



**SAFEGUARDING
- THE LATEST
UPDATES FOR
LEARNERS,
EMPLOYERS AND
COLLEAGUES
OCT - NOV 2023**

[TOTALPEOPLE.CO.UK](https://totalpeople.co.uk)





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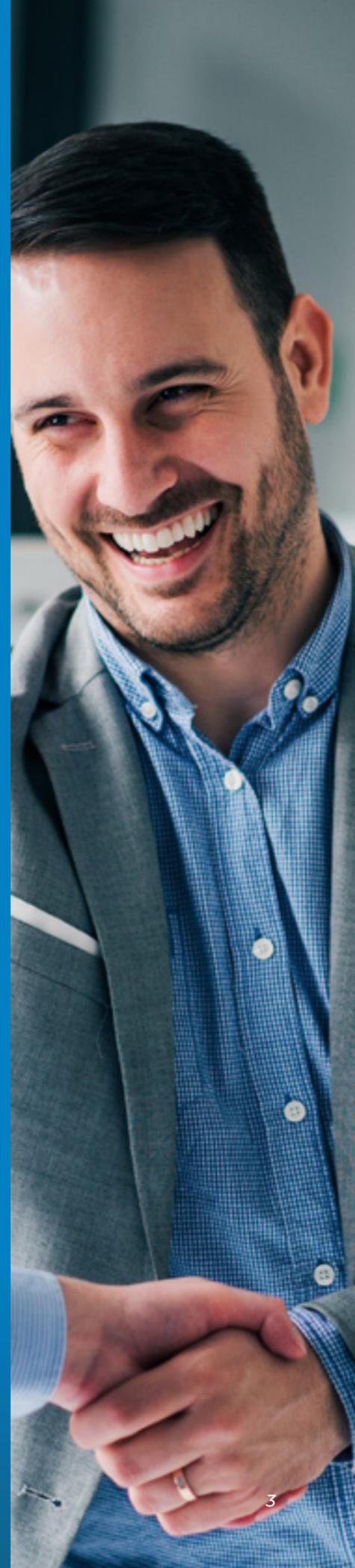
WELCOME

Hello and welcome to the third issue of our safeguarding newsletter.

Published every two months, this newsletter is written for all of our learners, employers, partners and Total People colleagues.

We aim to provide updates, information and resources to enable you all to ensure the safety of our learners, provoke thought and promote discussion.

In this edition we look closer at new government guidance on keeping children safe and the growing problem of knife crime.



KEEPING CHILDREN SAFE IN EDUCATION

This newsletter focuses on two key updates in the Keeping Children Safe in Education (KCSIE) 2023 Statutory Guidance, released in September 2023. **Whilst it may appear that it affects only children, this guidance is also good practice for adult safeguarding.** Children are classed as all those under the age of 18.

We will focus on 'behaviour' and the 'online world', which affects both children and adults in the world of work and keeping safe within the community.

The Online World

KCSIE 2023 also requires organisations to have effective online filtering and monitoring of their IT systems to minimise the risk of learners/employees being radicalised, groomed, exploited or scammed, for example.

The Department for Education (DfE) has released standards to assist schools/colleges. Total People use these guidelines to reflect on, evaluate and improve their practice.

At Total People, we aim to keep you safe with our 'Impero alert' system and remind learners that when they type in any inappropriate words or phrases an instant alert will be sent to the Safeguard team and the Safeguard Lead to investigate further. Learners are reminded about the code of conduct for using computers at Total People.

Reporting concerns online is also made easy for learners on OneFile, where they can locate the 'Safeguard button'. Clicking on this button will take you straight to the Safeguarding section on our Website www.totalpeople.co.uk/about/safeguarding/

Here you can report a concern about yourself or someone else. You can also read about:

- Our safeguarding arrangements
- Read about British Values
- See the names of our DSL and DDSL
- ...and find some useful national support resources.

Behaviours and values - for learners

What values drive you? It's a question that may have been asked of you in the past.

The definition of 'values' is 'principles or standards of behaviour; one's judgement of what is important in life'.

These personal values you have link into the values and behaviours of the organisation that you work in, as well as Total People's 'Deal' of expectations:

Thought for the day for learners - as a learner, how do you work to these values in and out of your workplace?

- **Listen** to others' opinions
- **Interact** and communicate with kindness
- **Be** honest and trustworthy
- **Be** inclusive and welcoming of others



RESPECTFUL

- **Be** the best you can be
- **Focus** on your future
- **Achieve** your goals and ambitions

- **Work** together / support peers and work colleagues
- **Share** ideas
- **Consider** the needs of others



COLLABORATIVE



AMBITIOUS



COMMITTED

- **Be** dedicated
- **Have** great attendance at training and work
- **Set** deadlines you can achieve
- **Be** active in your learning



PROFESSIONAL

- **Have** a positive attitude towards work and training
- **Dress** appropriately and wear any required PPE
- **Meet** agreed targets
- **Use** positive and professional communication



PROACTIVE

- **Seek** out opportunities
- **Solve** problems
- **Plan** ahead

TOTAL PEOPLE
LEADERS IN LEARNING®

The Deal



TOP TIPS FOR LEARNERS

1. What filters do you have at home to prevent viruses / scams on your home computer?
2. How do you manage your social media – private or accessible to all?
3. Have you taken the short courses on offer on OneFile?
4. Do you know the difference between http and https?
5. How do scammers try and get your banking / personal details?
6. Can you recognise the difference between a genuine and a fake email?
7. Are you totally comfortable that the websites you visit are safe / secure and giving you correct information?

REMEMBER:
Be alert, Be safe, Be secure

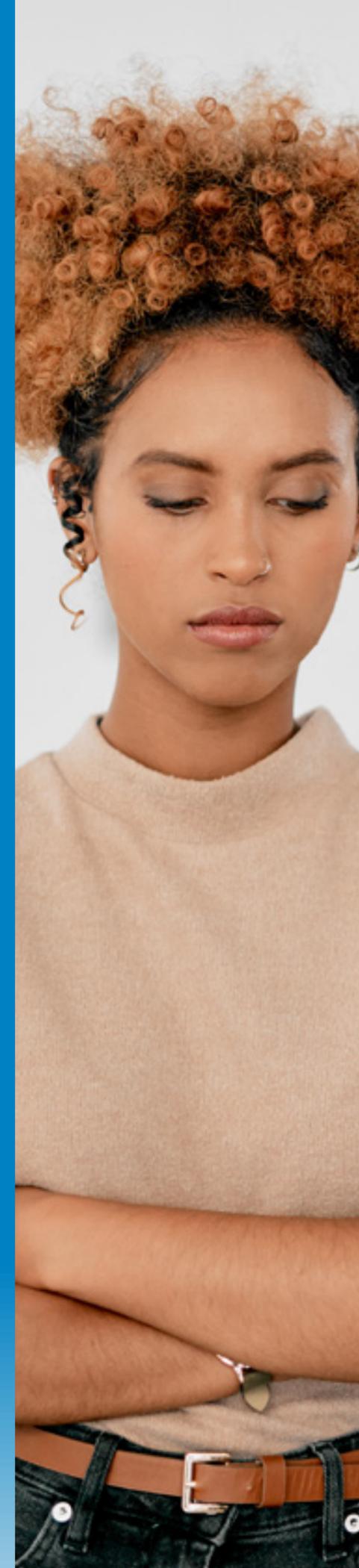
Harrassment at work

Learners must familiarise themselves with their own company policy on all kinds of harassment / bullying and what they can do if they are a victim of harassment. Total People / MOL have zero tolerance for any kind of harassment and will follow our Safeguarding and Disciplinary policies when following up any allegations or concerns.

The following documents from ACAS and Employers Direct offer practical advice:

- What is Sexual Harassment?
www.acas.org.uk/sexual-harassment
- Guidance on what to do if you are being sexually harassed.
www.acas.org.uk/sexual-harassment/if-youve-been-sexually-harassed-at-work
- Information for employers on their responsibilities and how to deal with a report of Sexual Harassment
<https://employersdirect.org.uk/how-to-deal-with-sexual-harassment-at-work/>

Learners can also speak to their learning coach, curriculum & performance manager and even submit their concerns on the safeguarding page of our website, as mentioned earlier.



KNIFE CRIME AND POSSESSION

THE BEN KINSELLA TRUST



The Ben Kinsella Trust website shows that between 2012 to 2022 there was a 46% increase in knife crime, with a 6% increase from 2021 to 2022. There are many reasons for the increase and this section focuses on the law and some signposting if learners / employers are worried about knife crime.

What are the laws about carrying a knife?

The law takes a robust approach to dealing with knife crime – adults charged with possession of a knife will automatically go before a court. In cases where the carrier is up to 17 years of age, they will automatically be referred to the Youth Offending Team – a charging decision will be made by a multi-agency panel, based on a range of factors relevant to the incident.

Outcomes vary and range from participation in a 20-week programme to educate and prevent repeated behaviour, to being sent to court. Where a young person is found in possession of a knife for a second time, the case will automatically be sent to court.

Victims or Criminals?

More often than not, young people / adults involved in carrying knives are victims in some sense of the word, be it:

- criminal exploitation
- drug running / county lines
- gangs
- fear of crime, or
- perceived social / peer norms / bullying.

It is important as learners / employers to look beyond seeing knife-carriers as being violent criminals or antisocial, but seeing them as victims who have grown up in a culture that exposes them to significant influence, coercion, control and pressure.

A partnership approach is key if we are to play a part in changing the culture and future for young people and vulnerable adults.

Where to go:

livesafe.org.uk/young-people/knife-crime/
crimestoppers-uk.org/

safe4me.co.uk/portfolio/knife-crime/
gov.uk/guidance/999-and-112-the-uks-national-emergency-numbers

The Law

It's illegal to:

- carry most knives or any weapons in public without a 'good reason'
- sell most knives or any weapons to anyone under the age of 18.

The exception to these two rules are folding pocket knives that:

- have a cutting edge no longer than 3 inches
- are not lock knives (they do not have a button, spring or catch that you have to use to fold the knife).

For more information, visit gov.uk/buying-carrying-knives





WELLBEING - STRESS AND ANXIETY

Angela, our HR learning coach, reflects on an apprentice who has created new policies, one of which is the menopause policy. She completed the introduction of this policy with employee-led practice using focus groups and surveys and was encouraged to see a high level of employee participation which included men who wanted to support their female colleagues and family members.

Angela said, “This apprentice completed some fantastic research on both their own organisation’s data and external studies to benchmark practise. She offered this to her management team to be approved and is continuing her research to potentially offer a new employer benefit scheme of reduced HRT prescriptions”.

Thoughts for learners:

- *How is your mental health and wellbeing being supported in your place of work?*
- *Is there a department in your organisation that can provide signposting?*

KEEPING LEARNERS SAFE AT WORK (H&S) - THE RULE OF LAW

Continuing the theme of work-related stress, depression and anxiety, read the statistics below:

An estimated 17 million working days were lost due to work-related stress, depression, or anxiety in 2021/22. This is over half of all working days lost due to work-related ill health.

HSE has been warning of a growing crisis in stress and poor mental health related to work. The HSE launched a major campaign last year to remind employers of their responsibilities to their employees’ mental health. (Source HSE 23/11/22)

Reflection

- *What are your thoughts on these figures?*
- *How do you manage stress in the workplace?*

The HSE Talking Toolkit provides an excellent resource for employers. Learners should note that their employers should have their own policies and procedures to support employees suffering from stress or anxiety. Learners can access this information below so that they can be more aware themselves.

hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf



INCLUSION ALL ROUND - FOCUS ON KEY EVENTS

October is breast cancer awareness month, down syndrome awareness month, black history month, lupus awareness month, world menopause month and global diversity awareness month.

Religious/cultural

2	Feast of the guardian angels <i>Catholic Christian</i>
4	Feast of St Francis of Assisi <i>Christian</i>
4	Blessing of the animals <i>Christian</i>
7-8	Shemini Atzeret* <i>Judaism</i>
8	Simchat Torah* <i>Judaism</i>
9	Birthday of Guru Ram Das <i>Sikh</i>
12	Bandi Chhor Divas <i>Sikh</i>
15	Sharada Navaratri begins** <i>Hindu</i>
15-24	Navaratri** <i>Hindu</i>
16	Birth of Bab* <i>Baha'i</i>
17	Birth of Bahu'u'llah* <i>Baha'i</i>
18	Feast of Saint Luke <i>Christian</i>
23	Dussehra** <i>Christian</i>
28	Feast of Saints Simon and Jude <i>Christian</i>
31	All Hallows' Eve <i>Christian</i>
31	Reformation day <i>Protestant Christian</i>

Awareness and events

1	Anniversary of the introduction of the Equality Act
1	International day of older persons
2-8	Dyslexia awareness week
5	World teachers' day
6	World cerebral palsy day
10	World mental health day
11	National coming out day
11	International day of the girl child
12	World sight day
15	International day of rural women
17	International day of the eradication of poverty
18	Anti-slavery day
18	World menopause day
18	International pronouns day
20	Show Racism the Red Card's wear red day
26	Intersex awareness day
29	World stroke day

MODERN BRITISH SOCIETY - RESPECT AND TOLERANCE

November is lung cancer awareness month, pancreatic cancer awareness month, mouth cancer action month, chronic obstructive pulmonary disease awareness month, Movember men's health awareness month and the start of the disability history month.

Religious/cultural

1	Feast of all the saints <i>Christian</i>
1	Samhain* <i>Wicca and Pagan</i>
2	All souls' day <i>Christian</i>
2	Coronation of Emperor Haile Selassie I <i>Rastafari</i>
9	Feast of the dedication of the Archbasilica <i>Catholic Christian</i>
12	Diwali** <i>Hindu, Sikh and Jain</i>
15	Nativity fast begins <i>Orthodox Christian</i>
19	Chhath Puja <i>Hindu</i>
21	Presentation of the Theotokos <i>Orthodox Christian</i>
24	Martyrdom of Guru Tegh Bahadur <i>Sikh</i>
26	Feast of Christ the King <i>Christian</i>
26	Day of the Covenant* <i>Baha'i</i>
27	Birthday of Guru Nanak Dev <i>Sikh</i>
28	Ascension of Abdu'l-Baha* <i>Baha'i</i>
30	Saint Andrew's day <i>Christian</i>

Awareness and events

8	Intersex day of solidarity
11	Armistice day
12	Remembrance Sunday
12-19	UK inter faith week
13	World kindness day
13-19	Transgender awareness week
14	World diabetes day
16	International day for tolerance
16	Disability history month
19	International men's day
20	World children's day
20	Transgender day of remembrance
25	International day for the elimination of violence against women

Dyslexia Awareness week is in October. The British Dyslexia Association (BDA) states that ten percent of the population are believed to be dyslexic, but the condition is still often poorly understood. With the right support, the strengths and talents of dyslexic neurodiverse people can really shine. (BDA website)

Employers must fulfil their obligations under the Equality Act 2010. Supporting your employees makes good business sense. Changes don't have to be expensive or time-consuming, often small organisational changes can help to get the very best from your employee / learner. It's worth keeping in mind that any changes an organisation makes to ways of working can benefit all employees, not just those with dyslexia, and may also benefit your dyslexic customers and clients.

bdadyslexia.org.uk/support-us/awareness-events/dyslexia-awareness-week

Monday 13 November is the start of 'Anti Bullying' week in schools and colleges. Bullying is a form of harassment and, even in places of work, learners should know how to report all forms of harassment and bullying.

There are many events in November but one that will affect all of us is Armistice Day on 11 November. Reflect on the sacrifices made by the fallen soldiers and others that gave their lives to secure our 'democracy' and 'rule of law', 'freedom' and 'tolerance'. (British Values)

There may be local events in the communities where you live, so find out and visit them. This can help you with the British Values and what is happening in modern British Society.



NEXT STEPS



Who to contact if you need help and support

There are a number of ways you can ask for some help and support. You could contact your Learning Coach or speak to your workplace manager or mentor.

We understand that asking for help can be difficult, you can ask anyone at Total People at any time. We will always take concerns seriously and treat your information with care and respect.



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Prevent Single Point of Contact

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Total People Board

Catherine Hill OBE

Designated Lead for Safeguarding



Teaching and Learning Manager:

Sophie Hayes

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You can also ask for help or support by contacting our safeguarding team directly via email or via our online reporting tool.

To report online visit www.totalpeople.co.uk/about/safeguarding/report-a-concern

Email: Safeguarding@totalpeople.co.uk

There is also an independent site called [Together All](#) that you can join if you wish. It is anonymous and offers community-based support. Please note it is important to follow their 'house rules' to keep safe online. Click on the link to see whether this may be of use to you.

Total People is part of LTE group. LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students. This information is also available in a range of formats, such as large print, on request.