PRESS ASSOCIATION | Academy

Press Association Academy Safeguarding Under 18s and Adultsat Risk policy

This policy to be updated every 12 months, with updates recorded below

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This policy signed by the Managing Director of Press Association Academy

Signature	Date

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Safeguarding

1. Who is this policy for?

1.1 This Safeguarding policy is in specific relation to Press Association Academy, a business within The PA, that has direct responsibility for implementing safeguarding practices for apprentices it is training.

1.2 The purpose of this policy is to outline a clear framework for protecting and safeguarding children, young people (referred to as Under 18) and adults at risk so that all staff and those working on behalf of Press Association Academy are aware of their roles and responsibilities in identifying concerns, sharing information and taking prompt action. It also outlines the responsibility of Press Association Academy to ensure employers understand their safeguarding responsibilities and promotion of a safe space for all.

1.3 Anyone over 18 may become a vulnerable adult at risk at certain times in their lives and this may result in a safeguarding issue eg, homelessness.

1.4 This policy may also be used as a general framework of good practice in relation to those trainees and apprentices who are not deemed either Under 18 or adults at risk. It embeds the principle of the Do No Harm principle, which is to avoid exposing people to additional risks through our actions/interventions.

1.5 This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, learners, customers, service users, supply chain, contractors, or any other persons who may work on, visit or receive training on Press Association Academy premises or at work placements.

1.6 We expect everyone to have read, understood and adhere to this policy and its related procedures.

2. Press Association Academy's approach to safeguarding

2.1 Press Association Academy is committed to providing a safe and secure environment for all trainees, apprentices, employees and individual visitors who access its facilities and services. This is essential, not only for the well-being of those we are training, but also to maintain the good reputation and continued success of our organisation and partners.

2.2 The Press Association Academy Apprenticeship Governance Board is accountable for the execution of this policy throughout the organisation and supports the Designated Safeguarding Leads to attend training where necessary to promote effective roll out, support and ensure compliance. This includes the expectation that online safety forms the central theme in our approach to safeguarding.

2.3 There are two lead Designated Safeguarding Officers (DSOs) at Press Association Academy. This ensures a commitment to swift and effective Safeguarding practice. All members of the board have safeguarding training, including one member who is DSO trained, to provide appropriate scrutiny and guidance.

2.4 DSOs are responsible for following the related safeguarding procedures and ensuring relevant staff have sufficient training and support in line with DSO job description.

2.5 Ultimate accountability for safeguarding at Press Association Academy rests with the Managing Director, supported by the Apprenticeship Governance Board. The Managing Director makes sure this policy is approved, resourced, reviewed and put into practice, and that the Academy's safeguarding arrangements are tested through the annual review described below.
2.6 The lead DSO named in Appendix 1 fulfils the role of Designated Safeguarding Lead (DSL) described in Keeping Children Safe in Education (KCSIE), and the deputy DSO named in Appendix 1 acts as deputy DSL. In this policy, 'DSO' means either of them. The DSL is a senior member of staff with the authority, time, training, funding and resources to carry out the role, including taking lead responsibility for safeguarding, Prevent and online safety and for liaison with the local authority, the police and other agencies.
2.7 The two DSOs cover for each other. If neither is available, for example through leave or sickness, the Managing Director arranges and records alternative trained cover. If neither DSO can be reached, staff must not delay. They should contact the Managing Director or their People Partner and, where a learner is at risk of harm, refer directly to the police, children's social care or adult social care as set out in the section 'What to do in the event of a disclosure'.
2.8 At least once every 12 months, the Apprenticeship Governance Board reviews how well this policy and the Academy's safeguarding systems are working. The review considers anonymised safeguarding and Prevent data, audit and quality-assurance findings, learner and employer feedback, and changes to legislation or statutory guidance. The outcome and agreed actions are recorded in the Board's minutes. The policy is reviewed sooner after a serious incident or a significant change in statutory guidance.
2.9 The lead DSO owns this policy. The version table at the front of this document records each version, who updated it, its approval date and its effective date, and the date the next review is due.

2.10 All trainees and apprentices are informed of Press Association Academy's Safeguarding Policy, including Prevent (this also applies to their apprentice employers) to encourage learners to keep themselves safe and know what to do if they have a safeguarding issue.

2.11 The Safeguarding policy is promoted on our main website https://pamediaacademy.com/safeguarding-policy/

2.12 We have an effective Safeguarding curriculum where principles are embedded in our delivery. Our commitment to Safeguarding is also detailed within the apprentice and trainee handbook, employer information pack, during surveys/questionnaires with apprentices andemployers and embedded in our delivery plan alongside Prevent, Health and Safety and Equality and Diversity policies.

2.13 We are confident that apprentices/trainees, staff and all stakeholders are aware of how toreport a Safeguarding concern because the policy is widely promoted throughout the organisation and all staff/employers receive appropriate training.

3. Staff induction, training and development

3.1 Our commitment to ensuring our trainees and apprentices are safe, commences with our robust Safer Recruitment Practice, ensuring our staff undergo an enhanced DBS check and that we seek at least 2 references. Where 2 references cannot be obtained (such as only one previous employer) a note will be recorded on the single central record.

3.2 Our staff induction and commitment to ensuring all staff read and agree policy and procedures (as well as mandatory refresher training in both Safeguarding and Prevent) ensures Safeguarding is at the forefront of our company ethos.

3.3 Annual observations of teaching and learning, progress reviews and work scrutiny also quality assures staff, learner and employer awareness of Safeguarding/Prevent.

3.1 All Press Association Academy employees are required to undertake safeguarding and prevent training relevant to their role. Staff either undertake online courses at https://www.foundationonline.org.uk/ (part of the Education and Training Foundation) and the Home Office https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html AND/OR undertake regular staff training led by the one of the lead DSOs.

3.2 All staff are required to read Part One of Keeping Children Safe in Education at induction and whenever it is updated, and to confirm in writing that they have read and understood it. At induction, all staff are also given the staff code of conduct and told the names and contact details of the DSOs, how to raise concerns about learners, how to report allegations, low-level concerns and whistleblowing concerns, how to respond to absence or disengagement, and what their responsibilities are for online filtering and monitoring.

3.2 DSOs undergo further appropriate DSO training, currently through Solvendis Ltd with a refresher every two years.

3.3 Safeguarding training will be repeated as required and whenever changing legislation and responsibilities require it. All staff attend mandatory annual refresher training, which is also offered to employers.

3.4 All staff receive safeguarding and child protection updates relevant to their role at least once a year, and more often where needed, for example through briefings, bulletins or team meetings. Training is kept up to date to reflect changes in legislation, statutory guidance and local safeguarding arrangements.

3.5 Monthly DSO Safeguarding meetings include reviewing of any safeguarding concerns and to ensure all staff reflect on the quality of their practice, receive appropriate support and attend the required training.

3.5 Monitoring reports on safeguarding concerns are completed by the lead DSO. (An anonymised incident log is presented to the Press Association Academy Apprenticeship Governance Board on a bi-annual basis).

4. What is Safeguarding?

4.1 Safeguarding Under 18s (Child Protection)

4.1 HM Government 'Working Together to Safeguard Children' (2026) inter-agency guide defines safeguarding and promoting children's welfare as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provisions of

safe and effective care

- Promoting the upbringing of children with their birth parents or otherwise their family network through kinship care arrangement, whenever possible and where this is in the best interest of the children
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

4.2 A child is defined as anyone who has not reached their 18th birthday. Children are therefore seen as children and young people – referred to as Under 18s in this document

4.3 Principles of Safeguarding Under 18s

4.3 The 'Working Together to Safeguard Children' (2026) guide also highlights effective safeguarding arrangements in every local area should be underpinned by two key principles:

- Safeguarding is everyone's responsibility – each professional and organisation should play their full part
- A child-centered and coordinated approach – services should be based on a clear understanding of the needs and views of Under 18s

4.4 Safeguarding Adults At Risk

4.4 Safeguarding means protecting an adult's right to live safely, free from abuse and neglect. The Care Act 2014 places specific safeguarding duties to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
- 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 abuse or experiencing abuse or neglect

4.5 An adult with care and support needs may be:

- An older person
- A person with physical disabilities, a learning difficulty or a sensory impairment
- Someone with mental health needs, including dementia or a personality disorder
- A person with a long-term health condition
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day to day living.

5. Definitions

5.1 Abuse may be defined as "any act, or failure to act, which results in a breach of a vulnerable person's human rights, civil liberties, physical and mental integrity, dignity or general wellbeing whether intended or through negligence, including sexual relationships or financial transaction to which the person does not or cannot validly consent, or which are deliberately exploitative. Abuse may take many forms" (Council of Europe 2005).

5.2 There are **six main forms of abuse**, although there are variations within these. A

person may abuse or neglect an under-18 or adult at risk by inflicting harm, or by failing to act to prevent harm. Under-18's or adults at risk may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

a **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an under-18 or adult at risk, including by fabricating the symptoms of, or deliberately causing, ill health to an under-18 or adult at risk.

b **Emotional abuse** is the persistent emotional ill-treatment of an under-18 or adult at risk such as to cause severe and persistent adverse effects on the under-18 or adult at risk's emotional development. It may involve verbal abuse (eg, criticism, belittling, name-calling) conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

c **Sexual abuse** involves forcing or enticing an under-18 or adult at risk to take part in sexual activities, whether or not the under-18 or adult at risk is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving an under-18 or adult at risk in looking at, or in the production of, pornographic material, or encouraging them to behave in sexually inappropriate ways.

d **Neglect** is the persistent failure to meet an under-18 or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to basic emotional needs.

e **Bullying** is the deliberate, hurtful behaviour, direct or indirect, usually repeated over a period of time where it is difficult for those being bullied to defend themselves.
Bullying can be verbal, written or physical. Harassment and bullying is not always open, direct and simple to identify. It can be covert and very subtle. Perpetrators may not always be aware that their action(s) have been perceived to be offensive.

f **Radicalisation**. Indicators that a person is being drawn into violent extremism or crime may include:

- The use of inappropriate language
- Possession of violent and /or extremist literature
- Behavioural changes
- Expression of extremist views
- Advocating violent action
- Association with known extremists

6. How do we safeguard our apprentices and trainees?

6.1 Press Association Academy believes that all individuals have an equal right to protection from abuse, regardless of their age, gender, race, religion, ability, language, background or sexual identity and consider the welfare of the individual as paramount.

6.2 The organisation will take every reasonable step to ensure that Under 18s and Adults at

Risk areprotected by promoting an active safeguarding culture. We will prevent abuse by:

• Valuing them, listening to and respecting them

• Providing a safe environment for Under 18s and Adults at Risk to learn in and ensuring apprenticesare aware of keeping themselves safe and what to do if they need to report a safeguarding concern

• Identifying individuals who are suffering, or likely to suffer significant harm, and report concerns swiftly to relevant agencies

• Working in partnership with other relevant agencies to support multi-agency safeguarding work

• Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are relayed.

• Providing content warnings wherever reasonable and appropriate to give advance warning of discussion of sensitive topics

• Providing safeguarding training to all staff to ensure they are aware of their responsibilities and are knowledgeable of the types and signs of abuse

• Recruiting all staff safely by ensuring that all the necessary checks are made

• Regularly monitoring and evaluating how our policies, procedures and practices are working to safeguard children and adults

6.3 All staff are in a position of trust; in particular those who teach, support, guide or in any way interact with trainees/apprentices. Press Association Academy's responsibilities also extend to safeguarding under- 18's or adults at risk who come into contact with its employees and trainees outside of our premises as part of work that may be conducted during trainee/apprenticeship training.

6.4 Thorough risk assessments must be undertaken to ensure that when young people (15-18 year olds) are attending Press Association Academy premises they are safe, supported and their presence is managed to minimise the risk of vulnerability.

6.5 Risk assessments have been extended to take into account risks posed by remote learning, including isolation, online harm and difficulties with disclosure.

6.6 Prevent Duty

6.7 Prevent is a key part of the government's Counter Terrorist Strategy. It is our duty to have regard to the need to prevent people from being drawn into terrorism. Preventing radicalisation remains part of our commitment to keeping children, young people and adults safe. We see no difference between safeguarding children, young people and adults from radicalisation than fromother forms of harm. (More detail is provided in our Prevent policy)

6.8 We will ensure this through our vision, values and rule; we will uphold British Values of;

• Democracy

• The Rule of Law

• Individual Liberty and Respect

• Tolerance of Different Faiths, Beliefs and Lifestyles.

6.9 We will also ensure that:

• Staff understand the issues of radicalisation, can recognise the signs of vulnerability orradicalisation and know how to refer their concerns

• Press Association Academy and its staff respond to preventing radicalisation on a day-to-day basis

• All staff conduct is consistent with preventing radicalisation

• We work with partners, including local authority and police and make referrals where appropriate to agencies regarding concerns about radicalisation

• Teaching and coaching staff address the issues involved in radicalisation.

6.10 Press Association Academy maintains a documented Prevent risk assessment and action plan. The risk assessment considers local, national and online radicalisation risks, the profile of our learners and employers, our delivery model (including remote and online delivery) and emerging threats, using information from local Prevent partners. The action plan sets out the controls in place, the owner of each action and review dates. The DSO reviews both at least once a year and the Apprenticeship Governance Board oversees them.

6.11 Any member of staff who is concerned that a learner may be drawn into terrorism should speak to a DSO without delay. The DSO decides whether to make a Prevent referral to the local authority or the police, using the contacts in Appendix 1, and shares information only where it is lawful, necessary and proportionate. A referral may lead to Channel, which is voluntary, confidential support offered after assessment and which needs the person's consent (or, for a child, that of a parent or carer). Uncertainty about whether a concern meets the Prevent threshold must never delay an urgent safeguarding or police referral, and the DSO considers other safeguarding routes alongside Prevent.

6.12 The Academy works with local Prevent partners, including the local authority and the police, and takes part in local arrangements and training where invited.

6.13 The Prevent duty applies to the Academy's online safety arrangements and acceptable use rules. Staff and learners must not use Academy or PA systems to access, create or share extremist or terrorist material, and the DSO is told of any such use that is detected through monitoring.

6.14 Before any external speaker, event or third-party session is delivered to learners, in person or online, the organiser carries out a proportionate risk assessment and due-diligence check, including a review of the speaker's public statements, and gets approval from a DSO. Approval may carry conditions (for example, a member of staff being present throughout) and the event may be cancelled if concerns arise. Records of the checks and decisions are kept. The same controls apply to subcontractors and delivery partners working with our learners.

7. What to do in the event of a disclosure

7.1 Safeguarding issues are regarded as everyone's responsibility and employees are reminded thatit is the welfare of the under-18 or adult at risk that is of a primary concern, and it is their duty to report any concerns to the DSO.

7.2 If employees, in the course of their work at Press Association Academy, have an under-18 or adult at risk protection issue brought to their notice, observe an incident of abuse, or have cause for concern,they must treat this as a priority over other work and address the issue immediately.

7.3 If employees wish to seek guidance with regard to a specific incident or area of concern,confidential advice should be sought from the DSO.

7.3 Recognising abuse

Recognition of abuse is not always easy and Press Association Academy acknowledges

that its employees and apprentices may not be experienced in this area and indeed, that it is not the place of employeesto make such a judgement. It is however the responsibility of all members of staff to act on concerns in order to safeguard under-18's or adults at risk.

The following may indicate that an under-18 or adult at risk is being, or has been, abused:

- Unexplained or suspicious injuries, particularly if the injury is unlikely to have occurred accidentally.
- An injury where the explanation from the under-18 or adult at risk appears contradictory.
- The under-18 or adult at risk describes an abusive act or situation.
- Unexplained changes in behaviour.
- The under-18 or adult at risk appears distrustful of adults.
- The under-18 or adult at risk behaves in an inappropriate way or sexually explicit way.
- The under-18 or adult at risk is withdrawn.
- The under-18 or adult at risk becomes increasingly dirty or shabbily dressed.
- Persistent absence and lateness

7.5 Procedure for dealing with allegations or suspicions of abuse

1. No member of Press Association Academy should take responsibility to decide whether or not abuse has taken place. However, there is a requirement to act on any concerns.
2. If you are working with a learner, including an apprentice who discloses something that you feel is a safeguarding issue, immediately tell them that you have a 'duty ofcare' to pass on the information to the DSO to ensure the safety of themselves or others. You cannot tell them that they can speak to you in confidence. This should come as no surprise to the learner/ apprentice as this has been outlined in the learner handbook and fully covered in induction as to the process for Safeguarding and Prevent Policy and Procedure.
3. The problem should be reported **IMMEDIATELY** to the DSO who will take the appropriate action, and the Incident Report form completed as soon as possible so there is an accurateand timely record of the disclosure.
4. If the concerns relate to the DSO, then the matter should be referred to the secondDSO, who will in turn refer the matter to the Managing Director of Press Association Academy, who may then refer the matter to the Head of HR and PA Executives.
5. It is important to maintain confidentiality. **Suspicions must not be discussed with anyone other than the above-mentioned employees.** *If none of the above mentioned are availablethe person with the concerns must not delay, and should contact the Head of HR.*
6. If immediate risk is identified then there will be instances where 999 is called if risk cannot beminimised.
7. Any member of staff can make a referral. If a learner or adult at risk is at risk of harm, any member of staff may refer directly to the police, children's social care or adult social care without waiting for a DSO, and must tell a DSO as soon as possible afterwards. A concern must never be delayed because a DSO is unavailable, or because someone is unsure whether the threshold for a referral has been met.
8. If a learner or anyone else is in immediate danger or seriously injured, call 999 first, then tell a DSO.
9. In all other cases the DSO decides without delay which of the following routes applies, and records the decision and the reasons for it: (a) for an Under 18, Family Help (early help) support from the local authority where the learner and their family would benefit from additional help, or a referral to children's social care where the learner is a child in need (section 17 of the Children Act 1989) or is suffering, or is likely to suffer, significant harm (section 47); (b) for an adult at risk, a safeguarding adults referral to the local authority adult social care team under the Care Act 2014; (c) a Prevent referral where there is a concern about radicalisation; (d) a report to the police where a crime may have been committed; (e) where the concern is about a

member of staff, a contractor or a volunteer, the procedure in the section 'Allegations and low-level concerns about adults'.

10. Where a DSO is unavailable, staff should contact the other DSO, then the Managing Director, then the People Partner, and where a learner is at risk of harm they should make the referral themselves as set out above.
11. If a DSO considers that the response of a local authority or other agency has not adequately protected a learner, or a concern persists after a referral, the DSO will challenge the decision and escalate it through the local safeguarding partnership's escalation procedure, and will record the steps taken. A member of staff who disagrees with a DSO's decision not to refer can raise it with the other DSO or the Managing Director, or refer directly themselves.

8. What to do if my apprentice/trainee discloses information to me

8.1 If an under-18 or adult at risk says something or acts in such a way that abuse is suspected, the person receiving the information should:

1. Not give assurances of confidentiality which cannot be kept but should reassure the under-18 or adult at risk that the information will only be passed on to those people who need to know.
2. React in a calm but concerned manner.
3. Tell the under-18 or adult at risk that s/he is right to share what has happened; and that s/he is not responsible for what has happened.
4. Take what the under-18 or adult at risk says seriously.
5. Keep questions to an absolute minimum only to clarify what the under-18 or adult at risk is saying, not to interrogate.
6. Not interrupt the under-18 or adult at risk when they are recalling significant events.
7. Contact the DSO so a full written record of what is said and done can be made, but this should not result in a delay in acting on any disclosure.

<u>The written record should include:</u>

a. The under-18 or adult at risk's disclosure. This may be used later in a criminal trial and it is vital that what the under-18 or adult at risk discloses is recorded as accurately as possible. Therefore, the record must be drafted in the under-18 or adult at risk's words and should not include the assumptions or opinions of others.
b. The nature of the allegation or concern.
c. A description of any visible physical injury (clothing should not be removed to inspect the under-18 or adult at risk).
d. A description of the situation, what the discloser was wearing, where the disclosure took place, what time, who else was present, what prompted the disclosure (e.g. if a particular topic was being discussed).
e. The under-18 or adult at risk's account of what has occurred.
f. Any dates, times or places or any other potentially useful

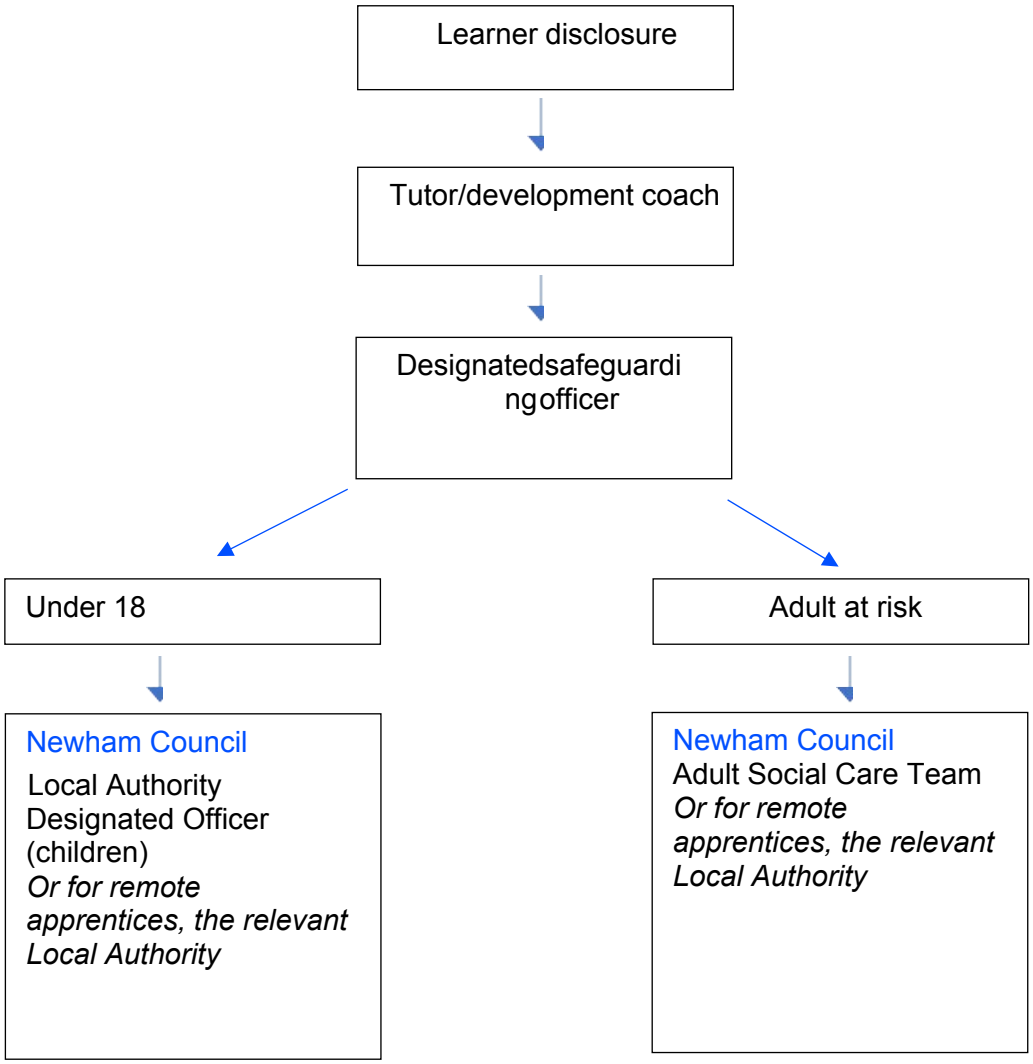
information, particularly including phone numbers or addresses to which the Institution has access.

g. If a tutor (persons employed or engaged to carry out teaching work at schools and other institutions in England) in the course of their work in the profession, discovers that an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl under the age of 18 the tutor must report this to the police. **This is mandatory**

8.2 The DSO has the responsibility to act on behalf of Press Association Academy in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion and referring the matter to the appropriate statutory authorities.

8.3 It is the task of the Local Authority Designated Officer (Under 18s) and Adult Social Care, and/or the police, to investigate suspected abuse. Under no circumstances should a member of the company carry out their own investigation into suspicions or allegations of abuse. Neither should they question the under-18 or adult at risk closely, as to do so may interfere with any investigation that may be undertaken subsequently by the police or local authority.

Disclosure flow chart



9. Why is safeguarding necessary for apprentices?

9.1 Press Association Academy has a statutory safeguarding role to prevent abuse of apprentices on a governmentfunded training scheme, who are Under 18 or are classified as Adults At Risk

9.2 This policy is provided to apprentices as part of their induction programme. The progressreview process, carried out at scheduled weeks with the employer and apprentice, includes confidential safeguarding checks which are recorded.

10. What are the responsibilities of the employer?

10.1 Press Association Academy ensures that, where an apprentice who is Under 18 or an adult at risk, the employer understands their responsibilities for safeguarding.

10.2 Employers have primary duty of care for apprentices. Press Association Academy will undertake a health and safety risk assessment of all employers to ensure they

are aware of their responsibilities. These include:

- Assessing any risks to apprentices before an apprenticeship begins, including protecting them from harm in any setting where they may be most at risk. Eg, 1:1 situations with an adult for long periods
- Providing appropriate induction, training and supervision of apprentices
- Looking after the welfare of apprentices including having suitable supporting procedures, including named contacts in case of an emergency
- Press Association Academy will ensure that all employers are aware of their Safeguarding responsibilities, the policy and procedures of Press Association Academy and what to do, who to report to in the event of a disclosure or concern.

11. For apprentices and trainees. Keeping yourself safe, and seeking support/guidance

11.1 Being safe is important – if you don't feel safe it can make you feel unhappy and stop you doing things you enjoy. This includes behaviours experienced online.

11.2 What to do if you think you are being abused or neglected, or suspect someone else might be:

- Talk about your concerns with your development coach/trainer/programme leader who will support you and make a referral to the DSO. A coach/tutor cannot guarantee anonymity but your concerns will remain confidential within the safeguarding team
- Talk to the police or ask someone you trust to speak to the police
- If you have safeguarding concerns during out of office hours (evenings and weekends) there are dedicated organisations who can assist, for example, the Samaritans, NSPCC and Childline. A list of organisations and contact numbers can be found on the Ann Craft Trust website

12. Safer Recruitment

12.1 Press Association Academy uses safer recruitment practices to ensure those recruited are the best candidates for the role and are suitable to work in a trainer provider setting with Under 18s and Adults at Risk.

12.2 Press Association Academy has systems in place to prevent unsuitable people from working with Under 18s and Adults at Risk. These systems apply to all new staff and require the following checks prior to appointment.

- Completion of a detailed application form (rather than accepting CVs)
- A minimum of two references, one of which should be from a previous employer
- DBS enhanced check
- Documentary evidence of qualifications
- Satisfactory completion of the probationary period

12.3 In addition to the checks above, our recruitment process includes:

- a structured, documented selection process, with a panel that includes at least one person trained in safer recruitment
- full review of each candidate's full employment history, with gaps and unexplained changes

explored and the explanation recorded

- references requested for shortlisted candidates before interview where possible, and checked against the application form
- verification of identity, right to work in the UK and qualifications
- an enhanced DBS check, with the barred list check where the role is eligible for it, and any prohibition or regulatory checks that apply to the role
- additional checks for anyone who has lived or worked outside the UK
- an online search of shortlisted candidates, carried out in line with the Recruitment Policy and data protection requirements
- a statement of the Academy's commitment to safeguarding in job advertisements and role descriptions

12.4 The same safeguarding checks, proportionate to their role and contact with learners, apply to contractors, agency and supply staff, volunteers and sessional workers. For agency and supply staff, the Academy gets written confirmation from the supplier that the required checks have been completed and checks identity on arrival.

12.5 Press Association Academy keeps a single central record of the checks carried out on all staff, contractors, agency staff and volunteers. The People Team is responsible for maintaining it and the lead DSO reviews it at least every six months, reporting any gaps to the Managing Director.

13. Disclosure and Barring Service

13.1 We are committed to ensuring our approach to safeguarding is not only 'Effective' (Ofsted) but promotes outstanding policy and procedures. This includes all employees being subject to a mandatory enhanced DBS check.

14. Absence from learning and disengagement

14.1 Absence or sudden disengagement from learning can be an indicator of abuse, neglect, exploitation, radicalisation or mental health concerns. Learners who are Under 18 or adults at risk are particularly vulnerable if they stop attending without explanation.

14.2 Tutors and development coaches follow up any unexplained absence from planned sessions on the same day, by contacting the learner and, where appropriate, the employer. Two or more consecutive unexplained absences, a pattern of repeated or prolonged absence, withdrawal from the programme without explanation, or non-attendance reported by an employer, must be referred to a DSO.

14.3 The DSO reviews the circumstances and decides whether to carry out a welfare check, contact the employer or the learner's parent or carer where appropriate, or refer to the local authority or children's social care. If a learner who is Under 18 stops attending and cannot be contacted, the DSO considers whether the learner is missing and, if there is any concern for their safety, contacts the police. Every step and decision is recorded.

14.4 Where a learner withdraws or moves to another provider, the DSO follows the transfer process set out in the section 'Data Protection'.

15. Online Safety for learners.

15.1 Apprentices and trainees at Press Association Academy are subject to The PA Internet and Email Rules and Guidelines in order to keep them safe online. This includes user histories that are recorded and monitored for safeguarding purposes. Learners are made aware of this during their induction which is reviewed regularly throughout the learning journey.

15.2 Apprentices and trainees should not send misogynistic/misandrist, abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory messages, especially around chat groups.. Neither should they engage in non-consensual making or sharing of nudes or semi-nudes or share abusive images or pornography to those who do not want to receive such content. If such messages are received, they should not be forwarded and but should be reported to a manager/trainer.

15.3 Apprentices and trainees should not access from The PA's system any web page or any files (whether documents, images or other) downloaded from the web which, on the widest meaning of those terms, could be regarded as illegal, offensive, in bad taste or immoral.

15.4 The PA systems provide the capability to monitor telephone, e-mail, voicemail, web and other communications traffic. Use of our systems including the telephone and computer systems, and any personal use of them, is continually monitored.

15.5 Misuse or abuse of The PA communication systems or inappropriate use of the internet in breach of this policy will be dealt with in accordance with our disciplinary procedure (in the case of staff). Misuse of the internet can, in certain circumstances, constitute a criminal offence. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, accessing, transmitting or downloading any of the following material, or using any of the following facilities, will amount to gross misconduct (in the case of staff) and course removal (for trainees/apprentices).

(a) pornographic material (that is, writings, pictures, films, video clips of a sexually explicit or arousing nature); or

(b) offensive, obscene, or criminal material or material which is liable to damage the reputation of PA; or

(c) a false and defamatory statement about any person or organisation; or

(d) material which is discriminatory, offensive, derogatory or may damage the reputation of others; or

(e) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or PA; or

(f) material in breach of copyright; or

(g) online gambling; or

(h) chain letters

(i) irresponsible use of social networking sites

(j) failure to follow the Company's Social Media Usage Policy

15.6 Principles of professional, safe IT and social media use are also embedded in curriculum planning across all delivery. This is in line with the Online Safety Act which promotes how to stay safe online, digital literacy, recognising inappropriate behaviour, critical thinking and an understanding of age assurance measures implemented by

online platforms.

15.7 Online risks fall into four areas: content (exposure to illegal, inappropriate or harmful material, including misinformation and extremist material), contact (harmful interaction with others online, including grooming and exploitation), conduct (online behaviour that increases risk, such as sharing nude or semi-nude images, bullying and harassment) and commerce (risks such as online gambling, inappropriate advertising, phishing and scams). The Academy's curriculum, risk assessments and reporting arrangements cover all four areas.

15.8 The Apprenticeship Governance Board has overall responsibility for making sure appropriate filtering and monitoring systems are in place. The DSO leads on the safeguarding aspects, including acting on alerts and reports of concern, and the Technology team is responsible for the technical operation of the systems and for carrying out checks. These roles are recorded in writing.

15.9 The effectiveness of filtering and monitoring is reviewed at least once a year, and after any significant change to systems, services or the way learners work. The review considers the learners and staff using the systems, the devices and platforms in use (including remote learning and personal devices) and any Prevent-related risks. Its findings and actions are recorded and reported to the Apprenticeship Governance Board.

15.10 All staff are trained on filtering and monitoring as part of safeguarding induction and updates, so that they understand what the systems do, how to report concerns about them, and what to do if they see harmful content or are told about it.

15.11 Where learners work remotely or use personal devices, the Academy sets out clear expectations for safe use and makes learners aware of how to report online concerns. It recognises that Academy filtering and monitoring may not cover those devices or networks.

16. Data Protection

16.1 All safeguarding concerns, decisions and actions will be recorded promptly and saved securely (in line with our GDPR policy). This includes retaining a copy of a referral and evidence ofprompt completion of any agreed actions to protect a child or adult.

16.2Information shared with local authority safeguarding teams will be sent securely and passwordprotected for electronic correspondence.

16.3 Consideration must be given about what information to share and the impact of disclosing information on the individual or any third party. Any information shared must be proportionate to the need and level of risk. It must also be accurate, relevant, and adequate to the purpose of sharingthe information.

16.4 From the outset of identifying safeguarding concerns we will be open and transparent withthe individual about why, what, how and with whom information will, or could be shared.

16.5 All information should be shared in a timely manner to reduce the risk of harm. All disclosures will be reported immediately to the DSO, the Incident Report form completed within 24 hours but action may be necessary in cases of emergency prior to completion of the report form andmay include dialling 999.

16.6 Safeguarding records are kept separately from learner progress and personnel files, in secure storage with access limited to the DSOs and others who need it to carry out their role.

16.7 Every record is dated, attributed, factual and clear, and separates what was seen or

heard from opinion or assumption. Records include a chronology of concerns and actions, the decision made on each concern and the reasons for it, including any decision not to refer, and the outcome.

16.8 Information is shared with other agencies where it is necessary to protect a learner. Data protection law does not prevent information being shared where this is needed to keep a learner safe from harm. The DSO records what was shared, with whom, when and on what lawful basis.

16.9 Safeguarding records are kept for the period set out in the Academy's data retention schedule and then securely destroyed.

16.10 When a learner moves to another training provider, college, school or employer that takes on responsibility for their safeguarding, the DSO sends the safeguarding file securely, separately from the main learner record, within five days of the move being confirmed, and obtains confirmation that it has been received. This includes apprenticeship transfers between providers. Where appropriate, the DSO shares relevant information in advance so that support is in place when the learner arrives.

17. Whistleblowing and complaints

17.1 Where an allegation is made against a staff member, either employed or associate, the matter immediately is referred to Press Association Academy's Head of Apprenticeship Training and Managing Director. If there is a risk arising to operational delivery, then key partners should then be informed. The Head of Apprenticeship Training and Managing Director then first consider whether the allegation could meet the harm threshold described in the section 'Allegations and low-level concerns about adults'. If it could, or if there is any doubt, the Local Authority Designated Officer (LADO) is consulted before any internal investigation or disciplinary action begins. Only matters that clearly do not raise a safeguarding concern are dealt with under PA Media's Complaints Policy and disciplinary procedures.

17.2 If the allegation is of a safeguarding nature and constitutes:

- A concern which may mean the employee is not suitable to practice with children and vulnerable adults
- A concern which has led to the possible harm to a learner
- A safeguarding concern which may be criminal in its nature or intent

17.3 If any of the above is identified, then this should be reported as per Safeguarding procedure to the lead DSO in order that Safeguarding protocol can be followed. The Managing Director of Press Association Academy may make a decision to suspend a member of staff, pending an investigation. Press Association Academy would follow internal policies and refer relevant outcomes of an investigation to the DBS.

18. Allegations and low-level concerns about adults

18.1 This section applies to concerns about any adult who works with or on behalf of Press Association Academy, including employed and associate staff, volunteers, sessional workers, contractors and agency or supply staff, and staff of an apprentice's employer who have contact with our learners. Two procedures apply: one for allegations that meet the harm threshold and one for low-level concerns.

18.2 An allegation meets the harm threshold if it is alleged that an adult has: behaved in a way that has harmed, or may have harmed, a learner; possibly committed a criminal offence against, or related to, a learner; behaved towards a learner in a way that indicates they

may pose a risk of harm to learners; or behaved, or may have behaved, in a way that indicates they may not be suitable to work with Under 18s or adults at risk.

18.3 Anyone who has an allegation of this kind must report it immediately to a DSO. If the allegation is about a DSO, it is reported to the other DSO and the Managing Director. If it is about the Managing Director, it is reported to the Head of HR.

18.4 The Academy consults the Local Authority Designated Officer (LADO) on every allegation that meets, or may meet, the harm threshold. This happens immediately and before any internal investigation or disciplinary process begins. The Academy follows the LADO's advice on whether the matter should be dealt with by the police, children's social care or an internal process, and does not investigate the allegation itself or interview the learner concerned until it has been agreed with the LADO, and the police where relevant, what can be done without affecting any criminal or statutory investigation. The same approach applies with the local authority's adult safeguarding team where the learner is an adult at risk.

18.5 Any decision to suspend a person or move them to other duties is made by the Managing Director on the advice of the LADO and HR. It is a neutral act that does not imply guilt, and alternatives are considered first. The person concerned is supported, kept informed as far as is appropriate and told who to contact.

18.6 Where the allegation is about an employee of an apprentice's employer, a contractor, or a member of agency or supply staff, the DSO informs that person's employer or agency, subject to the LADO's advice, and the Academy and the employer agree who will lead and how learners will be protected in the meantime. The Academy's duty to consult the LADO does not depend on the employer having done so.

18.7 A full written record is kept of every allegation, including how it was handled, the decisions made and the reasons for them, the outcome and any action taken. Where a person is dismissed, removed from their role or leaves because of concerns that they pose a risk of harm, the Academy makes a referral to the Disclosure and Barring Service, and to any relevant regulatory or professional body, as the law requires.

18.8 A low-level concern is any concern, however small, that an adult may have acted in a way that is inconsistent with the staff code of conduct, including outside work, but does not meet the harm threshold. Examples include being over-friendly with learners, having favourites, being alone with a learner in a secluded area, or humiliating learners. Where there is doubt, the concern is treated as a possible allegation.

18.9 Low-level concerns are shared with a DSO as soon as possible. A low-level concern about a DSO is shared with the Managing Director. The person receiving it records the individual's name, the details of the concern, the context and the action taken, and reviews the records regularly to identify patterns of behaviour. Where a pattern suggests the harm threshold is met, the matter is dealt with as an allegation. Staff who raise a concern in good faith are protected under the Whistleblowing policy, and can also contact the NSPCC Whistleblowing Advice Line.

Abuse and/or safeguarding concerns may include:

19. 'Honour Based Abuse' (inc FGM and forced marriage)

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been

committed toprotect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of

preserving ‘honour’ often involves a wider 131 network of family or community pressure and can include multiple perpetrators.

19.1 Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. This practice is not required by any major religion and medical evidence indicates that female genital mutilation causes harm to those who are subjected to it. Girls may be circumcised or genitally mutilated illegally by doctors or traditional health workers in the UK or Ireland or sent abroad for the operation. Female circumcision, excision or infibulation (FGM) is illegal in both Ireland and UK.

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

20. Grooming and Child Sexual Exploitation

20.1 Sexual exploitation of children 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) because of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur using technology without the child’s immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

20.2 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 (National Working Group for Sexually Exploited Children and Young People (NWG) 2008).

20.3 Sexual exploitation results in children and young people suffering harm and may be supported to recover whilst others may suffer serious life-long impairments which may, on occasion, lead to their death, for example through suicide or murder.

21. Contextual safeguarding (inc Child Criminal Exploitation)

21.1 Contextual Safeguarding is an approach to understanding, and responding to, young people’s experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people’s experiences of extra-familial abuse can undermine parent-child relationships.

21.2 As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

21.3 These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as County Lines; cybercrime; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Any potential harmful effects to individuals identified as vulnerable to extremist ideologies or being drawn into terrorism should also be considered.

22. Cyberbullying and Sexting

22.1 Cyberbullying is facilitated through electronic technology which includes devices and equipment such as mobile phones, computers and tablets. Communication tools are also utilised such as social media sites, chat and websites. Examples of cyber bullying are rumours sent via e-mail or posted on social networking sites and embarrassing pictures, videos, and fake profiles.

22.2 Children, young people and adults who are being bullied in this way have difficulty removing themselves from this behaviour as cyber bullying can take place 24 hours a day, 7 days a week and can reach a person when he or she is alone. Messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult or in some cases, impossible to trace the source. It is also extremely difficult to delete inappropriate or harassing messages, texts or pictures once they have been posted or sent.

22.3 Sexting describes the use of technology to generate images or videos made by children under 18 of other children; images that are of a sexual nature and are indecent. The NSPCC has described sexting as "when someone shares sexual, naked or semi –naked images or
videos of themselves or others or sends explicit messages". Young people under the age of 18 years who send these images of themselves or others are often unaware of the legal implications of sending images, videos and messages or the risks they are exposing themselves to. Creating or sharing explicit images of a child is a criminal offence, even if the person doing it is a child.

23. Child-on-child (peer-on-peer) abuse

Children and young people can abuse their peers. Alertness to the risk of peer-on-peer abuse (for example, county lines) is paramount to preventing, identifying and responding to it. Staff must never dismiss abusive behaviours as a normal part of growing up, or "banter", and develop high thresholds before acting. A significant proportion of sex offences are committed by teenagers, and, on occasions, committed by younger people. It may involve serious physical harm or threats involving weapons. Peer-on-peer abuse must be taken as seriously as abuse by adults and is safeguarding issue for both victim and alleged perpetrator.

23.1 Press Association Academy takes a zero-tolerance approach to all forms of child-on-child abuse, including sexual harassment, sexual violence and harmful sexual behaviour. These are never dismissed as 'banter', 'just having a laugh' or part of growing up, and the Academy will not assume that they are unlikely to happen or are isolated incidents. The Anti-harassment and Bullying policy applies alongside this policy.

23.2 Sexual harassment is unwanted conduct of a sexual nature, online or offline. It includes sexual comments, jokes and taunts, physical behaviour such as brushing against someone or interfering with clothes, displaying pornography, upskirting, and online conduct such as sharing sexual images (including AI-generated or deepfake images) or sexualised messages without consent. Sexual violence includes rape, assault by penetration and sexual assault, as defined in the Sexual Offences Act 2003.

23.3 Learners and staff can report a concern to any member of the Academy team, who passes it to a DSO immediately, or directly to a DSO. Reports can be made verbally or in writing. Learners are told how to report at induction and in the learner handbook.

23.4 When a report is made, the DSO makes an immediate assessment of the risk to the learner who has been harmed, the learner alleged to have caused harm, and other learners and staff, and

puts safety measures in place. The assessment covers the nature of the incident, the ages and needs of those involved, any power imbalance and the risk of further harm, and is reviewed as circumstances change. Both the learner who has been harmed and the learner alleged to have caused harm are treated as having safeguarding needs.

23.5 The DSO decides, using the decision pathway in the section 'What to do in the event of a disclosure', whether to manage the report within the Academy, refer to Family Help, refer to children's social care or report to the police. A report of rape, assault by penetration or sexual assault is likely to need a referral to the police and, for an Under 18, children's social care, and the DSO records the reasons for any decision not to refer.

23.6 Staff must not promise absolute confidentiality to a learner making a report. Information is shared only with those who need to know, and the anonymity of everyone involved is protected as far as possible, including in online and social media discussion.

23.7 The Academy supports both the learner who has been harmed and the learner alleged to have caused harm, including through their employer, specialist support services and, where appropriate, parents or carers. It considers what adjustments are needed so that both can continue their training safely, including their learning, placement and contact with each other. The learner who has been harmed is not expected to be the one who moves unless they ask for it or it is judged to be in their best interests.

24. Modern Slavery and the National Referral Mechanism

24.1 Press Association Academy is committed to ensuring protection from Modern Slavery. This includes exploitation in the sex industry, forced labour, domestic servitude in the home and forced criminal activity. These types of crimes are often called human trafficking. It can be perpetrated against men,women, and children, and include victims that have been brought from overseas, and vulnerable people in the UK and Ireland, being forced to work illegally against their will in many different sectors, including brothels, cannabis farms, nail bars and agriculture. Threats, use of force or other forms of coercion, abduction, abuse of power or position of vulnerability are just some of the ways perpetrators will force their victims to concede. Further details can be found in our Modern Slavery Statement. Press Association Academy would compley with the National Referral Mechanism – the UK system for identifying modern slavery victims, assessing their cases and providing appropriate support and recovery services.

25. Domestic Abuse

24.1 The Domestic Abuse Act 2021 recognises the impact of domestic abuse on children as victims intheir own right or if they see, hear, or experience the effects of abuse. It can have a long lasting emotional and psychological impact on children. Young people can also experience domestic abuse within their own intimate relationships

26. Mate Crime

24.1 Mate Crime is a form of hate crime and can become a very serious form of abuse. It is defined as the exploitation, abuse or theft from any person at risk from those they consider to be their friends. People with disabilities, particularly those with learning disabilities are often targets of this type of crime. Mate crimes are likely to happen in private, often in the victim's own home. They can also happen via social media, where victims are financially or sexually exploited after being befriended online.

27. Mental health

27.1 Mental health problems can, in some cases, be an indicator that a child or adult has suffered or is atrisk of suffering abuse, neglect or exploitation. Where children have suffered abuse and neglect, or otherpotentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education.

27.2 Mental health problems can, in some cases, develop into safeguarding concerns. This could include self-harm, suicidal ideation or risk of suicide. This could also be an indicator that an individual has suffered or is at risk of suffering abuse, neglect or exploitation.

28. Homelessness

26.1 Homelessness is a safeguarding concern. Press Association Academy supports learners experiencing housing difficulties by ensuring concerns are reported appropriately and learners receive sensitive, confidential support and referrals to relevant services where needed.

29. Other safeguarding themes

29.1 The following are further safeguarding issues that staff should be alert to. The list is not exhaustive, and staff should report any concern to a DSO even if it does not fit one of these descriptions. Harms often overlap, and a learner may be affected by more than one at the same time.

- Harmful sexual behaviour: sexual behaviour by children and young people that is inappropriate for their stage of development, may harm themselves or others, or may be abusive. See the section on child-on-child abuse.
- AI-generated and manipulated images (deepfakes): creating or sharing nude or sexual images made or altered using artificial intelligence, including images of real learners, is abuse and may be a criminal offence. Staff must not view, copy, forward or delete the images, and must report to a DSO immediately.
- Serious violence: signs can include unexplained gifts or new possessions, increased absence, a change in friendship groups, unexplained injuries and carrying weapons. Involvement in serious violence may be linked to criminal exploitation.
- Financial exploitation: pressure to hand over money, or to let a bank account be used to move money ('money mule' activity), and scams targeted at learners online.
- Abuse linked to faith or belief: including abuse linked to belief in witchcraft or spirit possession, or carried out in the name of faith.
- Substance misuse: misuse of drugs or alcohol by a learner or in their family, which can increase the risk of harm or exploitation.
- Young carers: learners with caring responsibilities for a family member may miss training, be tired or stressed, and have their own needs overlooked.

- Private fostering: where a child under 16 (or under 18 if disabled) is cared for for 28 days or more by someone who is not a parent or close relative. The local authority must be told, so staff who learn of this must tell a DSO.
- Learners with a family member in custody: they may experience stigma, isolation and emotional distress, and should be supported sensitively.

30. Barriers to Recognising Abuse of Children and Young People with Special Educational Needs and Disabilities

30.1 Children and young people with special educational needs and disabilities are more vulnerable to abuse than non-disabled children. Some of our apprentices/trainees may have life-long developmental difficulties, complex learning needs and autism. Due to the complexity of needs staffmust be alert of the additional barriers that exist in relation to disabled children when recognising the signs, symptoms and indicators of all aspects of abuse.

30.2 Additional barriers that may exist which staff might not be consciously aware of include:

- Over identifying with the child's / young person's parents / carers and being reluctant to accept that abuse or neglect is taken place
- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further explorations
- Not being able to understand the child / young person's method of communication
- Lack of knowledge about the child's / young person, e.g. not knowing their usual behaviour

31. Related policies

Whistleblowing policy

Anti-harassment and

Bullying policy

Prevent

Complaints policy and

procedure

Health and Safety

Recruitment

Policy

Internet and E-mail rules and guidelines

GDPR

32. Governing Legislation and further information/guidance

28.1 The principle pieces of legislation and inter-agency frameworks governing this policy and procedures are below. Further guidance and advice can also be obtained from the Newham Council and the Met Police. Contact details in Appendix 1
This policy refers to statutory guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children, in the edition in force on the effective date recorded in the version table. Where a new edition has been published but is not yet in force, the earlier edition continues to apply until the new edition takes effect, and this policy is updated to reflect it by that date.
The lead DSO is responsible for checking every contact and link in Appendix 1 with the relevant authority at least once a quarter, and before each approval of this policy, and records the date of each check.

- The Care Act 2014
- The Equality Act 2010
- Mental Capacity Act 2005
- The Children's Act 1989 & 2004
- The Education and Skills Act 2008
- Counter Terrorism and Security Act 2015
- Keeping Children Safe in Education 2026 update
- Special Educational Needs and Disability Code of Practice 2015
- Safeguarding Disabled Children: Practice Guide 2009
- Working Together to Safeguard Children 2026
- Prevent Duty Guidance 2023
- Data (Use and Access) Act 2025
- GDPR
- Domestic Abuse Act 2021
- Public Sector Equality Duty
- Everyone's Invited https://www.everyonesinvited.uk/
- Ofsted Sexual Abuse Review
- http://www.anncrafttrust.org/help-advice/friend-relative
- Online Safety Act 2023
- NSPCC Whistleblowing Advice Line

Appendix 1: Contact list

Position	Contact information
PA Training Designated Safeguarding Officers	**Rosalind McKenzie – Head of** Apprenticeship Training Press Association Academy (lead DSO) Rosalind.mckenzie@pressassociation.com **Sean Howe** – Head of Journalism Training, Press Association Academy (deputy DSO) Sean.howe@pressassociation.com
Prevent Contacts	**Newham Council** MASH@newham.gov.uk Community.resilienceteam@newham.gov.uk **Met Police** preventreferrals@met.police.uk **DfE regional Prevent lead** jennie.fisher@education.co.uk 07880 469588
Safeguarding Contacts and Guidance	**Newham Council** Local Authority Designated Officer (Children) Alex Mihu 0203 373 6706 Evelyn Millyard 0203 373 0751 LADO@newsham.gov.uk Adult Social Care Team 020 3373 0440 ASCsafeguardingconcerns@newham.gov.uk **Department for Education** Keeping Children Safe in Education 2026 Working together to Safeguard Children 2026 **OFSTED** https://www.gov.uk/government/publications/further-education-and-skills-inspection-toolkit-operating-guide-and-information