



**SAFEGUARDING
- THE LATEST
UPDATES FOR
LEARNERS,
EMPLOYERS AND
COLLEAGUES
APRIL - MAY 2024**

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





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WELCOME

Hello and welcome to the sixth 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 the strategies learners should have in place to manage their time. With exams, assignments and other deadlines coming up soon, this is essential advice for our learners and anyone that supports them.

We also take a look at the upcoming Online Safety Bill and how you can stay safe online.



HANDY HINTS FOR BETTER TIME MANAGEMENT

With so much going on in life today, it's easy to get pulled in different directions and feel overwhelmed. Below are a few handy hints to help you organise your time. If you are struggling, remember to reach out to your learning coach for support and advice.



1. Make a to do list:

Lists are brilliant. Once you put all of your tasks in a list it is so much easier to prioritise them and judge how much time you're going to need to get it all done. And, undoubtedly, the best bit is when you can tick items off as completed.

2. Prioritise tasks:

A quick Google will bring up lots of tips to help you prioritise tasks, but in a nutshell all it means is deciding which order you need to do things in. Think about which are urgent (e.g. which has the first deadline) and which are important. Tasks that are both urgent and important need to be done first!

3. Schedule time:

Once you've prioritised your to do list, you need to allocate time to get things done. Allow time for breaks and try to be realistic about how long tasks will take. You might also find it helpful to block out time for each task in your calendar.

4. Try tackling the hardest task first:

This isn't for everyone, but sometimes doing the hardest / least pleasant task first makes the rest of the tasks easier. Knowing you've got the biggest / hardest / least pleasant job out of the way can give you the confidence to do everything else. And if this doesn't work for you...try tackling the quickest / easiest tasks first (sometimes this makes it easier to get the ball rolling)!

5. Don't procrastinate

This can happen to all of us! The hardest part is getting started, but once you start the ball rolling it gets easier to keep going...just make sure you only stick to tasks on your list!

6. Look after your wellbeing

It's important that you manage your stress bucket. Whether you are revising for exams, tackling assignments and competencies, or facing other pressures, have a look at the stress bucket. It is relatively simple to see that we have to find ways to empty our stress bucket - what hobbies, interests, activities and social things help you unwind? Keep your stress bucket level down so that it doesn't overflow

Stress Bucket Analogy





PLAN FOR THE DAY

- Sit down with your learning coach / tutor / manager at work to plan your work schedule
- Think about what's working well
- Discuss what are you still worried about
- Progress reviews are a great way to have dedicated time to reflect on time management.

Visit these sites that provide time management advice linked to mental wellbeing and stress:

[Managing stress and building resilience - tips - Mind](#)

[Tips on preparing for exams - NHS \(www.nhs.uk\)](#)

[Coping with exam pressure - a guide for students - GOV.UK \(www.gov.uk\)](#)

INFORMATION SHARING FOR SAFEGUARDING

It's important that all of us, whether employers, learners or colleagues, are clear about our duties and responsibilities when sharing information, to safeguard ourselves and others.

Read the statements below. Some are TRUE and some FALSE – decide which are true / false, then see if you are correct by clicking on the link below. If you are not sure discuss with your tutor, coach or manager at work.

1

Protecting a child or young person from harm is more important than protecting their privacy, or the privacy of the person(s) responsible for their care and wellbeing or who might be causing them harm.

2

Wherever it is practicable and safe to do so, engage with the child, young person and / or their carer(s), and explain who you intend to share information with, what information you will be sharing and why.

3

If a child or young person is at risk or perceived risk of harm, you need consent from the person / family in question before sharing personal information about the child / young person / family.

4

You should seek advice within a week whenever you are uncertain or do not fully understand the legal framework that supports information sharing.

5

Only share relevant and accurate information with individuals or agencies / organisations that have a role in safeguarding the child / young person.

6

Only share relevant and accurate information with individuals or agencies / organisations that have a role in safeguarding the child / young person.

LEARNING POINT

Develop your safeguarding knowledge by focusing on the golden rules. Are there some areas that you are not confident about? Set it as a learning task and feed it into your work with your coach / tutor / place of work.

Test yourself then visit the link below for your answers:

[DRAFT Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers \(education.gov.uk\)](#)

(please note this is a link to a draft document – however, when the final version is published the golden rules will be similar)



INCLUSION ALL ROUND - FOCUS ON KEY EVENTS MODERN BRITISH SOCIETY

April is autism awareness month, stress awareness month, bowel cancer awareness month and Parkinson's awareness month.

Religious/cultural

| | |
|-------|--|
| 1 | Easter Monday <i>Christian</i> |
| 6 | Laylat al-Qadr** <i>Islam</i> |
| 9 | Chaitra Navrati begins <i>Hindu</i> |
| 9 | Ugadi (new year) <i>Hindu</i> |
| 10 | Eid al-Fitr* <i>Islam</i> |
| 13 | Vaisakhi <i>Hindu and Sikh</i> |
| 13 | Songkran (Thai new year) <i>Buddhist</i> |
| 14 | Puthandu <i>Hindu</i> |
| 15 | Navpad Oli begins <i>Jain</i> |
| 17 | Rama Navami <i>Hindu</i> |
| 18 | Birthday of Guru Angad Dev <i>Sikh</i> |
| 21 | Grounation day <i>Rastafari</i> |
| 23 | Saint George's day <i>Christian</i> |
| 23 | Hanuman Jayanti <i>Hindu</i> |
| 23-30 | Passover* <i>Judaism</i> |
| 24-26 | Theravada new year** <i>Buddhist</i> |
| 25 | Feast of saint Mark the evangelist <i>Catholic Christian</i> |

| | |
|----|---|
| 27 | Lazarus Saturday <i>Orthodox Christian</i> |
| 28 | Palm Sunday <i>Orthodox Christian</i> |
| 29 | Ninth day of Ridvan* <i>Baha'i</i> |
| 30 | Saint James the great's day <i>Orthodox Christian</i> |

Awareness and events

| | |
|-------|---|
| 1 | Fools' day |
| 2 | World autism awareness day |
| 6 | International asexuality day |
| 7 | World health day |
| 8 | International Romani day |
| 22 | Earth day |
| 22-28 | Multiple sclerosis awareness week |
| 25 | World malaria day |
| 26-28 | TUC's black works' conference |
| 26 | Lesbian visibility day |
| 28 | World day for health and safety at work |

May is stroke awareness month and UK national walking month.

Religious/cultural

| | |
|----|---|
| 1 | Beltane* <i>Wicca and Pagan</i> |
| 2 | Twelfth day of Ridvan* <i>Baha'i</i> |
| 3 | Feast of saints Philip and James <i>Catholic Christian</i> |
| 3 | Holy Friday <i>Orthodox Christian</i> |
| 5 | Pascha (Easter) <i>Orthodox Christian</i> |
| 6 | Yom HaShoah* <i>Judaism</i> |
| 9 | Feast of the ascension <i>Christian</i> |
| 10 | Akshaya Tritiya <i>Hindu and Jain</i> |
| 13 | Yom HaZikaron* <i>Judaism</i> |
| 14 | Yom Ha'Atzmaut* <i>Judaism</i> |
| 14 | Feast of saint Matthias <i>Catholic Christian</i> |
| 19 | Pentecost <i>Christian</i> |
| 23 | Birthday of Guru Amar Das <i>Sikh</i> |
| 23 | Vesak <i>Buddhist</i> |
| 23 | Declaration of the Bab* <i>Baha'i</i> |
| 26 | Lag BaOmer* <i>Judaism</i> |
| 26 | Trinity Sunday <i>Christian</i> |
| 29 | Ascension of Baha'u'llah* <i>Baha'i</i> |
| 30 | The feast of Corpus Christi <i>Catholic Christian</i> |
| 31 | Visitation of the bless virgin Mary <i>Catholic Christian</i> |

Awareness and events

| | |
|-------|--|
| 5 | International family equality day |
| 6-12 | Deaf awareness week |
| 8 | World Red Cross and Red Crescent day |
| 13-19 | Coeliac UK awareness week |
| 15 | International day of families |
| 16 | Global accessibility awareness day |
| 17 | International day against homophobia, transphobia and biphobia |
| 21 | World day for cultural diversity for dialogue and development |
| 21-22 | TUC's disabled workers' conference |
| 22 | International day for biological diversity |
| 24 | Pansexual visibility day |

As we come through an important religious month in April for many faiths, look out for World Autism Awareness Day on April 2 as well as Deaf Awareness Week in May. There are other events too; as part of your British Values of tolerance and respect find out about these and others just as ideas. You may choose other events.

National Coeliac Awareness Week is celebrated in the second full week in May (from 13 May to 19 May). The event is spearheaded by Coeliac UK to highlight the dangers of the disease. Coeliac disease is an autoimmune disease in which the body reacts negatively to the protein in gluten. Gluten could well cause an immune response, which will damage the intestinal lining if exposed for an extended period. Do you know anyone suffering with this disease? Do you know how to support them if necessary?

Nick Mathers, our Group Quality Director, shared a great video about cerebral palsy. Watch this inspirational clip:

[A student's perspective on having Cerebral Palsy](#)

It's over 20 minutes but provides a great insight into inclusion and support for learners with special educational needs.

Did you know:

There is also a Health & Safety Day on April 28 - use the day to remind yourself of your duties on Health & Safety.

Some ideas:

- Revisit your organisation H&S policy
- Do you have risk assessments for your work that need updating?
- Do you know the fire evacuation process?
- Do you have a first aid policy at work?
- What are the rules around hazardous materials?

These are just some areas for you to think about H&S when you are in work. What else do you need to consider to stay safe and protect others?

Extension:

Explore if you can easily access and use the H&S reporting systems for Total People or your employer. What did you learn? Is there any good practice you can share? What can be done better? Are there any challenges you can see?

IN THE NEWS - ONLINE SAFETY BILL 2024

THIS SECTION APPLIES TO LEARNERS, COACHES AND EMPLOYERS.

The Online Safety Act became law in October 2023. Its goal is to make the internet safer for everyone by placing more responsibility on social media platforms and other online companies to protect users.

Although the act has been passed and the majority of criminal offences are now in force, Ofcom (the UK communications regulator) and the Secretary of State need to write the guidance and secondary legislation that will underpin the act. Ofcom are expected to consult on secondary legislation over the course of 2024.

What does this mean for you? It is a criminal offence to do the following:

- Cyber-flashing
- Sharing deepfake images
- Sending a false communication
- Sending a death threat or threat of harm
- Sending flashing images to trigger epilepsy.

Sharing nudes and semi-nudes: dos and don'ts – for under 18s only

Sharing nudes and semi-nudes is the taking and / or sharing of **sexual photos, videos or livestreams online** of and by children (anyone under 18).

Please note that this does NOT include the sharing of sexual imagery of children with / by ADULTS – that falls under child sexual abuse.



If you become aware of this happening (or it happens to you):

Do:



Talk to your coach / manager who can pass the concern to Imtiaz Kala, our Designated Safeguarding Lead (DSL) at Total People



Explain to the young person under 18 that you need to report it to the DSL (or Deputy DSL)



Reassure the young person that they will receive support and help



Support and teach learners about internet and social media safety as part of their learning.

Don't:



View, share, download or print the imagery – if you view the imagery by accident (e.g. if a child shows it to you before you can ask them not to), report this to the DSL



Promise confidentiality



Say or do anything to blame or shame any of the young people involved



Delete the image or ask to delete it.

Learning:

Referring back to the 4th edition of this newsletter that focused on critical thinking, how do you approach discussing difficult topics like 'keeping safe in a digital world'?

Which British Values can you link to this topic?

- Democracy?
- Rule of Law?
- Tolerance / respect of faiths?
- Liberty / freedom of speech?

Was your rationale and discussion balanced and evidence-based?

Revisit the work on critical thinking and seek support from your learning coach.

As online safety applies to all of us, work with your learners on other aspects of online safety such as:

- Scamming
- Home broadband filters
- Bank use
- Social media messages on sites like X, LinkedIn, TikTok, etc.
- Phishing
- Emails
- Etiquettes of e-communications

NEXT STEPS



There are several ways to get help if you have a safeguarding issue:

- Speak to your learning coach, workplace manager or mentor
- Email the Safeguarding team at safeguarding@totalpeople.co.uk
- Complete the online reporting form www.totalpeople.co.uk/about/safeguarding/report-a-concern
- You can also contact a member of the Safeguarding team directly:



Designated Safeguarding Lead:

Imtiaz Kala

Tel: 07971 659 802

E: ikala@totalpeople.co.uk



Deputy Designated Safeguarding

Lead: Leanne Shaw

Tel: 07966 515 814

E: LShaw@totalpeople.co.uk



Deputy Designated Safeguarding

Lead: Simone Healey

Tel: 07971 659 832

E: shealey@totalpeople.co.uk



Deputy Designated Safeguarding

Lead (DDSL): Steve Stringer

Tel: 07971 659 832

E: sstringer@totalpeople.co.uk



Teaching and Learning Manager /
Organisational Lead for Safeguarding:

Sophie Hayes

Tel: 07971 659 832

E: shayes@totalpeople.co.uk



Prevent Single Point of Contact

Imtiaz Kala

E: ikala@totalpeople.co.uk



Total People Board

Catherine Hill OBE

Designated Lead for Safeguarding

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.

There is also an independent site called [Together All](#). It is anonymous and offers community-based support. Please note it is important to follow their 'house rules' to keep safe online.

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.