

### What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare and human rights of children (anyone under 18 years old), young people and vulnerable adults, so they can live free from abuse, harm and neglect.

Practical Refrigeration Training Centre Limited (PRTC) is committed to ensuring that the principles and duties of protecting all students and staff are consistently and conscientiously applied.

We are dedicated to providing a safe environment where students are able to learn and achieve free from abuse, harassment and harm. “We” meaning all of us, students, apprentices and staff.

All staff receive training and support to ensure that the safety and wellbeing of students remains a top priority and it is made clear that we treat everyone with respect and will not tolerate sexual misconduct, violence or abuse.

### Empower, Prevent and Protect

As detailed in our Disclosure and Barring Service Policy, all staff are properly screened with an enhanced DBS check to ensure they are suitable to work for our organisation.

PRTC strives to create a safe working and learning environment, where both staff and students feel confident in coming forward with any concerns. We promote empowerment by supporting our staff and learners to make their own decisions and encourage open communication.

All staff have a responsibility to recognise, respond and report any concerns identifiable from the areas below:

- Bullying / Harassment
- Victimisation
- Neglect
- Individual welfare.

Signs of abuse can be difficult to detect. Key indicators of abuse are as follows, and whilst any one of these can be a sign of abuse they should not be taken as proof that abuse is occurring.

- **Physical abuse** – frequent unexplainable/ inconsistent injuries, signs of malnutrition, subdued or changed behaviour
- **Domestic violence or abuse** – low self-esteem, physical indicators of violence, verbal abuse and humiliation in front of others, fear of outside intervention
- **Sexual abuse** – bruising, unusual difficulty in walking or sitting, self-harming, poor concentration, withdrawal, fear of receiving help with personal care, reluctance to be alone with a particular person, significant changes in sexual language or behaviour
- **Psychological or emotional abuse** – withdrawal or change in psychological state, low in self-esteem, uncooperative and aggressive, signs of distress: tearfulness, anger
- **Financial or material abuse** – missing personal possessions, unexplained lack of money or inability to maintain lifestyle, signs or financial hardship

- **Modern slavery** – signs of physical or emotional abuse, appearing malnourished, unkempt or withdrawn, lack of personal effects, always wearing same clothes, avoiding eye contact, appearing frightened or hesitant to talk to strangers and law enforcers
- **Discriminatory abuse** – withdrawn and isolated, expressions of anger, frustration, fear or anxiety
- **Neglect or acts of omission** – poor physical condition and/or personal hygiene, malnutrition, inappropriate clothing, untreated injuries
- **Self-neglect** – poor personal hygiene, unkempt appearance, malnutrition

Staff and students suspecting maltreatment must respond by reporting their concerns. Everyone has a duty to inform only **not to investigate**. Once reported it is the role of the safeguarding lead contact to take appropriate action and notify the authorities where necessary to make further assessments.

**Named Safeguarding Lead Contact:**

Hannah Marchbank - Safe Guarding Manager at GC Education and Skills  
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**Practical Refrigeration Training Centre Ltd Safeguarding Team:**

Ian Cross - Programme Development Manager  
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**Company Head:**

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**What is Prevent?**

Prevent is a Government strategy to safeguard individuals from threat of all types of extremism and radicalisation, including terrorism. This includes recognising people at risk and promoting British values of democracy, the rule of law, individual liberty & mutual respect and tolerance of different faiths & beliefs.

PRTC believes in safeguarding all individuals from harm and provides a safe environment to support and uphold wellbeing. British values are an integral part to how everybody within the Centre conducts themselves and these are promoted through our lessons and policies.

As part of the prevent and safeguarding all staff and students' wellbeing, attendance and engagement is continuously monitored to ensure everyone receives support and can access the right help when needed.

**Extremism** – vocal or active opposition to fundamental British values

**Ideology** – a set of beliefs

**Terrorism** – a violent action against people or property, designed to create fear and advance a political, religious or ideological cause

**Radicalisation** – the process by which a person comes to support extremism and terrorism

Although often there are no obvious signs of extremism, changes in behaviour and dress and physical signs such as extremist tattoos can be indicators to be aware of.

## **IT Safeguarding**

With digital technology becoming ever more accessible and used within the classroom, there are new significant risks and safeguarding issues including Child sexual exploitation; radicalisation; sexual predation abuse, and harassment of adults and children. IT Safeguarding is included in this policy to address these issues and ensure a safe working environment where all can benefit from the digital technology now available without being put at risk or threatened by it.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- **contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Practical Refrigeration Training Centre Limited (PRTC) is committed to ensuring a safe and secure environment for all pupils and staff as part of its Safeguarding Policy.

ICT and online resources, including web-based and mobile learning, cover a wide range of platforms and students can be using the following both inside and outside the classroom:

- Websites
- Learning Platforms, Virtual Learning Environments, Artificial Intelligence
- E-mail and Instant Messaging
- Chat Rooms
- Social Networking
- Cloud computing, such as Google Drive, iCloud Drive and OneDrive
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Streaming and/or Downloading
- Film or TV streaming
- Gaming
- Chromebooks and Laptops
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

With the fast-paced evolution of ICT much of the above, particularly web-based resources, are not consistently policed. As such, all users need to be aware of the range of risks associated with the use of these technologies.

## Roles and Responsibilities

At Practical Refrigeration Training Centre online safeguarding and safety is everyone's responsibility and the acceptable use of ICT links directly to PRTC's Safeguarding Policy.

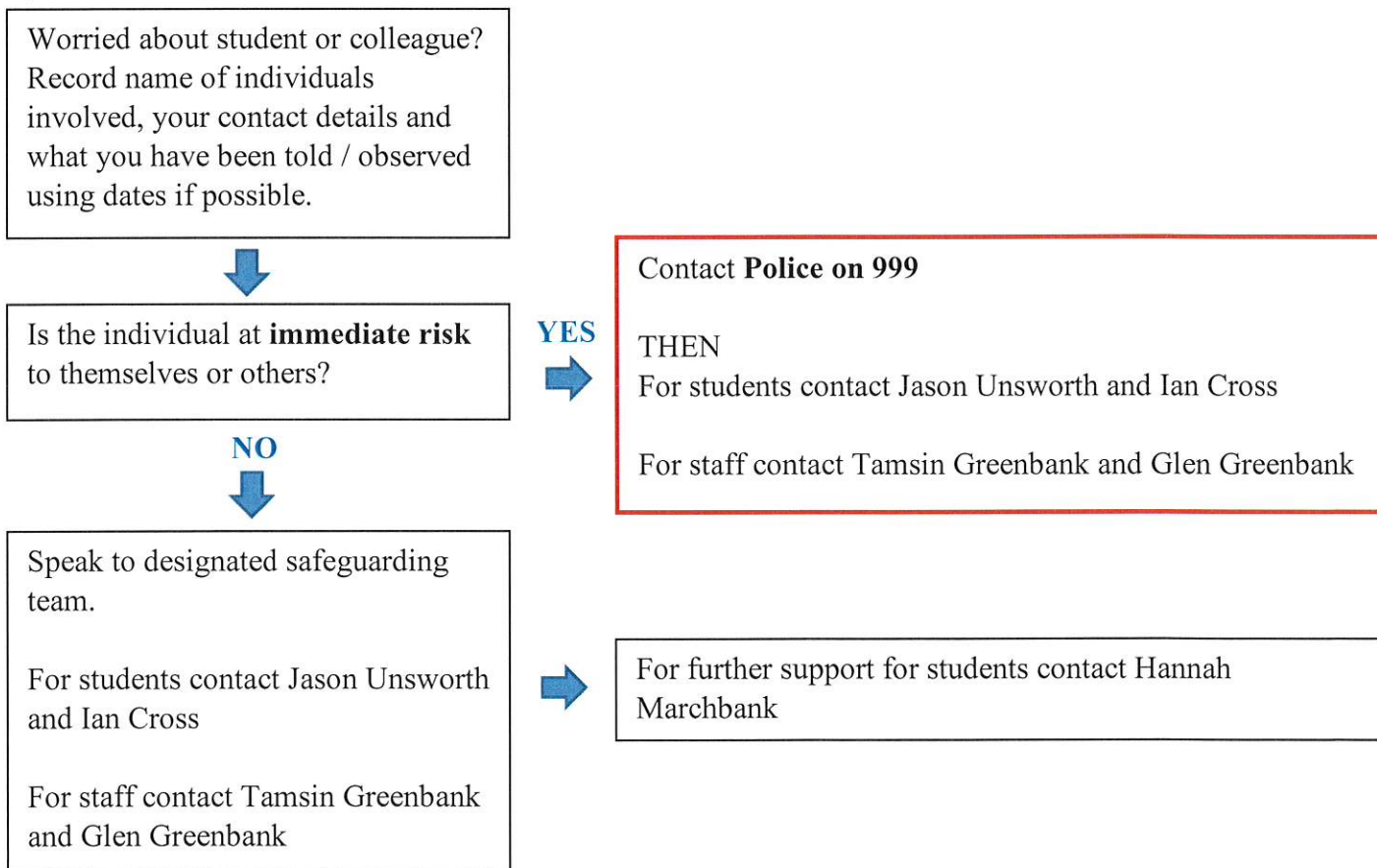
All staff are trained in the safe use of IT, and anyone under the age of 18 years old must have parental / guardian consent before using additional ICT resources such as YouTube.

PRTC has appropriate firewall and filters in place to prevent access to non-authorized websites. This is under consistent review, where necessary in consultation with our external IT specialists, Hands-On Computers, to assess trends and improve filtering and monitoring of internet use in accordance with Keeping Children Safe in Education and any other Department for Education and online safety statutory guidance.

Use of ICT and web-based resources will be supervised during classroom activities and inappropriate use will be reported directly to the safeguarding team. Accidental access to unsuitable sites will be reported immediately to PRTC's IT support.

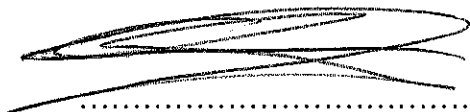
Pupils must never interfere with any anti-virus software installed on school ICT equipment.

## How to report Safeguarding and Prevent Concerns



The above information is made accessible to all staff in the employer handbooks and students in their induction packs. Regular 1 to 1 reviews are held with all employees and learners to ensure engagement with these policies is upheld and provide a welcomed opportunity to come forward with any issues or concerns.

This Policy will be reviewed at least annually. Changes may be made following the review and testing of the policy against practice and in the event of an incident and learning from that incident.

Signed:  .....

Glen Greenbank – Managing Director

Date: 22/01/2022 .....

Review: January 2023

