

Policy & Procedure: Safeguarding and Prevent policy:			
Policy No:	3	Department:	Apprenticeship Provision
Issue date:	16/04/2024	Prepared by:	Annie Graham
Version:	Feb 25 v.1	Approved by:	Chris Lipscomb
Purpose			
<p>Logistics UK strives to adopt the highest possible standards to ensure the safety and welfare of all learners and staff. It is the responsibility of everyone within Logistics UK to record and report any concerns they have immediately. Doing nothing is not an option.</p> <p>While it is not possible to ensure that learners would never come to harm, the adoption of this policy associated guidelines aim to facilitate the management of risk associated with the duty to protect staff and learners.</p> <p>Safeguarding is everyone's responsibility. If there is any doubt that a person is being harmed, abused, or at risk of radicalisation, this must be reported.</p> <p>The Safeguarding and Prevent Policy applies to all staff including associates, and anyone who has contact with our learners. For this policy, associates will be referred to as staff. Logistics UK is committed to providing the best and safest learning environment possible, so that learners can succeed, and staff can feel safe and secure.</p> <p>This policy should not be used to discourage learning activities, and it supports the engagement of a diverse range of learners. This policy provides a framework that ensures staff and visitors protect all learners and keep them safe when within the care of Logistics UK.</p>			
Policy Statement			
<p>In the UK, <u>safeguarding</u> means protecting people's health, well-being, and human rights and enabling them to live free from harm, abuse, and neglect. It is important to understand that safeguarding is not implicit to children and young people. The need to ensure effective safeguarding also extends to any adult at risk, who may be vulnerable through various actions, inadequate policies and procedures, and failures to act.</p> <p>Safeguarding action may be needed to protect from the risk of the following: this list is not exhaustive: physical abuse, sexual abuse, emotional abuse, bullying, including online bullying and prejudice-based bullying, staying safe online, sexual exploitation and trafficking, substance misuse, financial, neglect radicalisation, and extremist behaviour.</p>			

The Prevent duty is a duty placed on certain organisations to have “due regard to the need to prevent people from being drawn into terrorism”. It was introduced in the Counter Terrorism and Security Act 2015 (CTSA) Section 26 and applies in England, Wales, and Scotland.

The aim of the Prevent duty is to safeguard vulnerable people against the threat of extremism, radicalisation, and terrorism, and to promote British values. In other words, the Prevent duty aims to safeguard people from becoming terrorists or supporting terrorism.

Prevent is one of the four elements of CONTEST, the Government’s counter-terrorism strategy. It aims to stop people from becoming terrorists or supporting terrorism.

What does PREVENT do?

1. Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
2. Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
3. Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The main aim of Prevent is to stop people from becoming terrorists or supporting terrorism. At the heart of Prevent is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into terrorist activity.

The Government has defined extremism in the Prevent strategy as: *“vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.”*

Scope

Logistics UK understands that to fulfil its responsibility to safeguarding. All staff have a responsibility to familiarise themselves with the safeguarding policy and procedures that go with it.

The employer holds a duty of care, if Logistics UK suspects that a learner is at risk or harm within their workplace, we have a duty of care to report this to the safeguarding lead or a suitably qualified person.

The Board must be accountable for:

- Ensuring the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead undertake regular training in Safeguarding and Prevent, at a higher level than staff members.
- Ensuring this Safeguarding and Prevent policy is reviewed in line with guidelines.
- Prioritise any Safeguarding matter as urgent.

The Designated Safeguarding Lead will ensure:

- Ensure the Safeguarding and Prevent Policy and associated procedures are regularly reviewed and updated, and that related information, advice, and guidance are effectively communicated to colleagues in a timely manner.
- That staff are aware of this policy and the associated procedures, identifying any appropriate training that staff may require.

- That adequate staff training is provided and monitored on an ongoing basis.
- Keep informed of safeguarding and prevent headlines and disseminate areas of concern to Operational/Quality Leads.
- Contribute to monthly hot topics to provide learners, employers and staff knowledge of safeguarding and Prevent.
- Recognise and promote it is not the responsibility of the Designated Safeguarding Team to decide whether children, young people, and/or 'Adults at Risk' have been abused or not, that is the responsibility of investigative statutory agencies such as local safeguarding children's board, local safeguarding adults board or the police.
- Ensure written records about a child/young person or adult at risk are retained securely on record.
- Ensure storage of all records confidentially and securely.
- Ensure cyber and IT security measures are in place with suitable monitoring and relevant departments are aware of how to report concerns.
- Ensure the safer recruitment procedure is followed by periodically sampling the process.
- Ensure they are the first point of contact for all staff to go to for advice if they are concerned about children, young person and/or 'Adults at Risk.'
- Have a higher level of safeguarding training and knowledge than the other staff within the organisation.

The Designated Safeguarding Officer(s) will ensure that:

- Monitoring of the Logistics UK safeguarding platforms.
- Keep informed of safeguarding and prevent headlines and disseminate areas of concern to Operational/Quality Leads.
- Acting as a contact for staff, learners, and employers.
- Refer cases of suspected abuse to the relevant agencies.
- Refer cases of suspected radicalisation to the Channel programme.
- Maintain accurate records of the referral, actions, and follow-up.

HR will ensure:

- Implementation of the Safer Recruitment Policy.
- Mandatory training is completed by staff periodically.
- Safeguarding and Prevent policy is accessible and acknowledged.
- Liaison with Designated Safeguarding Team, and other agencies as required.
- They work alongside the Designated Safeguarding Team and manage allegations against staff in line with company policies.

Staff will ensure that:

- Mandatory Safeguarding and Prevent training are completed.
- Safeguarding concerns are reported; *doing nothing is not an option*.
- Actively maintain their currency of Safeguarding and Prevent headlines.
- Support an environment where learners feel safe from harm.
- Take opportunities to embed Safeguarding and Prevent into teaching, learning and assessment activities. This includes promoting British Values.
- Openly discuss safeguarding concepts within learner reviews.

Process									
<p>Staff, Employers and Learners</p> <p>If a risk is identified; a Safeguarding and Prevent Concern form must be completed and sent to the Safeguarding Team immediately. The referral will be assessed, and action taken within 48 hours of the disclosure. The cause for concern form can be accessed at https://logistics.org.uk/training/apprenticeships/learn-more-about-apprenticeships/safeguarding-and-prevent.</p> <p>If you are unable to access the form or have a general query, contact the safeguarding team at safeguarding@logistics.org.uk.</p> <p>In an emergency or for guidance please contact a member of the safeguarding team at the following numbers:</p> <table border="1" data-bbox="119 712 1329 840"> <tbody> <tr> <td>Designated Safeguarding Lead:</td> <td>Annie Graham</td> <td>07818450370</td> </tr> <tr> <td>Designated Safeguarding Officer:</td> <td>Sue Jones</td> <td>07818 450491</td> </tr> <tr> <td>Designated Safeguarding Officer:</td> <td>Dzintra Dick</td> <td>01786 457519</td> </tr> </tbody> </table>	Designated Safeguarding Lead:	Annie Graham	07818450370	Designated Safeguarding Officer:	Sue Jones	07818 450491	Designated Safeguarding Officer:	Dzintra Dick	01786 457519
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References									
<p>https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales</p> <p>https://www.et-foundation.co.uk/professional-development/safeguarding-prevent/</p> <p>http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/</p> <p>https://www.gov.uk/government/publications/working-together-to-safeguard-children</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education</p>									
Related Documents									
<p>Health and Safety Policy Manual (2024)</p> <p>Bullying and harassment – Apprenticeships (Oct 2024)</p> <p>Grievance (Sept 2021)</p> <p>Disciplinary (Sept 2021)</p> <p>Equality, Diversity, and Inclusion (July 2024)</p> <p>Recruitment, Selection, and Induction (Feb 2022)</p> <p>Lone Working in Health and Safety Policy (July 2024)</p> <p>Safer Recruitment (Oct 2024)</p> <p>Complaints (July 2024)</p> <p>Learner Behaviour (Oct 2024)</p> <p>Public Interest Disclosure Policy (Nov 2016)</p>									

Signed:



Full name: Chris Lipscomb

Position in Company: Director of Operations

Date: 16/04/2024 Next Review date: 16/04/2025

Summary of changes:

Date	Page	Details of amendment
16/4/2024	4	Process updated for accessibility.
13/02/2024	1 and 4	Links to publications. Expanded on types of abuse. Process more explicit.