



Young People and Vulnerable Adults Safeguarding Policy and Procedures including Prevent Duty

April 2026



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1. Aims

TICA places the highest importance on safeguarding, the safety and wellbeing of young people and vulnerable adults is paramount in all our activities. Our commitment to safeguarding applies to all staff, apprentices, subcontract partners, Board members and employers to share this commitment and adhere to our policies and procedures.

The aim of this policy is to ensure there is a clear, transparent and robust approach to TICA's statutory and moral duty in relation to all its students throughout the business. We are committed to ensuring that all young people and vulnerable adults are protected and kept safe from harm whilst being trained and assessed by TICA or in the workplace. Safeguarding and promoting the welfare of apprentices is everyone's responsibility.

2. Objectives

This policy and these procedures are based on the following principles:

- TICA will provide a safe learning environment in which all students can learn and develop
- The welfare of young people and vulnerable adults is the primary concern
- TICA will ensure that learners are equipped with information and an understanding of safeguarding, radicalisation, extremism and an awareness of keeping safe
- All young people and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual orientation have the right to protection from abuse
- It is everyone's responsibility to report any concerns about abuse
- TICA will create a culture of safe staff recruitment and adhere to recruitment procedures that help deter, reject or identify people who might abuse adults and/or young people
- The term staff is used to refer to employees or anyone working on behalf of TICA.
- All members of staff receive Safeguarding training appropriate to their roles
- Staff know the procedures that should be followed if they have a safeguarding cause for concern.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998 and the UK General Data Protection Regulation which allows for the disclosure of personal data where necessary to protect the vital interests of the vulnerable adult.
- The term young person is used to refer to anyone under the age of 18 years of age
- The term vulnerable adult can include people with learning disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems
- Safeguarding is a standing agenda item at staff and Board meetings



3. Safeguarding Young People

In relation to learners under the age of 18 years old, and classed as a child in law, TICA has a statutory duty, as set out in the Education Act 2002 and Children Act 2004, to promote and safeguard the welfare of young people and have due regard to guidance issued by the Secretary of State at all times. TICA adopts the definition used in the statutory guidance for schools and colleges: Keeping Children Safe in Education 2023, issued by the Department for Education (DfE), which applies to all children and, defines safeguarding and promoting children and young people's welfare as:

- protecting young people from maltreatment.
- preventing impairment of young people's mental and physical health or development.
- ensuring that young people are growing up in circumstances consistent with the provision of safe and effective care, and;
- taking action to enable young people to have the best outcomes.

The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect young people who are suffering, or are likely to suffer significant harm including all forms of abuse and neglect, female genital mutilation or other so-called honour based abuse, and extra-familial threats like radicalisation and any kind of child exploitation such as sexual exploitation, criminal exploitation and serious youth violence. Such concerns will be referred into Children Social Care and the Police if appropriate.

4. Safeguarding Adults

In relation to learners 18 years and over, and classed as an adult in law, TICA has a statutory safeguarding duty, as set out in the Care Act 2014, which must be seen in conjunction with Mental Capacity Act 2005 and the Human Rights Act 1998.

The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who:

- has needs for care and support (whether or not the Local Authority is meeting any of those needs) and
- is experiencing, or at risk of abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The Care Act statutory guidance defines safeguarding as "protecting an adult's right to live in safety, free from abuse and neglect." The above duties apply in relation to any person who is aged 18 or



over and at risk of abuse or neglect because of their needs for care and support. Such concerns will be referred into Adult Social Care and the Police if appropriate.

Whilst these duties have to be met for a referral to Adult Social Care and/or the Police, TICA's policy is to safeguard all learners. While a concern may not meet the threshold for such a referral and/or support of these external agencies, TICA is committed to the safeguarding and supporting all learners as appropriate.

5. Roles and Responsibilities

5.1 All Staff

All staff working with young people or vulnerable adults have a responsibility to protect them. All staff at induction are required to complete Safeguarding training and are required to read Keeping Children Safe in Education Part 1. Safeguarding training is to be renewed on an annual basis.

5.2 Designated Safeguarding Staff

Role	Staff Member	Email Address	Telephone Number
Designated Safeguarding Lead (DSL)	Lynne Lambe	llambe@tica.uk.com	01325 734131
Deputy Designated Safeguarding Lead (DDSL)	Helen Anderson	handerson@tica.uk.com	01325 734147 07983 687465

The Designated Safeguarding Lead/Deputy will:

- Take lead responsibility for safeguarding/child protection (including online safety)
- Refer cases of suspected abuse to Children or Adult Social Care as required
- Refer cases to the Channel programme where there is radicalisation concern as required
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure & Barring Service as required
- Refer cases where a crime may have been committed to the Police as required
- Liaise with the CEO to inform them of issues, especially on-going enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns, in cases which concern a staff member
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff



- The Designated Safeguarding Lead (and DDSL) are also most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns
- Deal with individual cases, including attending case conferences and review meetings, if required
- Maintain a record of any safeguarding referral, complaint or concern (even where the concern does not lead to a referral)
- Ensure the learner's wishes and feelings are taken into account when determining what action to take and what services to provide.
- Be available to provide advice and support to staff on issues relating to safeguarding
- Will know how to make an appropriate referral
- Will be available to provide advice and support to other staff on issues relating to safeguarding
- Ensure that Report forms and copies of the policy and procedures are available
- Receive appropriate and regular training and keep abreast of all key local and national risks. The DSL has a responsibility to be at the forefront of Safeguarding themes and how to best communicate these to all stakeholders to raise awareness.
- Maintain the staff DBS database, complete DBS checks for new staff members and ensure DBS renewals are completed every three years

6. Safeguarding Procedure

TICA accepts the moral and legal responsibility to implement procedures, to provide a duty of care for young people and vulnerable adults, safeguard their wellbeing and protect them from abuse when they are being trained and assessed by us. We aim to do this by:

- Respecting and promoting rights, wishes and feelings of young people and vulnerable adults
- Raising the awareness of the duty of care responsibilities relating to young people and vulnerable adults
- Promoting and implementing appropriate procedures to safeguard the well-being of young people and vulnerable adults to protect them from harm
- Creating a safe and healthy environment, avoiding situations where abuse or allegations of abuse may occur
- Recruiting, training, supporting and supervising staff to adopt best practice to safeguard and protect young people and vulnerable adults in line with this policy and procedures
- Providing Equality and Diversity, Safeguarding and Prevent etc training at all quarterly Training Meetings and at ad hoc periods in the event of specific incidents taking place. This training is delivered by in-house staff and by external experts

All of the above responsibilities extend to the support and training of key external stakeholders, such as employers, as well as TICA staff.

This procedure will inform what abuse is, what signs to look out for, what actions to take and what will happen next. TICA will protect our apprentices by ensuring that apprentices and employers are made aware of this policy during the mandatory tripartite induction and inclusion in the Commitment Statement and by establishing relationships that allow the apprentices to seek support and guidance where appropriate.



Every young person and vulnerable adult has the right not to be abused. As adults working with young people and vulnerable adults, we all have a responsibility for the safety of young people and vulnerable adults including apprentices, candidates and staff.

This procedure is designed to ensure that staff are equipped with the knowledge and information to enable staff to follow TICA's young people and vulnerable adults safeguarding responsibilities. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved such as the DSL or DDSL.

It is not our duty to establish whether or not abuse is taking place. It is our responsibility however, to report any concerns we have over the welfare of young people or vulnerable adults. This includes the identification of abuse within the learning or workplace environment.

Abused young people and vulnerable adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the young person or vulnerable adult is saying you are already helping the situation. The following points are a guide to help staff respond appropriately.

6.1 What to do if you have a safeguarding concern

If staff have any concerns about a learner's welfare, they should act on them immediately. Staff members should follow the Young People and Vulnerable Adults Safeguarding Policy and Procedures and should contact the Designated Safeguarding Lead (DSL) immediately as well as completing a Young People and Vulnerable Adults Safeguarding Incident Reporting Form with as much detail as possible (please refer to Appendix 1).

6.2 Actions to be taken by the person being disclosed to:

- React calmly so as to not frighten them
- Reassure them that you are taking what the person says seriously and they will be supported
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the police or social care services and they should not have to repeat their account on several occasions
- Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation
- Reassure the young person or vulnerable adult **but do not make promises of confidentiality** which will not be feasible in the light of subsequent developments
- Explain to them that you will have to share your concerns with the DSL
- Tell them they were not to blame and that they were right to tell
- Record in writing on the Young Person and Vulnerable Adults Incident Reporting Form (See Appendix 1) all the details that you are aware of and what was said using the young person's or vulnerable adult's own words, immediately.

6.3 Actions to Avoid

The person receiving the disclosure should not:



- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Should not suggest any action/s or consequences that may be undertaken in response to the disclosure

All suspicions, concerns and disclosures have to be reported immediately to the DSL or in their absence, the DDSL.

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of young people (any learner who commences training and is under the age of 19) and vulnerable adults. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- TICA staff members
- Social Care Services / Police
- The parent or carers of the person who is alleged to have been abused
- The person making the allegation
- The alleged abuser

7. Confidentiality and Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting young people and vulnerable adult's welfare, including their education outcomes. TICA, as a training provider, has clear powers to share, hold and use information for these purposes.

Staff must be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of the learner, whether this is when problems are first emerging, or where a learner is already known to local authority social care.

TICA are aware that among other obligations, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure. The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of young people and vulnerable adults.

Any member of staff who has access to sensitive information about a learner or the learner's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know when there is a legal duty to share information.

Confidentiality and trust should be maintained as far as possible. The degree of confidentiality will be governed by the need to protect the young person or vulnerable adult who is always the primary



concern. The young person or vulnerable adult must, at the earliest opportunity in the disclosure, be informed of the need to pass the information on to the DSL.

Other relevant agencies may contact us for information that we hold in relation to a learner. Any requests around learner details or information in relation to a safeguarding concern should be referred immediately to the central Safeguarding Team so that a prompt decision can be made about what information can and will be shared.

Staff must recognise the need to comply with relevant legislation and guidance in relation to data protection, confidentiality and information sharing.

8. Allegations Against Staff or Employers

TICA will fully support and protect all staff and other stakeholders who, in good faith (without malicious intent), report their concern about a colleague's/other stakeholders practice or the possibility that a young person or vulnerable adult may be being abused.

There may be circumstances where allegations are about potential Safeguarding issues either being ignored or not being recognised/identified, these instances should always be communicated to the Designated Safeguarding Lead for guidance and appropriate action.

In the case of an allegation being made about a DSL this should be reported to an alternative member of staff, preferably from the Senior Management Team, for further action.

Where there are allegations of abuse or concerns about poor practice of an employee or other stakeholder there may be three strands of investigation:

1. Externally led by a third party Multi Agency (outside of the police) - Young Person or Vulnerable Adult Safeguarding Investigation
2. Externally led by the Police Authority – Criminal Investigation
3. Internally led – disciplinary or misconduct investigation

In the first two incidents TICA will not be involved in any form of investigation unless requested to do so by the Social Services or Police Authority and feedback on outcomes of any investigation will not usually be fed back to the DSL involved unless there are outstanding misconduct issues to address.

As a TICA employee the usual terms and conditions for disciplinary investigations will apply. If this happens consideration will be given to suspension on full pay pending the outcome of the investigation.

TICA will assess each individual allegation on its own, taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with TICA's policy and procedures.

Where there are ongoing concerns regarding a young person and their Employer, the DSL should carry out an investigation and consider any immediate steps to be taken to protect that young person.



9. Prevent Duty

It is important that all learners are protected from the risk of radicalisation. Section 26 of 'the Counter-Terrorism and Security Act 2015' (the Act) places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". The Prevent Strategy, part of the governments overall Counter-Terrorism Strategy is to reduce the threat to the UK from terrorism and places a duty on institutions including further education to ensure robust procedures are in place to safeguard learners from being radicalised and drawn into terrorism. The key theme of the Prevent is to NOTICE-CHECK-SHARE, remaining observant and vigilant to ensure concerns are reported early to facilitate intervention. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others.

TICA will:

- Provide training to all staff on The Prevent Duty and ensure this is renewed annually
- Ensure staff report and concerns through the Young People and Vulnerable Adults Safeguarding Incident Reporting Form (Appendix 1).
- Ensure learners have an understanding of terrorism, radicalisation and TICA's Prevent Duty to safeguard against being drawn into terrorism
- Ensure learners have an understanding of Fundamental British Values (democracy, rule of law, tolerance and understanding of other faiths and beliefs, challenging discrimination, individual liberty) and Equality, Diversity and Inclusion, and actively encourage respect with particular regard to the protected characteristics set out in the Equality Act 2010
- Provide additional opportunities within the curriculum to educate and challenge learners and to exemplify British Values
- Where deemed appropriate seek external support for learners through referrals to the Channel Programme
- Maintain and update the Prevent action plan (created in collaboration with the North East Prevent Coordinator)
- Work in partnership with police and regional Prevent Coordinators across England to ensure we keep up to date with key issues

9.1 Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel which will discuss the individual referred, to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from TICA may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages. The DSL is aware of local procedures for making a Channel referral.



TICA is committed to supporting vulnerable students through its safeguarding agenda in order to prevent potential radicalisation.

Approved by Marion Marsland CEO.

Review date April 2027

Appendix 1

Young People and Vulnerable Adults Safeguarding Incident Reporting Form

All safeguarding concerns must be reported promptly using the Safeguarding Incident Reporting Form.

A sample version of the form is provided below for reference. This is to support staff in understanding the information required. The form should only be completed via the online form.

All concerns must be submitted via the Microsoft Forms reporting system, accessible by scanning the QR code or using the link provided below:

[Young People and Vulnerable Adults Safeguarding Incident Reporting Form](#)



This ensures that:

- concerns are recorded accurately and consistently
- information is submitted securely and confidentially
- reports are received immediately by the safeguarding team

Where there is an immediate risk of harm, staff must contact the Designated Safeguarding Lead (DSL) or Deputy DSL without delay, prior to completing the form.

All staff have a responsibility to report concerns and must not assume that others will take action.



Safeguarding Incident Reporting Form (Sample)

Referrer Details

- Name of staff member
- Job role
- Date of incident or concern

Learner Details

- Name of learner
- Current age of learner

Nature of Concern

- Type of concern (e.g. mental health, bereavement, home life, workplace, abuse, behavioural, other)
- Full details of the incident or concern, including who was involved, what occurred, where and when
- Any identified disability or additional needs (Yes/No)
- If yes, further details
- Any other relevant information, including witnesses, actions taken, or signposting provided

Learner Voice

- Record of what the learner has said and their wishes where appropriate
- Whether the learner wishes to be contacted by the safeguarding team (Yes/No)
- Whether the learner feels they require immediate support (Yes/No)
- Whether the learner has existing external support in place (Yes/No)
- Preferred method of contact (telephone, text, email or other)

Supporting Evidence

- Upload of any relevant supporting documentation where appropriate

All information will be treated in strict confidence

Remember; do not discuss this with friends or colleagues. Arrange to see your Safeguarding Officer urgently, they will initiate appropriate action.

Appendix 2

Promoting Good Practice with Young People and Vulnerable Adults

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of young people and vulnerable adults in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue.

- Always put the welfare of young people or vulnerable adults before any other agenda, i.e. winning, finishing a project
- Provide a good role model of behaviour
- Treat all young people or vulnerable adults equitably with respect and dignity using positive constructive encouragement
- Stay vigilant for the safety of all young people and vulnerable adults around you, not just the ones immediately in your care
- Always wear appropriate clothing when working with young people and vulnerable adults
- Always have a register of young people or vulnerable adults under your supervision and make sure they are signed in and out
- Ensure a code of behaviour is established at the start of each session so that everyone knows what is expected of them and what is acceptable. If you have to discipline a young person or vulnerable adult then do so in a positive constructive manner making sure that the young person or vulnerable adult knows it is the behaviour and not the person that is unwelcome
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance)
- DBS checks must be undertaken for all employees who will be working with young people or vulnerable adults.

Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Being alone with a young person or vulnerable adult. If they are upset or need first aid then take them to one side but do not enclose yourself in a room
- Making sexually suggestive comments to or around a young person or vulnerable adult
- Engaging in rough physical or sexually proactive play with a young person or vulnerable adult
- Allowing or engaging in inappropriate touching
- Inviting or allowing young people or vulnerable adults to stay in your home
- Taking young people or vulnerable adults to your home, for however short a time
- Performing personal care for someone which they can do themselves or that you are not trained to do
- Sharing a room with young people or vulnerable adults on residential based activities
- Forming inappropriate relationships with young people or vulnerable adults in your care, N.B remember this legally means a child up to 18 years of age
- Allowing allegations made by young people or vulnerable adults to go unchallenged, unrecorded or not acted upon
- Giving your personal phone number to young people or vulnerable adults



First Aid and Treatment of Injuries

If a young person or vulnerable adult require first aid of any form or medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the young person or vulnerable adult, in language that they understand and their permission sought before any action is taken
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The young person or vulnerable adult's parents/guardian/carer must be informed of any injury and any action taken as soon as possible, unless it is in the young persons or vulnerable adults interests and on professional advice not to
- A notification of Accident Form must be completed and signed and passed to the Health and Safety Officer

Use of the Internet and Other Technology Including Photography and Mobile Phones

There is increasing concern, not just nationally but worldwide, about the use of the internet to abuse and exploit young people or vulnerable adults. Computer technology, including web cams and mobile phones are being used in the production and widespread distribution of images and pseudo images of the abuse of young people or vulnerable adults. Our firewall, antivirus and web filtering systems are maintained and managed in line with the requirements of Cyber Essentials Certification.

The use of AI is becoming increasingly common, offering many benefits, but it should be used with caution. AI tools must only be used in accordance with current GDPR regulations and our AI policies. Both staff and learners receive guidance on the safe use of AI, including potential risks and best practices.

As an Individual wishing to take Photographs (Employee/Member)

Due to the potential misuse of photographic and video/camera/mobile phone data the following procedures are to be implemented in permitting photography to take place or video/digital etc. cameras to be used in certain situation.

In addition to any Policy operated at the premises or facility there are a number of requirements that are identified through this policy for your own and the safety of the public that as an employee of TICA you are required to enforce.

Always ensure:

- You obtain permission prior to using any media equipment or other device to take pictures whilst on their premises or facility checking out any in place policy
- Permission must be in written form, given by an authorised and designated person and they are aware of the reasons for the taking of the images and how they are to be used



- You take images of crowds that show general images and do not focus in upon any one person or young person or vulnerable adults without permission
- Report any unauthorised taking of images to the facility/building operator or your manager immediately.
- Report any suspected misuse of stolen images to the DSL immediately
- Ensure that all web images of young people have the consent of parent and guardians for the reason they are being used
- Images are not passed electronically to a third party who has not been identified to the parent/guardian as a third party involved in the original usage of the material
- Images are not passed to any other family member or friend of the young person or vulnerable adults.
- Only use images of young people or vulnerable adults in suitable dress to reduce the risk of inappropriate use.
- If unsure ask for guidance from the DSL.

You should never, under any circumstances, use photographs or images of a young person or vulnerable adult without written consent.

Ensure staff understand the authorisation procedures, which should be in writing and who can give authorisation to a person to take any images in site.

Commissioning Photography

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to the safeguarding of young people and vulnerable adults.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform users, participants, parents/guardians that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to young people and vulnerable adults or one to one photo sessions any event.

Appendix 3

Explanation of Terms

Abuse

A form of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an organisational or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or young person.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms or deliberately induces illness in an individual. For vulnerable adults, this may also include inappropriate restraint or sanction or the misuse of medication.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of an individual such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on an individual. These may include interactions that are beyond the individual's development capability, as well as overprotection and limitation of exploration and learning, or preventing the participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing an individual frequently to feel frightened or in danger, or the exploitation or corruption of an individual. Some level of emotional abuse is involved in all types of maltreatment of an individual, though it may occur alone.

Financial or Material Abuse

Financial or material abuse may include theft, fraud, exploitation and/or pressure in connection with money or material possessions.

Sexual abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and



touching outside of clothing. They may also include non-contact activities, such as involving an individual in looking at, or in the production of, sexual images, watching sexual activities, encouraging an individual to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can young people.

Neglect

Neglect is the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of substance abuse. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect an individual from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, basic emotional needs.

Abuse of Trust:

Under the Sexual Offenders Act 2003, it is an offence for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This includes teaching and a range of support staff within educational establishments.

Child Criminal Exploitation (CCE)

Perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation.

Child Trafficking

Child trafficking is where a person under the age of 18 years old has been recruited, is transported / transferred or is being harboured. Young people and young people can also be sold on for these purposes. Young people who are trafficked can also be at risk of sexual exploitation.



Child Sexual Exploitation (CSE)

Sexual exploitation of young people and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Sexual exploitation is often linked to periods of going missing from home or education and, in some cases, individuals may be trafficked.

Child sexual exploitation can occur through the use of technology without the child or young person's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

County lines

County lines is the term used by police and law enforcement to describe the approach taken by criminal groups originating from urban areas across the country to sell drugs and conduct other criminal activities.

Gangs typically use young people and vulnerable people to deliver drugs to customers and this often involves deception, intimidation, violence, debt bondage and/or grooming.

Discrimination

This may include abuse, bullying and harassment based upon the individual's age, sex, disability, religion, race or sexual orientation

Domestic Abuse

The UK government defines domestic abuse as "any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality". Domestic abuse in the UK is a pattern of behaviour involving violence or other forms of abuse by one person against another within an intimate or family relationship. It encompasses various forms of



abuse, including physical, emotional, psychological, sexual, and economic abuse. Both men and women can be abusers and victims of abuse.

Children and young people can be significantly harmed by domestic abuse, both physically and emotionally. They do not need to be in the same room to be affected by domestic abuse. If young people have witnessed domestic abuse, they may be at risk of entering into an abusive relationship or being perpetrators of domestic abuse. Witnessing domestic abuse is child abuse. Teenagers can suffer or perpetrate domestic abuse in their relationships.

Extremism

Extremism is defined in the 2011 Prevent Strategy as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. Also included in the definition is extremism calls for the death of members of the UK armed forces, whether in this country or abroad

Female Genital Mutilation (FGM)

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non- medical reasons. The practice is illegal in the UK. An estimated 137,000 women in the UK are affected by female genital mutilation (FGM), however the true extent is unknown, due to the “hidden” nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to “heal” before their return to school. There are also worries that some girls may have FGM performed in the UK.

Forced Marriage

Forced marriage is an offence, and different to an arranged marriage where both parties consent. A forced marriage is when a person is likely to face physical pressure such as threats, physical or sexual violence or emotional/psychological pressure. A forced marriage protection order can be applied for to protect anyone who is being forced into a marriage.

Harmful sexual behaviour

Harmful sexual behaviour is where a child or young person uses power and control as well as inappropriate touching, sexual violence and threats, and/or explicit words and phrases. However, context around the behaviours are to be ascertained as some behaviours may be deemed within the normal parameters of their age and development. They can be identified through the use of the NSPCC harmful sexual behaviour framework tool. [Harmful sexual behaviour framework | NSPCC Learning](#)



Honour-Based Violence

Honour-based violence is a range of crimes or behaviours which may have been committed to protect or defend the 'honour' of the family and/or the community when it is believed a person has shamed the family and/or the community by breaking the honour code.

Honour-based violence can encompass various offences which are used to control behaviours within families or social groups to protect perceived cultural and religious beliefs and/or honour. Honour-based violence can include such things as forced marriage, domestic abuse, sexual harassment, sexual violence and threats to kill (this list is not exhaustive).

Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse. Whilst the Data Protection Act 2018 places duties on organisations to process personal information fairly and lawfully and to keep the information they hold safe and secure; this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of young people.

Looked After Young People

The most common reason for young people becoming looked after is as a result of abuse and/or neglect. TICA will ensure that staff have the skills, knowledge and understanding necessary to keep looked after young people safe. The appropriate staff will have the information they need in relation to a child's or young person's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility.

Modern Slavery

Modern Slavery is the term used within the UK and is defined within the Modern Slavery Act 2015. The Act categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking (which comes from the Palermo Protocol).

These crimes include holding a person in a position of slavery, servitude, forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.

Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country.

It is possible to be a victim even if consent has been given to be moved.



Online Abuse, Cyberbullying & Grooming

Online abuse, cyberbullying and grooming are types of abuse that happen via the internet. Children and young people are at risk of online abuse by playing games, social networks and using mobile phones. Online abuse can occur at any time of the day and this can even impact when a young person is in their safe space, for example their bedroom. Online abuse may involve blackmail, sexting, sexual exploitation or distribution of images.

When a child or young person is being groomed, online accounts are ways in which the perpetrator can form trusting relationships with the intention of meeting up with them.

Operation Encompass

Operation Encompass is a police and education early information sharing partnership enabling education providers to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the police with a trained key adult (DSL) prior to the start of the next school/college day after officers have attended a domestic abuse incident, thus enabling appropriate support to be given.

Organisational Abuse

Organisational abuse includes the practice of an abusive regime or culture which destroys the dignity and respect to which every person is entitled. It is the mistreatment of people brought about by poor or inadequate care or support, and poor practice, that affects the whole setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

Peer on Peer Abuse

All Staff should be aware of the signs of abuse and neglect so that they can identify young people who may need help or protection. TICA recognises that young people are capable of abusing their peers. Peer on peer abuse can take many forms and some types can be gender specific. Staff should be aware of the signs of abuse and neglect so that they can identify young people who may need help or protection.

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between peers
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)

- sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery)
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between young people and within young people's relationships (both intimate and non-intimate). These types of abuse rarely take place in isolation and often indicate wider safeguarding concerns. For example, a teenage girl may be in a sexually exploitative relationship with a teenage boy who is himself being physically abused by a family member or by older boys. Equally, sexual bullying in education settings can result in the sexual exploitation of young people by their peers. For a young person who is in an abusive relationship, what may appear to be a case of domestic violence may also involve sexual exploitation. Young people's experiences of abuse and violence are rarely isolated events, and they can often be linked to other things that are happening in their lives and spaces in which they spend their time. Any response to peer-on-peer abuse therefore needs to consider the range of possible types of peer-on-peer abuse set out above and capture the full context of that young person's experiences. TICA does this by adopting a contextual safeguarding approach and ensuring that our response to incidents of peer-on-peer abuse takes into account any potential complexity.

Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”.

All staff should be aware of the indicators, which may signal young people are at risk from, or are involved with serious violent crime. These may include increased absence from education, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that young people have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation. There are a range of risk indicators which increase the likelihood of involvement in serious violence, including being male, having been frequently absent or permanently excluded



from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery.

Prevent Duty

The TICA workforce and governors must have due regard to the need to prevent people from being drawn into terrorism in accordance with the Counter Terrorism and Security Act 2015.

Radicalisation

Radicalisation can be defined as ‘the process through which an individual changes from passiveness or activism to become more revolutionary, militant or extremist, especially where there is an intent towards, or support for violence.

Driving factors behind radicalisation can include:

- Lack of integration
- Identify crisis and/or isolation
- Discrimination
- Foreign policy and/or internal crises or disputes
- Political movements
- Ideologies and faiths

Often it is vulnerable people who are targeted for radicalisation and can include those that: •
Have low self esteem

- Feel isolated
- Experience pressure from peers
- Have a lack of direction or purpose
- Feel guilt, loss, isolation, anger or fear
- Have suffered a family breakdown

Signs of radicalisation can manifest in several ways including

- Mood swings
- Anger
- Physical appearance
- Verbally expressing opinions, different to generally accepted values

There is no stereotype for people who hold extremist views and the above are only examples or circumstances that can drive someone to terrorism but the often lead is a sense of injustice – be that on a personal or more far reaching scale. Their vulnerabilities or susceptibilities are then exploited towards crime or terrorism by people who have their own agenda

Self-Neglect

Self-neglect is neglecting to care for one's own personal hygiene, health or surroundings. Self-neglect includes the following:

- lack of self-care – neglect of personal hygiene, nutrition, hydration and/or health, thereby endangering safety and wellbeing.
- lack of care of one's environment – squalor and hoarding.
- refusal of services that would mitigate risk of harm.

Significant Harm

The concept of significant harm is the threshold that justifies compulsory intervention into family life in the best interests of the child or young person and gives local authorities a duty to make enquires as to whether to take action (Section 47, Young People Act 1997) to safeguard or promote the welfare of a young person who is suffering, or likely to suffer significant harm. The Act also gives powers to the Police known as Police Powers of Protection to take emergency action to protect a young person from significant harm. In the absence of Police Powers of Protection, the Local Authority can apply to the Court to secure an Emergency Protection Order.

Toxic Trio

The toxic trio is a term which describes a combination of issues which impact on a parent/carer and their ability to meet the basic needs of the child or young person. The three issues are domestic abuse, mental health and drug and alcohol misuse. Working Together 2015 have noted these issues rarely exist in isolation, hence the term 'toxic trio'.

Upskirting

The Voyeurism (Offences) Act 2019, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting', typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

Young People in Need of Protection

Some young people and young people are in need of protection because they are suffering or likely to suffer "significant harm". Where local authorities believe a young person is suffering, or likely to suffer, significant harm, they have a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a young person under Section 47 guidance.

Young People in Need

Young people and young people who are defined as being "in need" under Section 17 of the Young People Act 1989, are those whose vulnerability is such



that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of service(s). A child with a disability is a child in need.

Young People Leaving Care

A child or young person stops being looked after if they are adopted, return home or reach the age of 18 years old. Once the young person reaches the age of 18, the Local Authority have a duty of care to support them until they are at least 21, however the support ends when the person reaches the age of 25.



Appendix 4

References

Company Policies and Guidance

TICA policies and procedures are available to all staff on the Breathe HR system.

TICA E&D Policy

TICA Preventing Harassment & Bullying Policy

Apprentice Internet Use & Guidelines

Anti-Slavery Policy

Legislation and Guidance

- Children's Act 1989 and 2004.
- Education Act 2002 and 2011.
- Keeping Children Safe in Education (Sep 2023).
- Working Together to Safeguard Children (Updated 2020).
- Safeguarding Children and Vulnerable Groups Act (2006).
- Safeguarding Children and Safer Recruitment in Education (2007).
- Counter Terrorism and Border Security Act 2019