

## Knowsley FACE

<b>Policy:</b>	Safeguarding
<b>Date created:</b>	November 2021
<b>Date reviewed:</b>	1 <sup>st</sup> October 2024
<b>Reviewed by:</b>	Michael Atherton / Vicki Clements / Vicky Bolster / Gill Downey
<b>Date to be renewed:</b>	October 2025

### **INTRODUCTION:**

The purpose of this policy is:

- to ensure that the learning environments in which Knowsley Family and Community Education courses and learning activities take place are as safe as possible for children and vulnerable adults.
- to help identify children and vulnerable adults who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe, both at home and in the education setting.

The policy sets out the procedures for staff in relation to safeguarding and promoting the welfare of children / young people and vulnerable adults, and provides guidance for dealing with Child Protection, the protection of vulnerable adults and Safer Recruitment. It is the responsibility of all staff who are involved in the delivery of adult education and family learning provision through Knowsley Family and Community Education Service and Flourish FE to read and familiarise themselves with this policy and its procedures.

It is subject to and consistent with KMBC's overarching policies and procedures on safeguarding children and vulnerable adults. In particular:

- Keeping children safe in Education guidance for schools and Colleges 2023
- Working together to safeguard children statutory guidance, 2023

These documents are available on <http://www.knowsleyscb.org.uk/>

- Knowsley Safeguarding Adults Policy
- Knowsley Safeguarding Adults Procedures

And

<https://knowsleyscb.proceduresonline.com/>

- Knowsley Safeguarding Children Partnership Online Procedures Manual

Staff who are KMBC employees are also advised to read Knowsley's Whistle blowing Policy. This can be found on the Council's intranet (Bertha) – Human Resources Policy & Procedure).

## **DEFINITIONS:**

### **Safeguarding children and young people**

For the purpose of this policy and procedure: *The definition of 'safeguarding and promoting the welfare of children' now aligns with the changes reflected in Working Together to Safeguard Children 2023. (Part one – Page 4). It highlights the new emphasis on early intervention, protection from harm (both online and offline) and promoting the best outcomes for all children, including:*

- protecting children from maltreatment, whether that is within or outside the home,
- including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their
- family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the
- outcomes set out in the Children's Social Care National Framework.

### **Safeguarding vulnerable adults**

For the purpose of this policy and procedure: *The definition of 'safeguarding and promoting the welfare of children' now aligns with The Care and Support statutory guidance Updated 12 August 2024 Sections 14.2*

A vulnerable adult is defined as:

Someone who is aged 18 or over and

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

## Categories of Abuse:

In line with WT 2018 and KCSiE 2023, there are only 4 categories of abuse, **Physical**; **Emotional**; **Sexual** and **Neglect**. The additional types of harm and abuse identified below are always categorised under one of these 4 headings. KCSiE refers to additional and specified types of harm as 'additional safeguarding concerns' and in line with The Care and Support statutory guidance

Updated 12 August 2024 Sections 14.16 and 14.17

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

- Physical abuse
- Sexual Abuse
- Domestic Abuse
- Psychological & Emotional abuse
- FGM
- Prevent/Radicalisation/Extremism Read [Modern slavery: how the UK is leading the fight](#) (PDF. 543KB) for further information
- Hate Crime
- Financial or material abuse
- Neglect and acts of omission
- Organisational abuse
- Discriminatory abuse Read [Discrimination: your rights](#) for further information

## Abuse of a vulnerable adult include:

- Hitting, slapping and pushing.
- Shouting or swearing, humiliating, ignoring or harassing.
- Unwanted touching, kissing and sexual intercourse.
- Money or property taken without consent or under pressure.
- Not being cared for properly or denied privacy, choice or social contact.
- Treating a person in a way that does not respect their needs including race, culture and ethnic background, age, sex, religion, disability and sexuality.

## **MISSION STATEMENT:**

Knowsley FACE seeks to ensure its programmes are planned in response to learner demand and need. Through engaging adults into learning, we are able to deliver our vision, mission and objectives :

**Vision:** Learning for Life

**Mission:** FACE supports individuals to engage in the widest range of learning opportunities to improve confidence, raise self-esteem, enable personal, creative and social development, support with the challenges of modern life, reduce social isolation and improve employability, skills and health. FACE encourages individuals to be aware of and achieve their own potential in order to progress successfully in learning, work, health and life.

Knowsley Family And Community Education (Knowsley FACE) is committed to ensuring that all individuals have the opportunity to engage in learning in safe and secure environments and achieve their potential. As part of this commitment, the service recognises that:

- Everyone who comes into contact with children and families has a duty to safeguard and promote the welfare of children.
- Everyone has a duty to ensure that vulnerable adults are safe and secure and free from harm or abuse.

Knowsley FACE is therefore fully committed to acting in accordance with the policies and procedures of:

### **Knowsley Safeguarding Children's Partnership Knowsley Safeguarding Adults Board**

All organisations and agencies contracted to provide services for Knowsley FACE have also endorsed the recommendations of this policy/procedures and are fully committed to acting in accordance with them.

Knowsley FACE does not tolerate any form of behavior, by either learners or staff that could constitute harassment, bullying or discrimination. In addition to this policy/procedures, Knowsley FACE has comprehensive procedures to prevent and, if necessary to deal with harassment, bullying or discrimination.

### **Designated Safeguarding Leads (DSL's) for Knowsley FACE :**

There are a number of DSLs who you can speak to if you have any concerns or wish to report an incident; these are:

<b>Name</b>	<b>Position</b>	<b>Contact Number</b>
Gill Downey ( <b><i>Family Learning</i></b> )	Family Learning Co-ordinator	Office: ☎ 0151 443 4503 Mobile: ☎ 07717 727 592
Michael Atherton	Service Manager for FACE	Mobile: ☎ 07713812225

<b>(Adult Education)</b>	and KAGS	
Vicky Bolster <b>(Flourish FE)</b>	Section Lead High Needs Provision	Office: ☎ 0151 443 2945 Mobile: ☎ 07920 500 984
Llyr Owen <b>(Flourish FE)</b>	Senior Tutor – High Needs Provision	Office: ☎ 0151 443 4988 Mobile: ☎ 07717 888 496
Matthew Cawe <b>(Flourish FE)</b>	Senior Tutor – High Needs Provision	Office: ☎ 0151 443 3163 Mobile: ☎ 07554 438 791
Patrick Murphy <b>(Flourish FE)</b>	Senior Tutor – High Needs Provision	Office: ☎ 0151 443 3163 Mobile: ☎ 07810 054 081

**CONCERNS / SUSPICIONS / ALLEGATIONS ABOUT THE SAFETY OR WELFARE OF CHILDREN OR VULNERABLE ADULTS:**

Staff who are concerned about the safety or welfare of a child or vulnerable adult should ALWAYS:

- Seek appropriate advice and support, preferably from the Designated Safeguarding Lead (DSL) (see above).
- Discuss concerns with one of the DSLs; in any case this should always occur within 24 hours.
- Record concerns and actions
- See Flowchart (Appendix 1) which offers clear guidance in respect of the referral process.
- In line with KCSiE guidance, members of staff should also be aware of how to make a referral into Children’s Social Care/Multi Agency Safeguarding Hub. Alongside a referral into CSC/MASH a call to the police should be made if necessary.

Staff should **NEVER**:

- Do Nothing
- Make assumptions about the actions of another professional or agency
- Fail to discuss concerns with one of the designated officers (within 24 hours)
- Attempt to resolve the matter themselves.

**Children or adults making disclosures of abuse or disclosing concerns:**

If a child, young person or adult makes a disclosure to a member of staff they should:-

- stay calm and try not to show shock
- listen carefully rather than question directly

- be sympathetic
- be aware of the possibility that medical evidence might be needed
- advise the child/young person or adult that you are treating this information seriously
- assure them that what has happened is not their fault
- make sure that they are no longer at imminent risk of further abuse – if so then consider informing emergency services (ie Police – detailed in KCSiE)
- Make a record of the disclosure including details such as dates, times and as far as possible recording the exact words used by the child or vulnerable adult.

If a child, young person or adult makes a disclosure to a member of staff or volunteer they should **NOT:-**

- press for more details
- stop someone who is freely recalling significant events as they may not tell you again
- promise to keep secrets: explain that the information will be kept confidential, i.e. information will only be passed to those people who have a 'need to know'
- make promises that you cannot keep (such as 'This will not happen to you again')
- contact the alleged abuser
- be judgemental (e.g. why didn't you run away)
- pass on information to anyone who doesn't have a 'need to know' i.e. do not gossip.

**N.B. Where there are concerns that a child or vulnerable adult is, or may be at risk of abuse or neglect, the needs of the child or vulnerable adult must ALWAYS come first. The priority will ALWAYS be to safeguard the child or vulnerable adult.**

**If a member of staff has concerns, suspicions or receives a disclosure of abuse concerning a child:**

(See Knowsley Safeguarding Children Partnership Policy/Procedures)

- **The Designated Safeguarding Leads (see above) are the key individuals to whom ALL concerns, suspicions or disclosures of abuse MUST be reported.** One of the DSLs will always be available for support and guidance. **Any information regarding concerns, suspicions or disclosures of abuse MUST be shared with a DSL within 24 hours.**

**In addition:**

If the disclosure concerns a child in the school at which the learning activity is taking place:

Concerns, suspicions or disclosures of abuse **must be reported to the Knowsley FACE Family Learning Designated Safeguarding Lead** (contact details on page 4), **AND ALSO to the safeguarding lead at the school within 24 hours.** The Knowsley FACE Family Learning DSL will then contact the safeguarding lead at the school to discuss the disclosure/concern.

If the concern, suspicion or disclosure of abuse has been raised by a member of staff of an organisation that is contracted to deliver FACE provision:

Concerns, suspicions or disclosures of abuse **must be reported to the Knowsley FACE DSL within 24 hours AND ALSO to the safeguarding lead at the member of staff's employer organisation.** The Knowsley FACE DSL will then contact the safeguarding lead at the employer organisation to verify that Knowsley FACE are dealing with the disclosure/concern.

- **The DSL will discuss with the member of staff and consult with the Named Senior Manager for DCFS** to decide whether further action is necessary.
- **Where further action is deemed to be necessary, the DSL will submit a referral request via Bertha (as shown in Appendix 1) Children's Social Care for further advice/consultation.**
- If a referral is made to Children's Social Care and the child concerned already has a social worker, then the child's social worker, the team manager or a team colleague will be the point of contact for the DSL.
- All referrals should be made to the MASH front door 0151 443 2600

**If a member of staff has concerns, suspicions or receives a disclosure of abuse concerning a vulnerable adult:**

(See Knowsley Safeguarding Adults Board, Safeguarding Policy/Procedures)

- **The Designated Safeguarding Leads (see above) are the key individuals to whom ALL concerns, suspicions or disclosures of abuse MUST be reported.** One of the DSLs will always be available for support and guidance. **Any information regarding concerns, suspicions or disclosures of abuse MUST be shared with a DSL within 24 hours.**
- **The DSL will discuss with the member of staff and consult with the Named Senior Manager for DCFS** to decide whether further action is necessary.
- **Where further action is deemed to be necessary,** the DSL will then contact the appropriate Safeguarding Adults Incident Management Officer (IMO) for further advice/consultation.
- All referrals should be made to the MASH front door 0151 443 2600 or the MASH team - Safeguarding form online <https://forms.knowsley.gov.uk/AdultSafeguarding>

## **Safeguarding Adults Incident Management Officer:**

**Knowsley Access Team:** 0151 443 2600

**Adults with learning disabilities:** 0151 443 4818

**Adults with mental health problems Knowsley Assessment Team (24 Hour mental health Support):** 0151 676 5263

**Adults with physical disabilities or sensory impairments:** 0151 443 4335

**Adults - substance misuse/blood borne virus;** 0151 443 5626

**CGL (Change, Grow, Live) Drug and Alcohol services:** 0151 546 9557  
(Kirkby) / 0151 482 6291 (Huyton)

## **GUIDANCE ON OUT OF HOURS WORKING:**

If any member of staff becomes aware of a child protection concern where immediate or risk of significant harm is suspected they should contact Children's Social Care Emergency Duty Team (EDT) on 07659 590081. They should record their concerns and actions and refer to the DSL as soon as possible.

If the concern is about a vulnerable adult, they should contact the Emergency Duty Team on 0151 443 260/07659 590081, record their concerns and refer to the DSL as soon as possible.

If at risk of immediate harm contact the police.

## **ALLEGATIONS AGAINST STAFF:**

Action will be taken under this heading if an allegation has been made against a member of staff. FACE DSL/Staff will be directed to report in line with the Model Allegations Management Policy for Knowsley Schools and Education Settings, September 2020.

It is acknowledged that the majority of adults who work with children and vulnerable adults act in a professional manner and are committed to providing a safe and supportive environment which promotes the welfare of children. 'Working together to Safeguard Children' (2006) provides detailed guidance on the procedure for handling allegations against people who work with children.

ALL allegations against KMBC staff MUST be reported to:

- **The Designated Safeguarding Lead (DSL), who will inform the Named Senior Manager for KNOWSLEY DCFS (see below).**
- **The Named Senior Manager for DCFS will then contact the Local Authority Designated Officer (LADO)**

**Where an allegation is made against the Designated Safeguarding Lead:**



- **The member of staff responding to an allegation / making an allegation will inform the Named Senior Manager for Knowsley DCFS. It will then be the responsibility of the Named Senior Manager for DCFS to contact the LADO(Diane Kitcher)**

An accurate written record and chronology including the nature of concern, time, date, reporting of it and ALL contemporaneous records and follow up action points MUST be provided to the DSL who will share this information with the Named Senior Manager for DCFS. In cases where an allegation is made against the DSL, the records will be provided to the Named Senior Manager for DCFS by the person responding to the allegation.

<b>Named Senior Manager for DCFS</b>	Michael Atherton (Education Service Manager)	☎ 0151 443 5062 ☎ 07881267663
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**In addition:**

- If an allegation is made against a member of staff who is not employed by KMBC (ie someone who is employed by a non-KMBC organisation or agency that is contracted to provide services for Knowsley FACE) the allegations MUST be reported to:

**The appropriate Designated Safeguarding Lead (DSL) for Knowsley FACE or Flourish (see above).**

**The DSL will then contact the Named Senior Manager for DCFS AND the employer agency or organisation.**

**VENUE RISK ASSESSMENTS:**

The Knowsley FACE and Knowsley Family Learning Service risk assessments include sections on safeguarding which must be completed before a course(s)/training activity commence at the venue.

**LEARNER HANDBOOKS:**

The Knowsley FACE and Knowsley Family Learning Service ‘Learner Handbooks’ include information and guidance on safeguarding for learners. All learners receive a ‘Learner Handbook’ at the beginning of their course and attention must be drawn to the section on safeguarding as part of the induction session.

**WORKING WITH ORGANISATIONS THAT ARE NOT PART OF KMBC**

Knowsley FACE works in partnership with a number of providers who are not part of KMBC to deliver learning provision. All providers must agree to adhere to Knowsley FACE and KMBC’s Safeguarding Policies and Procedures. All staff must have valid DBS checks on record and available for audit.

Knowsley FACE will ensure that all partner agencies will have due regard for GDPR.

### **CONFIDENTIALITY /RECORD KEEPING / DATA PROTECTION AND INFORMATION SHARING:**

All information about adults and children held by Knowsley FACE must be held confidentially and should not normally be disclosed without the consent of the adult or the child's parent/carer. However, professionals should be clear that they have a professional duty to share information with appropriate agencies wherever they believe that a child or vulnerable adult is suffering or likely to suffer significant harm. Knowsley FACE will ensure that all partner agencies will have due regard for GDPR.

### **E-SAFETY STATEMENT**

The internet provides enormous opportunity to enhance the learner's learning experience. The internet offers endless supplies of additional learning resources available for tutors to enrich their delivery. Whilst the service encourages staff, tutors and learners to make full use of this readily available resource to improve service delivery, it should be remembered that correct use of the internet should be maintained at all times.

Some useful tips to keep you safe

- Never share passwords with friends or colleagues
- Never share personal details over the internet unless you are sure it is safe to do so
- Always respect others – be careful what you say online and what images you share with others
- Think before you send – whatever message you send can be made public very quickly and may stay online indefinitely
- Facebook/Twitter/Instagram - staff should not use these sites via KMBC PCs. Tutors and staff should be mindful of allowing learners access to their personal social network accounts. The service has developed its own Facebook page and learners should be directed to this
- When emailing learners **always select the 'bcc' option** to avoid sharing learners' email addresses without their consent.

### **SEXUAL VIOLENCE AND HARASSMENT**

All Staff are given training to understand the differences between sexual violence and sexual harassment.

Sexual violence and sexual harassment can occur between two learners of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single learner or group of learners.

#### **Sexual violence**

It is important that we are all aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence in this advice, we do so in the context of peer on peer sexual violence.

For the purpose of this advice, when referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003<sup>13</sup> as described below:

- Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of
- another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe
- that B consents.
- Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus
- of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not
- consent to the penetration and A does not reasonably believe that B consents.
- Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another
- person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe
- that B consents.

### **What is consent?**

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice. A child under the age of 13 can never consent to any sexual activity. The age of consent is 16. Sexual intercourse without consent is rape.

### **Sexual Harassment**

For the purpose of this advice, when referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of peer on peer sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names
- sexual "jokes" or taunting
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the

experience of the victim) and displaying pictures, photos or drawings of a sexual nature.

### **Online sexual harassment.**

This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- non-consensual sharing of sexual images and videos. (UKCCIS sexting advice provides detailed advice for schools and colleges);
- sexualised online bullying;
- unwanted sexual comments and messages, including, on social media; and
- sexual exploitation; coercion and threats.

It is important to differentiate between consensual sexual activity between Learners of a similar age and that which involves any power imbalance, coercion or exploitation. Due to their additional training, the DSL should be involved and leading the service's response. If in any doubt, they should seek expert advice.

It is important that staff consider sexual harassment in broad terms. Sexual harassment (as set out above) creates an atmosphere that, if not challenged, can normalise inappropriate behaviours and provide an environment that may lead to sexual violence. FACE has a zero-tolerance approach to sexual harassment.

All staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys” challenging behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them
- understanding that all of the above can be driven by wider societal factors such as everyday sexist stereotypes and everyday sexist language. This is why a whole service approach is important.
- For more information on sexual violence and sexual harassment in schools and colleges please read [https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

Where an incident of sexual violence or harassment is disclosed to a member of staff, the relevant member of staff will discuss a range of strategies to support this student as per other safeguarding procedures. This may involve seeking support from external organisations, referral to external agencies e.g. the Police and support strategies for the student. If the allegations involve another learner this will be investigated.

### **The learner's wishes**

Where there is a safeguarding concern, we ensure the learner's wishes and feelings are considered when determining what action to take and what services to provide. Systems are in place for learners to express their views and give feedback. Ultimately, all systems and processes should operate with the best interests of the child at their heart. Children with special educational needs and disabilities. Learners with special educational needs (SEN) and disabilities can face additional safeguarding challenges. The service ensures that its child protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group. These can include:

Awareness that behaviour, mood and injury may relate to possible abuse and not just their SEN or disability

- Higher risk of peer group isolation
- Disproportionate impact of bullying
- Difficulties with communication

### **SEXTING STATEMENT**

**Definition:** *Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops - any device that allows you to share media and messages* ([www.nspcc.org.uk](http://www.nspcc.org.uk))

As part of its commitment to Safeguarding, the Service strongly discourages staff, learners and service users from engaging in sexting. It should be clearly understood that anyone engaging in sexting particularly with individuals aged 18 and under will be committing a criminal offence. Any disclosure around sexting should be reported to the service's relevant Designated Safeguarding Lead.

### **MODERN SLAVERY STATEMENT**

The Modern Slavery Act 2015 ('the Act') requires organisations in the UK to publish a statement each year, setting out the action they have taken to ensure that their business and supply chains are slavery free.

Modern slavery is a crime and a violation of fundamental human rights. It takes a variety of forms, such as slavery, servitude, forced and compulsory labour and human trafficking.

Knowsley FACE is committed to preventing acts of modern slavery and human trafficking from occurring within its services. The Service will also ensure this same commitment from its suppliers and other partner agencies involved in the delivery of adult education.

The Service will undertake appropriate financial and due diligence checks when considering taking on new suppliers/partner providers and regularly review its existing suppliers/partner providers to ensure they meet their regulatory obligations.

The Service will ensure that all staff and service users are made aware of The Act and their requested compliance with its rules and procedures as well as identifying the appropriate Lead Officers for all matters regarding issues of Modern Slavery.

The Service will encourage all its staff, service users and partner agencies to report any concerns relating to the direct activities, or those of partner agencies to the Designated Safeguarding Lead(s).

### **COUNTY LINES STATEMENT**

'**County Lines**' is a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and vulnerable people to sell drugs. These dealers will use dedicated mobile phone **lines**, known as 'deal **lines**', to take orders from drug users. (National Crime Agency)

*For further information, please refer to the service's County Lines Policy.*

### **KNIFE/WEAPONS STATEMENT**

As well as being illegal to carry knives/weapons, Knife crime has a huge impact on children and the communities in which they live – this is a national situation.

Under no circumstances should learners carry knives or other offensive weapons on and around any Knowsley FACE education premises; this includes New Hutte Neighbourhood Centre and all outreach centres. Any learner found to be in possession of a knife/weapon will be excluded with immediate effect.

*For further information, please refer to the service's Knife/Weapons Policy.*

### **ALCOHOL, DRUG AND SUSTANCE MISUSE STATEMENT**

#### **Definitions:**

**Substance Misuse** – drinking alcohol, taking drugs or a substance, either intermittently or continuously, such that it adversely interferes with an individual's health, work performance or conduct or affects the work performance and/or safety of themselves and/or others

**Substances** – includes prescription medicines where the prescription medicines have not been prescribed for the person possessing or using them and / or such prescription medicines which are not taken in accordance with a doctor's direction. This includes any substance (other than alcohol) that produces physical, mental, emotional or behavioural changes in the user.

**Controlled Drug** – includes all chemical substances or drugs listed in any controlled drugs acts or regulations applicable under the law.

Knowsley FACE is committed to providing a safe and healthy learning environment for all staff and learners. All reasonable steps/actions will be taken to reduce or eliminate the risk of harm or incidents arising due to an individual's alcohol or drug/substance abuse.

No staff member or learner should report to work/lesson while under the influence of substances or alcohol. The Service does not consider it appropriate for staff/learners to be impaired by alcohol and/or substances during their conduct as a staff member or as a learner; and in these circumstances this could lead to a disciplinary action/exclusion from learning.

*For further information please refer to the service's Alcohol, Drug and Substance Misuse Policy.*

### **POWER AND POSITIONS OF TRUST**

Staff and tutors working with young people and vulnerable adults are considered to be in a position of trust, as a consequence of their knowledge, position and/or the authority invested in their role.

This means that adults should not:

- Use their position to gain access to information for their own or other's advantage
- Use their position to intimidate, bully, humiliate, threaten, coerce or undermine young people/vulnerable adults
- Use their status and standing to form or promote relationships which are of a sexual nature or may become so.

This means that adults should:

- Ensure that an unequal balance of power is not used for personal advantage or gratification
- Maintain appropriate professional boundaries and avoid behaviour which may be misinterpreted by others
- Report or record any incident where their behaviour may be misinterpreted with the DSL

### **SAFER RECRUITMENT:**

Knowsley Family and Community Education Service, in line with Council Policy, abides by Knowsley Safeguarding Board Safer Recruitment Standards. Therefore, all Knowsley FACE teaching staff are required to have an enhanced DBS (Disclosure and Barring Service) before commencing any teaching commitments. All other staff will undergo a standard DBS check this is in line with Ofsted/Police guidance. All DBS checks will be renewed in accordance with Council procedure. Enhanced DBS will include working with children and an adults barred list check for those staff working in regulated activity as referenced in KCSiE.

Knowsley FACE Nominated Safeguarding Officers have attended Safer Recruitment training through KMBC. All personnel on recruitment panels for posts within Knowsley FACE will have attended safer recruitment training. All adverts for Knowsley FACE posts include a statement on the commitment of KMBC and of Knowsley FACE to Safeguarding. Each Job Description clearly states the responsibility of the post holder to safeguard children/vulnerable adults. All candidates must supply full employment histories; where candidates invited to interview have not provided full employment histories questions will be asked at interview to establish what they were doing during all gaps

### **PREVENT STATEMENT**

In July 2015, a legal **duty** came into force requiring that 'specified authorities', including **schools** and further **education colleges ('colleges')**, show 'due regard to the need to **prevent** people from being drawn into terrorism' – popularly referred to as the '**Prevent duty**'

Knowsley FACE has adopted the Prevent Duty in accordance with legislative requirements. The aim of this Prevent Statement is to provide and maintain a safe, healthy and supportive learning and working environment for our learners, staff and visitors. We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners. We further recognise that if we fail to challenge extremist views, we are failing to protect our learners from potential harm. As with all matters of safeguarding; any concerns around Prevent should be reported immediately to the service's Nominated Safeguarding Officer(s). Such disclosure will be addressed as a safeguarding concern and dealt with in accordance with guidance from the National Office of Counter-Terrorism.

### **PREVENT /SAFEGUARDING TRAINING:**

All staff who deliver adult education or family learning provision through Knowsley FACE will be expected to undertake safeguarding training annually and Prevent training /GDPR applicable to their job role, as a minimum every 2 years, as per KCSIE recommendations.

Knowsley FACE offers a comprehensive programme of training, including KMBC safeguarding / Prevent courses and on-line training and national safeguarding training. Safeguarding/Prevent updates and information will also be provided to all staff through team meetings, staff briefing sessions and the provision of information to staff.

[www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk)  
[www.elearning.prevent.homeoffice.gov.uk/channelawareness](http://www.elearning.prevent.homeoffice.gov.uk/channelawareness)

**Knowsley FACE staff:**



Knowsley FACE staff will be able to access an appropriate programme of training through KMBC and Knowsley FACE, which will be identified and prioritised through the PRD process. Specific training will include Prevent/Chanel (online training), Fundamental British Values and GDPR.

**Knowsley Safeguarding Children Board can be contacted via:**

**Email:** [Knowsley.SafeguardingChildrenBoard@knowsley.gov.uk](mailto:Knowsley.SafeguardingChildrenBoard@knowsley.gov.uk)

**Email:** [Knowsleysgb.org.uk](http://Knowsleysgb.org.uk)

**Telephone:** 0151 443 4311

**Online delivery ADDENDUM**

**The service will -**

- reinforce existing safeguarding procedures by providing appropriate training and know how to keep safe online. – including online grooming, online extremism, and how to use online learning tools safely.
- support learner's wellbeing by identifying and helping learners at risk prior to, during and after lockdown and keep regular contact
- perform individual risk assessments in the form of PHQ9, GAD7 and WEMWBS to support particularly vulnerable learners
- provide additional support and guidance on being vigilant when teaching online- more difficult to identify signs of neglect or abuse when working online
- work well with external safeguarding agencies and employers
- work in close partnership with external agencies such as foodbanks and mental health support groups to provide learners with wrap around support. All tutors will be armed with a full list of agencies and provided training in Mental Health First Aid
- provide additional safety measures to allow safe return to the classroom
- provide access to a wide range of information to support mental health and well-being
- 24-hour access to report any concerns - telephone, email, online application

**Knowsley Council COVID support line - Freephone 0800 073 0043**

**Remote learning guidance** – [Coronavirus \(COVID-19\) - staying safe online - GOV.UK \(www.gov.uk\)](#)

Department for Education (DfE) (2020) [Safeguarding and remote education during coronavirus \(COVID-19\).](#)

[Coronavirus briefing: safeguarding guidance and information for schools \(nspcc.org.uk\)](#)

**Appendices:**

**Appendix 1: Reporting process (flowchart)**



Appendix 1

