policy their responsibility during the induction training and commitment statement. Employers will complete a Safeguarding and Prevent declaration where they will commit to their responsibilities.

## **SCOPE OF POLICY**

This policy covers all aspects of the work of The Juice Academy, including:

### *Apprentices*

- Provision of a safe learning environment
- Clear system of personal care where appropriate, and personal safety
- Behaviour, discipline and exclusions

### *Staff*

- Provision of a safe working environment
- Regular review of systems and procedures to ensure they're appropriate and effective
- Training and professional development

### *External Agencies*

- Actively seek support and advice
- Collaboration with external bodies/stakeholders
- Contracting and sub-contracting arrangements

### *Employers*

- Collaboration with Employers (nominated SPOC)
- Training and Awareness

The Juice Academy staff, will undertake appropriate training to ensure that they are clear about their role and the parameters of their responsibilities including their statutory safeguarding duties.

## **SAFEGUARDING ISSUES**

This policy covers the following safeguarding issues:

- Physical abuse
- Child criminal and sexual exploitation
- Emotional/psychological abuse
- Financial abuse
- Neglect by others
- Self-neglect
- Discriminatory abuse

- Organisational abuse
- Peer-on-peer abuse
- Harassment and bullying
- Serious violence
- Mental Health issues
- Online safety
- Cyber crime

## IMPLEMENTATION

In order to implement this policy, The Juice Academy will ensure that:

- A comprehensive recruitment procedure will be in place and followed to help deter, identify and reject applicants who might be unsuitable to work with apprentices
- All staff will have undergone an enhanced Disclosure and Barring Service check prior to starting work.

In addition:

- A central record of checks will be kept up-to-date (DBS tracker)
- All staff having access to/working with individuals, are required to supply references
- All staff will receive training in safeguarding awareness and regular updates
- All premises or locations that apprentices may be placed to gain work experience provide a safe environment. Furthermore, at all times safe working practice will be promoted in training and at work
- The Juice Academy will actively engage with external agencies in the interests of ensuring the safeguarding of apprentices. This may include the relevant Local Authority Designated Officer (LADO), NSPCC and Local Adults Safeguarding boards
- A culture will be created to ensure that at any time staff with any safeguarding questions or concerns are aware of their responsibility to inform and report where appropriate
- Arrangements for safeguarding will be reviewed, risk assessed and reported as part of the self-assessment process

The Juice Academy will:

- Put Safeguarding at the heart of everything we do
- Risk assess where the most vulnerable apprentices are and take safeguarding steps
- Ensure that senior management examine arrangements for safeguarding and review regularly
- DBS check all new staff joining the business
- Ensure that all staff receive basic awareness training in Safeguarding
- Cooperate with external agencies to safeguard vulnerable apprentices
- Take appropriate action when a disclosure is made
- Raise all safeguarding issues with our Main Provider
- Provide apprentices with information and/or training on safeguarding, raise awareness and how to access help and advice
- Seek apprentices' views on safeguarding matters and act upon their feedback
- Ensure all employees, employers and apprentices have access to this policy

## EVALUATION OF IMPACT

In order to deliver on its commitment to safeguarding, The Juice Academy will demonstrate planning and analysis of impact by evaluating the following operating principles:

- How effectively The Juice Academy is meeting statutory requirements
- How effective is the awareness-raising of safeguarding issues for staff, apprentices and partners
- How effective are the referral arrangements
- How effective are the consultations with apprentices and staff on safeguarding issues
- How effective are the improvements following actions taken, to address safeguarding issues

## COMMUNICATION

Information about safeguarding and the process for Apprentices and staff to make a disclosure will be on our Main Provider's website ([Apprentify](#)) and explained to employers, applicants and apprentices at all stages throughout the journey. Information, guidance and documents for staff will be on The Juice Academy shared Google Drive, and backed up on the server.

## REPORTING AN INCIDENT

All staff will adhere to the following guidelines:

- Following a disclosure, re-assure the apprentice that they have done the right thing
- Record what the apprentice said, using their words where possible. Sign and date the record
- Inform our DSO's as soon as possible and pass on the written record.
- Inform our Main provider partner. The most efficient way to do this is to complete the online form via their [website](#)
- Listen without making judgements and stay calm
- Try not to ask closed questions, unless necessary to safeguard the apprentice, and make sure you ask open questions
- Don't give an opinion or offer advice
- Don't promise confidentiality - explain you may need to talk to a DSO
- If unable to follow the above guide, search for the most relevant website matching the situation and follow the most appropriate steps

Employees working closely with individuals should be alert to the possibilities of harm and they should follow the policy/process only—and not investigate or offer advice. If any member of staff has a safeguarding issue brought to their attention, they must treat it as a matter of urgency and contact one of our Designated Safeguarding Officers. Any concern must be documented using the form on the website within 2 hours of the disclosure. Unless the individual is in immediate harm, where the relevant authorities will be contacted immediately. In this situation ensure that the individual is accompanied and kept safe, pending advice from the relevant authorities.

## INVESTIGATION

If any member of staff has a safeguarding issue brought to their attention, they must treat it as a matter of urgency and contact one of our Designated Safeguarding Officers. Any concern must be documented using the form on the Main Provider website within 2 hours of the disclosure. Unless the individual is in immediate harm, where the relevant authorities will be contacted immediately. In this situation ensure that the individual is accompanied and kept safe, pending advice from the relevant authorities. It is the Designated Safeguarding Officer's responsibility to follow up, investigate and determine the best course of action, and appropriate organisations and/or local authorities to involve.

## KEEPING YOURSELF SAFE

To maintain yours and the Apprentice's safety, the following are strictly prohibited:

- Befriending apprentices on personal social media sites
- Distributing personal telephone numbers
- Visit apprentices at home or transporting apprentices to and from locations (this includes travelling in the car)
- Do not use sarcasm, insults or belittling comments towards Apprentices
- Personal relationships with apprentices
- It is important to be mindful of the following regarding your personal conduct:
- You will naturally build a rapport with apprentices through the apprenticeship contact, and the apprentices may see you as a confidante and support but be sure to maintain professional boundaries whenever carrying out work on The Juice Academy's behalf.
- Be respectful of all individuals, and appreciate you are in a position of trust. We can listen to their concerns and support them.
- Uphold confidentiality within certain remits when required by the situation but be careful not to promise to keep secrets or ask others to do so.
- Avoid spending time alone with apprentices in a closed environment. If this is unavoidable for example during a formal assessment/ examination, ensure a member of the site staff is aware where you are and monitors this.
- Be careful when giving apprentice advice – as this is based on your opinion, focus support around information (facts) and guidance (signposting).
- If at any point, you feel unsafe in an apprentice's company inform the site manager, your line manager, the designated safeguarding Officers and leave the premises.

## MONITORING IT USAGE

- In the Academy, the apprentices are required to join the Tangerine WiFi, and there are blocks on inappropriate websites to ensure they're not accessing any threatening, explicit or radicalising content.
- There will always be an academy facilitator, so whilst the tutor is delivering the training, the facilitator can be vigilant about the apprentices' laptop activity
- Staff to complete an online safety course for awareness and increased knowledge
- Outside of the academy, employers are responsible for the monitoring of IT usage of apprentices and they are asked about what they have in place during

## **Procedures – Acceptable/Unacceptable Use**

Unauthorised or inappropriate use of the internet system may result in disciplinary action.

The internet system is available for legitimate business/training use and matters concerned directly with the job/training being done. Employees and apprentices using the internet system should give particular attention to the following points:

- a) comply with all of our internet standards;
- b) access during working hours should be for business/training use only;

The Company will not tolerate the use of the Internet system for unofficial or inappropriate purposes, including:

- a) accessing websites which put our internet at risk of (including but not limited to) viruses, compromising our copyright or intellectual property rights;
- b) non-compliance of our social networking policy;
- c) connecting, posting or downloading any information unrelated to their employment or apprenticeship and in particular pornographic or other offensive material; or
- d) engaging in computer hacking and other related activities, or attempting to disable or compromise security of information contained on the Company's computers.

You are reminded that such activities (c and d) may constitute a criminal offence.

## **Location and access to this policy**

On request from The Juice Academy in print or digital form

On The Juice Academy website: <https://www.juiceacademy.co.uk/policies>

## **Review**

This Policy will be reviewed annually or earlier if necessary