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1 Introduction

The Safeguarding & Prevent Policy for B-Skill Limited reflects the importance of our responsibility to safeguard and promote the welfare of all our apprentices, learners on other B-Skill programmes 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/learners so that they can learn in a relaxed and secure atmosphere. We believe every apprentice/learner should be able to participate in all learning and social activities in an enjoyable and safe environment and be protected from harm.

Safeguarding is defined as:

- Protecting children, young people and adults from maltreatment or things that are bad for their health or development
- Protecting people's health, well-being and human rights, and enabling them to live free from harm, abuse and neglect
- Making sure people's well-being is promoted, taking their views, wishes, feelings and beliefs into account

B-Skill has a statutory requirement to protect the health, wellbeing and human rights of adults at risk, enabling them to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and reduce both the risks and experience of abuse or neglect.

B-Skill has a statutory requirement to promote the welfare of children in compliance with the DfE guidance *Keeping Children Safe in Education*. Current version in force 2024 (July 2025 version – Information Only)

*A revised version is due to come into force Sept 2025

B-Skill as a work-based learning provider has a statutory requirement under the provisions of the Counter-Terrorism and Security Act (CTSA) 2015 to comply effectively with the requirements of the Prevent Statutory Duty.

What is Prevent?

Prevent is a national safeguarding programme that supports people who are at risk of becoming involved with terrorism through radicalisation. Radicalisation means someone is **being encouraged to develop extreme views or beliefs in support of terrorist groups and activities**.

What is the Prevent Statutory Duty?

Section 26(1) of the Counter-Terrorism and Security Act June 2015 (CTSA) imposes a statutory duty on "specified authorities", when exercising their functions, "*to have due regard to the need to prevent people from being drawn into terrorism*".

The CTSA goes on to say "*There is an important role for further education institutions, including sixth form colleges and independent training providers, in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. It is a condition of funding that all further education and independent training providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners*".

What is the Purpose of Prevent?

Prevent aims to safeguard vulnerable individuals (children and adults) who may be at risk of potentially becoming involved in terrorist activities. It aims to support institutions such as schools, colleges, universities and further education establishments where this may happen.

The fundamental aims of Prevent, as part of the CONTEST Strategy (www.gov.uk/government/publications/counter-terrorism-strategy-contest-2023)

What is CONTEST?

CONTEST is The United Kingdom's Strategy for Countering Terrorism – revised July 2023. 'The aim of CONTEST is to reduce the risk from terrorism to the UK, its citizens and interests overseas, so people can live freely and with confidence.'

CONTEST is composed of the "four Ps" – **prevent, pursue, protect, and prepare** – which aim to reduce terrorism at all levels through: Preventing more people from being radicalised; Pursuing suspects operationally and legally; Protecting the public through security measures, and Preparing to manage the response to mitigate the impact of an inevitable attack.

What is Radicalisation?

Radicalisation is the name given to the process that moves a person to legitimise their support or use of violence. It's where terrorism begins.

What is Extremism?

Extremism is the 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.

What is Terrorism?

Terrorism is an action or threat designed to influence the government or intimidate the public. Its purpose is to advance a political, religious or ideological cause.

B-Skill staff, associates, partners, subcontractors and volunteers are expected to uphold and promote the fundamental principles of British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

This includes not discriminating against those with protected characteristics as defined in the Equality Act 2010:

Age
Disability
Gender reassignment
Marriage and Civil Partnership
Pregnancy and maternity
Race
Religion and belief
Sex
Sexual orientation

What is Safeguarding?

The Safeguarding Vulnerable Groups Act 2006 legislation brings together the legislative framework of measures to protect children and vulnerable adults from harm. These measures include:

- Promotion of an individual's health and development
- Ensuring the safety and care of an individual
- Ensuring each individual is offered the best life chances
- Protection from abuse and neglect
- Prevention from bullying and harassment

The term safeguarding embraces both child and vulnerable adult protection and preventative approaches.

What is Channel?

Channel is a confidential, voluntary multi-agency safeguarding programme that supports people who are vulnerable to radicalisation. It is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. Channel is designed to work with individuals of any age who are at risk of being exploited by extremist or terrorist ideologues.

2 B-Skill Prevent & Safeguarding Policy Overall Aims and Objectives

The main aims of this policy are to ensure that staff are fully engaged in being vigilant about raising awareness; and they ensure that we work alongside other professional bodies and agencies to ensure that our apprentices, learners and staff are safe from harm.

The objectives of this policy are:

- All staff will understand what radicalisation and extremism are and why we need to be vigilant
- All apprentices, learners and staff will be made aware of the B-Skill policies, procedures and guidelines that are in place to keep them safe from harm
- All managers will take responsibility for reviewing the systems in place to ensure they are appropriate, supportive and effective.

It is recognised that apprentices/learners or staff with low aspirations are more vulnerable to radicalisation. B-Skill strive to ensure that all learning programmes promote respect, tolerance and diversity and apprentices and staff are encouraged to share their views and recognise that they are entitled to have their own different beliefs.

Apprentices/learners and staff are briefed during their induction process about how to stay safe when using the Internet and social media. They are advised to seek help if they are concerned or upset about anything they read or see on the internet or social media. There are specific policies in place that address the safe use of IT and social media.

B-Skill staff, associates, partners, subcontractors and volunteers will undertake appropriate training to ensure that they are clear about their role and responsibilities including their statutory safeguarding duties. Training events and resources are available, some mandatory, to ensure that staff are made aware of the threats, vulnerabilities and risks in relation to radicalisation and how they can identify these at an early stage.

3 What We Will Do

- We will have defined roles and responsibilities with regards to safeguarding
- Ensure we practice safe recruitment by checking the suitability of staff, associates and volunteers who have access to children, young people or adults who may be considered as vulnerable

Title: Safeguarding & Prevent Policy

- Raise staff awareness of Safeguarding issues such as minimising risk, recognising abuse, and treating all learners with respect
- Educate apprentices and learners to help them develop the skills needed to keep themselves safe in the workplace
- Provide clear, comprehensive, easily understood procedures for dealing with allegations of abuse
- Raise awareness of how to deal with requests for help and support on a confidential basis
- Working in partnership with local Safeguarding boards and Child Protection agencies where applicable

Promote to all staff, associates, partners, subcontractors and volunteers the importance of:

- Being familiar with this safeguarding policy and all related procedures and documentation
- Adhere to all B-Skill Safer Recruitment processes and checks
- Undertake regular training as provided by B-Skill in relation to Prevent and safeguarding – annual Prevent awareness and safeguarding training is mandatory
- Be alert to signs and indicators of possible abuse (see HR026e for definitions of abuse)
- Be involved in the implementation and integration of support plans for apprentices and learners on B-Skill programmes
- Know how to record and report concerns immediately and to whom

4 Accountability, Roles and Responsibilities

The welfare of children, young people and vulnerable adults is everyone's responsibility. B-Skill does not investigate individual child protection or adult cases or referrals. B-Skill is not the statutory authority for the conduct of enquiries into specific cases; therefore B-Skill staff and associates need to follow the B-Skill safeguarding procedures to ensure that all allegations or suspicions of abuse or significant harm to a child, young person or vulnerable adult is dealt with swiftly.

When dealing with an identified Prevent safeguarding concern, the Safeguarding Officer supporting that LDC/tutor/employee should notify the Head of Operations immediately, who is a trained Safeguarding Lead. The Head of Operations will inform the Designated Safeguarding Lead. Should the DSL be unavailable, inform the Strategic Designated Safeguarding Lead or a Deputy DSL. A clear confidential record of the incident/circumstances must be recorded and regular updates on the situation provided in confidence as appropriate.

It will be the responsibility of the Designated Safeguarding Lead or Designated Safeguarding Deputy Lead (in the absence of the DSL), in consultation with the Head of Operations overseeing the incident/circumstances, to make the decision and report the case to the relevant statutory agency. B-Skill will share all relevant information with the respective statutory agency (Police or Social Services) as appropriate.

Specific roles and responsibilities concerning Safeguarding are detailed below:

The B-Skill Safeguarding & Prevent Team is Headed Up by:

Designated Safeguarding & Prevent Lead – Head of Quality & Curriculum

The Designated Lead – reports directly to the executive directors (CEO & Finance Director) and reporting into the Board & Non-Executive Directors on a quarterly basis; taking leadership responsibility for the organisation's safeguarding and Prevent arrangements; working closely with the Deputy Designated Safeguarding Leads, Safer Recruitment Officer (also a Deputy Designated Lead) and a team of Safeguarding Officers.

Designated Safeguarding & Prevent Lead & Deputies:

Designated Safeguarding Lead – Head of Quality & Curriculum & Executive Team member
Trained Deputy Designated Safeguarding Lead – Quality Assessor – Excellence in Quality team member
Trained Safeguarding Leads - Heads of Operations - Executive Team members
Safer Recruitment Officer – Head of HR & Executive Team member

Operational managers and specialists are trained safeguarding & Prevent Officers and they will:

Be the first point of contact by members of staff, apprentices & learners, and are responsible for creating and driving a positive culture and ethos where safeguarding is an important part of everyday life.

Work closely with staff, particularly delivery staff to educate and embed safeguarding and Prevent across all areas of provision, supporting learner-facing staff/tutors/coaches with safeguarding/Prevent reported incidents.

Undertake regular and appropriate training for their role as a Safeguarding & Prevent Officer
Play a part in the review the Safeguarding Policies and Procedures and their on-going effectiveness and update at least annually or sooner if required.

Share and disseminate information, knowledge and good practice across the business and lead by example.

Meet on a regular basis to review all matters in relation to safeguarding & Prevent, including minute discussions at team meetings and disseminate/share the minutes with attendees.

The Designated Safeguarding Lead will:

Oversee, advise and support with all safeguarding concerns and guide on reporting, referrals and which agencies should be involved.

Work with the deputy SGLs to ensure that each on-going concern is monitored on a regular basis (monthly) and ensure summary reports on situations are provided by the respective operational head until the concern is resolved or closed.

Draw up a full Safeguarding & Prevent Board Report for submission to the Board of Directors for Board Meetings,

Work closely with all members of the Safeguarding & Prevent Team and organise regular team meetings.

Undertake regular and appropriate training for the role and ensure all Safeguarding Officers are up to date with their training

Work with the safeguarding & Prevent officers to make/support decisions on how to investigate allegations or concerns about abuse

Support Safeguarding & Prevent Officers to address any immediate protection issues

Have access to safeguarding files which are otherwise restricted

Oversee all internal investigations regarding Safeguarding/Prevent and provide/arrange support to any Safeguarding Officer responsible for a safeguarding matter.

Deputy Designated Safeguarding & Prevent Leads

Nominated Deputy leads will take up the role and responsibilities of the Designated Safeguarding Lead as detailed above, in the absence of the Designated Safeguarding Lead

Safeguarding & Prevent Officers will:

Be responsible and accountable for managing and monitoring a reported safeguarding Prevent concern throughout, and support employee/associate who has reported a concern

Ensure a safeguarding concern is documented appropriately, providing guidance to the employee/associate reporting the concern so that it is treated in confidence and with discretion

Be responsible and accountable for embedding safeguarding across their area(s) of responsibility

Take an organisational approach and promote safeguarding so it is embedded into apprentice, learner and staff practice

Ensure that clear safeguarding objectives are set for all apprentices and learners so that they have the confidence and feel empowered to keep themselves safe

Undertake appropriate safeguarding & Prevent awareness training so that they may fully understand and undertake their role including reporting and referral processes

Safeguarding Officers will notify the Designated Safeguarding Lead/Deputy on safeguarding issues and keep them updated during the monitoring of the incident to its close

Work with the Head of Quality & Curriculum to ensure safeguarding is included and appropriately addressed within in the Continuous Improvement Plan (CIP) all self-assessment activities and the Self Assessment Report (SAR).

The Safe Recruitment Officer will:

Undertake regular and appropriate training for the role

Review B-Skill's Recruitment and Selection Policy, Procedures and all relative documentation on a bi-yearly basis or sooner where legislative changes require an earlier review

Ensure B-Skill's recruitment policies and procedures comply with current legislation and Safeguarding policy requirements

Ensure that all staff involved in the recruitment, selection and interview processes are suitably trained and knowledgeable in Safer Recruitment practice and requirements

Ensure that all staff involved in the recruitment process meet the Safer Recruitment Procedures and abide by them

Understand the role of the Disclosure and Barring Service and comply with its vetting and barring requirements

Ensure that current DBS disclosures are provided for inspection at interview and again at induction; copies are held confidentially and as appropriate for all B-Skill workers who will come into regular contact with learners

Ensure DBS disclosures for all B-Skill staff/workers are updated **every three years** (in line with DBS & Barring regulations/requirements)

Ensure that a risk assessment is carried out with any member of the operational delivery team where a Disclosure is not readily available

Advise all staff, associates, partners, subcontractors and volunteers of any changes in legislation regarding Safeguarding & Prevent

Facilitate/source timely safeguarding & Prevent training for the Safeguarding & Prevent Team as appropriate; and for all staff and associates including refresher training and implementation of procedures.

Evaluate training to ensure it continues to be suitable and appropriate

Include/invite/promote safeguarding training initiatives with partners and subcontractors

Facilitate, drive and monitor internal audits of Safeguarding practice and procedures working closely with the Head of Quality & Curriculum, the Quality Team and Operational Delivery Managers and Specialists to roll out audits across all delivery including partnership and subcontractor delivery

Ensure that staff, associates, employers, partners and subcontractors are issued with copies of B-Skill Safeguarding, Child Protection & Prevent policies procedures and supporting documentation as appropriate; that they sign the declaration to confirm their understanding and commitment to its content.

Title: Safeguarding & Prevent Policy

Senior Managers, Managers, Coordinators and Specialists will:

Take responsibility and accountability for ensuring that apprentices and learners are working within a safe, secure and healthy environment; in particular, ensuring the following:

This policy and supporting documentation is brought to the attention of staff and associates within their team

Safeguarding & Prevent information is cascaded to all apprentices and learners on other B-Skill programmes as part of their learning programme

Ensure that this policy and associated procedures and documents are implemented effectively and consistently across all delivery

Ensure risks are assessed and that appropriate risk reduction measures are developed and implemented for all work tasks and activities

Liaise with the Excellence in Quality team to ensure that Safeguarding & Prevent is included in Schemes of Work, Lesson Plans, Observations, Handbooks, Induction Handbooks and the learner journey

Liaise with the Safer Recruitment Officer to ensure that staff and the delivery team have appropriate instruction, training and development to enable them to fulfil their Safeguarding responsibilities and to work safely, including online to include topics such as (Deep Fake, misinformation, disinformation and new methods of grooming).

Monitor the performance of the training and delivery team by various tools and methods for example One to One process, Observations of Teaching and Learning, Observations of Assessment and IQA field visits as appropriate to ensure policy requirements and Company standards are being met/adhered to and good practice shared

Ensure that any incident of suspected or alleged abuse is dealt with appropriately and timely and reported to the Designated Safeguarding Lead or DSL Deputy(s) in line with the above procedures

Lead by example and abide by the Code of Conduct

Set a good example by promoting responsible and respectful attitudes amongst employees, associates, apprentices, learners, partners and subcontractors

Managers, IQAs, Excellence in Quality team members, Specialists & key staff:

Are responsible and accountable for ensuring that apprentices and all learners work within a safe, secure and healthy environment, and where there is the slightest concern, this is immediately reported

Play a part in ensuring that this policy and associated procedures and documents are implemented effectively and consistently across all delivery

Liaise with the Safer Recruitment Officer to ensure that staff and the delivery team have appropriate instruction, training and development to enable them to fulfil their Prevent and safeguarding responsibilities and to work safely

Ensure that Safeguarding & Prevent is included in Schemes of Work, Lesson Plans, Observations, Handbooks, Induction Handbooks and the learner journey

IQA team will talk to apprentices/learners at observations and assessments to check their awareness of this policy, and where they are not, report this to the respective operational delivery manager and the Prevent & Safeguarding team

IQA team will monitor the performance of the training and delivery team by various tools and methods for example participate in One to One process, OTLA, Observations of Assessment and IQA field visits to ensure policy requirements and Company standards are being met/adhered to and good practice shared

Ensure that any incident of suspected or alleged abuse is reported appropriately and timely to the Designated Prevent & Safeguarding Lead/Deputy Prevent & Safeguarding Lead(s) or a designated Safeguarding Officer

Lead by example and abide by the B-Skill Code of Conduct

Direct Delivery Learning & Development Coaches and Tutors

Must attend Prevent and safeguarding training including refresher training – this may be an event, webinar or on-line - when requested and in a timely manner

Be alert and take responsibility for ensuring you know how to identify signs of abuse and risk to apprentices and how to report it

Immediately refer concerns to your immediate manager, who will ensure the matter is sensitively investigated in the first instance; and who will inform the Designated Prevent & Safeguarding Lead/deputy in the absence of the Designated Prevent & Safeguarding Lead

Be prepared to listen to and take seriously the concerns of apprentices and learners on other B-Skill programmes, staff, colleagues or carers

Write down details clearly word for word – the learner's words not your interpretation

Ensure all paperwork is treated confidentially and provided to the Designated Prevent & Safeguarding Lead/deputy who will maintain all documentation in a secure environment

Abide by the B-Skill Code of Conduct

Always set a good example to learners by your own exemplary behaviour

5 B-Skill Apprentices and Learners on other B-Skill Programmes

As a provider of 16-18 Apprenticeship programmes, B-Skill Learning & Development Coaches, tutors, IQAs, specialists, staff and associates will regularly come into contact with young people.

B-Skill may also provide training programmes in prisons and YOI's, where some L&D coaches, tutors, IQAs, specialists and staff will come into contact with adults and young people detained in custody.

Although our main adult training programmes are with employed adults who would not normally fall into any of the above categories we should be aware that a proportion of our learners may experience challenges such as language difficulties – where the learner's first language may not be English; and may be the subject of potential discrimination and racial abuse; or have a poor understanding of their rights and responsibilities at work. Also, some of our apprentices/learners come into contact with adults as part of their daily work in care homes and hospitals. These adults may have mental health difficulties or a disability that puts them into the legal definition of 'vulnerable'.

B-Skill seeks to protect children, young people and vulnerable adults against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right, Neo Nazi, White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The B-Skill Safeguarding & Prevent Team will work with managers, specialists and staff to support them in the assessment of levels of risk within the organisation and at learner sites and centres; to put actions in place and discuss risk with employers, partners and subcontractors as appropriate, where it is considered that learners may be at risk of radicalisation.

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason, the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example, they may address mental health, learning difficulties, relationship or drug/alcohol issues.

6 Safeguarding apprentices and learners on other B-Skill programmes who may be vulnerable to exploitation, forced marriage, female genital mutilation or trafficking

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but not always, for personal gain. Exploitation comes in many forms, including:

- Slavery
- being controlled by a person or a group
- forced labour
- domestic violence and abuse - children who see, hear, or experience the effects of domestic abuse are considered to be at risk.
- sexual violence and abuse
- human trafficking in relation to Modern Slavery Act 2015

Recognising signs of harm or abuse - You might become aware that an individual is at risk of harm when:

- you see or hear something
- they tell you about abuse, exploitation or neglect happening to them
- a friend, family member or somebody tells you something that causes you concern
- you notice injuries or physical signs that cause you concern
- you notice the victim or abuser behaving in a way that alerts something may be wrong

What is child sexual exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be given gifts like alcohol, cigarettes, accommodation or drugs in return for sexual activity. CSE offenders may:

- have power over a young person by age, gender, intellect or strength of money
- young people may be groomed on-line on social media
- young people may be invited to parties and given drugs and alcohol in return for sex
- victims may be tricked into thinking they are in a loving relationship.

The Home Office published *County Lines Guidance on Criminal Exploitation of children and vulnerable adults, September 2018 (Updated October 2023)*. This guidance is primarily aimed at staff who work with children, young people, and potentially vulnerable adults, including professionals working in education, health, housing, benefits, law enforcement (police), and related partner organisations.

The UK Government defines county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people, vulnerable adults and local communities.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or

abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights. The pressure put on people to marry against their will may be:

- Physical – for example, threats, physical violence or sexual violence
- Emotional and psychological – for example, making someone feel like they are bringing 'shame' on their family
- Financial abuse – for example taking someone's wages, may also be a factor

The government is committed to ensuring that professionals who are made aware of a forced marriage victim have the training and guidance they need to provide effective advice and support. *The Forced Marriage Unit publish free on-line publications including [multi-agency practice guidelines: handling cases of forced marriage](#), which provides step-by-step advice for frontline workers, including health professionals, educational staff, police, children's social care, adult social services and local authority housing and [multi-agency statutory guidance for dealing with forced marriage](#), which provides guidance for all persons and bodies who exercise public functions in relation to safeguarding and promoting the welfare of children and vulnerable adults.*

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. *The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:*

- *Are informed by a girl under 18 that an act of FGM has been carried out on her; or*
- *Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth*

The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence in England, Wales and Scotland to force someone to marry. (It is a criminal offence in Northern Ireland under separate legislation). This includes:

- Taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- Marrying someone who lacks the mental capacity to consent to the marriage (whether they are pressured to or not)

B-Skill has links to Prevent Teams including Northumbria and other Police authorities; as well as links with Dept of Education, Government agencies, local authorities and Safeguarding Boards to keep up to date on the latest advice and guidance in relation to keeping individuals safe from other vulnerabilities and forms of exploitation.

Our staff and associates are supported and given guidance and training to help them recognise warning signs and be aware of learners who may be considered vulnerable and therefore susceptible to being exploited. This may include experts or members of the Prevent team talking to the staff and provision of training and awareness sessions.

The Designated Safeguarding Lead, Deputies and Safeguarding Officers know where to go for further advice and guidance as necessary.

Where there are risk factors suspected or present, then this must be immediately reported to the respective Head of Operations who is a trained Designated Safeguarding Lead, as well as keeping the Designated Safeguarding Lead (Strategic) and deputy(s) informed and updated.

B-Skill will work in partnership with appropriate agencies in the best interests of the learner and we will cooperate with any enquiries that take place as a result of a risk factor being investigated.

All B-Skill staff and associates working within our organisation have a duty to report any potential safeguarding concerns about an individual's behaviour towards a colleague, apprentice or learner on another B-Skill programme, immediately.

7 Safer Recruitment and Selection of Staff, Associates & Volunteers

Safer recruitment practice includes scrutinising applicants, verifying identity and academic and/or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

All recruitment materials will include reference to B-Skill's commitment to safeguarding and promoting the wellbeing of our apprentices and learners on other B-Skill programmes.

All B-Skill staff involved in the recruitment, selection and appointment of staff are expected to abide by B-Skill recruitment requirements and practices without exception; and to lead by example.

When selecting and recruiting staff the B-Skill Recruitment Policy will be adhered to by all those involved in the interview process; this includes;

- A statement in all job descriptions regarding B-Skill's commitment to Prevent and Safeguarding
- At interview candidates will be questioned on their understanding of Prevent and Safeguarding
- Candidates must provide their current DBS Check to the HR Manager at interview and a copy will be taken and confidentially held/recorded on SCR
- All staff, associates and volunteers, who will have access to children, young people or adults will be DBS checked as required and appropriate in line with government and DBS requirements/guidelines
- DBS Checks will be carried out every three years as appropriate for all B-Skill delivery staff who have direct contact with children, young people and adults
- B-Skill's policies and procedures for Prevent and Safeguarding are covered in staff induction and the B-Skill worker will be required to sign the Code of Conduct
- All staff, associates and volunteers will undertake regular training as appropriate in relation to recruitment, selection and interviewing skills
- HR staff will be qualified in 'safer recruitment' and will undertake regular refresher training as appropriate

8 Staff Support

B-Skill recognise the stressful and traumatic nature of child and vulnerable adult protection work. We will support staff by providing an opportunity to talk through their anxieties with their Operational Manager Safeguarding Officer and/or the Designated Safeguarding Lead/deputy safeguarding lead; and to seek further support as appropriate.

B-Skill have in place an Employee Assistance Programme (EAP) delivered by Health Assured. This is a confidential employee benefit paid for by B-Skill designed to help our staff deal with personal and professional problems. This service can be accessed in the event that a member of the team has found dealing with a safeguarding or Prevent matter stressful and would benefit from further and external support.

9 Partner and Subcontractor Provision

All operational delivery directors/managers have a duty to ensure that each partner or subcontractor they work directly with, is made aware of B-Skill's requirements in relation to Prevent and Safeguarding, without exception. All Operational managers, coordinators and specialists working with partners and subcontractor organisations must ensure the following:

- All organisations delivering training on behalf of B-Skill should be made aware of the B-Skill Safeguarding & Prevent policies and be provided with a copy for their information and attention
- It is the responsibility of each Operational manager to ensure that partner/subcontractor organisations they work with/are responsible for have their own safeguarding policy and procedures in place. These will be reviewed by Human Resources, Head of Quality & Excellence in Quality team for appropriateness and audited for effectiveness. If a partner/subcontractor does not have their own policies and procedures in place, they will be provided with copies of B-Skill policies and procedures and they will be expected to adopt their contents and requirements.
- Partners and Subcontractors have access to the B-Skill SharePoint system and should be specifically directed to the SharePoint Library where the following Sections contain useful information:
 - Safeguarding & Prevent
 - Health, Safety & Wellbeing
 - Equality Diversity & Inclusion
- Partners/Subcontractors are required to report Safeguarding issues or concerns (including Health & Safety incidents/accidents) immediately to the B-Skill Operational manager responsible for that area of provision. The B-Skill HR Manager should also be immediately advised; in line with the required reporting requirements, and in accordance with Funding body guidelines. At regular intervals the Operational managers will identify where refresher training is required by that partnership organisation.
- Regular visits, audits and observations will be carried out either announced or unannounced, at partner/subcontractor premises by member(s) of the Excellence in Quality team or the Operational managers, or an appropriate nominated member of the Quality & Observation Team.

All B-Skill staff, associates, partners, subcontractors and volunteers are expected to take time to read the related documents as listed below:

10 Related Policies and Documents

Policy/Document	Reference
• <i>Safeguarding & Child Protection Policy</i> • <i>Safeguarding & Prevent Officer Contacts</i> • <i>Safeguarding Code of Conduct</i> • <i>Safeguarding Procedures</i> • <i>Safeguarding Disclosure Forms (learners & staff)</i> • <i>Definitions of Abuse</i> • <i>Slavery & Human Trafficking</i> • <i>Safeguarding Reporting & Monitoring</i> • <i>Recognising Abuse</i> • <i>Indicators of vulnerability to Radicalisation</i> • <i>Cyber-safety</i> • <i>Staff Behaviour Policy</i> • <i>Prevent Referral Guide</i> • <i>Public Interest Disclosure Procedure</i> • <i>Health and Safety Policy</i> • <i>Recruitment Policy</i> • <i>Data Protection and GDPR Policy</i> • <i>Keeping Safe System</i> • <i>Lone Working Flow Chart</i> • <i>Social Media Policy - Learners & Employees</i> • <i>Use of Social Media Messaging Apps</i>	<i>HR026(1)</i> <i>HR 026a</i> <i>HR 026b</i> <i>HR 026c</i> <i>HR 026d/HR 026dd</i> <i>HR 026e</i> <i>HR 026f</i> <i>HR 026g</i> <i>HR 026i</i> <i>HR 026j</i> <i>HR 026k</i> <i>HR 026l</i> <i>HR 026m</i> <i>HR 020</i> <i>HR 023</i> <i>HR 005</i> <i>HR 021</i> <i>HR 040</i> <i>HR 040b</i> <i>QSP 050</i> <i>HSMS 028</i>

11 Review of Prevent & Safeguarding Policy

This Prevent & Safeguarding Policy will be reviewed on an annual basis or earlier if required due to changes in legislation or best practice.



Paul Wileman
CEO B-Skill Limited