



Safeguarding Policy

Children, Young People and Adults

This policy document is freely available. The Safeguarding Policy will be updated, particularly if significant changes to the business occur. As a general principle and in order to ensure that the Policy is relevant, it will be reviewed at least every two years, identified in the version control table below.

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Date of Next Review:	May 2023
Lead Professional:	Richard Woodhead
Status/Role:	Designated Safeguarding Lead
Organisation:	HTTL (10003190)
The Head/Leader of this organisation is:	Mr Bill Macbeth OBE Managing Director
This Policy was agreed and signed off by:	Bill Macbeth – Managing Director Martin Jenkins – Director of Training Richard Woodhead – DSL Peter Charlesworth – Deputy DSL Board of Directors
The Deputy Designated Safeguarding Lead is:	Dr Peter Charlesworth Health, Safety & Welfare Consultant

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Document Control Log:

Version Number	Update Summary	Authorised By	Date Approved
V1.0	Creation of a Safeguarding Strategy	B Macbeth	03-12-2009
V2.0	Conversion from Strategy to Policy	B Macbeth	01-08-2016
V3.0	General Revision & Update	P Charlesworth	30-04-2019
V3.0.1	Annual Health Check (Inclusion of Workbook)	Senior Managers	20-11-2020
V4.0	General Revision & Update	P Charlesworth	11-10-2021
V5.0	Change of Safeguarding Lead	M. Jenkins	15.06.2022
V6.0			

1) Introduction

The Textile Centre of Excellence is a not for profit company owned by its members, primarily textile manufacturing companies in West Yorkshire. The Centre delivers a wide range of training, research and development support.

The types of learning facilitated by the Textile Centre include apprenticeships and NVQ's, Leadership and Management training, Health & Safety, IT and fork lift truck training. The Centre offers state of the art conferencing facilities. These can be hired and used by outside bodies. Typically clients include local councils, business and independent trainers.

The Centre employs approximately 14 staff. The Centre has approximately 100 member companies.

The mission of the Textile Centre of Excellence is:

“To develop and provide access to a broad range of top quality workforce development and business support services to individuals, member organisations, client companies and the local community”.

The Textile Centre of Excellence is working closely with private and public sector partners to bring forward new learning opportunities, encouraging inclusion and participation and supporting personal and economic development.

2) Reasons for Safeguarding

The Textile Centre of Excellence operates a range of services that may bring members of its staff and subcontracted personnel into contact with children, young people or vulnerable adults. For example:

Group/Situation	Staff Contact	Occurrence
<i>Children from school on work placement with the Centre (office)</i>	<i>Possibly all staff</i>	<i>Most recently in 2017</i>
<i>Young persons/vulnerable adults working at or on learner placement at the Textile Centre</i>	<i>Possibly all staff</i>	<i>Infrequent</i>
<i>Children under 16 attending open or 'booked' events at Centre – accompanied by parent/guardian</i>	<i>Reception, catering and possibly others</i>	<i>Infrequent Does occur</i>
<i>Young persons (16 – 18) attending open or booked events at the Centre</i>	<i>Reception, catering and possibly others</i>	<i>infrequent</i>
<i>Adults attending events that may have specific vulnerabilities (physical disability, mental health issues, learning disability etc.)</i>	<i>Reception, catering and possibly others</i>	<i>occasionally</i>
<i>Children or young persons at events attended by Textile Centre staff such as schools recruitment</i>	<i>Staff involved in recruitment</i>	<i>Several times per year</i>
<i>Placed learners in the 14 – 16 age group</i>	<i>Training team</i>	<i>None currently</i>
<i>Placed learners in the 16 – 18 age group</i>	<i>Training team</i>	<i>Significant</i>
<i>All adult placed learners/delegates</i>	<i>Training team</i>	<i>Significant</i>
<i>Incidental encounters with children, young persons or vulnerable adults as a result of work activities</i>	<i>Training and learning team</i>	<i>Possible</i>

This list is not necessarily exhaustive and may also change with business and organisational developments.

3) Policy Statement of Intent & Promotion

The Textile Centre of Excellence recognises that protecting and safeguarding children, young people and vulnerable adults is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise.

The Textile Centre of Excellence recognises that it has a responsibility to safeguard children, young people and vulnerable adults that use the Textile Centre of Excellence's services or otherwise come into contact with the Textile Centre of Excellence.

The Textile Centre of Excellence recognises that a written policy and specific procedures are required in order to enable that safeguarding children, young people and vulnerable adults is achieved with understanding, uniformity and clarity.

In this document reference to 'staff' includes those subcontracting to the Textile Centre of Excellence.

The Centre ensures that this Policy is appropriately and adequately promoted to all stakeholders through the 'documents' section of the website. Additionally, it is the responsibility of the Designated Safeguarding Lead Person to communicate changes to the policy to all business stakeholders. This includes adjustments to documents as noted in the version control table on Page 1.

4) Safeguarding Aims and Objectives

The Textile Centre of Excellence will aim to protect and safeguard children, young people and vulnerable adults by:

- 1) Ensuring that a 'Designated Safeguarding Lead Person' is in place at all times and that a Deputy Designated Safeguarding Lead is available in times of need.
- 2) Identify and share ways in which the Safeguarding Policy demonstrates shared ownership, commitment, buy-in and relevance to all stakeholders, especially those businesses where the Centre has apprentices or individuals in learning programmes.
- 3) Ensuring that all staff and subcontractors are aware of the role of the 'Safeguarding Designated Person' and understand the process of reporting any concerns to the 'Safeguarding Designated Person'.
- 4) Ensuring that where appropriate parents, carers, children, young people and vulnerable adults are informed in writing how to report concerns about a Textile Centre of Excellence staff member or subcontractor.
- 5) Ensuring that a Safeguarding Policy is in place and that the Policy is appropriately updated in line with any changes to national legislation, business requirements or any national and local policy developments.
- 6) Ensuring that the Safeguarding Policy is reviewed at appropriate intervals.
- 7) Ensuring that appropriate Safeguarding Procedures are in place and that they are developed and adhered to in appropriate circumstances.

- 8) Ensuring that all members of staff and subcontractors are aware of their roles with regard to Safeguarding and are adequately briefed, trained and have knowledge tested frequently.
- 9) Ensuring that all members of staff and subcontractors are able to recognise harm or abuse of children, young people and vulnerable adults and understand specifically what action to take in circumstances where these matters arise. All stakeholders are **protected at all times** as far as is reasonably practicable.
- 10) Ensuring that all aspects of the Safeguarding Policy are considered during the recruitment process for members of staff and the selection process for subcontractors.
- 11) Ensuring all that all members of staff and subcontractors that could have contact with children, young people and vulnerable adults receive initial enhanced Disclosure and Barring Service checks (DBS checks).
- 12) Ensuring the enhanced Criminal Records Bureau checks of all relevant members of staff and subcontractors are renewed at three year intervals.
- 13) Ensuring that the DBS checks are centrally recorded in line with any Data Protection requirements and any other relevant legislation by one person within the organization, appointed by the Managing Director.
- 14) Ensuring that members of staff and subcontractors are familiar with the principals of Safeguarding. This will be achieved via face to face group learning and development sessions, e-learning packages and any other means deemed appropriate by site management. Refresher sessions will be supplied if needed.
- 15) Ensuring that members of staff understand the details of the Textile Centre of Excellence Safeguarding Policy and Procedures. This will be achieved via team learning sessions and any other means deemed appropriate by site management. Refresher sessions will be supplied if needed.
- 16) Ensuring that in relation to the activities of The Textile Centre of Excellence the risks that children, young people and vulnerable adults may encounter are assessed and that appropriate steps are taken to minimise and manage this risk.
- 17) In particular this will be achieved by using the Health and Safety Company Assessment (QR141 'sponsorship agreement' contains this document) system prior to learner placement and by the general process of risk assessment at the Textile Centre.
- 18) Ensuring that where appropriate parents, carers, children, young people and vulnerable adults are giving information in writing about what the Textile Centre does in relation to Safeguarding. (QR190 'Learner Support Handbook' – section 7)
- 19) Ensuring that where appropriate parents, carers, children, young people and vulnerable adults are informed in writing how to report concerns about a child, young person or vulnerable adult.

5) National & Local Guidance

It is the policy of the Textile Centre of Excellence to take into account national guidance and implement it as far as possible. For example the following national guidance will be of relevance.

Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children, March 2015

What to do if you're worried a child is being abused. Advice for practitioners, March 2015

The Sexual Offences Act 2003 – particularly in relation to abuse of position of trust: sexual activity with a child

Also:

The Children Act (1989)

The Children Act (2004).

Every Child Matters

Human Rights Act 1998

Criminal Justice & Court Services Act 2000

The Protection of Children Act 1999

It is the policy of the Textile Centre of Excellence to take into account local guidance and implement it as far as possible. The following local guidance will be of relevance.

Safeguarding Children – guidance is available at
<http://www.kirkleessafeguardingchildren.co.uk/>

Safeguarding Vulnerable Adults - guidance is available at:

<http://www.kirklees.gov.uk/beta/adult-social-care-providers/kirklees-safeguarding-adults-board.aspx>

It is the policy of the Textile Centre of Excellence to ensure that it has appropriate internal policy and procedures for the following.

Health & Safety

Risk Assessments

Recruitment of Staff

Selection and management of Subcontractors

Complaints & Disciplinary

Codes of Conduct

Diversity & Equality

Staff Induction

Staff Training and Development

Staff supervision

Confidentiality, data Protection & Information Sharing

Some of these will contain direct or indirect reference to the Safeguarding Policy

6) Promoting Welfare and Protection

The Textile Centre of Excellence recognises that Safeguarding and promoting the welfare of children, young people and vulnerable adults involves:

Ensuring that children, young people and vulnerable adults are protected from maltreatment

Ensuring that the health or development of children, young people and vulnerable adults is not impaired

Ensuring that children, young people and vulnerable adults are growing up and living in circumstances consistent with the provision of safe and effective care

The Textile Centre of Excellence recognises that children, young people and vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or by a stranger.

Children, young people and vulnerable adults may be abused by an adult or adults or another young person, child or children

Some of the types of abuse recognised by the Textile Centre of Excellence are: Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect. Whilst this list is not exhaustive, further information regarding abuse is provided in the Textile Centre of Excellence 'Safeguarding Handbook'.

It is not the role of Textile Centre of Excellence staff or subcontractors to make an assessment of whether children, young people or vulnerable adults have suffered harm. Members of staff, subcontractors and the Safeguarding Designated Person have a duty to report any concerns about harm in accordance with this policy.

The Centre will work with all client groups to create working environments that are free from safeguarding concerns, ensuring that prevention of harm, abuse and uncomfortable situations are removed as far as is reasonably practicable within the role it performs.

7) Recognition of Harm

The harm or possible harm of a child, young person or vulnerable adult may come to the attention of a member of staff or subcontractor in a number of ways.

It is the policy of the Textile Centre of Excellence to ensure that relevant members of staff are aware of these types of abuse and what to do should they become aware of them.

Recognition of harm includes neglect, confinement, crimes of control, physical abuse; verbal abuse, forced marriage, female genital mutilation, and child sexual abuse, child trafficking and fabricated or induced illness.

8) Managing Disclosures of Abuse

A child, young person or vulnerable adult may disclose abuse to a member of staff or subcontractor. In these circumstances it is important that, as far as possible, specific principals are adhered to

It is the policy of the Textile Centre of Excellence to ensure that relevant members of staff are trained in these principals.

It is the policy of the Textile Centre of Excellence that where there are concerns about the welfare of any child, young person or vulnerable adult all members of staff and subcontractors must share those concerns with the designated Safeguarding Designated Person.

Further information regarding the recognition and disclosure of abuse is provided in the Textile Centre of Excellence 'Safeguarding Handbook'.

9) Designated Persons Role

It is the policy of the Textile Centre of Excellence to have an appointed Safeguarding Designated Person. The Safeguarding Designated Person is responsible for:

Monitoring and recording concerns about the wellbeing of a child, young person or vulnerable adult

Making referral to the Local Authority Children's Services

Liaising with other agencies

Ensuring appropriate Safeguarding training for staff and subcontractors

It is the policy of the Textile Centre of Excellence that any member of staff or subcontractor must report any concerns or allegation of harm immediately to the designated Safeguarding Designated Person.

In the event of the designated Safeguarding Designated Person being unavailable then the matter should be reported through the line management.

The Safeguarding Designated Person or other appropriate person must then make a referral to the appropriate authority or body.

10) Understanding/Managing Allegations

It is the policy of the Textile Centre of Excellence to prioritise any concerns about the behaviour or conduct of individuals working within or for the organisation.

Specifically any member of staff or subcontractor who has concerns about the behaviour or conduct of another individual working within organisation is required to report the nature of the allegation or concern to the Safeguarding Designated Person immediately.

It will be ensured that where appropriate parents, carers, children, young people and vulnerable adults will be informed in writing how to report concerns about a Textile Centre of Excellence staff member or subcontractor.

The member of staff who has a concern or to whom an allegation or concern is reported should not investigate the matter further. The Safeguarding Designated Person will report the matter to the appropriate authority or body.

In the case that the concern or allegation relates to the Safeguarding Designated Person, their line management should be contacted. If the immediate line manager or other members of the management structure is implicated in the concerns or allegations or the Safeguarding Designated Person is not available then the matter should be reported directly to the Managing Director. The Managing Director will report the matter to the appropriate authority or body.

In cases where there is an immediate risk to any child, young person or vulnerable adult, the information must be passed to the appropriate authority or the Police, as soon as possible.

11) Staff & Subcontractor Self Protection

It is the policy of the Textile Centre of Excellence for members of staff and subcontractors to adhere to guidelines on self-protection when working with children, young people and vulnerable adults (see lone working section of Health and Safety Policy and Safeguarding Handbook).

The aim of following the guidelines is to minimise the risk of vulnerable situations where false allegations can be made.

It is the policy of the Textile Centre of Excellence to ensure that all relevant members of staff and subcontractors are fully aware of the guidelines on self-protection when working with children, young people and vulnerable adults.

Further information regarding 'self-protection' is provided in the Textile Centre of Excellence 'Safeguarding Handbook'.

12) Recruitment & Selection

The Textile Centre of Excellence has a recruitment procedure for members of staff and a selection procedure for subcontractors. It is the policy of the Textile Centre of Excellence to take into account Safeguarding issues at the recruitment and selection stage.

Without prejudice to the general recruitment procedures

All members of staff and subcontractors with access to children and young people or sensitive information relating to children will be required to undertake an enhanced DBS check.

All members of staff and subcontractors must complete an application form, including details of previous employment, details of any conviction for criminal offences (including spent convictions under the Rehabilitation of Offenders Act 1974), agreement for an enhanced DBS check, permission to contact two referees, including their current or most recent employer (which should be taken up).

Staff and subcontractors will have a period of induction where they will complete any Safeguarding induction training and access Safeguarding internal policies and procedures.

Further information regarding the recruitment process is provided in the Textile Centre of Excellence Procedure P006 Human Resources and Training located on the Server Quality Drive' See Q:\Company Manual and Operating Procedures\Procedures.

13) Radicalization

Radicalization has become of increasing concern in the UK. Therefore, the policy regarding safeguarding learners and staff that are vulnerable to extremism is presented as a specific concern here.

The Textile Centre is aware of the specific need to safeguard all learners and staff from political, religious or any other type of extremism.

Extremists can attempt to radicalize learners or staff to hold extreme views including views justifying ideological, political, religious, sexist or racist violence.

Extremists could attempt to steer learners and staff into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalization.

The Textile Centre values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both learners and staff have the right to speak freely and voice their opinions.

The Textile Centre notes that 'free speech' that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the fundamental moral principles of free speech.

Free speech is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of learners and others to involve them in terrorism or in activity in support of terrorism.

The current climate must also take into account online extremists that may groom learners or staff and encourage them to leave the UK to participate in terrorism in other countries.

The normalisation of extreme views may also make learners vulnerable to future manipulation and exploitation.

The Textile Centre is clear that this exploitation and radicalization is a Safeguarding concern.

The Textile Centre seeks to protect learners against the messages of all violent extremism.

Due to the nature of radicalization it is not possible to identify all possible groups. At this time groups to be considered as possible radicalizers include but are not exclusively those linked to Islamist ideology, Far Right White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The Textile Centre of Excellence will remain aware that political and ideological climates change and that other radicalization issues may arise.

The Safeguarding Designated Person with the support of the Management Team at the Textile Centre will appropriately assess the level of risk to learners and staff and if necessary put actions in place to reduce that risk.

The risk assessment process includes consideration of:

- The needs and situation of any individual learner or member of staff,
- The profile, background and ideology of groups that hire conferencing facilities,
- The training of assessors and other staff so that they may recognise the early signs of radicalization,
- The open discussion of radicalization issues with staff, learners and partners,
- The access to IT by staff and learners on site and other locations,
- The implementation of the Centre's equality, diversity and bullying policies and
- Any other issues specific to the Centre's profile, community and philosophy

The risk assessment will be reviewed as appropriate to the needs of learners and the Centre.

Centre staff will receive appropriate instruction; information and training in order to ensure that they are aware of potential radicalization issues within the learner community.

The Centre's Safeguarding Designated Person will be the lead within the organization in relation to protecting individuals from radicalization and involvement in terrorism.

If a member of staff or learner has concerns that a learner or other member of staff may be at risk of radicalization or involvement in terrorism, then they should bring their concerns in the first instance to the Safeguarding Designated Person.

The appropriate interventions in any particular case may or may not have any specific connection to the threat of radicalization.

14) Guidance - Learners and Extremism

Outline of issue:

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system.

To be thought of as terrorism the threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Extremism is the vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different cultures and beliefs.

Extremism also includes any calls for the death of members of our armed forces, whether in this country or overseas.

Radicalization is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

What makes a person vulnerable to radicalization?

- There is no unique profile of a person likely to become involved in extremism.
- The process of radicalization is different for every individual.
- Radicalizers often use social processes such as requiring loyalty, changing self-perception, and fear of exclusion to influence their targets.

What are the indicators of vulnerability to radicalization?

- Safeguarding learners from radicalization is similar to other Safeguarding issues.
- Indicators for vulnerability to radicalization include:
 - Family tensions, parents, siblings, children
 - A sense of isolation
 - A feeling of failure
 - Migration and distance from cultural heritage
 - Experience of racism, bullying or discrimination

Those in the process of being radicalized may:

- Become involved with a new group of friends
- Search for answers to questions about identity, faith and belonging
- Possess violent extremist literature or advocate violent actions
- Change their behaviour, dress, characteristic and language
- Seek to recruit others to an extremist ideology
- Wear symbols related to particular groups or ideologies
- Become cut off from previously held relationships or pastimes
- Use derogatory terms for specific groups
- Show increasing interest or 'technical expertise' in areas such as survival skills or weapon construction

Note: there may be other reasons for the learners displaying some of these behaviours, including alcohol or drug abuse, family breakdown, domestic abuse, bullying.

What do I do if I suspect a learner or other member of staff is becoming radicalized or involved in extremism?

- In the first instance you should refer your concerns to the Safeguarding Designated Person.
- The use of the Safeguarding Report Form is recommended at this stage
- The matter will be initially investigated and assessed by the Safeguarding Designated Person, the Training Team Manager and if necessary the Managing Director.
- After an initial assessment appropriate further action will be taken.

15) Risk Assessment

Radicalization of Learners

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism. The Textile Centre has considered the following factors:

- The Textile Centre is located in West Yorkshire an area where radicalization is known to have taken place and public activities of extremist groups have taken place.

For example:

Two students of a nearby school were stated to have left the country to take part in violent activities abroad Demonstrations by groups such as the English Defence League have taken place as have counter-demonstrations by other organizations

It has been alleged that individuals from the local area have been involved in violent terrorist activities in London.

IT usage and access to radicalization websites

The Company has a robust IT Internet and e-mail Protocol Policy (Company Handbook).

Number of learners:

The Textile Centre has a relatively low number of learners which makes awareness raising, promotion, and information session more accessible in small group sessions.

Age Profile:

The age profile of learners (and all other stakeholders) undertaking services with, or at the Centre is variable. The age demographic is difficult to pinpoint. Analysis from 2019 suggested that the highest age category we recorded is those between the ages of 21 to 29 however, a high number of apprentices are aged between 16 and 24 (impressionable) therefore, managing radicalisation is critically important.

Contact with learners for observation of behaviours and instruction and discussion (formal / informal) – regular one to one contact with learners is the norm

Contact with learners is not a daily or weekly basis (As would be more likely the case in a college).

Training of staff – members of staff and associates have attended Safeguarding training.

Training sessions for staff have specifically included content regarding radicalization.

Analysis

There is no unique profile of a person likely to become involved in extremism, and the process of radicalization is different for every individual.

As an organization and as a collection of individuals within the organization the Textile Centre will continue to encourage a culture of openness and vigilance with regards to the matters of Safeguarding and radicalization.

The objective of the Textile Centre is to ensure that all members of staff and contractors:

Have sufficient knowledge and confidence to exemplify non-extremist values in their management, teaching and through general behaviours in the institution

Understand the factors that make people vulnerable to being drawn into terrorism and to challenge extremist ideas which are used by terrorist groups and can purport to legitimise terrorism

Have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response

Textile Centre of Excellence

The Textile Centre of Excellence will keep under review 'Radicalization' websites in relation to IT usage policy

All conference bookings at the Textile Centre of Excellence will be accepted at the discretion of the senior Management Team.

The views expressed by speakers and delegates at Textile Centre of Excellence events are their own.

Textile Centre of Excellence cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

Textile Centre of Excellence reserves the right at any time to exclude from any event and its premises any delegate or organization whose behaviour is, in the reasonable opinion of Textile Centre of Excellence an unacceptable nuisance or annoyance to other delegates or to others on its premises.

The Textile Centre of Excellence reserve the right to examine a copy of all promotional literature, including invitations/flyers/emails, and material to be used at the Textile Centre of Excellence prior to the event.

Key persons in Relation to this policy

Name	Job Title	Role
Bill Macbeth	Managing Director	Over sees Safeguarding of the Organisation
Richard Woodhead	Designated Safeguarding Lead	Responsible for Safeguarding matters including training and dealing with cases
Peter Charlesworth	Deputy Designated Safeguarding Lead	Responsible for deputising Safeguarding matters including training and dealing with cases
Martin Jenkins	Director of Training	Placing learners in as safe environment Ensuring assessors discuss safeguarding with learners
Claire Burns	Non Executive Director	Oversight of safeguarding at Board level