



## Safeguarding and Prevent Strategy

### Context and Overview

Abbeydale Vetlink Veterinary Training is committed to ensuring the safety and wellbeing of all its students and staff. The fundamental principles of this strategy are based on legislation and associated published documents which include reference to:

- Keeping Children Safe in Education, DFE September 2018
- Working Together to Safeguarding Children, HM Government, 2018
- What to do if you are worried a child is being abused – Advice for practitioners
- Advice on whistleblowing
- Working Together Transitional Statutory Guidance
- Missing Children and Adults Strategy
- Ofsted guidance: Inspecting safeguarding in Early years, education and skills settings 2018
- Data Protection Act 2018 and General Data Protection Regulations (GDPR)
- Sexual Violence and Sexual Harassment between children in schools and Colleges, DFE May 2018
- Advice for Schools and Colleges on Responding to Sexting Incidents (UK Council for Child Internet Safety)
- Searching, Screening and Confiscation Advice
- Gwent-wide Adult Safeguarding Board Strategic Plan 2017-2020
- Teachers' standards 2012
- The Education Act 2002
- The Disclosure and Barring Service
- Contest and the Prevent Duty

This is not an exhaustive list and reference should be made to the appropriate guidance documents outlined throughout Keeping Children Safe in Education and Working Together to Safeguard Children.

The legislation is specifically associated with children, young people and vulnerable adults. Abbeydale Vetlink Veterinary Training is committed to protecting all learners and staff and therefore has a whole organisational approach to Safeguarding. Abbeydale Vetlink Veterinary Training works in accordance with the regulations and specifications laid down by the Monmouthshire's Safeguarding Board.

This policy shall be promoted during recruitment of staff, induction day for learners and made available to all apprentices on the college's Moodle site.

Training and development is effectively built into AVVT recruitment and induction procedures, the staff development programme and is embedded into all activities. Abbeydale Vetlink Veterinary Training will work with the local authority, the police and the health service. Team briefings are used to promote safeguarding and prevent agenda's and to discuss any concerns and updates.

Regular reviews of this policy will occur and staff are encouraged to have an input on this policy.

Prior to encountering apprentices, each staff member will be checked via the Disclosure and Barring Service and recent references will be followed up. The Single Central record is kept up to date and reviewed for any missing pieces of information on each staff member.

Local partners include:

- See safeguarding contacts document for details of safeguarding contacts.

Safeguarding is deemed to be the responsibility of all members of staff and appropriate training and development is mandatory in accordance with the requirements of the Staff Development programme and induction.

### Definitions of Terms

Abbeydale Vetlink Veterinary Training uses the following definitions throughout this strategy and in all associated policies and procedures:

**Child Protection** – recognition of abuse and neglect and acting upon it.

**Safeguarding** – refers to the broader preventative and precautionary approaches to planning and procedures necessary to protect children, young people and vulnerable adults from any potential harm.

**Child** – is an individual up to their 18th birthday.

**Young Person** - there is no legal definition of a young person but for Abbeydale Vetlink Veterinary Training Ltd purposes we deem this to be any individual up to their 21<sup>st</sup> birthday.

**Vulnerable Adult** – a person who is or may need community care services by reason of mental or other disability, age or illness; and who is or who may be unable to protect him or herself against harm or exploitation (Department of Health,2000).

### Safeguarding and Child Protection

Abbeydale Vetlink Veterinary Training Ltd has incorporated Child Protection into the whole organisational approach to Safeguarding and the term Safeguarding is deemed to include Child Protection in all policies and procedures. Abbeydale Vetlink maintains separate training for safeguarding and the Prevent Duty in order to ensure that staff are fully trained and aware of the requirements to respond to abuse and neglect as well as to ensure that all College activities protect students and staff from harm.

Helpline numbers are displayed within the college environment for both apprentices and staff and these numbers are also supplied on the apprentice's memory sticks to access from outside the college.

### Site security arrangements

Abbeydale is set within a private business park, within the park there are security cameras with a monitored regularly. The access doors to the college are controlled via a key fob and staff are encouraged to approach and challenge any unexpected visitors on site.

Each staff member has identity badges to wear to identify themselves to apprentices whilst within the college or our on work-place visits.

Each apprentices' work place is visited regularly and inspection of health & safety policies and procedures are checked. Safeguarding is discussed within the monitoring visit and any concerns are reported to the directors.

### Prevent Duty

Abbeydale Vetlink Veterinary Training actively promotes and raises awareness amongst the stakeholders including employers, students and staff of the Prevent Duty and how to keep safe from radicalisation. A Risk Register and Action Plan will be monitored through risk management by the directors.

### British values

Abbeydale Vetlink Veterinary Training Ltd fully supports and promotes the ethos of British values: Democracy, rule of law, liberty, respect, tolerance and understanding of different faiths and beliefs, through a range of activities. Students and staff are made aware of the link between the Prevent Duty and British values. The Abbeydale Vetlink Veterinary Training culture embeds British values and reflects the country we live in.

### Equality, Diversity and Inclusion

Abbeydale Vetlink Veterinary Training Ltd actively promotes Safeguarding and Equality, Diversity and Inclusion which are intrinsically linked by separate Equality and Safeguarding Legislation and subsequent Abbeydale policies, creating an environment that eliminates discrimination, bullying and harassment and reinforces the Safeguarding Agenda. Together they work to provide a safe environment in which to study. Training on Equality, Diversity and Inclusion and Safeguarding are required by staff members ensuring all staff are fully aware of the importance of Safeguarding and how to keep students safe from harm.

### Behaviour Management

The Abbeydale student memorandum of agreement document outlines the principle of assertive discipline: positive behaviour management. This underpins Safeguarding and Equality Diversity and Inclusion. Abbeydale Vetlink Veterinary Training takes a pro-active approach to staff development and student training to ensure behaviours are appropriate and choices keep everyone safe.

Abbeydale adopts a zero-tolerance approach to any forms of bullying or discrimination within the college environment. We encourage apprentices to take responsibility for their own conduct and to look out for any peers that may be struggling.

Apprentices have regular appraisal of the professional behaviour and conduct throughout the course, this not only ensures that they are assessed but also encourages awareness to unacceptable behaviour in others and how to report those concerns.

### Health & Safety

Abbeydale Vetlink Veterinary Training has incorporated the Health & Safety Policy and Procedure into Safeguarding in order to ensure a proactive approach to risk assessment and all related Health & Safety activity. This ensures all students, staff and stakeholders are kept safe in addition to regular promotion and training in Health & Safety.

Safe working practices are embedded throughout the syllabus and apprentices are encouraged to consider both their own personal safety and the safety of colleagues. Health and Safety is embedded into each subject taught during the course.

## IT monitoring

Apprentices are taught about online safety and exposed to some of the risks they are likely to encounter especially through social media. Abbeydale WiFi router is programmed with parental controls to protect apprentices from all adult-related sites, illegal activity, pornography and phishing attacks.

Any concerns with activity via Social Media is encouraged to be reported to the directors of Abbeydale.

## Tutorials

Embedded into the course are set tutorials, these occur once a term. The aim of these tutorials is to educate apprentices about how to keep themselves and their colleagues safe, to promote a quality working environment, how to raise concerns and to promote health and wellbeing.

## Associated Policies

The following policies specifically underpin the Abbeydale Vetlink Veterinary Training Ltd Safeguarding Strategy although all activities and policies incorporate safeguarding:

Policies that relate to both staff and students:

- Equality, Diversity and Inclusion Policy
- Health and Safety Policy
- First Aid and Accident Policy

Policies that relate to students:

- Safeguarding and Prevent Policy
- Online-Safety Policy
- Learner Memorandum of Understanding
- Student Disciplinary Policy and Procedures
- Fitness to Practice Policy

Policies that relate to staff:

- Staff Code of Conduct
- Whistle blowing
- Lone Working Policy
- Procedures for managing allegations against staff

Managers, Tutors and Designated Safeguarding Leads must consider external factors when reviewing and dealing with safeguarding incidents and student behaviours. A knowledge of individual situations such as home life, social contacts and living environments can place the behaviour or incident into context, informing next steps to protect and prevent situations developing further.

Being proactive in understanding the wider context in which the student lives can help put safeguarding measures in place prior to incidents occurring, thus reducing threats and harm to the individual. Contextual background will also help inform the referral process when working with external organisations. This could include child protection, abuse, preventing radicalisation, peer on peer abuse including sexual violence, sexual harassment and sexting, any number of safeguarding categories such as on line abuse and bullying, drugs, gangs, child sexual exploitation, FGM etc.

## Counter Terrorism and Prevent Duty

The country remains on high alert of imminent terror attack. The main threat coming from animal activist groups and right wing groups such as Britain First. The threat will continue to focus on those perceived to be non-British and immigrants and will be expected to increase leading up to and beyond Brexit.

## Responsibilities associated with Safeguarding

Safeguarding is the responsibility of everyone. Staff must read the current version of Keeping Children Safe in Education, Part One and Annex A as a minimum. The following positions have additional safeguarding responsibility.

Any vulnerable groups of apprentices are identified, and extra care is taken to ensure their safety.

## Student safeguarding and Child Protection

Designated Prevent Leads: Directors of Abbeydale Vetlink Veterinary Training

## Procedures for getting additional support and guidance

If you are concerned about a learner further additional support and guidance can be provided by the company directors. See Annex 2 for Safeguarding contacts relating to learners residential location. Within annex 2 are contacts for advice and who to contact in the event where a concern is needed to be reported.

## Procedure for reporting a Safeguarding or Prevent cause for concern

If you are made aware of any allegations or suspicions of harm to a learner or member of staff, you should report your concerns immediately to the company directors.

If you are made aware of any allegations or suspicions of harm relating to the prevent agenda about a learner or a member of staff, you should report your concerns immediately to the company directors.

There is no single route to radicalisation. However, there are some behavioural traits that could indicate that a learner has been exposed to radicalising influences.

Radicalisation can happen over a long period of time. In some cases it is triggered by a specific incident or news item and can happen much quicker. Sometimes there are clear warning signs of radicalisation, in other cases the changes are less obvious.

The following behaviours listed here are intended as a guide to help identify possible radicalisation:

### *Outward appearance*

- Becoming increasingly argumentative
- Refusing to listen to different points of view
- Unwilling to engage with students who are different
- Becoming abusive to students who are different
- Embracing conspiracy theories
- Feeling persecuted
- Changing friends and appearance
- Distancing themselves from old friends
- No longer doing things they used to enjoy
- Converting to a new religion

- Being secretive and reluctant to discuss their whereabouts
- Sympathetic to extremist ideologies and groups
- Online behaviour

#### *Changing online identity*

- Having more than one online identity
- Spending a lot of time online or on the phone
- Accessing extremist online content
- Joining or trying to join an extremist organisation
- You know your students well, so are in a prime position to recognise if they're acting out of character. Trust and have confidence in your professional judgement and get advice if something feels wrong.

Below is the step by step-by-step investigation process.

When working through the process it is recommended that you:

- Remain calm and reassure the person that they have done the right thing by speaking up
- Listen carefully and give the person time to speak
- Explain that only the professionals who need to know will be informed, but never promise confidentiality
- Act immediately, and do not try to address the issue yourself
- Write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names / parties mentioned
- Report to your line manager who is then responsible for contacting the LSO. It is the duty of anyone working with children to report disclosure or harm
- Remember that it is not for you to decide whether or not a suspicion or claim is true; all instances must be taken seriously

AVVT member is concerned a child is being harmed or at risk from potential harm / Member of staff is told about an incident of harm or potential harm to a learner.

**Remember, if you are concerned that there is an immediate risk of harm to a child, please contact the emergency services without delay on 999 or 101.**

Write a written statement about the incident asap, recording relevant information

Does the incident relate to a member of staff?

Report incident to your line manager who will discuss it with the Lead Safeguarding officer.

Report incident to your line manager /Directors who will discuss it with the Lead Safeguarding Officer.

LSO may report incident to local services / police by telephone.

Any further actions, as identified by the social services, are to be carried out by the Directors to ensure the protection of the child.

A report is to be compiled by the lead member of staff and sent to the relevant social services department within 24 hours.

## Annex 1

## Incident reporting form

|  |  |
|--|--|
| Your name:   | Abbeydale Vetlink Veterinary Training Ltd                  |
| Your role:   |  |
| Contact information (you):   |  |
| <i>Address:</i>  | <i>Postcode:</i>   |
| <i>Telephone numbers:</i>  | <i>Email address:</i>                                      |
| Learners name:   | Learners date of birth:                                    |
| Learners ethnic origin:<br><i>Please state</i>   | Does the learner have a disability:<br><i>Please state</i> |
|  |  |
|  |  |
| Learners gender:   |  |
| <input type="checkbox"/> Male<br><input type="checkbox"/> Female   |  |
| Parent's / carer's name(s):  |  |
| Contact information (parents/carers):  |  |
| <i>Address:</i>  | <i>Postcode:</i>   |
| <i>Telephone numbers:</i>  | <i>Email address:</i>                                      |
| Have parent's / carer's been notify of this incident?  |  |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |  |
| If YES please provide details of what was said/action agreed:  |  |
| Are you reporting your own concerns or responding to concerns raised by someone else:  |  |
| <input type="checkbox"/> Responding to my own concerns<br><input type="checkbox"/> Responding to concerns raised by someone else |  |
| If responding to concerns raised by someone else: <i>Please provide further information below</i>                                |  |
| <i>Name:</i>   |  |

*Position within the college or relationship to the learner:*

*Telephone numbers:*

*Email address:*

Date and times of incident:

Details of the incident or concerns:

*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

Learners account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

*Name:*

*Position within the college or relationship to the learner:*

*Date of birth (if under 18):*

*Address:*

*Postcode:*

*Telephone number:*

*Email address:*

Please provide details of any person involved in this incident or alleged to have caused the incident / injury or Prevent cause for concern:

*Name:*

*Position within the organisation or relationship to the learner:*

*Date of birth (if under 18):*

*Address:*

*Postcode:*

*Telephone number:*

*Email address:*

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

*Name of organisation / agency:*

*Contact person:*

*Telephone numbers:*

*Email address:*

*Agreed action or advice given:*

|                        |  |                    |  |
|------------------------|--|--------------------|--|
| <b>Your Signature:</b> |  | <b>Print name:</b> |  |
| <b>Date:</b>           |  |                    |  |

**Contact your organisation's Designated Safeguarding Officer in line with Abbeydale Vetlink Veterinary Training Ltd reporting procedures.**

## Annex 2

### Safeguarding Contacts

#### Bristol City Council

<https://www.bristol.gov.uk/social-care-health/report-suspected-abuse>

Follow web link – Bristol City like all concerns to be reported using a report adults form. This is accessed via the web link above.

Concerns can also be raised via their Care Direct on **0117 922 2700**, 8.30am to 5pm, Monday to Friday. There's an answerphone service outside these hours. In an emergency call 999.

#### Cardiff City and Vale of Glamorgan Regional Safeguarding Board

<https://www.cardiffandvalersb.co.uk/adults/contact-adult-board/concerned-about-an-adult/>

Vale of Glamorgan Adult Services: **01446 700111**

Cardiff Multi-Agency Safeguarding Hub (MASH): **02920 338439**

Out of Hours: **02920 788570**

#### Carmarthenshire County Council

<https://www.carmarthenshire.gov.wales/home/council-services/social-care-health/worried-about-an-adultchild/#.W3sX1uhKiUk>

Delta Wellbeing on **0300 333 2222** (available 24hrs, 7 days a week). If immediate help is needed dial 999.

#### Ceredigion County Council

<https://www.ceredigion.gov.uk/resident/social-care-wellbeing/feeling-safe/worried-about-an-adult-or-child-safeguarding/>

Office hours - **01545 574000**

Outside of Office hours - **08456 015392**

#### Redditch & Bromsgrove County Council

<http://www.redditchandbromsgroveccg.nhs.uk/news-5/worcestershire-safeguarding-adults-board-supports-campaign-raising-awareness-of-elder-abuse/>

#### Gloucestershire County Council

<https://www.gloucestershire.gov.uk/gsab/>

Adult Safeguarding emergency helpdesk 01452 426868

Email: [gsab@gloucestershire.gov.uk](mailto:gsab@gloucestershire.gov.uk)

Safeguarding Strategy updated and reviewed 01/05/2019

Herefordshire County Council

[https://www.herefordshire.gov.uk/info/200147/social\\_care\\_and\\_support/319/protect\\_someone/2](https://www.herefordshire.gov.uk/info/200147/social_care_and_support/319/protect_someone/2)

To report a concern about an adult ring:

**01432 260715** (weekdays 9am-5pm)

**0330 123 9309** (after 5pm, weekends and public holidays)

Emergencies: If someone is injured or in immediate danger dial 999

If there is no emergency but you think a crime may have been committed ring West Mercia Police on 0300 333 3000 or 101

Email: [safeguarding@herefordshire.gcsx.gov.uk](mailto:safeguarding@herefordshire.gcsx.gov.uk)

Monmouthshire County Council

<http://www.monmouthshire.gov.uk/safeguarding>

Adult Safeguarding Duty phone number and email address:

**01291 638928**

email: [monpovaduty@monmouthshire.gcsx.gov.uk](mailto:monpovaduty@monmouthshire.gcsx.gov.uk)

**If it is outside of office hours – Out of Hours and Bank Holidays Emergency Duty Team: 0800 328 4432**

**In an emergency dial 999**

Newport City Council

<http://www.newport.gov.uk/en/Care-Support/Safeguarding-and-abuse/Adults-at-risk.aspx>

In an emergency phone the emergency services on 999

Gwent Police on **(01633) 838111**

Call the protection of vulnerable adults team (POVA) on **(01633) 656656** or if after 5pm call Freephone **0800 328 4432**

Email: [firstcontact.adults@newport.gov.uk](mailto:firstcontact.adults@newport.gov.uk)

Follow web link – Newport City like concerns to be reported using a Duty to report adults form. This is accessed via the web link above. Complete the Duty to report form paper version or e-version and email the completed forms to [firstcontact.adults@newport.gov.uk](mailto:firstcontact.adults@newport.gov.uk)

Oxfordshire Council

[https://www.oxford.gov.uk/info/20101/community\\_safety/348/keeping\\_people\\_safe](https://www.oxford.gov.uk/info/20101/community_safety/348/keeping_people_safe)

*Oxford City Council Safeguarding Contacts*

Dani Granito, Partnership Development Manager. Email: [dgranito@oxford.gov.uk](mailto:dgranito@oxford.gov.uk)

Mike Newman, Corporate Secretariat Manager. Email: [mnewman@oxford.gov.uk](mailto:mnewman@oxford.gov.uk) Tel: **01865 252140**

Stephen Clarke, Head of Housing. Email: [sclarke@oxford.gov.uk](mailto:sclarke@oxford.gov.uk) Tel: **01865 252447**

Helen Bishop, Head of Business Improvement. Email: [hbishop@oxford.gov.uk](mailto:hbishop@oxford.gov.uk) Tel: **01865 252233**

Tim Sadler, Executive Director for Community Services. Email: [tsadler@oxford.gov.uk](mailto:tsadler@oxford.gov.uk) Tel: **01865 252101**

Oxfordshire County Council Assessment Team – Tel: **0845 050 7666**

Oxfordshire County Council Emergency Duty Team (After 5pm Mon - Thur and 4pm on Fri) – Tel: **0800 833408**

Non Emergency Police Team (For reporting historic concerns) – 101

Powys County Council

<https://customer.powys.gov.uk/article/1894/Report-Adult-Abuse>

**01597 827666** (office hours)

**0845 054 4847** (out of hours)

Email: [people.direct.adults@powys.gov.uk](mailto:people.direct.adults@powys.gov.uk)

Swansea Council

<https://www.swansea.gov.uk/safeguardingadults>

Tel: **01792 636854** 8.30 - 5.00 Monday - Thursday and 8.30 - 4.30 on Friday.

Email: [adult.safeguarding@swansea.gov.uk](mailto:adult.safeguarding@swansea.gov.uk)

If you think that a criminal act has or may have taken place you can contact the police on 01792 456999 or 101.

There is more information on Swansea Council's website including a link to the Wales Interim Policy and Procedures for the protection of Vulnerable Adults from Abuse

[www.swansea.gov.uk/safeguardingadults](http://www.swansea.gov.uk/safeguardingadults)

Wiltshire County Council

<http://www.wiltshire.gov.uk/adult-care>

Telephone: **0300 456 0111** Textphone: **01225 712501**

Email: [adviceandcontact@wiltshire.gov.uk](mailto:adviceandcontact@wiltshire.gov.uk)

Monday to Thursday: 08:30 – 17:20 / Friday: 08:30 – 16:20

Emergencies out of hours: **0300 456 0100**

Worcestershire County Council

<http://www.worcestershire.gov.uk/wsab>

Emergencies: **01905 768053**