



# The GTA Safeguarding Policy

This policy applies to all members of GTA (including staff, apprentices, learners, volunteers, parents/carer's, and visitor) who access the GTA.

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Signature:

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## Introduction

This policy has been written based on current legislation and guidance from 'Keeping Children Safe in Education 2021', the content of this policy can apply to anyone that may engage with Doncaster, Rotherham, and District Motor Trades GTA Ltd (GTA).

This policy also applies to anyone working on behalf of the GTA including senior managers, board of trustees, employees, volunteers, apprentices, sub-contractors, and visitors.

This policy should be read in conjunction with –

CP5.5 The GTA Prevent & British Values Policy  
CP5.3 The GTA Equality & Diversity Policy  
Keeping Children Safe in Education 2021 guidance

## The persons of responsibility for Safeguarding within the organisation

*Charlotte McLaughlin - Safeguarding and Prevent Lead DSL*  
01302 832 831  
07717 853292  
[charlottemclaughlin@doncastergta.co.uk](mailto:charlottemclaughlin@doncastergta.co.uk)

*Mark Elliott - Safeguarding Deputy and Prevent deputy DSD*  
01302 832 831  
07851 859848  
[markelliott@doncastergta.co.uk](mailto:markelliott@doncastergta.co.uk)

*Other contact information:*  
[safeguarding@doncastergta.co.uk](mailto:safeguarding@doncastergta.co.uk)  
GTA 24-Hour helpline: 07521 046897  
Doncaster Site: 01302 832831

## Definition of Safeguarding

This policy is to define the meaning of safeguarding within the organisation. Promotion of both safeguarding and the welfare of a children<sup>1</sup> and vulnerable adults is the priority of the GTA. It is enforced that all staff members of the organisation provide an holistic approach to safeguarding the welfare of every young person and vulnerable adult that staff come into contact with within the remit of the organisation.

GTA staff are encouraged to adapt a learner/apprentice centred approach this means that staff should consider, at all times what is in the best interests of the learner. As staff are in contact with learners and vulnerable adults in varying capacity it is important to identify concerns early, provide help for children, vulnerable adults and to provide a safe environment for both

It is also recognised that some adults are vulnerable to abuse. Accordingly, the procedures are also applied to allegations of abuse and the protection of vulnerable adults. Guidance on who is a 'vulnerable

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<sup>1</sup> Child (definition) is someone under the age of 18 in England

adult' is taken from 'No Secrets' (Department of Health 2000), which defines vulnerable adults as: 'those adults who are or may be in need of community care services by reason of mental or other disability, age or illness'.

The definition of vulnerable adults includes individuals with any of the following list, but not limited to –

- Learning Difficulties
- Physical Impairments
- Sensory Impairments
- Mental Health Needs
- Age Related frailty
- Dementia
- Brain Injuries
- Drug or Alcohol Problem

As part of the organisations safeguarding policy, the organisation will always-

- listen to and respect young people's concerns
- Appoint a Designated Safeguarding Officer (DSO) for apprentices and young people, a deputy, and a board member for safeguarding within GTA
- Adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Reviewing and revising an effective online safety policy and related procedures
- Providing sufficient firewalls online to protect learners from inappropriate access to websites or blocking
- Regular meetings for staff and volunteers to support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made<sup>2</sup>
- Record and store both disclosures and information professionally and securely
- Distributing new information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- Safeguarding officers to follow local board procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our policy's to manage any allegations against staff and volunteers appropriately
- Promoting an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe environment for our children, young people and members working with or on behalf of the GTA
- Ensuring we have effective procedures in place to prevent and respond to concerns about radicalisation and extremism.

## **When to be concerned**

Listed below is guidance to support staff, apprentices and other members to help identify possible early signs of the various forms of abuse. This is for guidance only, please speak to a member of the Safeguarding team if you are unsure or require help with a concern.

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<sup>2</sup> Full DBS checks carried out including follow up of references on CV

### **Possible signs of physical abuse**

#### **include:**

- Unexplained injuries or burns, particularly if they are recurrent
- Refusal to discuss injuries
- Improbable explanations for injuries
- Untreated injuries or lingering illness not attended to
- Admission of punishment which appears excessive
- Shrinking from physical contact
- Fear of returning home or of parents being contacted
- Fear of Undressing
- Fear of medical help
- Aggression/bullying
- Over compliant behavior or a 'watchful' attitude
- Running away
- Significant change in behavior without explanation
- Deterioration of work
- Unexplained pattern of absence which may be to hide bruises or other physical injuries

### **Policy Promoting**

The GTA promotes and communicates the Safeguarding, Prevent & British Values via a number of channels, such as:

- Downloaded from the website
- Apprentice interviews and enrolment
- Apprentice inductions
- Hot Topics
- Facebook and Twitter posts
- Newsletters
- Embedded in classroom apprentice delivery for learners
- Staff training
- All staff have access to a shared drive containing company policies

### **The Prevent Duty**

PREVENT is the Government's counter-terrorism strategy to stop people becoming radicalised and involved in violent extremism or supporting terrorism, in all its forms. The GTA works with local police and regional co-ordinators for Prevent. Our approach to preventing the risk of radicalisation is robust and comprehensive. We embed Prevent and the promotion of British Values into our Safeguarding Policy and Procedures.

The GTA has a specific PREVENT action plan and risk assessment which is reviewed by the local Prevent Co-ordinator on a yearly basis to ensure robust procedures meet the expectation of the Prevent Duty.

The GTA's dedicated Prevent team aim to ensure all our staff are aware of the following:

- South Yorkshire radicalisation trends

- National developments within Prevent and radicalisation
- Reporting procedures and how to get support

The GTA has two dedicated Prevent leads to support both the Staff and learners. All GTA staff have completed mandatory Home Office Prevent training and receive regular updates and training from the Prevent leads. The Prevent Leads have been WRAP3 trained and have also completed the enhanced Home Office Prevent training.

Tutors embed and exemplify British Values at every available opportunity to increase the learner's knowledge and awareness of British Values and the risks of radicalisation. Our learners also complete four mandatory ETF modules at the start of their apprenticeship, the modules provide training on the following subject areas:

- Staying Safe online
- Who can you trust?
- Radicalisation and Extremism
- British Values

### **ICT Policy**

The GTA has a comprehensive E-Safety policy (CP3.2 The GTA E-Safety Policy) which should be read in conjunction with the Safeguarding Policy, this policy is downloadable from our website. The E-Safety policy details monitoring of ICT, potential e-safety issues, guidance for staff and apprentices and awareness of the potential for serious protection/safeguarding issues which could arise from:

- Sharing of personal data
- Access to illegal/inappropriate materials
- Inappropriate on-line contact with adults/strangers
- Potential or actual incidents of grooming
- Cyber-bullying

### **What are British Values?**

#### ***Democracy***

A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities:

- Leadership and accountability
- Joint decision making
- Team meetings
- The right to protest and petition
- Receiving and giving feedback

#### ***Rule of Law***

The need for rules to make a happy, safe, and secure environment to live and work:

- Legislation
- Agreed ways of working, policies, and procedures

- How the law protects you and others
- Codes of conduct

### ***Respect and Tolerance***

Understanding that we all don't share the same beliefs and values. Respecting the values, ideas and beliefs of others whilst not imposing our own others.

- Embracing diversity
- The importance of religion, traditions, cultural heritage, and preferences
- Tackling stereotyping, prejudice, and discrimination
- Individual Liberty
- Protection of your rights and the right of others you work with

### ***Equality and Human Rights***

- Personal Development
- Respect and Dignity
- Rights, choice, consent, and individuality
- Values and principles

## **Training & Information**

### **Employees**

Employee training is an essential part of continuous professional development for every member of staff who works in an educational setting. It doesn't really matter what role you have – whether employees are part-time, working in the admin, or locking the gates at the end of the day, they are still required to have up to date, verifiable training.

The GTA employs a number of training resources -

- Online E-safety training
- Home Office Prevent training
- Pivotal online training for safeguarding
- Online Equality and Diversity training
- Local authority safeguarding training

Employment with the GTA requires a full commitment from all employees, the commitment is a condition of their employment contract with company. All employees are subject to annual refresher training to maintain their CPD, knowledge and understanding.

### **Apprentices**

Training for apprentices is embedded at every opportunity when providing contracted services for apprentices and employers. Training and Delivery staff incorporate current and historical world events in related to safeguarding and Prevent at appropriate points during the Scheme of Work.

All learners also are expected to complete an e-learning module for Safeguarding, Prevent & British Values & online E-safety.

## Reporting (staff)

If staff have any concerns about an apprentice or child's welfare, they should act on them immediately. See 'Overview of Reporting' for a flow chart setting out the process for staff when they have concerns.

When a member of staff makes a disclosure the information of the Safeguarding concern must only be reported using the GTA Initial disclosure form SG6. This form can be accessed from the GTA Safeguarding file section on Microsoft Teams or a hard copy can be accessed from the Safeguarding file located in the main administration office, Doncaster.

Please remember to download a copy of the safeguarding form before populating the document. The form must be handed in to a member of the Safeguarding team within 24 hours.

## Reporting (Apprentices)

If you feel you need to talk to someone and or make a disclosure please contact the GTA via the information located in section 'The persons of responsibility for Safeguarding within the organisation'.

## When to be concerned

Listed below is guidance to support staff and other members to identify possible early signs of the various forms of abuse. This is for guidance only, please speak to a member of the Safeguarding team if you are unsure or require help with a concern.

### Possible signs of physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent
- Refusal to discuss injuries
- Improbable explanations for injuries
- Untreated injuries or lingering illness not attended to
- Admission of punishment which appears excessive
- Shrinking from physical contact
- Fear of returning home or of parents being contacted
- Fear of medical help
- Aggression/bullying
- Over compliant behaviour or a 'watchful' attitude
- Running away
- Significant change in behavior without explanation
- Deterioration of work
- Unexplained pattern of absence which may be to hide bruises or other physical injuries

### Possible signs of emotional abuse include:

- Continual self-deprecation
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Self-harm or mutilation
- Compulsive stealing/scrounging
- Air of detachment – 'don't care' attitude
- Social isolation – does not join in and has few friends
- Desperate attention-seeking behaviour
- Eating problems, including overeating and lack of appetite



- Drug/solvent abuse
- Depression, withdrawal

**Possible signs of sexual abuse**

**include:**

- Bruises, scratches, burns or bite marks on the body
- Scratches, abrasions or persistent infections in the anal or genital regions
- Sexual awareness inappropriate to the person's age – shown, for example, in drawings, vocabulary, games and so on
- Attempts to teach others about sexual activity
- Refusing to stay with certain people or to go to certain places
- Aggressiveness, anger, anxiety, tearfulness
- Withdrawal from friends
- Promiscuity, provocative sexual behaviour
- Self-injury, self-destructive behavior, suicide attempts
- Pregnancy – particularly in the case of young adolescents who are evasive concerning the identity of the father
- Recoiling from physical contact
- Eating disorders
- Tiredness, lethargy, listlessness
- Over-compliant behavior
- Genital discharge/irritation
- Sleep disturbance
- Unexplained gifts of money
- Depression
- Changes in behaviour

**Possible signs of neglect include:**

- Constant hunger
- Poor personal hygiene
- Inappropriate clothing
- Frequent lateness or non-attendance at College
- Untreated medical problems
- Low self-esteem
- Poor social relationships
- Compulsive stealing or scrounging
- Constant tiredness

**Possible signs of financial abuse include:**

- Loss of jewelry and personal property
- A bill not being paid when money is
- Lack of money to purchase basic items
- Misuse of benefits
- Inadequate clothing
- Theft of property
- Over protection of money or property

entrusted to a third party

- Unexplained withdrawal of cash
- Loss of money from a wallet or purse

**Possible signs of radicalisation include:**

- The individual's views become increasingly extreme regarding another section of society or government policy
- The individual becomes increasingly intolerant of more moderate views
- The individual expresses a desire/intent to take part in or support extremist activity
- They are observed downloading, viewing or sharing extremist propaganda from the web
- They become withdrawn and focused on one ideology
- The individual may change their appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.

Advice for staff dealing with disclosures from learners

**DO**

- **Do** listen very carefully to what they tell you.
- **Do** take what is said seriously and accept what you are told.
- **Do** stay calm and reassure the student that they have done the right thing in talking to you.
- **Do** write down as soon as you can exactly what you have been told.
- **Do** tell them that you must pass this information on but that only those that need to know will be told. Tell them to whom you will report the matter.

**DO NOT**

- **Do not** panic.
- **Do not** promise to keep things secret. You have a duty to refer a child/young person or vulnerable adult who is at risk.
- **Do not** lie or say that everything will be fine now that they have told.
- **Do not** criticise the abuser, especially if it is a parent/carer
- **Do not** ask lots of detailed or leading questions such as: 'What did he do next?' Instead, ask open questions such as: 'Anything else to tell me?', 'Yes', or 'And...?'. Do not press for answers the student is unwilling to give.

It is important that the person to whom disclosure is made **does not investigate** or question the person concerned except to clarify what they have heard. This is particularly important in cases of sexual abuse.

It is very important to record, as accurately as possible, what was said to you when you received the disclosure of abuse. Clearly all written records should be handled confidentially

**In an emergency, if an apprentice/young person or vulnerable adult discloses to you that they or another child have been abused/radicalised, or if you suspect from what you observe that they are being abused, you must report this to the Police and Safeguarding team ASAP**

**Refer all disclosures to the Safeguarding team within 24-hours.**

## **Record Keeping**

When staff reports a concern, this is then passed to a member of the Safeguarding team. The Safeguarding officer will decide the outcome of the referral. The disclosure form is then to be kept confidential and stored in a locked filing cupboard. This is to be separate from any other files and marked Safeguarding Confidential. Records are to be archived on a yearly basis. All disclosures that require referral to the Local Safeguarding board are to be done within a 24-hour period following the referral procedure for each Local board. This information is available in the Safeguarding file, by contacting the DSO or visiting the local boards' website for advice and guidance. All referrals are to be done by the DSO, DS deputy or Safeguard lead.

## **Information Sharing**

The GTA is aware that among other obligations, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) place duties on this and other organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

## **Allegations against Staff**

Any allegations made against staff must be referred to Jon Mace CEO who is trained specifically to deal with allegations of abuse. If the allegations are concerning the CEO, this should be referred to the board of directors for the organisation. Mr Geoff Thompson is the Chairman of the board of directors and trustees and should be contacted by writing to:

Geoff Thompson  
Doncaster, Rotherham, and District Motor Trades GTA  
Rands Lane Industrial Estate  
Armthorpe  
DN3 3DY

If the allegations of abuse involve members of the board, then the allegation should be escalated to the Local Authority Designated Officer (LADO).

***Sheffield LADO – Andrew Adedoyin 0114 2734855***

***Doncaster LADO 01302 737748 / 01302 737332 or email LADO@dcstrust.co.uk***

**What staff should do if they have concerns about Safeguarding practices and procedures within the organisation.**

Any member of GTA staff, volunteer or sub-contractor who is working on behalf of the organisation should feel able to raise a concern. If they notice signs of unsafe, poor procedures or failings within the organisations safeguarding practice then all concerns will be taken seriously by senior management.

Appropriate whistle blowing procedures can be found in the organisations whistle blowing policy.

Further guidance is also available by contacting the NSPCC whistleblowing helpline as an alternative route for staff to raise concerns about the organisation.

Staff can call 0800 0280285 line is available from 8:00 am – 8:00pm Monday to Friday and email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

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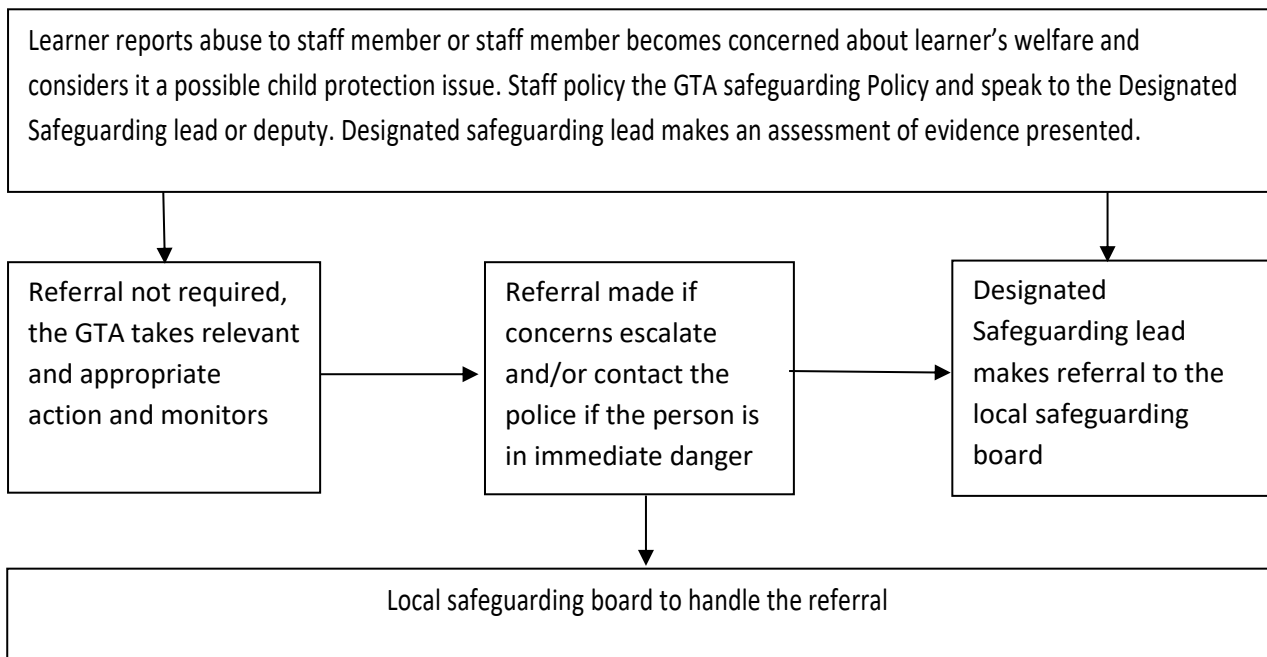
### **Safer Recruitment and DBS checks:**

All staff that are recruited into the organisation are subject to a recruitment process to ensure the organisation employs staff of a satisfactory skill set and allow for an enhanced DBS check to be completed prior to their employment. Further information can be found in the organisations Safer Recruitment Policy. Practices in place ensure our recruitment is sufficient and effective, listed below is a non exhaustive list of practices used during our recruitment process:

- Ensuring the job description refers to safeguarding and promoting the welfare of children;
- Ensuring the person specification refers specifically to working with children, or in a setting where children are present;
- Obtaining comprehensive information from applicants, this should be scrutinised, particularly for any discrepancies or anomalies. These should be checked until a satisfactory outcome is reached;
- Obtaining independent professional and character references, that specifically request information about an applicant's suitability to work with children, or around, children and take up any concerns;
- Verify an applicant's identity;
- Verify the applicant has the professional or vocational qualifications as claimed;
- Check their employment history and other experience since leaving secondary school;
- Verify they have the levels of health and physical capacity required for the post;

- Obtain the required checks, undertaking a mandatory check of the Disclosure and Barring Service Children Barred List, and where appropriate an Enhanced DBS Disclosure (for further information see the GTA Safer Recruitment Policy)

### (OVERVIEW) GTA SAFEGUARDING REPORTING PROCEDURE



### **Links to further guidance and the framework that relates to this policy:**

Children Act 1989

Children Act 2004

Education Act 2002

Working together to Safeguard Children 2018

Keeping Children Safe in Education 2021

Prevent Duty for England and Wales update 2019 under section 26 of the Counter-Terrorism and security Act 2015

Section 5B of the Female Genital Mutilation Act 2003

Local Safeguarding boards

<https://dscp.org.uk/report-concern> Doncaster safeguarding board 01302 734 214 Email: [dscp@dcstrust.co.uk](mailto:dscp@dcstrust.co.uk)

<https://www.safeguardingsheffieldchildren.org/sscb/safeguarding-information-and-resources/referring-a-safeguarding-concern-to-childrens-social-care>

Sheffield safeguarding board 0114 273 4450 Email: [scsp@sheffield.gov.uk](mailto:scsp@sheffield.gov.uk)

<https://www.sheffield.gov.uk/home/pollution-nuisance/prevent-counter-terrorism-strategy> South Yorkshire Police Prevent Team by ringing 101 or call the Anti-Terrorist Hotline (can be anonymous) on 0800 789321.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) Advice and guidance on child exploitation and online safety

[www.nspcc.org.uk](http://www.nspcc.org.uk) Advice and guidance on signs of abuse, support on protecting children. 0808 800 5000

[www.savethechildren.org.uk](http://www.savethechildren.org.uk) Advice and guidance on promoting welfare of children 020 7012 6400

[www.getsafeonline.org/safeguarding-children](http://www.getsafeonline.org/safeguarding-children) Advice and guidance for online safety

[www.preventforfeandtraining.org.uk](http://www.preventforfeandtraining.org.uk) Advice and guidance on complying the with Prevent duty

[www.nspcc.org.uk](http://www.nspcc.org.uk) Advice and guidance for dealing with reports of Female genital mutilation (FGM)

The Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

**Sheffield LADO – Andrew Adedoyin 0114 2734855**

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