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## Introduction

Fuel Learning delivers training and development programmes to employed adults (aged 18 and over) through short courses, nationally recognised qualifications and apprenticeships. We recognise that we have a responsibility to protect all learners, in particular those that have the potential to be vulnerable. We are committed to ensuring that our learning programmes offer a safe and secure environment, where people feel supported, respected and valued.

This policy embraces both child and vulnerable adult protection and preventative approaches to keep our learners, staff, employers and all children and vulnerable adults safe. Safeguarding encompasses learners' health and safety, welfare and wellbeing. Fuel Learning is committed to Safeguarding and expects all staff to share this commitment. We require the employers we work with to support this commitment and to have suitable procedures in place.

Fuel Learning will safeguard and promote the welfare of our learners, children and vulnerable adults with due regard for the DFE guidance 'Keeping Children Safe in Education (2019)' and associated guidance 'Working together to Safeguard Children (2018)'. Fuel Learning also complies with the statutory guidance 'The Prevent Duty (The Counter-Terrorism and Security Act June 2015)' and associated 'Work based learners and the Prevent Statutory Duty Guidance for providers (2018)'.

Through our policies, procedures and ongoing training we will ensure that all staff, volunteers and associates play a full and active part in protecting learners from harm and ensure their welfare is of paramount importance to us. We have based our policy on the following principles:

- Learners have the right to learn in a safe and welcoming environment
- Learners have the right to expect someone in a position of responsibility to listen to them when they need to express themselves
- All learners, regardless of age, disability, gender, racial heritage, marital status, religion or belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse and should be valued and respected as individuals
- Learners will understand that discrimination or bullying in any form is strictly unacceptable and that we will not tolerate language or behaviour which is racist, homophobic, sexist or otherwise offensive
- We adopt robust safeguarding guidelines through clear procedures for learners, staff and the employers we work with
- We share information, as appropriate, in a confidential manner
- Learners have a ready point of contact, referral or support, i.e. the designated lead, their facilitator and/or assessor
- All staff and learners understand what radicalisation and extremism are and why we need to be vigilant

# Safeguarding, Protection and Prevent Policy

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- Our staff have an awareness of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation and how this might be identified early on.

## *Purpose and background*

This policy sets out our approach to safeguarding the wellbeing of all learners. Fuel Learning will:

- Aim to protect, as far as possible, the wellbeing of adults who may be considered vulnerable, by ensuring that appropriate arrangements are in place to provide a safe and secure learning environment
- Assign a Designated Safeguarding & Prevent Lead and a Deputy to manage all safeguarding issues
- Offer support at all stages in any safeguarding disclosures or incidents
- Develop the knowledge and awareness of our learners around Safeguarding, Protection and the Prevent Duty.

## *Scope and responsibilities*

As a provider of government funded training, we have a duty to safeguard our learners and to take steps to ensure the safety of all children (under 18) and vulnerable adults.

Fuel Learning will:

- Appoint staff in line with rigorous procedures detailed in our Safer Recruitment Policy including DBS checks at an appropriate level
- Ensure that all staff, associates and volunteers who work for Fuel Learning are aware of the need to remain alert to any signs and indicators associated with abuse and radicalisation
- Ensure all staff are appropriately trained; attend regular refresher training; receive additional information, as appropriate, to ensure there is continual learning and development in relation to safeguarding
- Ensure that any disclosures are treated with the utmost sensitivity and all details are kept as confidential as possible with the Designated Safeguarding Lead only informing others as and when there is a need.

We will take active steps to ensure the employers we work with:

- Understand both our and their responsibilities around Safeguarding and the Prevent Duty
- Are aware of our Safeguarding, Protection and Prevent Policy and reporting procedures in relation to their employees/our learners.

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Learners will be fully supported in raising their levels of awareness and understanding to an appropriate level in relation to:

- Safeguarding, Protection and the Prevent Duty
- Managing their own safety, health and wellbeing
- Reporting any issues or concerns

### *Staff Responsibilities*

Designated Safeguarding & Prevent Leads:

#### **Designated Safeguarding & Prevent Lead**

Niki Hollingsworth

Tel: 07973 785188

E-mail: [safeguarding@fuellearning.com](mailto:safeguarding@fuellearning.com)

#### **Deputy Designated Safeguarding & Prevent Lead**

Lisa Williams

Tel: 07592 502482

E-mail: [safeguarding@fuellearning.com](mailto:safeguarding@fuellearning.com)

The Designated Safeguarding & Prevent Leads are responsible for:

- Undertaking regular and appropriate training to ensure they are abreast of current issues and updates
- Maintaining a list of Safeguarding contacts and resources to ensure up to date knowledge and awareness
- Making the decision to investigate any allegations or concerns
- Addressing any immediate protection issues
- Carrying out any internal investigations regarding safeguarding or protection
- Ensuring Safeguarding Logs are kept
- Responding as required to any Prevent concerns
- Making the decision to refer to appropriate external agencies, i.e. Police, Social Services, Local Safeguarding Partners, Ofsted, Counter Terrorism Unit and/or Channel
- Ensuring all staff, volunteers, associates and governors are trained appropriately and receive updates at least on an annual basis
- Making recommendations for changes to this policy and associated procedures taking into account legislative changes to the Board of Directors
- Producing an Annual Safeguarding Report
- Producing Prevent Risk Assessments and Action Plans

Heads of Departments and Programme Leads:

- Implement and deliver the policy in their respective areas of responsibility
- Support staff in recognising opportunities to naturally embed relevant topics as they arise
- Develop relevant resources and content which will enable learners to develop

### Facilitators and Quality Team Assessors:

- Ensure that every learner has completed the induction tasks in relation to Safeguarding, Protection and Prevent within the required timescales and has an understanding of our policy
- Ensure that learners are aware of how and who to contact in the event of any concerns
- Where appropriate, embed relevant topics into content and tasks throughout the programme, including during progress reviews
- Promote and encourage awareness of British Values
- Seek ideas, consult with colleagues and introduce innovative ways to embed current and relevant topics in your delivery

### Staff involved in recruitment and selection of staff:

- Take reasonable steps to recruit and select staff, associates or volunteers carefully and safely, assessing the risk, referring to our 'Safer Recruitment Policy' without exception, and seeking advice where necessary.
- All procedures will, as a minimum standard, be in line with any guidelines and policies of the Disclosure and Barring Service and the Data Protection Act 2018.

### Staff involved with learner induction and enrolment:

- Ask relevant questions in one-to-one initial IAG sessions which will help with the early identification of learners who may be at risk

### Systems Manager

- Be responsible for ensuring that there is an effective 'Acceptable Use Policy' in place for learners and staff

### All staff:

- Create an environment that promotes wellbeing and ensures personal safety.
- Act promptly in accordance with this policy and inform the Designated Safeguarding & Prevent Lead or the Deputy of any issues of suspected or reported abuse or concerns of radicalisation.

### *Guidance for staff in handling Safeguarding concerns*

If staff, volunteers or associates witness abuse (verbal, physical, bullying etc), have concerns, or are given sensitive information relating to safeguarding or radicalisation, they should:

- Take seriously any concerns raised
- Re-assure the learner that they have done the right thing
- Take positive action to ensure the protection of individuals involved

- Ensure that information is handled in a confidential manner, however, don't promise confidentiality, as the matter will need to be discussed with the Designated Safeguarding & Prevent Lead and could be escalated to external agencies if necessary
- Try not to ask questions, if you must, make sure they are open-ended questions to clarify the situation
- Inform the Designated Safeguarding & Prevent Lead as soon as possible, initially by telephone, following up by completing a Safeguarding Log to accurately capture the concern. These can be found in the Essential Documents folder on the Fuel Team SharePoint.

### *The Prevent Duty*

Prevent is part of CONTEST, the Government's Counter Terrorism strategy. It aims to stop people becoming radicalised, undertaking terrorist acts or supporting terrorism. The Prevent strategy has three main objectives:

- To respond to the ideological challenge faced from terrorism and aspects of extremism, and the threat faced from those who promote these views
- To provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- To work with a wide range of sectors where there are risks of radicalisation that needs to be dealt with

As part of the Prevent Strategy, Fuel Learning has a duty to have “due regard to the need to prevent people from being drawn into terrorism”.

‘The Prevent Duty: Guidance for further education institutions in England and Wales (2015)’ defines our role as helping prevent people being drawn into terrorism (violent and non-violent extremism), which can create an atmosphere conducive to terrorism and can popularise views which terrorist exploit.

Extremism is defined 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.” This also includes calls for the death of members of the British armed forces.

Prevent also encourages promotion of the nine protected characteristics under the Equality Act 2010 (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex; sexual orientation).

### *Channel*

Channel is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour.

Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

Channel is designed to work with individuals of any age who are at risk of being exploited by extremist or terrorist ideologies. The process is shaped around the circumstances of each person and can provide support for any form of radicalisation or personal vulnerabilities.

Each Channel panel is chaired by a local authority and brings together a range of multi-agency partners to collectively assess the risk and can decide whether a support package is needed. If the group feels the person would be suitable for Channel, it will look to develop a package of support that is bespoke to the person. The partnership approach ensures those with specific knowledge and expertise around the vulnerabilities of those at risk are able to work together to provide the best support.

Referrals are first screened for suitability through a preliminary assessment by the Channel Co-ordinator and the local authority. If suitable, the case is then discussed at a Channel panel of relevant partners to decide if support is necessary.

If we believe that someone is vulnerable to being exploited or radicalised, we will use the established safeguarding procedures to escalate those concerns to the Designated Safeguarding & Prevent Lead who will then raise concerns to the Channel panel if appropriate.

### *British Values*

We continuously foster understanding, respect and tolerance for others in all areas of our training delivery and interactions with learners and with each other. We embrace the rights of all to live, study and work in an environment free from persecution of any kind. We value freedom of speech, democracy, the rule of law and equality of opportunity for all.

We do this through:

- Ensuring everyone has the opportunity to exercise their democratic influence e.g. learner dialogue, developing working practices, reviews and feedback mechanisms
- Encouraging learners to accept responsibility for their behaviours in the workplace, the learning environment and the wider community
- Encouraging self-awareness and thinking through consequences of actions
- Encouraging learners to develop their self-knowledge, self-esteem and self-confidence
- Encouraging learners to become responsible individuals and to actively participate in their own learning and development
- Encouraging tolerance and accepting that other people have different faiths or beliefs, which should not be the cause of prejudicial or discriminatory behaviour

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- Developing understanding of difference through dialogue and challenge
- Ensuring everybody has the right to be treated with dignity and respect with regard to any aspect of their identity.

As a training provider we aim to work actively to eradicate extremism and extreme ideology and to support learners and employers in fully embracing British values in all areas of their work.

### Key Contacts

Local Prevent Officer	<a href="mailto:geoff.thomas@coventry.gov.uk">geoff.thomas@coventry.gov.uk</a>
DfE FE Prevent Co-ordinator	<a href="mailto:Hifsa.haroon-iqbal@education.gov.uk">Hifsa.haroon-iqbal@education.gov.uk</a> 07551 136132
Warwickshire MASH	<a href="http://www.Warwickshiremash.org.uk">www.Warwickshiremash.org.uk</a> 01926 414144 01926 886922

### Additional Guidance

Issue	Link to advice	Source
Abuse	<a href="#">What to do if you're worried a child is being abused</a>	DfE advice
	<a href="#">Domestic abuse: Various Information/Guidance</a>	Home Office
	<a href="#">Faith based abuse: National Action Plan</a>	DfE advice
	<a href="#">Relationship abuse: disrespect nobody</a>	Home Office website
Children	<a href="#">Keeping Children Safe in Education (2019)</a>	DfE guidance
Drugs	<a href="#">Information and advice on drugs</a>	Talk to Frank website
“Honour Based Violence”	<a href="#">Female genital mutilation: information and resources</a>	Home Office
(so called) keep	<a href="#">Forced marriage: statutory guidance and government advice</a>	Foreign Commonwealth Office and Home Office

## Safeguarding, Protection and Prevent Policy



Mental health	<a href="#">Mental health</a>	Mental Health Foundation website
Online safety	<a href="#">Advice for adults about staying safe online</a>	Stay Safe Online website
	<a href="#">Adult online hate assessment</a>	UK Council for Internet Safety research
Radicalisation	<a href="#">Prevent duty guidance</a>	Home Office guidance
	<a href="#">Prevent training and resources</a>	Education and Training Foundation Prevent website