

# Safeguarding Guidance



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## GENERAL STATEMENT

Didac Limited and Employers have a statutory and moral duty to ensure that they function with a view to safeguard and promote the welfare of young people and vulnerable adults receiving training.

Didac and employers are committed to ensure that the following occurs:

1. Prevention, by providing a safe environment for such people to learn in.
2. Protection, by identifying such people who are suffering, or likely to suffer, significant harm (neglect, physical injury, sexual abuse or emotional abuse).
3. Support, by taking appropriate action to see that such people are kept safe, both at home and at their learning environment.
4. New staff involved with vulnerable groups will undergo a DBS check using an approved organisation. All existing staff are DBS checked. *(The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks).*

## WORKING WITH YOUNG PEOPLE

For adults working with young people \*, it is important to be aware of potentially difficult situations.

\*A young person is defined as a person under the age of 18

By following the simple guidance outlined below, it should be possible to ensure that the workplace is a secure and productive environment for the learner, employer and training provider.

Didac Limited recognise that some adults are also vulnerable to abuse and the same procedures should be applied. A 'vulnerable adult' is defined as an adult aged 18 or over.

### **1. TOUCH**

**There may be occasions when you need to come into contact with a young person (eg. when you are guiding them in carrying out technical/practical operations), all unnecessary close contact should be avoided at all times.**

### **2. BEHAVIOUR**

**Whilst it is important to reassure a young person who may be nervous in a new environment and reliant on your guidance, you should avoid being over familiar. Never permit 'horseplay' which may cause embarrassment or fear.**

### **3. ENVIRONMENT**

**Where possible avoid being on your own in an isolated or closed environment with a young person.**

#### **4. TRAVEL**

Ensure that there is a known destination and check in times with a third party in situations where a young person will be travelling alone with an adult. It is a good idea to make available a mobile phone (or equivalent) in such situations.

#### **5. MENTOR**

Those placed immediately in charge of young people should be competent in their work role, mature in their attitude, and yet, at the same time, be at ease with them.

#### **6. DISCLOSURE**

Occasionally young people may disclose confidential information to a work colleague that gives you rise to concern for their physical or emotional safety. In such situations, you should speak to your line manager and share your concern. This may also include a member from Didac Limited.

#### **7. DISQUALIFICATION**

You are reminded that you are required by law to protect young persons from harm and that any employees are required, under the Criminal Justice and Court Services Act, to declare that they are disqualified from working with young persons.

### **DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS**

If a young person tells a member of staff about possible abuse:

#### **DO:**

- Stay calm and reassuring
- Listen to and take what the person says seriously
- Tell the person that she/he is right to tell someone
- Let him/her know that you understand how difficult it is to talk about such experiences
- Arrange a place and time where you can talk privately and uninterrupted as soon as possible
- Explain that you will need to involve other people and why
- Be supportive
- Give realistic encouragement
- Allow person to speak
- Make written record of what is said by the person – unprompted
- Talk to someone about your feelings and seek support for yourself
- Let the person know that she/he is not to blame

## **DO NOT:**

- Promise confidentiality
- Make promises or reassurances you cannot keep
- Press for details or ask leading questions which may invalidate court proceedings
- Ask the pupil to repeat the details unnecessarily
- React emotionally
- Interrupt or stop a pupil during a disclosure
- Underestimate your role as a trusted adult
- Forget to make time and seek support for yourself

## **PRACTICES NEVER TO BE SANCTIONED:**

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Engaging in any form of inappropriate touching.
- Young person's inappropriate use of language and/or behaviour. This should always be challenged.
- Sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allegations made by a young person to go unchallenged, unrecorded or not acted upon.

## **CYBERBULLYING**



"Cyberbullying" is when a young person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another young person using the Internet, interactive and digital technologies or mobile phones.

It has to have a young person on both sides, or at least have been instigated by a young person against another young person. Once adults become involved, it is plain and simple cyber-harassment or cyberstalking. Adult cyber-harassment or cyberstalking is NEVER called cyberbullying.

It isn't when adults are trying to lure young people into offline meetings, that is called sexual exploitation or luring by a sexual predator. But sometimes when a young person starts a cyberbullying campaign it involves sexual predators who are intrigued by the sexual harassment or even ads posted by the cyberbullying offering up the victim for sex.

## HOW CYBERBULLYING WORKS

There are two kinds of cyberbullying, direct attacks (messages sent to young people directly) and cyberbullying by proxy (using others to help cyberbully the victim, either with or without the accomplice's knowledge).

Because cyberbullying by proxy often gets adults involved in the harassment, it is much more dangerous.

### 1. Direct Attacks can include:

- Instant Messaging/Text Messaging Harassment
- Stealing Passwords
- Blogs
- Web Sites
- Sending Pictures through E-mail and Cell Phones
- Internet Polling
- Interactive Gaming
- Sending Malicious Code
- Sending Porn and Other Junk E-Mail and IMs
- Impersonation

### 2. Cyberbullying by proxy

Cyberbullying by proxy is when a cyberbully gets someone else to do their dirty work. Most of the time they are unwitting accomplices and don't know that they are being used by the cyberbully.

Cyberbullying by proxy is the most dangerous kind of cyberbullying because it often gets adults involved in the harassment and people who don't know they are dealing with a kid or someone they know.

Please spend some time to watch the Cyberbullying Video on our website:

- [http://www.didac.co.uk/resources/resources and downloads](http://www.didac.co.uk/resources/resources_and_downloads)

Please contact Elaine or Tracy directly at Didac if you want to talk about any of the enclosed issues or if you require any additional information.

Please access our Safeguarding Policy within our Quality Assurance Manual for additional information.

