

1. Scope

1.1 Statement of Commitment

GTG Training has a duty to ensure the safety, welfare, and protection of children, young people, and vulnerable adults. This safeguarding policy outlines our commitment to preventing abuse and harm, encompassing emotional, physical, neglect, and sexual abuse and concerns related to radicalisation. GTG maintains a zero-tolerance approach to all forms of abuse and harmful behaviour within and outside educational or workplace environments, including online spaces. This policy also reflects the principles and requirements outlined in the [Mental Capacity Act 2005](#) and associated guidance, including Deprivation of Liberty Safeguards (DoLS), especially when considering decisions about learners aged 16 and over.

1.2 Applicability and Responsibility

This policy extends to all GTG associates, including Governors, directors, managers, and practitioners. It encompasses all contexts, such as educational settings workplaces, and online environments, and includes the use of electronic communication devices.

1.3 Relationship with Policies and Guidance

This safeguarding policy aligns with the following policies and statutory guidelines:

- [Keeping Children Safe in Education](#)
- [Behaviour and Conduct Policy](#)
- [Equality and Diversity Policy](#)
- [Learner Absence Management Process](#)
- [Online Safety Policy](#)
- [Prevent Policy](#)
- [Safer Recruitment and Vetting Policy](#)
- [Whistleblowing policy](#)
- [Prevent duty guidance](#)
- [Dress Code Policy](#)
- [Mental Capacity Act 2005](#)
- [Deprivation of Liberty Safeguards \(DoLS\)](#)

1.4 Designated Safeguarding Leads

1.4.1 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is based at GTG Wolverhampton and has responsibility for safeguarding, welfare, child protection, and online safety within GTG. Contact details can be found in **Appendix G**.

1.4.2 Deputy Designated Safeguarding Lead (DDSL)

GTG has created the role of Deputy Designated Safeguarding lead, who is trained to the same standard as the DSL. Contact details can be found in **Appendix G**.

1.4.3 Network of Safeguarding Officers

GTG has established a network of safeguarding officers strategically positioned across the organisation. These provide localised support, ensuring consistent adherence to Safeguarding policies.

GTG is resolute in its duty in creating a secure environment for all individuals, both within and outside educational and workplace settings.

2. GTG's Commitment

2.1 Safer recruitment

GTG is dedicated to ensuring the safety of children, young people, and vulnerable adults. GTG Operate a [Safer Recruitment Policy](#), which can be found on the GTG Website. As a result, a rigorous pre-employment process is followed, including DBS and Disclosure Scotland vetting, to grant access only to individuals meeting our stringent standards. This aligns with [Keeping Children Safe in Education Part 3 2023](#).

2.2 Health and Safety Compliance

We maintain systems that safeguard patrons from accidents and harmful acts, ensuring compliance with the [Health and Safety at Work Act 1974](#). Our learning environment is safe, effective, and conducive to learning.

2.3 Information Dissemination

We prominently disseminate information outlining our safeguarding contact information within our premises and on our website. This awareness extends to learners, emphasised during induction and throughout their educational journey.

2.4 Ongoing Training and Awareness

Staff and stakeholders undergo regular safeguarding and Prevent awareness training ensuring their preparedness to address potential issues, including radicalisation.

2.5 Promoting Positive Behaviours

Our Behaviour Policy emphasises positive behaviours related to safeguarding, raising awareness, and building resilience among stakeholders. We foster a positive behavioural culture; therefore, we will not accept poor behaviour and conduct. For more information, please read the [Behaviour and Conduct Policy](#) which can be found on the GTG website.

2.6 Regular Safeguarding Team Meetings

Our safeguarding team convenes regularly, ensuring informed discussions and decisive actions. Meeting minutes and actions are meticulously recorded disseminated and stored in accordance with current GDPR guidelines.

2.7 Early Help Responsibilities

Staff will be equipped with an understanding of our 'early help' responsibilities, aimed at ensuring swift provision of potential assistance and support. This encompasses individuals facing specific challenges such as disability or additional learning needs, those with special educational needs, with or without an educational health care plan. It also includes young carers, individuals

exhibiting signs of involvement in criminal or anti-social behaviour, those with poor attendance at GTG, remote learning sessions, or work, as well as those at risk of exploitation in accordance with the modern slavery act. Additionally, the focus extends to individuals susceptible to extremist views or radicalisation, and those experiencing various personal circumstances hindering access to education, such as substance abuse, domestic violence, bullying, mental health issues, or having undergone the care system. This comprehensive approach aims to address a wide range of challenges and barriers to learning, fostering a supportive environment for all.

3. Reporting and Responding to Safeguarding Concerns

3.1 Reporting Procedures

GTG maintains a robust reporting system, encouraging prompt reporting of concerns through confidential channels or to the safeguarding team. The Safeguarding Process and Reporting Process can be found in **Appendix A**.

3.2 Recording and Case Management

Safeguarding officers use the secure platform MyConcern, ensuring meticulous recording and effective case management. This platform facilitates collaborative efforts and timely interventions.

3.4 Supporting Victims and Witnesses

Support, including signposting to external services, is provided to victims and witnesses, prioritising their emotional well-being. A list of support links can be found in **Appendix B**.

3.5 Monitoring and Review

Continuous monitoring and review of safeguarding procedures and the use of MyConcern ensure practices remain effective and compliant and provide room for analysis of our practice to embed proactive measures.

3.6 Communication with Parents, Carers and Guardians

Transparent communication with parents, carers, and guardians where appropriate, is maintained throughout the case management process, within the boundaries of confidentiality as stated within this policy.

4. Managing the Safeguarding Email

Access to the safeguarding mailbox is restricted to designated safeguarding officers. All communications are redirected to the appropriate officer. Each communication is responded to within 24 hours, and a follow-up is conducted to ensure resolution. All email communications are saved and documented. The Safeguarding Email Management Process can be found in **Appendix C**.

5. Residential Safeguarding

GTG and partner employers recognise the increased risk in residential settings. Proactive measures, including spot checks, are undertaken to ensure the safety and appropriate accommodation of learners. Procedures for residential safeguarding can be found in **Appendix D**.

6. Visitors to GTG

GTG Safeguarding Policy



All visitors will be subject to GTG's signing in procedure. This ensures that only authorised individuals have access to our premises. Additionally, we have implemented several measures to mitigate risk, including dedicated apprentice zones; colour coded visitor passes; containing guidelines for traversing the building, and clear procedures for staff reporting and responding to safeguarding concerns. Our foremost priority is to create a secure environment for our learners.

7. Dealing with Allegations

7.1 Dealing with allegations of abuse against a member of GTG staff:

In the event of an allegation of abuse against a member of GTG staff, we will handle the matter appropriately with all considerations to confidentiality.

Initial Reporting:

- The procedures outlined in this safeguarding policy should be followed for reporting guidance, please see **Appendix A, section 2**.

Investigation with a possibility of referral:

- The DSL will record all information regards the allegation within MyConcern.
- The allegation will be investigated by the DSL. It will then be decided if it is necessary to make a referral.
- The allegation will be made immediately known to the People Team (HR function).

Review and Learning

- GTG will conduct a comprehensive review of all investigations to identify improvements and learn from the situation.

7.2 Dealing with Allegations Found to be Without Foundation

In cases where an allegation is proved unfounded, GTG will:

1. Inform The People Team of the conclusion.
2. The People Team will inform the staff member, in person and in writing, of the outcome and any further actions.
3. Inform the learner/parents/carers of the investigation's outcome, following the Data Protection Policy.
4. Conduct restorative meetings to repair harm and instil confidence.

7.3 Dealing with Allegations with Foundation

If an allegation is proven founded, GTG will:

1. Inform the People Team of the conclusion.
2. The People Team will inform the staff member, in person and in writing, of the disciplinary action to be taken.
3. Inform the learner/parents/carers of the investigation's outcome, following the Data Protection Policy.
4. Where applicable inform Wolverhampton Local Authority Designated Officer (LADO).
5. Where applicable inform the appropriate crime agencies that allegations have been founded.

7.4 Dismissal or Resignation:

- If a staff member is dismissed or resigns before the disciplinary process is completed the Disclosure and Barring Service will be informed of the situation.

7.5 Dealing with Allegations of Abuse Against a Member of the Public:

The DSL will:

1. Record all relevant information using MyConcern.
2. Decide whether a referral to specialist support services is required, obtaining consent from the young person/vulnerable adult if competent. However, referrals may be made without consent in certain situations.

7.6 Dealing with Allegations of Child-on-Child Abuse

In cases of child-on-child abuse, a Safeguarding Officer will:

1. Report the allegation using the Safeguarding reporting process which can be found in **Appendix A, section 2**.
2. Identify the individuals' whereabouts, liaise with the employer if necessary, and undertake an investigation.
3. Should initial investigations confirm the allegations the necessary external referrals will be made, including to parents or guardians.
4. In all circumstances the employers will be informed.

8. Dealing with Abuse

Whilst it is not the responsibility of GTG to decide if a learner is experiencing abuse, it is our duty to be vigilant and responsive to any signs or concerns that may indicate potential harm and report this to the appropriate agency.

We take some preventative measures by training our staff to understand the various forms, signs, and symptoms of abuse.

Abuse can manifest in various forms, including physical, emotional, sexual, and neglect. GTG staff are aware of the signs associated with the different types of abuse. By promoting awareness and understanding, we empower individuals to act on concerns and report promptly. Further guidance on recognising suspected abuse can be found in **Appendix E**.

9. Prevention of Radicalisation and Extremism

GTG is committed to preventing radicalisation and extremism among its learners and associates. We acknowledge the importance of safeguarding individuals from being drawn into terrorism or extremist activities.

9.1 Prevent Duty Compliance

GTG operates in compliance with the Prevent duty, as outlined in the [GTG Prevent Policy](#) which can be found on the GTG website. This policy provides guidance on identifying and addressing the risks associated with radicalisation and extremism.

9.2 Prevent Training

All staff members undergo regular training on Prevent awareness to enhance their understanding of the signs of radicalisation and extremism. This training equips them with the knowledge and skills needed to identify and respond appropriately to concerns.

9.3 Reporting and Referral

GTG Safeguarding Policy



In line with our duty to safeguarding, any concerns regarding radicalisation or extremism are reported promptly through the established reporting procedures outlined in section 3 of this policy. The DSL will assess the situation and make referrals to appropriate agencies, if necessary.

For further details on our Prevent referrals and Channel process, a link to the Channel Referral Form and important contact details please refer to **Appendix F**.

10. Capacity and Consent

GTG recognises that safeguarding decisions involving learners aged 16 and over must take into account their ability to give informed consent, in line with the [Mental Capacity Act 2005](#) (MCA).

The MCA establishes that individuals aged 16 and over are presumed to have capacity to make decisions for themselves, including those relating to their safety and wellbeing, unless it is clearly established otherwise.

GTG staff are not responsible for formally assessing mental capacity but do play a key role in recognising when concerns may exist. In safeguarding situations where doubt arises regarding a learner's capacity to consent to make decisions:

- GTG staff will presume capacity unless there are clear indicators to the contrary.
- GTG staff will support learners to make informed decisions wherever possible, using accessible communication and information.
- Where concerns exist, the matter will be escalated to the Designated Safeguarding Lead, who will seek advice or make a referral to an appropriate professional agency.

Summary

In summary, our reporting, recording, and case management approach is marked by professionalism and a commitment to well-being. Through rigorous training and the secure MyConcern platform, GTG ensures effective case management, upholding the highest safety standards.

Appendix A

Safeguarding Process

1. Recognition and Support:

- Remain vigilant to signs of abuse, treating all concerns seriously.
- Provide attentive listening and a supportive environment for individuals disclosing safeguarding concerns.

2. Reporting Procedures:

- Report any suspicions or disclosures promptly to the designated safeguarding team within 2 hours.
- Utilise designated communication channels email (help@gtg.co.uk) or dedicated safeguarding telephone number:(07887293277).

3. Essential Information to Record:

- Record the date and time of the report.
- Include the name of the individual at risk and, if applicable, the name of the person reporting.
- Specify the incident location and provide a concise, non-leading description of the concern as stated by the reporter.

4. Reporting to Authorities:

- Ensure reporting to designated safeguarding officers, even if the disclosure is incomplete.
- Refrain from discussing safeguarding matters internally or externally except for essential signposting on a 'need to know' basis.

5. Investigation Protocol:

- Safeguarding officers will conduct investigations in collaboration with external parties, strictly on a 'need to know' basis.

6. Comprehensive Record Keeping and Oversight:

- Safeguarding officers will maintain thorough records of all conversations and referral forms, ensuring confidentiality.
- Quarterly reports on all safeguarding instances and referrals will be submitted to the board.
- Annual reviews of policies and procedures' effectiveness will be conducted, responding to emerging issues as identified.
- Regular monitoring by the safeguarding team ensures proactive responses to any concerns or trends, leading to the development of action plans in collaboration with relevant GTG staff or management.

7. Continuous Improvement and Policy Review:

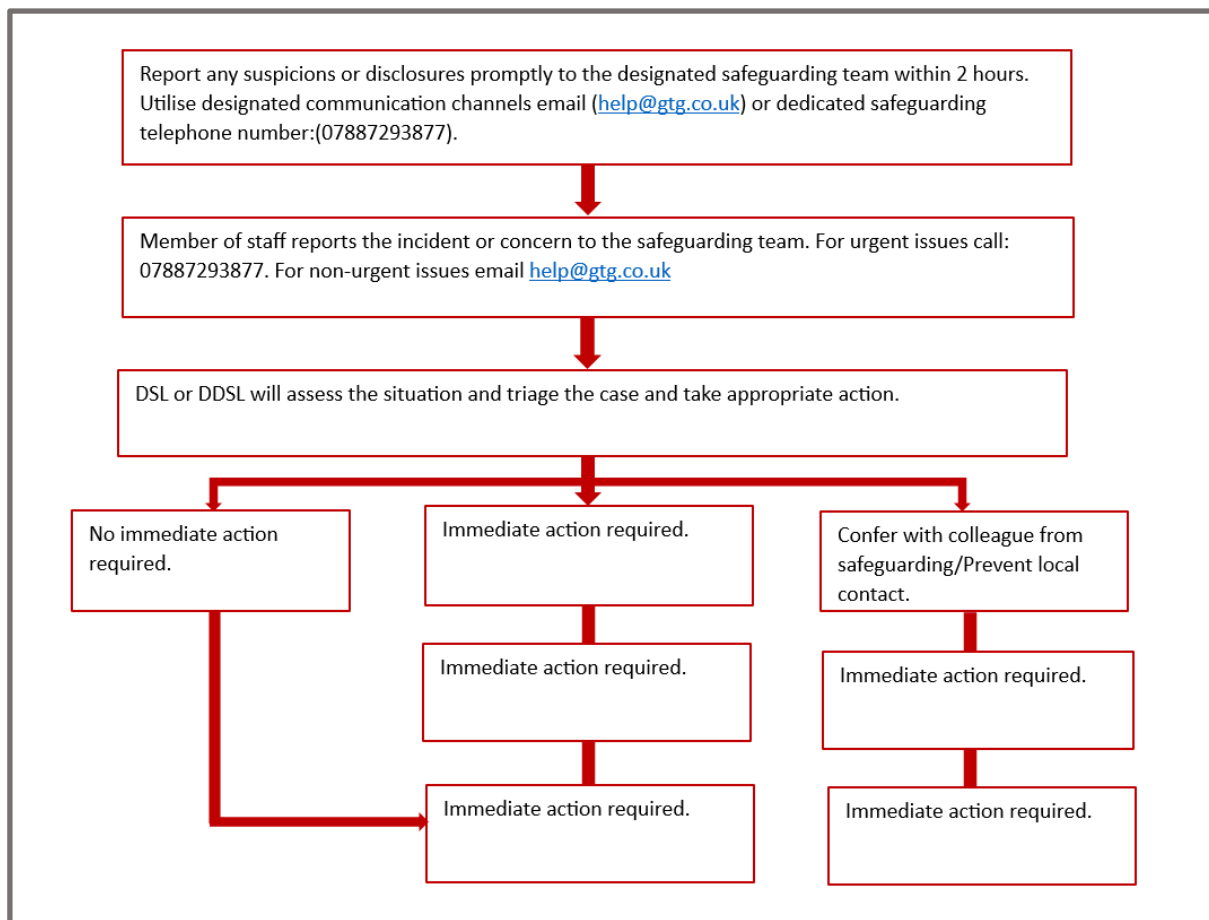
Regular reviews and updates of safeguarding policies and procedures are undertaken to ensure ongoing efficacy and compliance with current standards and best practices.

GTG Safeguarding Policy



Safeguarding Procedure Flowchart

The following flowchart details the procedures for reporting a safeguarding / Prevent incident at GTG.



If at any time you feel there is an immediate threat to life, please call 999 first and then contact the safeguarding team.

GTG Safeguarding Policy



Links for Support

At GTG, we prioritise your journey and well-being. Our commitment to your success includes comprehensive welfare support tailored to your needs. Whether you require guidance during off-hours or specialised assistance, explore the various support links available to address any concerns you might have. Your well-being matters to us, and we're here to ensure you feel supported every step of the way. If you are worried about any of the following issues, click on the link to access support:

| England | Scotland |
|---|---|
| ben* | ben* |
| Abuse | Abuse |
| Domestic Abuse | Domestic Abuse |
| Neglect | Neglect |
| Grooming | Grooming |
| Bullying including cyberbullying | Bullying including cyberbullying |
| Child Sexual Exploitation | Child Sexual Exploitation |
| Self-Harm | Self-Harm |
| Missing People | Missing People |
| Homelessness | Homelessness |
| Mental Health | Mental Health |
| Radicalisation, extremism, and terrorism | Radicalisation, extremism, and terrorism |
| Modern Slavery | Modern Slavery |
| Female Genital Mutilation and Breast Flattening | Female Genital Mutilation and Breast Flattening |
| Discrimination at work | Discrimination at work |

*Support for those working in the automotive sector.

Appendix C

Safeguarding Email Management Process

1. Access and Contact Information

- Access to safeguarding emails is limited to Designated Safeguarding Leads, and includes the Operational Director, who has ultimate responsibility for Safeguarding.
- Email address: help@gtg.co.uk

2. Handling Incoming Emails:

- Safeguarding referrals received via email will be read, triaged, and assigned to the appropriate designated officer.
- Auto-response: Acknowledgment sent, indicating a response within 24 hours; for urgent matters contact the safeguarding team on 07887293277.

3. Responsibilities of handling the safeguarding mailbox:

- The DDSL is responsible for responding to emails, triaging, and assigning them to appropriate safeguarding officers.
- An electronic exchange of communication with external parties or colleagues will take place if the concern must be delegated in this way.
- The DDSL will send an email notification to the assigned safeguarding officer for them to then update the concern within the MyConcern platform.
- DDSL will categorise all emails as assigned to safeguarding officers. This will be done by a method of colour coding the category of the email.

4. Verification and Avoiding Vulnerability

- Ensure the email has not been previously addressed before acting, by checking the category colour.
- Arrange secure, confidential interactions with involved parties, either in person or over the phone, involving appropriate GTG staff members.
- GTG staff must avoid vulnerable positions in all interactions.

5. Documentation and Communication Trail:

- Save all email communications, both sent and received, with subsequent correspondence until recorded adequately in the MyConcern platform.
- All emails saved, sent, and received will be expunged in line with the GTG Retention Policy.

GTG Safeguarding Policy



Appendix D

Residential Safeguarding

GTG and employer partners recognise a heightened risk to those required to reside away from home, as part of the apprenticeship program.

Proactive measures

- Physical spot checks are undertaken at all residential properties by GTG, utilising an official check list.
- Duty managers undertake physical walk arounds of all hotel floors to ensure that learners are safe.
- Duty managers undertake out of business hours safeguarding support on behalf of GTG, utilising the Servace platform to record any concerns which can also be prioritised.
- Learners are allocated single rooms.
- Sensitivities raised by individual learners and/or parents/guardians will be considered and accommodated as appropriate.
 - Amend the accommodation plan immediately, if any learners have been allocated unsuitable rooms.
 - Confirm the hotel's acceptance of the amendments.
 - Ensure the hotel and GTG provide support for vulnerable learners on-site.
 - Ensure that hotel management enforce the accommodation plan, spot-check the premises, and liaise with the learners throughout the duration of their stay.
 - GTG work with an accommodation agent known as Hospitality Guaranteed whereby under contractual service level agreements hotels are responsible for the following:
 - That duty management are vetted in line with enhanced DBS.
 - That staff are trained to understand safeguarding, welfare, and the Prevent duty.
 - That staff can demonstrate the above understanding in a practical day-to-day sense.
 - That Health and Safety, including food safety, standards are understood, developed, and are exercised.

Appendix E

Types of Abuse

Emotional Abuse:

Emotional abuse involves behaviours that harm an individual's self-worth or emotional well-being. Signs may include:

- **Constant criticism and humiliation:** Belittling or demeaning language, eroding of self-esteem.
- **Isolation:** Preventing social interactions, making the person feel lonely and disconnected.
- **Intimidation:** Using fear to control, inducing fear through gestures or threats.
- **Blaming and Shaming:** Making the person feel responsible for the abuser's actions, inducing guilt or shame.

Physical Abuse:

Physical abuse includes intentional use of force causing injury. Signs may include:

- **Unexplained injuries:** Bruises, cuts, or fractures inconsistent with explanations.
- **Frequent injuries:** Multiple injuries over time, especially in various stages of healing.
- **Fear of physical contact:** Flinching, cowering, or avoiding touch.

Neglect and Acts of Omission:

Neglect is the failure to meet basic needs. Signs include:

- **Poor hygiene:** Dirty clothes, body odour, unwashed hair.
- **Malnutrition:** Significant weight loss, visible signs of hunger.
- **Lack of medical care:** Untreated injuries or illnesses, chronic health issues worsening.

Domestic Abuse:

Domestic abuse can be characterised as a series of incidents, whether singular or repetitive, involving controlling, coercive, threatening, degrading, and violent behaviour. Perpetrators of domestic abuse can include partners, former partners, relatives, or caregivers. While it is predominantly experienced by women and perpetrated by men in the majority of cases, it is important to acknowledge that domestic abuse can be experienced by individuals of any age or gender. It is crucial to recognise that children or young people within families where domestic abuse takes place are also victims of domestic abuse. The scope of domestic abuse encompasses a wide range of behaviours and is not limited to, but may include:

- **Physical violence:** Hitting, kicking, punching or any form of physical harm.
- **Emotional abuse:** Constant criticism, belittling, or humiliation, eroding the victim's self-esteem.
- **Isolation:** Preventing the victim from social interactions, making them feel lonely and disconnected.
- **Financial abuse:** Controlling the victim's finances, restricting access to money or resources.
- **Verbal abuse:** Using derogatory language, threats, or insults to intimidate or control the victim.
- **Psychological abuse:** Manipulating, gaslighting, or exerting control through psychological means.
- **Sexual abuse:** Non-consensual sexual activities or exploitation within the domestic relationship.

- **Stalking:** Unwanted and obsessive attention, including monitoring or tracking the victim's movements.
- **Digital abuse:** Using technology to harass, intimidate, or control the victim, such as through cyberbullying or online harassment.

Sexual Abuse

Sexual abuse involves non-consensual sexual activities or exploitation including:

- **Unwanted sexual contact:** Non-consensual touching, groping, or sexual acts.
- **Coercion:** Forcing or pressuring someone into engaging in sexual activities against their will.
- **Sexual assault:** Any form of sexual contact without consent, including rape or attempted rape.
- **Inappropriate sexual behaviour:** Making sexually explicit comments or gestures, displaying pornography, or exposing oneself.

Children and adults can experience sexual abuse, and they may often feel hesitant to disclose their experiences due to feelings of guilt or fear. It is important to approach this topic with sensitivity and consideration for the individual's well-being when addressing any claims. Recognising signs of sexual abuse can be challenging, as it often relies on the individual's disclosure and their credibility being acknowledged. Physical signs may not always be present, and instead, emotional, and behavioural indications are more likely to be observed. Some behavioural indicators commonly associated with sexual abuse include:

- **Changes in behaviour or mood:** Sudden and unexplained changes in behaviour, such as becoming withdrawn, anxious, or depressed. Mood swings and emotional distress may also be present.
- **Sexualised behaviour:** Displaying knowledge or engaging in sexual behaviours that are not appropriate. This may include explicit language, involvement in prostitution or imitation of sexual behaviours.
- **Emotional distress:** Expressing feelings of guilt shame, or worthlessness. They may also have difficulty trusting others or forming healthy relationships.
- **Fear and avoidance:** Exhibiting fear, anxiety, or avoidance of specific people, places, or activities that may be associated with the abuse. This could include avoiding certain individuals or places.
- **Disrupted sleep patterns:** Experiencing nightmares, insomnia, or other sleep disturbances that may be related to the trauma of the abuse.
- **Physical symptoms:** Unexplained injuries, bruises, or marks on the body. Frequent urinary tract infections or sexually transmitted infections (STIS) may also be red flags if disclosed.
- **Self-harm or suicidal thoughts:** Engaging in self-destructive behaviours, such as self-harm or expressing thoughts of suicide, to cope with the trauma.
- **Changes in academic performance:** A sudden decline in performance, lack of concentration or difficulty focusing on tasks.

Bullying:

Bullying involves repeated aggressive behaviour. Observations may include:

- **Social isolation:** Avoidance of social situations, friends, or school.
- **Changes in behaviour:** Withdrawal, depression, sudden aggression.
- **Lost belongings:** Unexplained disappearance of personal items or money.

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Gangs and Youth Violence:

Involvement in gangs or violent groups. Warning signs include:

- **Associating with known gang members:** Spending time with individuals involved in criminal activities.
- **Change in appearance:** Adopting specific colours, symbols, or tattoos associated with gangs.
- **Frequent violent incidents:** Injuries from fights or altercations.

Radicalisation:

The process of being drawn into extremist ideologies. Signs may include:

- **Change in beliefs:** Adopting extreme political or religious views.
- **Isolation from others:** Withdrawal from friends, family, and normal social activities.
- **Online presence:** Engaging in radicalised online communities or sharing extremist content.

Sexting:

Sending explicit messages or images. red flags are:

- **Possession of explicit content:** Photographs or messages of a sexual nature on the person's device.
- **Inappropriate conversations:** Discuss explicit topics beyond age-appropriate boundaries.
- **Emotional distress:** Anxiety, depression, or withdrawal after sexting incidents.

Mental Health:

Mental health issues can manifest in various ways:

- **Changes in behaviour:** Sudden mood swings, extreme irritability, or prolonged sadness.
- **Social withdrawal:** Avoiding friends, family, or social interactions.
- **Deteriorating academic or work performance:** Significant drop in grades or productivity.

Child Sexual Exploitation:

Sexual exploitation of children. Indicators include:

- **Inappropriate relationships:** With significantly older individuals.
- **Unexplained gifts or money:** Receiving gifts or money from unknown sources.
- **Sexual knowledge beyond age:** Displaying knowledge or behaviour beyond their age.

Financial or Material Abuse

Exploitation of finances or possessions. Signs include:

- **Unusual financial transactions:** Frequent withdrawals, unexplained expenses.
- **Missing money or items:** Loss of valuables or funds without explanation.
- **Dependency on others:** Relying excessively on someone else for financial support.

Psychological Abuse:

Psychological Abuse damages mental well-being. Signs include:

- **Gaslighting:** Manipulating facts to make the person doubt their memory or sanity.
- **Humiliation:** Regularly demeaning or embarrassing the person in private or public.

GTG Safeguarding Policy



- **Threats:** Expressing intentions to harm the person, family, or pets.

Discriminatory Abuse:

Abuse based on race, gender, religion, or other characteristics. Indicators include:

- **Hate speech:** using derogatory language related to a person's race, gender, or beliefs.
- **Exclusion:** Preventing participation in activities based on discriminatory reason.
- **Intimidation:** Making threats or engaging in aggressive behaviour due to prejudices.

Cultural Abuse:

Considers honour-based abuse, forced marriage, breast ironing and FGM, signs could include the following:

- **Forced isolation:** Restricting social interactions, and monitoring movements.
- **Pressure to conform:** Imposing strict cultural norms and limiting personal choices.
- **Threats of violence:** Expressing intentions to harm if cultural expectations are not met.
- **Sudden engagement:** Announcing a marriage without prior knowledge or consent.
- **Reluctance to discuss marriage:** Avoiding conversations about the upcoming marriage.
- **Fear and distress:** Exhibiting signs of fear, anxiety, or depression related to the marriage.
- **Health complications:** Frequent urinary or menstrual problems, pain during sex.
- **Disclosure:** Expressing fear or anxiety about upcoming trips related to cultural practices.
- **Knowledge of procedure:** Exhibiting awareness of the practice and its implications.
- **Physical signs:** Unexplained bruising, burns, or swelling on the chest area.
- **Changes in behaviour:** Sudden withdrawal, anxiety, or depression related to body image concerns.
- **Frequent chest binding:** Wearing tight or multiple layers of clothing to hide the chest.
- **Health issues:** Problems related to breast development, such as infections or hormonal imbalances.

It is crucial to remain vigilant and report any concerns promptly to the safeguarding team.

GTG Safeguarding Policy



Appendix F

Prevent and the Channel Process

Radicalisation, Extremism, and the Prevent Duty

In adherence to safeguarding individuals from radicalisation, GTG aligns with the Prevent Duty element of the [Government's Counter Terrorism Strategy](#). When necessary, external support for learners is sought through referrals to the Channel Programme. This initiative is designed to work closely with individuals, addressing their specific vulnerabilities to prevent further radicalisation and potential involvement in the criminal justice system due to their actions. GTG strictly adheres to all statutory legislative requirements and guidance related to the Prevent Duty. Comprehensive training and support are provided to all staff, empowering them to protect learners and employees from radicalising influences. Our goal is to ensure that learners and employees are resilient to extreme narratives and can identify changes in the behaviour of their peers.

It is acknowledged that radicalisation can affect individuals from any segment of society and is not limited to any specific racial, ethnic, or social group. Additionally, GTG recognises that in many cases, radicalisation is essentially a form of grooming by external influences.

Possible signs of radicalisation include:

- **Extreme Beliefs:** A significant shift towards extreme views regarding certain sections of society or government policies.
- **Intolerance:** Growing intolerance towards more moderate perspectives.
- **Desire for Extremist Activity:** Expressing a desire or intent to participate in or support extremist activities.
- **Online Engagement:** Downloading, viewing, or sharing extremist propaganda from the internet.
- **Withdrawn Behaviour:** Becoming increasingly withdrawn and fixated on a particular ideology.
- **Physical and Mental Changes:** Alterations in appearance, potential decline in health (including mental health).
- **Social Isolation:** Becoming isolated from family, friends, peers, or social groups.

For more information, please refer to the [GTG Prevent Policy](#), which can be found on the GTG Website.

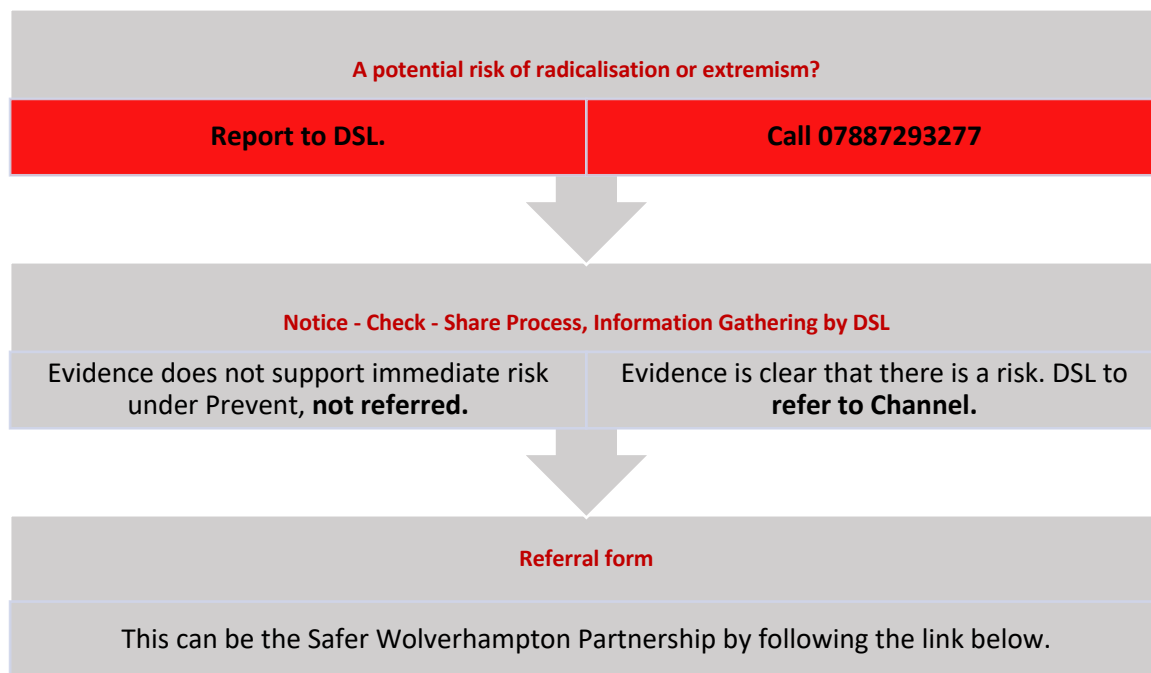
GTG Safeguarding Policy



GTG Channel Process

If there is an immediate threat to life, injury, or harm:

1. Call 999



GTG Safeguarding Policy



Appendix G

Safeguarding and Prevent Referral Contacts and Agencies

| Title | Email/Web | Call |
|---|--|---|
| DSL Stephanie Harris | Stephanie.Harris@gtg.co.uk | 01902308090 ext:81362 or 07768597785 |
| DDSL Eleanor Walker | EleanorLucy.Walker@gtg.co.uk | 01902308090 or 07887293277 |
| Confidential Anti- terrorism Hotline | https://west-midlands.police.uk/specialist-teams/ct-faq | 0800 789 321 |
| Prevent Coordinator Deborah Smith | Deborah.Smith@wolverhampton.gov.uk | 01902551214 |
| Wolverhampton Multi- Agency Safeguarding Hub (MASH) | Website: https://www.wolverhamptonsafeguarding.org.uk/contact-us | Child Safeguarding Concerns: 01902 555392 Adult Safeguarding Concerns: 01902 551199 Out-of-hours Emergency Duty Team 01902 552999 |
| Wolverhampton's Local Authority Designated Officer, Kenny Edgar | Secure email: LADO@secure.wolverhampton.gov.uk Email: LADO@wolverhampton.gov.uk | 01902 550661 |
| West Midlands Police | https://www.west-midlands.police.uk/ | 101 |

Safeguarding Partners

GTG Training Ltd has a list of learners on programme and their local Safeguarding Partners – this can be made available, upon request.

GTG Safeguarding Policy



Support Agencies

| Title | Email/Web | Call |
|------------------|---|-----------------------------|
| GTG Safeguarding | help@gtg.co.uk | 07887293277 |
| Police | | 999 or 101 |
| BEN | www.ben.org.uk | 08081 311 333 |
| NHS | | 101 (999 for an emergency) |
| Citizens Advice | www.citizensadvice.org.uk | 0344 411 1444 |
| Samaritans | www.samaritans.org | 116 123 free from any phone |
| Papyrus | www.papyrus-uk.org | 0800 068 4141 |
| Switchboard | https://switchboard.lgbt/ | 0300 330 0630 |
| Mind | https://www.mind.org.uk/ | 0300 123 3393 |
| Young Minds | https://www.youngminds.org.uk/ | |
| NSPCC | https://www.nspcc.org.uk/ | 0800 1111 |
| Refuge | https://refuge.org.uk/ | 08082000247 |
| Centrepoint | https://centrepoint.org.uk/ | 08088000661 |

Policy review

This policy is reviewed in a cycle appropriate to its use, which is deemed to be on an annual basis, to ensure consistent application and in-keeping with Statutory duties. Any amendments or corrections are mediated by the DSLs and approved by the Managing Director. Policies are version controlled and documented.

GTG Safeguarding Policy



| Document revision | | | | |
|-------------------------------------|------------|---------------|---------|---------------|
| Amendment | Date | Modifier | Version | Sign off |
| Version control | 01/05/2019 | Tom Madden | 1 | Billy Hammond |
| Version control | 20/10/2019 | Tom Madden | 2 | Billy Hammond |
| Version control | 16/03/2020 | Rosie Heron | 3 | Billy Hammond |
| Version control | 16/10/2020 | Rosie Heron | 4 | Billy Hammond |
| Version control | 03/12/2020 | Tom Madden | 5 | Billy Hammond |
| Update GTG Channel process & review | 22/01/2022 | Rosie Heron | 6 | Billy Hammond |
| Update appendix A | 15/06/2022 | Rosie Heron | 7 | Billy Hammond |
| Update to reflect KCSIE 2022 | 27/09/2022 | Steph Harris | 8 | Billy Hammond |
| Version Control and review | 19/01/2023 | Rosie Heron | 9 | Billy Hammond |
| Version Control and review | 08/04/2024 | Steph Harris | 10 | Billy Hammond |
| Version Control and review | 27/03/2025 | Steph Harris | 11 | Billy Hammond |
| Version Control and review | 03/04/2026 | Rosie Hawkins | 12 | Billy Hammond |

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