

WILTSHIRE POLICE FORCE POLICY



Student Learner Safeguarding

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POLICY STATEMENT

The purpose of this policy is to set out the Wiltshire Police position on safeguarding student learners and apprentices and to inform everyone connected with the Force, and with whom it subcontracts or collaborates, of Force agreed policy with regard to the safeguarding of all individuals involved within the learning environment.

All staff, officers, apprentices, learners and volunteers at Wiltshire Police have a duty under the [guidance and legislation](#) to identify anyone who may be at risk of experiencing harm or abuse at work, home, through online networks or in relationships and take appropriate action to ensure their safety.

All individuals have a duty to act to ensure the welfare of those within the learning environment is paramount. Where it is known, or suspected, that an individual is experiencing safeguarding issues, this should immediately be reported to one of the below named designated Safeguarding Leads. All individuals within the learning environment have a personal and professional responsibility to ensure they understand safeguarding requirements and the processes to follow if they become aware of a safeguarding issue.

Individuals will be treated sensitively and with dignity should a safeguarding incident/concern occur or an allegation of abuse be made. Wiltshire Police will treat such matters confidentially, notifying others on a 'need to know basis' under the direct guidance of the designated Safeguarding Lead.

Whilst respecting individual confidentiality and GDPR regulations the Force must act and cannot guarantee confidentiality in all circumstances. Any individuals/organisations contacted will be done where it is believed to be in the best interests of the individual involved.

All student learners and apprentices are reminded that they will abide by the [Code of Ethics](#) and conduct themselves accordingly whilst on and off duty.

Wiltshire Police believe that:-

- All learners have the right to learn in a safe, open and caring environment and that their welfare is paramount.
- All learners have the right to expect staff and colleagues to listen to them.
- All learners, regardless of any Protected Characteristic(s), have the right to equal protection from all types of harm or abuse and should be valued and respected as individuals.
- Bullying in any form is strictly unacceptable and will not be tolerated.
- Working in close partnership with learners and collaborative companies/ institutions is essential in promoting a safe learning environment.
- Adopting robust safeguarding guidelines through procedures and a code of conduct for learners, staff and contractors is essential.
- It is essential to share information about any concerns raised with appropriate agencies or support networks.
- Working in conjunction with partners, Occupational Health and the Force's Health and Wellbeing strategy is essential.
- All learners to have a ready point of contact, referral or support.
- All learners are expected to abide by the Code of Ethics

This Policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to this policy, in line with the 'Statement of Intent' of the Force and the police service 'Code of Ethics', if an officer/police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, if:

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- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
 - produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
 - maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention
 - in the event that the officer/ police staff member feels unfairly treated they should report this to the designated Safeguarding Lead at the earliest opportunity

ROLES AND RESPONSIBILITIES

Wiltshire Police has two designated Safeguarding Leads. The Safeguarding Leads have overall responsibility to maintain this document and make the force aware of any legislative changes.

Safeguarding Lead for Student Learners - Head of People Development

Safeguarding Lead for Wiltshire Police Staff and Officers - Head of Operational HR

Each course will have a dedicated Safeguarding Officer in the form of the lead trainer. Any issues that arise should be directed to the Safeguarding Officer who will take the necessary and appropriate action.

If any person has concerns regarding another individual they should make contact with a Designated Safeguarding Officer (DSO). It is the role and responsibility of the Designated Safeguarding Officer to be aware of any changes in legislation.

The Public Protection Department (PPD) are experts in Safeguarding and if DSO have any questions or concerns regarding safeguarding they should contact PPD for advice. Chapter 3 of the [Working Together to Safeguard Children 2018](#) document outlines the statutory obligations on the Multi-Agency approach and the equal distribution between the agencies.

Managers are responsible for ensuring that officers and staff follow this policy and its related procedures and, where appropriate, receive safeguarding training to support their responsibilities and level of contact with children and vulnerable adults.

Officers, staff and volunteers are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children and vulnerable adults. They must also act in a way that protects them from wrongful allegations as far as possible. They must bring safeguarding concerns to the attention of the safeguarding leads.

For further advice and guidance please speak to the Duty PPD Supervisor or outside core hours the Force Incident Manager (FIM) or Duty Inspector.

DEFINITIONS

Child. Health & Safety Law in relation to young people at work defines the term 'child' as anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Young Person. The term 'young person' is anyone under the age of 18.

The Force does not act in loco parentis for apprentices under the age of 18 and parental responsibility remains with apprentices' parents, guardians or carers in accordance with Section 2 of the Children Act 1989. The only exception to this is in the event of an apprentice requiring urgent medical treatment, including any emergency operation, when parents, guardians or carers are unable to physically give consent.

If the guardian of an apprentice is designated as the local authority social services department, but the apprentice has been in long term care of foster parents or become very close to their foster family then, for minor issues, The Force Apprentice/Student Learner Lead should consider whether it is more appropriate to contact the foster parent in the first instance. Any serious issues will need to be discussed with social services, via the Public Protection Department (PPD).

The fact that a child has reached 16 years of age, is living independently, or is in further education, does not change his or her status or entitlement to services or protection under the Children Act 2004.

Student. The term 'student' is for any officer or police staff member that has not yet been confirmed in rank or post and is studying towards an award or accreditation, including those on an apprenticeship. (Those who are confirmed in rank or post but completing an apprenticeship will be classified as a student for the purposes of this policy and for the duration of their apprenticeship.)

Vulnerable Adult. The term 'vulnerable adult' means a person, aged 18 or over, who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse may involve conveying to young people that they are worthless or unloved, inadequate. It may involve serious bullying (including cyberbullying), causing young people frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of abuse though it may occur alone.

Sexual abuse involves forcing or enticing a young or vulnerable person to take part in sexual activities, not necessarily involving a high level of violence. 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 looking at, or in the production of, sexual images or watching sexual activities, or grooming a child or vulnerable person 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 other children and young people.

Neglect is the persistent failure to meet a child's 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 maternal substance abuse. Neglect may involve a parent or carer failing to provide adequate food, clothing or shelter.

Discriminatory Abuse includes behaviour towards a student that is racist, sexist, based on a person's disability and other forms of harassment.

Financial or Material Abuse is stealing possessions or money from a child or vulnerable adult or bullying to force them to hand over money or possessions. Also, includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance of financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Institutional abuse/Poor practice is inappropriate or disrespectful or insufficient care, which affects the whole setting and denies or restricts dignity, choice or fulfilment of persons at risk.

Non-Contact Abuse are abusive acts which do not involve actual physical contact; pornographic or violent films, sexual acts performed in front of the victim, violent acts with the abused present.

Risk to self and/or others may include but is not exclusive to severe self-harm, suicidal tendencies or potential risk of harming others, which may or may not include children. This may be as a consequence of an individual experiencing a significant level of personal, emotional trauma and/or stress. Self-harm is a term that covers a range of behaviours used as a coping mechanism where an individual harm themselves by psychically inflicting pain or excess to deal with emotional pain.

Sexual Exploitation is a form of sexual abuse where a child or young person are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. Consent cannot be given (under the age of 18 years) even where a young person believes they are voluntarily engaging in sexual activity with the person who is exploiting them. Sexual exploitation does not always involve physical contact and can happen on-line.

Sexting generally refers to the sending of sexually explicit images via text, email, MSN or through social networking sites. For example, this could be a picture of a boy or young man exposing himself or a young woman in a state of undress. "Sexting" is more common than you may think and has been found to be commonplace amongst children and young people. Young people (under 18) texting intimate pictures of themselves via social media are committing a criminal offence (distribution of child pornography) and can face police action even if their actions are entirely voluntary.

Online Abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Forced Marriage - forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

Honour Based Violence or so-called honour-based violence (HBV) encompasses crimes which have been committed to protect or defend the honour of a family and/or community, including female genital mutilation, forced marriage and practices such as breast ironing. All forms of HBV are abuse and should be handled and escalated as such.

Female Genital Mutilation (FGM) is a mandatory reporting duty and comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse. Section 5B of the Female Genitalia Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a duty upon teachers/tutors to report to the Police where they discover that FGM appears to have been carried out on a child under 18 years.

PREVENT

Prevent is about safeguarding and supporting those vulnerable to radicalisation.

Prevent has 3 clear aims:

1. Respond to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
2. Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
3. Works with a wide range of sectors (including education, criminal justice, faith charities, online and health) where there are risks of radicalisation that we need to deal with.

The aim of Prevent is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

Delivery of Prevent is grounded in early intervention and safeguarding. Prevent addresses all forms of terrorism and we continue to prioritise according to the threat posed to our national security. The allocation of resources will be proportionate to the threats we face. The most significant of these threats is currently from terrorist organisations associated with Al Qa'ida, Daesh, terrorists associated with extreme right-wing ideologies and lone actors inspired by such organisations. This list is not exhaustive.

Risk and threat to the UK is subject to constant review and updated accordingly. The UK Government remains absolutely committed to protecting freedom of speech. But preventing terrorism will mean challenging extremist (and non-violent) ideas that are also part of a terrorist ideology, including instances of unclear, mixed or unstable ideology. Prevent also facilitates interventions to stop people moving from extremist activity to terrorist-related activity. The Counter-Extremism Strategy defines extremism as 'the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty, and respect and tolerance for different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Wiltshire police have a clear legal responsibility to fulfil the prevent duty statement and protect its staff from material and ideologies that delivered without context or explanation could be viewed by a person and started on the path to radicalisation.

When any member of staff is spoken to in a professional development manner, Wiltshire Police will demonstrate that the speaker influence will not be of a radicalising nature.

Wiltshire police will offer context to all training where extremist narratives are delivered so to ensure that any narrative is balanced. They will offer support and guidance to all staff to help build resilience to any form of radicalisation.

Wiltshire Police will ensure that their staff are sufficiently trained to spot the signs of a person who might be vulnerable to radicalisation whether that person is an employee of the Police Service or a person who the police come into contact with.

Wiltshire Police along with colleagues from Counter Terrorism Policing will work to support any member of staff who raises a concern around a person's vulnerability to radicalisation.

POLICY AIM

Wiltshire Police is committed to:

- 1) Creating a safe and secure environment for all its staff, officers, apprentices, learners and volunteers.
- 2) Identifying, eliminating and managing any risks to health, safety and wellbeing of individuals in any of its activities.
- 3) Identifying a 'Safeguarding Lead' who has the responsibility for overseeing the implementation of the policy.

APPLICABILITY

All police staff, officers, apprentices and learners, including the extended police family and those working voluntarily or under contract to Wiltshire Police must be aware of, and are required to comply with, all relevant policy and associated procedures.

LEGAL BASIS AND DRIVING FORCE

[PREVENT Duty Guidance](#)

[Counter Terrorism and Security Act 2015](#)

[Sex Offences Act 2003](#)

[Education Act 2002 section 175](#)

[Safeguarding Children and Safer Recruitment in Education 2011](#)

[Equality Act 2010](#)

[Children Act 1989](#)

[Children Act 2004](#)

[Working Together 2018](#)

[Care Act- Safeguarding Vulnerable Adults 2014](#)

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

[Health and Safety Policy](#)

[Code of Ethics](#)

[Domestic Abuse Policy and Procedure](#)

[Prevent Policy](#)

[Public Protection and Safeguarding Policies](#)

[Training and Probationary Procedural Guidance for Student Officers](#)

AUTHORISED PROFESSIONAL PRACTICE

There are no associated Authorised Professional Practice areas at present.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this policy will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force [Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING AND REVIEW

This policy will be reviewed every year in the light of any national policy or procedural change or due to changes to law or Force strategy or at such other times as may become necessary. Any review will take into consideration feedback/lessons learned from issues reported to and dealt by the dedicated Safeguarding Officers' and/or Safeguarding Lead.

WHO TO CONTACT ABOUT THIS POLICY

The Head of Operational HR and the Head of the People Development are responsible for this policy. All queries relating to this policy should be directed to the Head of Operational HR, the Head of the People Development or the Force Policy Officer.

DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: HR Operations and People Development
Policy Owner/Author: Sarah HARDING & David EDDY / Lucy JESKE
Technical Author:
Senior Officer/Manager Sponsor: Director of People and Change

Revision History:

Revision Date	Version	Summary of Changes
08.04.2021	1.0	Draft v0.3 published as substantive version 1.0.
01.04.2022	2.0	General review and inclusion of PREVENT responsibilities.

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Force Policy Officer	14.04.2022	2.0
Head of Operational HR	04/02/2021	0.3
JNCC (Not required for all policies)	08.04.2021	1.0

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		
Other: (state method here)		

Diversity Impact Assessment:

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the policy to the Force Policy Officer.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date:
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Consultation:

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
Sarah Harding, Head of Operational HR	31/03/22	V 2.0
David Eddy, Head of People Development	31/03/22	V 2.0
Clair Cross, Unison	31/03/22	V 2.0
Phillip Matthews, Federation	31/03/22	V 2.0

Implications of the Policy:

Training Requirements

No additional training requirements.

IT Infrastructure

No additional IT infrastructure required.