



Bottle Green Training Ltd

Child Protection, Safeguarding and Prevent Policy

(January 2024)

Review and revision dates

Effective from:	Version	Description
September 2021	1.0	Original
September 2022	2.0	Policy review: KCSIE 2022 guidance
March 2023		Re-branding
November 2023	2.1	Review – KCSIE 2023 guidance, inclusion of local and national threats & zoom code of conduct.
January 2024	2.2	Review and inclusion of reference to commitment to anti discriminatory practice and recognition of additional

Review Date:	Every 1 year: January 25 or as legislation requires
Published:	Tutor/staff Handbook
Actions:	All updated policies will be emailed to the employees.
Company Directors Signatures:	 

BGT Child protection, Safeguarding and Prevent policy 2024.

POLICY AIM

BGT's aim is to protect learners and staff from physical, sexual or emotional abuse, neglect and bullying and from dangers such as radicalisation and terrorism as identified under Prevent.

PRINCIPLES UNDERPINNING THE POLICY

BGT confirms its commitment to ensure the health, safety and welfare of all its learners irrespective, under the Prevent duty, of the age of our learners.

BGT is committed to the Safe Learner concept which will ensure that all learners gain an understanding of the importance of health, safety, safeguarding and personal welfare and develop a responsible attitude to risk and adopt safe behaviours.

BGT is committed to ensuring that learners understand clearly how to raise concerns and, where necessary, how to make a complaint.

Safeguarding and promoting the welfare of young people is everyone's responsibility. Everyone who comes into contact with young people and their families and carers has a role to play in safeguarding young people. We will give equal priority to keeping all learners safe regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. In order to fulfil this responsibility effectively, all professionals associated with Bottle Green Training make sure their approach is learner-centred. This means that we consider, at all times, what is in the best interests of the learner.

BGT recognises that our learners could be subject to sexual harassment or abuse even though no cases have been brought to our attention. For that reason, we include training on recognizing and responding to the potential for sexual harassment or abuse.

This policy runs alongside BGT's Sexual Harassment policy. BGT recognises that some individuals are additionally vulnerable due to the impact of previous discrimination, adverse experiences, level of dependency and communication needs.

LEGISLATION AND GUIDANCE UNDERPINNING THIS POLICY

Equality Act 2010

Keeping Children safe in Education (2023)

Working together to Safeguard Children (2018 and its subsequent revisions)

Children and Families Act (2014)

Safeguarding and Safer Recruitment in Education (2012)

Safeguarding Vulnerable groups Act (2006)

Protection of Freedoms Act (2012)

Sexual Offences Act (2003)

Ofsted's inspecting safeguarding guidance for inspectors (2023)

Guidance for safer working practice for those working with children and young people in education settings and addendum 2022.

The Prevent Duty

STRATEGIC IMPLEMENTATION OF THE POLICY

The procedures contained in this policy apply to ALL staff, volunteers, sessional workers, learners, agency staff or anyone working on behalf of Bottle Green Training Ltd.

The policy is provided to all staff (including temporary staff and volunteers) at induction; alongside our Staff Code of Conduct.

All staff are required to co-operate, conform, and comply with the requirements of this policy.

This policy will be further promoted on BGT's website, through learner and staff induction, subsequent training, and through communications such as emails and the issuing of briefings to ensure that the commitment to our policy is reinforced and remains.

We will ensure our learners are safeguarded by: -

- appointing a Designated Safeguarding Lead, a Deputy Safeguarding Lead and a Safeguarding Team
- ensuring that staff have read and understand Part One and Annex A of Keeping Children Safe in Education and any updates as they arise
- providing staff with guidance on procedures they should adopt to minimise the risk of harm to learners and, in the event that they suspect a learner may be experiencing or be at risk of harm, to offer guidance on appropriate action
- ensuring that training for staff helps learners to understand how to keep themselves safe from the wide range of harm to which they may be subject
- ensuring that staff recognise, and can respond appropriately, where abuse is suspected
- ensuring staff are aware to report concerns no matter how small they might appear
- raising awareness that learners can be at risk in a range of environments
- being aware of the increasing risk of online harm and grooming and taking measures to protect and educate learners in how to stay safe.
- publishing for staff and volunteers a Staff Code of Conduct.
- sharing information about concerns with agencies who need to know, and involving parents, carers and learners appropriately.
- ensuring that the Disclosure and Barring Service, in accordance with their guidelines, checks all staff with responsibility for children and where necessary those deemed "at risk"
- making all inexperienced staff aware of our child protection procedures and policies through effective induction and on-going reinforcement training.
- reviewing our policy and good practice at regular intervals
- recruiting staff safely through an effective staff recruitment process

This policy is further implemented by policies and procedures identified in Appendix A.



Staff adhere to a Code of Conduct and understand what to do if a young person discloses any allegations against Bottle Green Training Ltd staff or the directors.

RESPONSIBILITIES UNDER THE PREVENT DUTY

BGT staff training is designed to ensure that staff understand their responsibilities under Prevent which covers

- Responding to the ideological challenges of terrorism and the threat learners and staff face from those who promote it
- Preventing people from being drawn into terrorism and ensuring that they are given appropriate advice and support
- Working with various sectors and organisations where there are risks of radicalisation that need to be addressed.

BGT ensures that training for staff and learners is effective by

- Delivering training to learners and staff so that they understand the nature of the threat from violent extremism
- Teaching and learning strategies which explore controversial issues in a way which promotes critical analysis
- Responding appropriately to events in local, national or international news that may impact on learners and communities
- Making staff, employers and learners aware of local and national threats.
- Ensuring measures are in place to minimise the potential for acts of violent extremism
- Ensuring plans are in place to respond appropriately to threats or incidents relating to extremism
- Clear ICT and e-safety policies
- Specific training for the Safeguarding Lead and Deputy. (The DSLs attend designated lead safeguarding training provided by an external recognised provider and communicate routinely with the regional Prevent coordinator. They are aware of how to communicate with the local safeguarding partners.)

POLICY OUTCOMES

All staff and learners will enjoy a safe and welcoming environment in which they are respected equally.

Staff and learners will be alert to the constantly emerging dangers in the environments in which they live and work. These dangers currently include radicalisation (which may ultimately result in terrorism), grooming, drug-related abuse including County Lines, trolling, revenge porn and financial exploitation.

POLICY REVIEW

This policy will be reviewed by the directors annually and when there are changes to legislative or statutory requirements.

Appendix A

Related BGT policies and documentation

Health and safety policy
Equality and diversity policy, including anti-racism and anti-homophobia
Bullying & Harassment in the Workplace Policy, including cyber-bullying
Company Social Networking Policy Statement
Whistle-blowing policy/procedure
Programme of induction and training for staff
Clinical coach and mentor training
Learner handbooks
Safeguarding hot topics
Resilience and wellbeing support materials
Staff Code of Conduct
Learner complaints
Data protection policy
Designated Safeguarding Lead – job description
Managing allegations against staff
Managing a disclosure from a learner
Records of training and updates for staff and directors
Guidance to employers
Safe recruitment procedures
Prevent referral process.
Zoom code of conduct
Remote learning – protocols and guidance
Prevent duty risk assessment and action plan
Safeguarding & Prevent Self assessment report