



**SAFEGUARDING  
- THE LATEST  
UPDATES FOR  
LEARNERS,  
EMPLOYERS AND  
COLLEAGUES  
OCT - NOV 2023**

[TOTALPEOPLE.CO.UK](https://totalpeople.co.uk)





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# WELCOME

**Hello and welcome to the third issue of our safeguarding newsletter.**

Published every two months, this newsletter is written for all of our learners, employers, partners and Total People colleagues.

We aim to provide updates, information and resources to enable you all to ensure the safety of our learners, provoke thought and promote discussion.

In this edition we look closer at new government guidance on keeping children safe and the growing problem of knife crime.





# KEEPING CHILDREN SAFE IN EDUCATION

This newsletter focuses on two key updates in the Keeping Children Safe in Education (KCSIE) 2023 Statutory Guidance, released in September 2023. **Whilst it may appear that it affects only children, this guidance is also good practice for adult safeguarding.** Children are classed as all those under the age of 18.

We will focus on 'behaviour' and the 'online world', which affects both children and adults in the world of work and keeping safe within the community.

## The Online World

KCSIE 2023 also requires organisations to have effective online filtering and monitoring of their IT systems to minimise the risk of learners/employees being radicalised, groomed, exploited or scammed, for example.

The Department for Education (DfE) has released standards to assist schools/colleges. Total People use these guidelines to reflect on, evaluate and improve their practice.

At Total People, we aim to keep you safe with our 'Impero alert' system and remind learners that when they type in any inappropriate words or phrases an instant alert will be sent to the Safeguard team and the Safeguard Lead to investigate further. Learners are reminded about the code of conduct for using computers at Total People.

Reporting concerns online is also made easy for learners on OneFile, where they can locate the 'Safeguard button'. Clicking on this button will take you straight to the Safeguarding section on our Website [www.totalpeople.co.uk/about/safeguarding/](http://www.totalpeople.co.uk/about/safeguarding/)

**Here you can report a concern about yourself or someone else. You can also read about:**

- Our safeguarding arrangements
- Read about British Values
- See the names of our DSL and DDSL
- ...and find some useful national support resources.

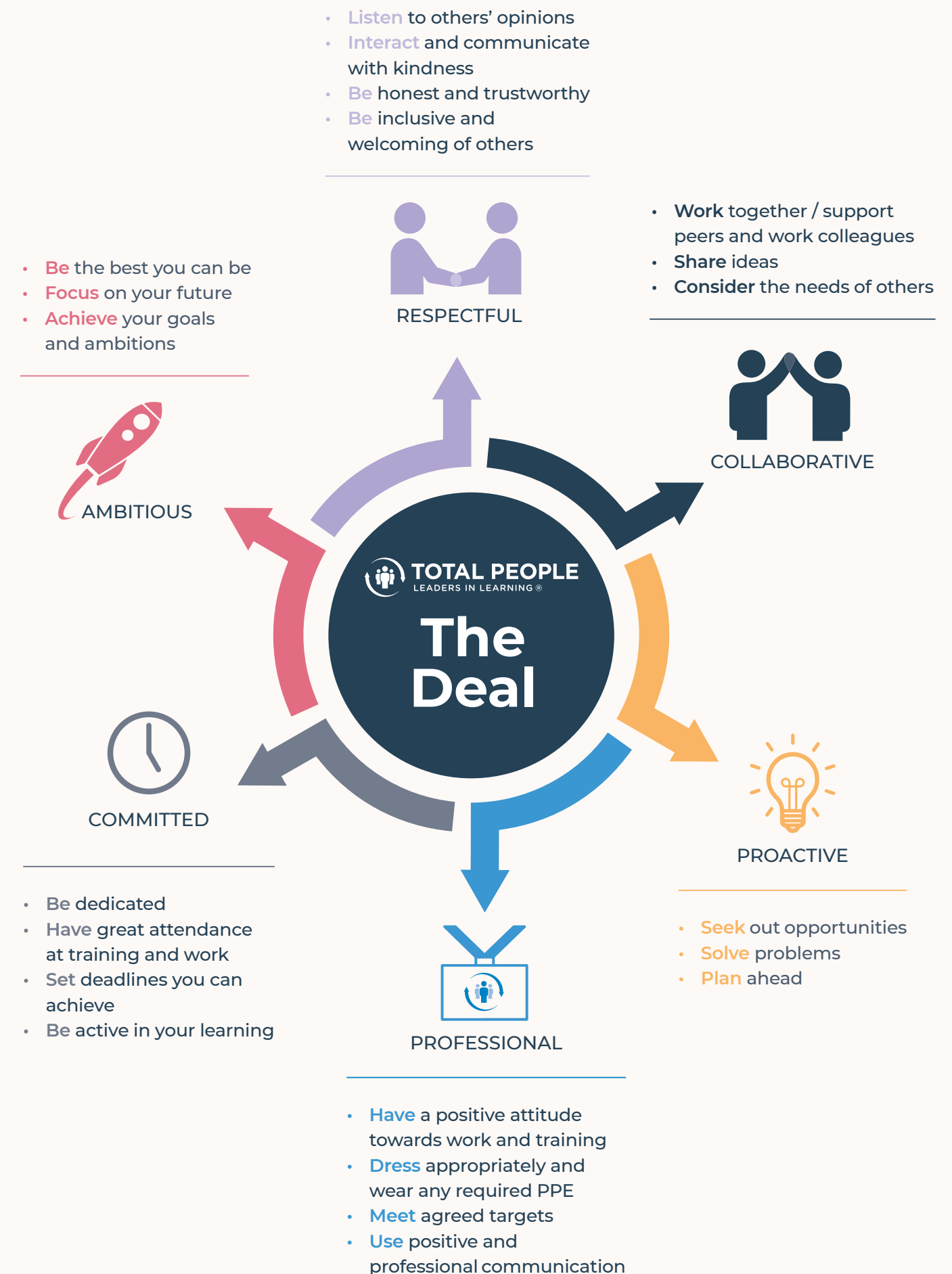
## Behaviours and values - for learners

What values drive you? It's a question that may have been asked of you in the past.

*The definition of 'values' is 'principles or standards of behaviour; one's judgement of what is important in life'.*

These personal values you have link into the values and behaviours of the organisation that you work in, as well as Total People's 'Deal' of expectations:

*Thought for the day for learners - as a learner, how do you work to these values in and out of your workplace?*





## TOP TIPS FOR LEARNERS

1. What filters do you have at home to prevent viruses / scams on your home computer?
2. How do you manage your social media – private or accessible to all?
3. Have you taken the short courses on offer on OneFile?
4. Do you know the difference between http and https?
5. How do scammers try and get your banking / personal details?
6. Can you recognise the difference between a genuine and a fake email?
7. Are you totally comfortable that the websites you visit are safe / secure and giving you correct information?

**REMEMBER:**  
**Be alert, Be safe, Be secure**

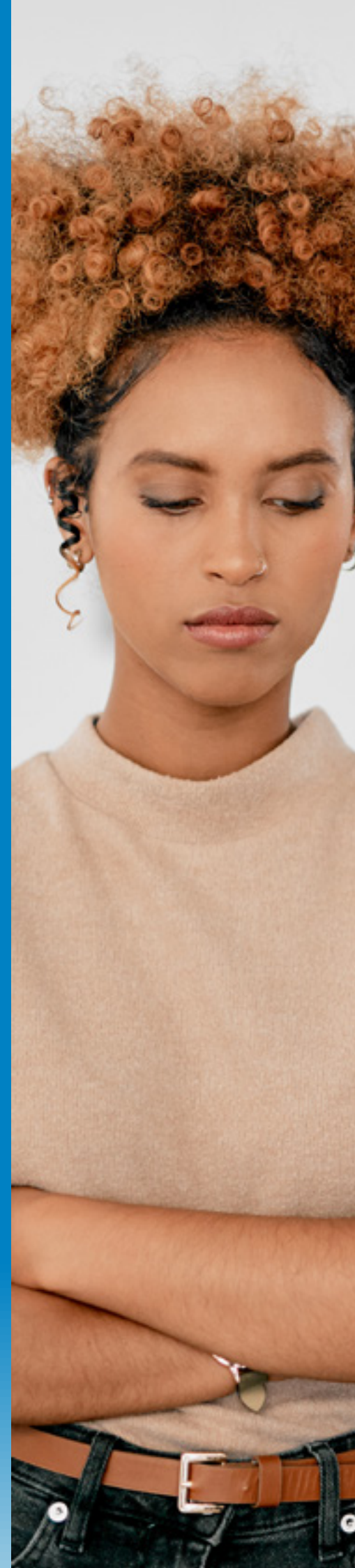
### Harrassment at work

Learners must familiarise themselves with their own company policy on all kinds of harassment / bullying and what they can do if they are a victim of harassment. Total People / MOL have zero tolerance for any kind of harassment and will follow our Safeguarding and Disciplinary policies when following up any allegations or concerns.

The following documents from ACAS and Employers Direct offer practical advice:

- What is Sexual Harassment?  
[www.acas.org.uk/sexual-harassment](http://www.acas.org.uk/sexual-harassment)
- Guidance on what to do if you are being sexually harassed.  
[www.acas.org.uk/sexual-harassment/if-youve-been-sexually-harassed-at-work](http://www.acas.org.uk/sexual-harassment/if-youve-been-sexually-harassed-at-work)
- Information for employers on their responsibilities and how to deal with a report of Sexual Harassment  
<https://employersdirect.org.uk/how-to-deal-with-sexual-harassment-at-work/>

Learners can also speak to their learning coach, curriculum & performance manager and even submit their concerns on the safeguarding page of our website, as mentioned earlier.





# KNIFE CRIME AND POSSESSION



The Ben Kinsella Trust website shows that between 2012 to 2022 there was a 46% increase in knife crime, with a 6% increase from 2021 to 2022. There are many reasons for the increase and this section focuses on the law and some signposting if learners / employers are worried about knife crime.

## What are the laws about carrying a knife?

The law takes a robust approach to dealing with knife crime – adults charged with possession of a knife will automatically go before a court. In cases where the carrier is up to 17 years of age, they will automatically be referred to the Youth Offending Team – a charging decision will be made by a multi-agency panel, based on a range of factors relevant to the incident.

Outcomes vary and range from participation in a 20-week programme to educate and prevent repeated behaviour, to being sent to court. Where a young person is found in possession of a knife for a second time, the case will automatically be sent to court.

## Victims or Criminals?

More often than not, young people / adults involved in carrying knives are victims in some sense of the word, be it:

- criminal exploitation
- drug running / county lines
- gangs
- fear of crime, or
- perceived social / peer norms / bullying.

It is important as learners / employers to look beyond seeing knife-carriers as being violent criminals or antisocial, but seeing them as victims who have grown up in a culture that exposes them to significant influence, coercion, control and pressure.

A partnership approach is key if we are to play a part in changing the culture and future for young people and vulnerable adults.

## Where to go:

[livesafe.org.uk/young-people/knife-crime/](https://livesafe.org.uk/young-people/knife-crime/)  
[crimestoppers-uk.org/](https://crimestoppers-uk.org/)

[safe4me.co.uk/portfolio/knife-crime/](https://safe4me.co.uk/portfolio/knife-crime/)  
[gov.uk/guidance/999-and-112-the-uks-national-emergency-numbers](https://gov.uk/guidance/999-and-112-the-uks-national-emergency-numbers)

## The Law

It's illegal to:

- carry most knives or any weapons in public without a 'good reason'
- sell most knives or any weapons to anyone under the age of 18.

The exception to these two rules are folding pocket knives that:

- have a cutting edge no longer than 3 inches
- are not lock knives (they do not have a button, spring or catch that you have to use to fold the knife).

For more information, visit [gov.uk/buying-carrying-knives](https://gov.uk/buying-carrying-knives)





## WELLBEING - STRESS AND ANXIETY

Angela, our HR learning coach, reflects on an apprentice who has created new policies, one of which is the menopause policy. She completed the introduction of this policy with employee-led practice using focus groups and surveys and was encouraged to see a high level of employee participation which included men who wanted to support their female colleagues and family members.

Angela said, “This apprentice completed some fantastic research on both their own organisation’s data and external studies to benchmark practise. She offered this to her management team to be approved and is continuing her research to potentially offer a new employer benefit scheme of reduced HRT prescriptions”.

### Thoughts for learners:

- *How is your mental health and wellbeing being supported in your place of work?*
- *Is there a department in your organisation that can provide signposting?*

## KEEPING LEARNERS SAFE AT WORK (H&S) - THE RULE OF LAW

Continuing the theme of work-related stress, depression and anxiety, read the statistics below:

An estimated 17 million working days were lost due to work-related stress, depression, or anxiety in 2021/22. This is over half of all working days lost due to work-related ill health.

HSE has been warning of a growing crisis in stress and poor mental health related to work. The HSE launched a major campaign last year to remind employers of their responsibilities to their employees’ mental health. (Source HSE 23/11/22)

### Reflection

- *What are your thoughts on these figures?*
- *How do you manage stress in the workplace?*

The HSE Talking Toolkit provides an excellent resource for employers. Learners should note that their employers should have their own policies and procedures to support employees suffering from stress or anxiety. Learners can access this information below so that they can be more aware themselves.

[hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf](https://hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf)





# INCLUSION ALL ROUND - FOCUS ON KEY EVENTS

October is breast cancer awareness month, down syndrome awareness month, black history month, lupus awareness month, world menopause month and global diversity awareness month.

Religious/cultural	Awareness and events
2 Feast of the guardian angels <i>Catholic Christian</i>	1 Anniversary of the introduction of the Equality Act
4 Feast of St Francis of Assisi <i>Christian</i>	1 International day of older persons
4 Blessing of the animals <i>Christian</i>	2-8 Dyslexia awareness week
7-8 Shemini Atzeret* <i>Judaism</i>	5 World teachers' day
8 Simchat Torah* <i>Judaism</i>	6 World cerebral palsy day
9 Birthday of Guru Ram Das <i>Sikh</i>	10 World mental health day
12 Bandi Chhor Divas <i>Sikh</i>	11 National coming out day
15 Sharada Navaratri begins** <i>Hindu</i>	11 International day of the girl child
15-24 Navaratri** <i>Hindu</i>	12 World sight day
16 Birth of Bab* <i>Baha'i</i>	15 International day of rural women
17 Birth of Bahu'u'llah* <i>Baha'i</i>	17 International day of the eradication of poverty
18 Feast of Saint Luke <i>Christian</i>	18 Anti-slavery day
23 Dussehra** <i>Christian</i>	18 World menopause day
28 Feast of Saints Simon and Jude <i>Christian</i>	18 International pronouns day
31 All Hallows' Eve <i>Christian</i>	20 Show Racism the Red Card's wear red day
31 Reformation day <i>Protestant Christian</i>	26 Intersex awareness day
	29 World stroke day

# MODERN BRITISH SOCIETY - RESPECT AND TOLERANCE

November is lung cancer awareness month, pancreatic cancer awareness month, mouth cancer action month, chronic obstructive pulmonary disease awareness month, Movember men's health awareness month and the start of the disability history month.

Religious/cultural	Awareness and events
1 Feast of all the saints <i>Christian</i>	8 Intersex day of solidarity
1 Samhain* <i>Wicca and Pagan</i>	11 Armistice day
2 All souls' day <i>Christian</i>	12 Remembrance Sunday
2 Coronation of Emperor Haile Selassie I <i>Rastafari</i>	12-19 UK inter faith week
9 Feast of the dedication of the Archbasilica <i>Catholic Christian</i>	13 World kindness day
12 Diwali** <i>Hindu, Sikh and Jain</i>	13-19 Transgender awareness week
15 Nativity fast begins <i>Orthodox Christian</i>	14 World diabetes day
19 Chhath Puja <i>Hindu</i>	16 International day for tolerance
21 Presentation of the Theotokos <i>Orthodox Christian</i>	16 Disability history month
24 Martyrdom of Guru Tegh Bahadur <i>Sikh</i>	19 International men's day
26 Feast of Christ the King <i>Christian</i>	20 World children's day
26 Day of the Covenant* <i>Baha'i</i>	20 Transgender day of remembrance
27 Birthday of Guru Nanak Dev <i>Sikh</i>	25 International day for the elimination of violence against women
28 Ascension of Abdu'l-Baha* <i>Baha'i</i>	
30 Saint Andrew's day <i>Christian</i>	

Dyslexia Awareness week is in October. The British Dyslexia Association (BDA) states that ten percent of the population are believed to be dyslexic, but the condition is still often poorly understood. With the right support, the strengths and talents of dyslexic neurodiverse people can really shine. (BDA website)

Employers must fulfil their obligations under the Equality Act 2010. Supporting your employees makes good business sense. Changes don't have to be expensive or time-consuming, often small organisational changes can help to get the very best from your employee / learner. It's worth keeping in mind that any changes an organisation makes to ways of working can benefit all employees, not just those with dyslexia, and may also benefit your dyslexic customers and clients.

[bdadyslexia.org.uk/support-us/awareness-events/dyslexia-awareness-week](http://bdadyslexia.org.uk/support-us/awareness-events/dyslexia-awareness-week)

Monday 13 November is the start of 'Anti Bullying' week in schools and colleges. Bullying is a form of harassment and, even in places of work, learners should know how to report all forms of harassment and bullying.

There are many events in November but one that will affect all of us is Armistice Day on 11 November. Reflect on the sacrifices made by the fallen soldiers and others that gave their lives to secure our 'democracy' and 'rule of law', 'freedom' and 'tolerance'. (British Values)

There may be local events in the communities where you live, so find out and visit them. This can help you with the British Values and what is happening in modern British Society.





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# NEXT STEPS



## Who to contact if you need help and support

**There are a number of ways you can ask for some help and support. You could contact your Learning Coach or speak to your workplace manager or mentor.**

We understand that asking for help can be difficult, you can ask anyone at Total People at any time. We will always take concerns seriously and treat your information with care and respect.



Designated Safeguarding Lead:  
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**Total People Board**

Catherine Hill OBE

Designated Lead for Safeguarding



Teaching and Learning Manager:  
Sophie Hayes

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You can also ask for help or support by contacting our safeguarding team directly via email or via our online reporting tool.

To report online visit [www.totalpeople.co.uk/about/safeguarding/report-a-concern](http://www.totalpeople.co.uk/about/safeguarding/report-a-concern)

Email: [Safeguarding@totalpeople.co.uk](mailto:Safeguarding@totalpeople.co.uk)

There is also an independent site called [Together All](#) that you can join if you wish. It is anonymous and offers community-based support. Please note it is important to follow their 'house rules' to keep safe online. Click on the link to see whether this may be of use to you.

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Total People is part of LTE group. LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students. This information is also available in a range of formats, such as large print, on request.