Safeguarding Information for Learners

What is it?

Training Providers have a responsibility to ensure that learners following training programmes with them are kept safe from potential harm - this is commonly known as Safeguarding. Safeguarding is essential to assure the development and well-being of young people and adults alike. The potential harm that can affect learners is wide-ranging and includes things such as bullying, exposure to extremism, inappropriate supervision and unsafe workplaces or working practices.

Safeguarding is at the heart of how Access operates - this ranges from the appointment of staff, selecting the employers we work with to deliver qualifications, checking working environments are safe and ensuring we give learners information and advice on how they can keep themselves safe.

Radicalisation

We live in an era in which 84% of the EU population use the internet daily, including 81% of whom access it from home.

This development has led to important changes in the organisation and functioning of society, and as violent extremists and terrorists form part of this society the internet plays a particular role as a tool of radicalisation.

Training Providers have a duty to safeguard you from radicalisation. PREVENT is part of the Government's counter-terrorism strategy, CONTEST. Its aim is to stop people becoming drawn into terrorism. The PREVENT duty is not about preventing you from having political and religious views and concerns but about supporting you to use those concerns or act on them in non- extremist ways.

Safeguard your money

Online Purchases

When buying online before you type your card details into a website, ensure the site is secure. Look out for a small padlock symbol in the address bar or elsewhere in your browser window and a web address beginning with https:// (the **s** stands for 'secure').

When you make a card transaction, you should never be asked for your PIN or online banking password Your PIN should only be used at cash machines and physical, point-of-sale terminals, such as a supermarket check-out.

How to keep safe online

Be aware that anything you give out usually stays on the internet for a long time and can't be deleted!

When using Facebook and other social media:

Set your privacy setting to 'private' so only people you accept as friends can view your profile.

Only upload photos that you'd be happy to show a stranger, your family and a future employer - you never know where they may end up.

Don't give out your details online. This includes your username, email, telephone number, pictures, where you live etc.

Don't give out details of where you work or where you are going at weekends.

Don't open emails or messages from people you don't know.

If something is too good to be true, it usually is and is best ignored. Spam/junk mail usually contain tricks and lies.

Don't open attachments in emails from people you don't know. The attachments could be images or movies for adults, not usually a good thing. They could also contain viruses that could destroy your hard drive or install software that watches everything you do. This is known as spyware.

Don't do and say things online that you wouldn't do offline in real life - it could get you into trouble.

Don't meet up with strangers you meet online without an adult you can trust.

If something happens that you don't like or makes you feel uncomfortable - tell someone - it's never too late.

Never reveal bank account or credit card details on unsecure sites.

Online Scams

These scams are from fraudsters who send convincing emails that pretend to be from your bank or from a government department such as HM Revenue and Customs to make the email seem legitimate. Bank scam emails often say there's a problem with your account, and ask you to update your bank details, either by email or by clicking on a link. The scam emails claiming to be from a trusted establishment often claim that you've been awarded some kind of tax refund or a financial award. These usually ask you to provide your bank details, either by email or by clicking on a link, so that payment can be made. Banks and government departments will never send emails asking for your account details or PIN details. Delete these emails immediately without opening any links.

Cyber Bullying

Some people use technology to abuse and bully other people or draw them into radicalisation. This could be via emails, social networking sites, texts or phone calls.

This is clearly unacceptable behaviour and you don't have to put up with it.

If you are being bullied in this way or are aware someone else is being bullied, it is important to report it.

What should I do?
Save any abusive texts, emails or messages.

Do NOT respond or confront the bully if you know who it is. If they get a reaction from you it will encourage them to take further action.

Tell an adult that you trust and they will be able to help make it stop. This could be a parent, guardian, your Trainer or workplace supervisor.

Forced Marriages

A forced marriage is a marriage without the full consent of both parties and where pressure or threats are a factor. This is very different to an arranged marriage, which both people will have agreed to.
Emotional pressure from their family might stop them from saying anything to anyone else. The lack of control over their own decisions can lead them to depression and self-harm.

Signs and indicators of concern:

These include: Truancy / absence from school - Low Motivation - Lack of Punctuality Self-Harm – Depression -Isolation - Attempted Suicide - Eating Disorders Brother/Sisters forced to marry or reported missing - Family disputes - Runaways - Domestic violence - Substance misuse

While many of these signs and indicators could be linked to their issues, it is important to consider all potential reasons and keep an open mind.

If there are concerns that a child, male or female, is in danger of a forced marriage, local agencies and professional workers should contact the Forced Marriage Unit or call **020 7008 0230** where experienced case workers will be able to offer support and guidance.

What am I entitled to regarding Health and Safety?

A safe, healthy and supportive environment wherever learning takes place.

An induction to Health and Safety when starting your learning.

Full information on your employer's Health and Safety Policy, responsibility and procedures.

Information on who will be supervising you.

Information on any risks associated with the learning programme.

Advice on, and free access to Personal Protective Equipment.

Information on what you can and can't do at work, e.g. restrictions on certain machinery.

E-Safety

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone including educational games, research, shopping and social networking.

However, the use of these new technologies can put people at risk and it is important to be aware of some of the risks which include:

Having access to illegal, harmful or inappropriate images or other content.

The risk of being subject to grooming by people they make contact with on the internet. This can be in connection with sexual exploitation, recruitment into extremist organisations and other illegal activities.

The sharing/distribution of photographs without permission.

Mobile Phones

Be very careful who you give your mobile phone number to.

That person may not use your number but they could pass it to someone who will abuse it.

Be careful where you write your number down, i.e. on forms etc.

Make sure you lock your phone when not using it.

Do not lend your phone to anyone.

Do not respond to abusive text messages or phone calls in any way.

For further information, guidance and support on Safeguarding and other matters please visit our website:

http://www.fwsolutions.net/about/information-guidance/

Our duty is to inform you and to keep you safe at all possible times. If you encounter any problems, please inform us immediately on: 01423— 536672