



**SAFEGUARDING
- THE LATEST
UPDATES FOR
LEARNERS,
EMPLOYERS AND
COLLEAGUES
AUGUST -
SEPTEMBER 2024**

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





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WELCOME

Hello and welcome to issue eight of our safeguarding newsletter.

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

Each issue contains updates, information and resources crucial to ensuring the safety of our learners...in this bumper edition we take a look at keeping yourself safe from spiking during freshers' week, mental wellbeing, and health and safety.

Stay safe, and we'll see you in October!



SPIKING DRINKS

It's the height of summer...beer gardens are full, people are out enjoying themselves, and University life is about to start with freshers' week. It's an exciting and fun time...as long as you know how to keep yourself and your friends safe.

Unfortunately, at this time of year we often hear stories about someone being 'spiked'. But what is spiking? Why is it dangerous?

The following examples would be considered spiking:

- Putting alcohol into someone's drink without their knowledge or permission. This includes adding measures to someone's drink that they have not asked for
- Putting prescription or illegal drugs into another person's drink without their knowledge or permission
- Injecting another person with prescription or illegal drugs without their knowledge or permission
- Putting prescription or illegal drugs into another person's food without their knowledge or permission
- Putting prescription or illegal drugs into another person's cigarette or vape without their knowledge or permission.

Spiking takes places across a variety of locations, mostly in public spaces: in a bar, a nightclub, or even a house party. Controlled drugs and those that confuse or sedate people are often used. However, other things that can happen are:

- Allergic reactions
- Confusion and disorientation
- Nausea and vomiting
- Hallucinations and paranoia
- Poor co-ordination and vision
- An inability to communicate clearly
- Memory loss and blackouts.

SO, HOW CAN YOU KEEP SAFE IN PUBLIC PLACES?

Make sure you remember these tips:

- Watch out for your friends and look after each other
- Never leave your drink unattended
- Be cautious if you are bought or given a drink – only accept drinks from people you know and trust
- Buy your own drink and watch as it is poured
- Avoid drinking or tasting another person's drink
- Download and read/keep the spiking factsheet safe (see below).

Remember spiking is an offence and carries severe penalties.



Spiking: factsheet - <https://www.gov.uk/government/publications/spiking-factsheet/spiking-factsheet>

Please do read this factsheet and ensure that you are aware of the risks when you are out.

SAFEGUARDING AND MENTAL HEALTH

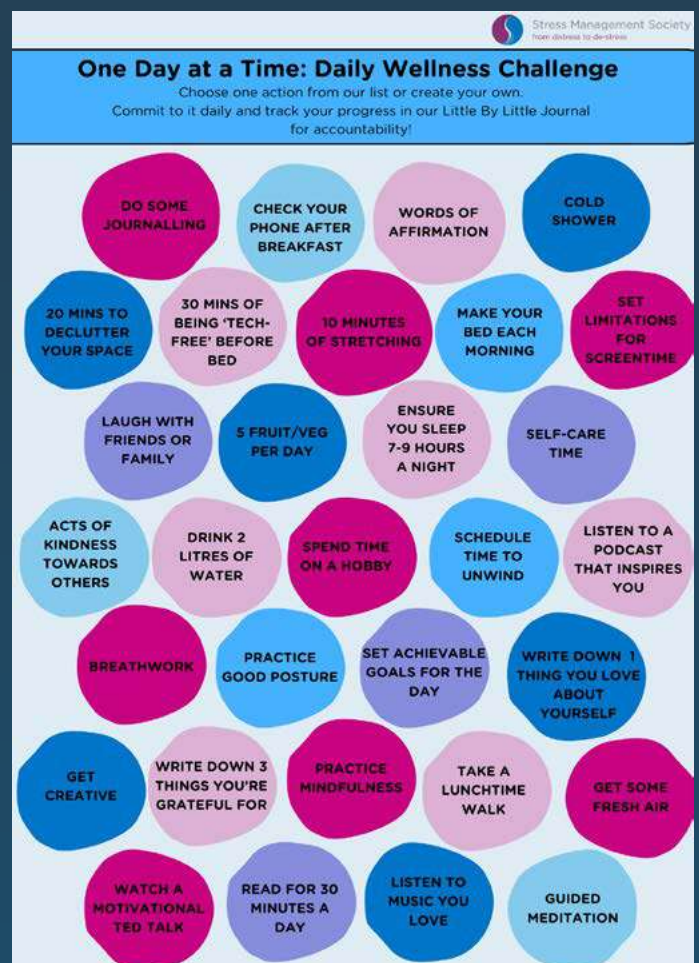
Brankica (Bee) and Andrew, two of our Learning Coaches, often support their learners by sharing tips on increasing resilience. Andrew uses a range of tools that help him to generate discussions with his learners. He also uses specific guides that discuss topics such as depression.

As a starting point, Andrew makes sure that his learners know about the range of in-work support that is available to them, including wellbeing policies, in-house support and how others in work can help. He also promotes guidance that encourages healthy eating, leisure and social activities.

Bee sets 'one day at a time challenges' and encourages learners to keep 'journals / logs' that can assist when reflecting on challenges and how her learners have overcome them. She reviews these challenges with learners regularly, to show how far they have developed.

Click below and try the wellness challenges and review with your Learning Coach at your progress review.

<https://www.stress.org.uk/freeresourcessam2024-2/subtitle-5>



KEEPING LEARNERS SAFE IN EDUCATION (INCLUDING APPRENTICESHIPS)

At Total People, keeping our learners safe is our primary concern.

Presently, the Government defines safeguarding as having these four elements:

- Protecting learners from **maltreatment**
- Preventing impairment of learners' **health or development**
- Ensuring that learners are growing up in circumstances consistent with the provision of **safe and effective care**
- Taking action to enable all learners to have the **best outcomes**.

From September 2024, the Government is expanding its definition of safeguarding to:

- Providing help and support to meet the needs of learners **as soon as problems emerge**
- Protecting learners from **maltreatment**, whether that is **within or outside the home, including online**
- Preventing the impairment of learners' **mental and physical health or development**
- Ensuring that learners live / work in circumstances consistent with the provision of **safe and effective care**
- Taking action to enable all learners to have the **best outcomes**.



Critical thinking

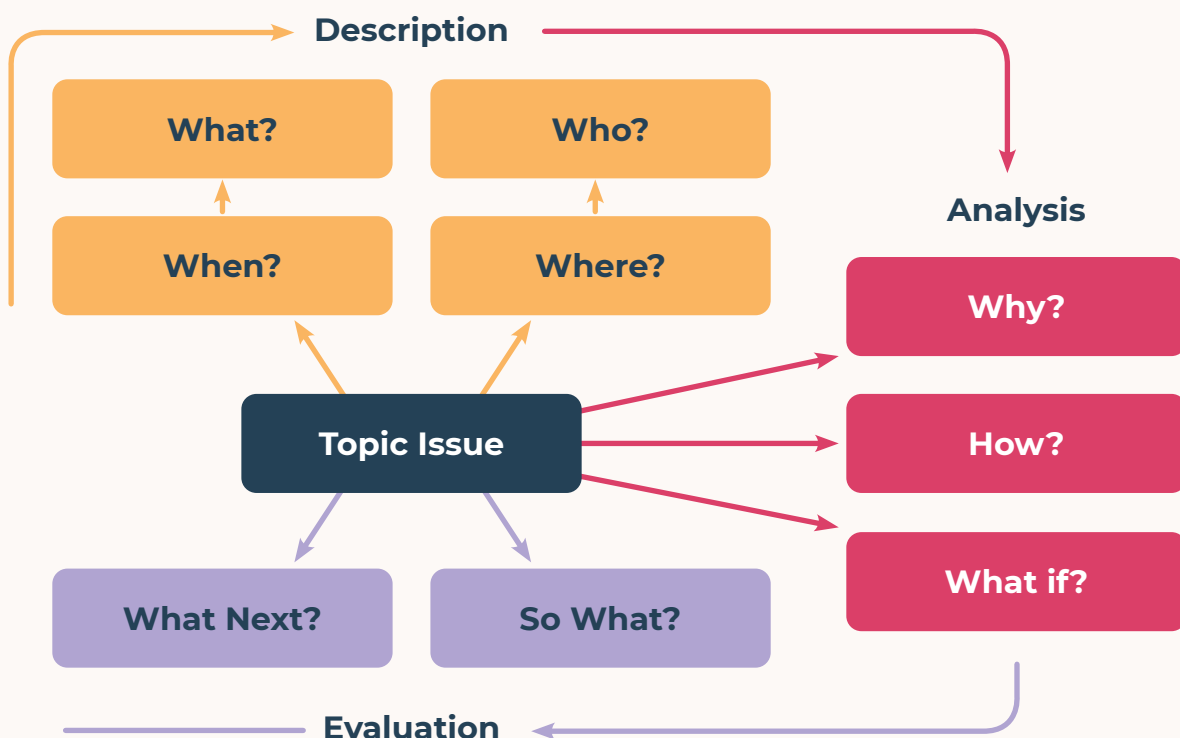
Critical thinking questioning for Learning Coaches to discuss with learners:

- What are the differences between the two sets of duties?
- Why do you think these changes have taken place?
- As a learner, what could happen if you don't discuss problems as soon as they emerge / don't keep safe online / don't manage your mental health?
- What do YOU need to do to bring in these changes?

Progress Reviews are a great opportunity to reflect on, and evidence examples of, wider learning. At Total People everyone studies a wide curriculum – learning knowledge and skills outside their chosen qualification or industry area. Safeguarding, Prevent (including British Values), and Equality, Diversity and Inclusion are just some of the wider curriculum areas that any Total People learner will be expected to learn more about.

The diagram below is a useful tool for exploring topics and events / news from around the world.

Model to generate critical thinking





Keeping learners safe, looking after their health and providing care are all elements of safeguarding (see above). But what does this look like in real life?

On 13 June 2024, Layla from Kooth came to deliver a mental wellbeing session with learners at Wythenshaw Campus during Men's Mental Health Week. She talked about ways that learners can look after their mental health and shared valuable information about the Kooth and Qwell websites.

Learners found the interactive session very useful.

R said, "The session went really well; I enjoyed the interaction with the tutor", whilst J was quoted as noting it was "a very informative session, with lots of take away points". M concluded by acknowledging "the tutor gave lots of good advice on where to seek and find help in Greater Manchester".

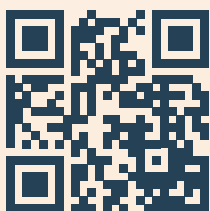
Organisations like Kooth provide a key mental health service and, as they are online, learners can access the services 24/7 and anonymously if needed.

John, our commercial vehicle Learning Coach, who helped with the session summarised that 'the learners all seemed to enjoy it, and it also focused on 16-18 year olds based in Greater Manchester'.

Please visit these websites to explore the work of Kooth and Qwell.



www.kooth.com



www.qwell.com



HEALTH AND SAFETY: EVERYONE'S RESPONSIBILITY

Health and Safety is a fundamental part of safeguarding and Health and Safety is everyone's responsibility.

Employers have the prime responsibility for an apprentice's health and safety, however as the chosen training provider, Total People must complete initial and on-going H&S checks to satisfy themselves that apprentices and learners are safe at work. All employees must follow their employers' policies and procedures. Reporting and recording accidents, incidents and near misses is crucial to the on-going review and evaluation of our Health and Safety practices.

Employers Responsibilities

- Adhere to the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999
- Provide information about Health and Safety arrangements to Total People and allow access to premises as needed, comply with Total People's Health and Safety policies
- Provide induction training
- Provide appropriate instructions and supervision
- Provide training to enable tasks and activities to be carried out effectively
- Provide Personal Protective Equipment (PPE) where needed
- Implement appropriate policies and procedures
- Have appropriate First Aid arrangements in place
- Complete relevant and regular safety checks and risk assessments
- Report any accidents, incidents or near misses involving any learners / apprentices to Total People directly.

Total People / Learning Coach Responsibilities

- Check employer / placement arrangements for health and safety, including checking public liability insurance
- Check your learners have been inducted at work, are receiving appropriate training, supervision and have a mentor at work they can go to for health and safety advice
- Complete regular reviews with your learner and their employer to make sure they are safe at work and at training
- Check your learners' understanding of H&S practices relevant to their industry and job role at work and at training
- Report any accidents, incidents, near misses that happen at training or work on TopDesk.

Learner Responsibilities

- Follow all policies and procedures
- Follow instructions and guidance provided by your employer and Total People
- Wear any PPE you are provided
- Do not complete any tasks / use any equipment you are prohibited from using
- Pay attention to your surroundings and follow any safety signs and notices
- If you are unsure ask your mentor, employer or Learning Coach for support, advice or help
- If you feel unsafe – let Total People know
- If you are worried for the Health and Safety of someone else at training or work, let Total People know
- Report any accidents, incidents or near misses you are involved in, to your Learning Coach straight away.

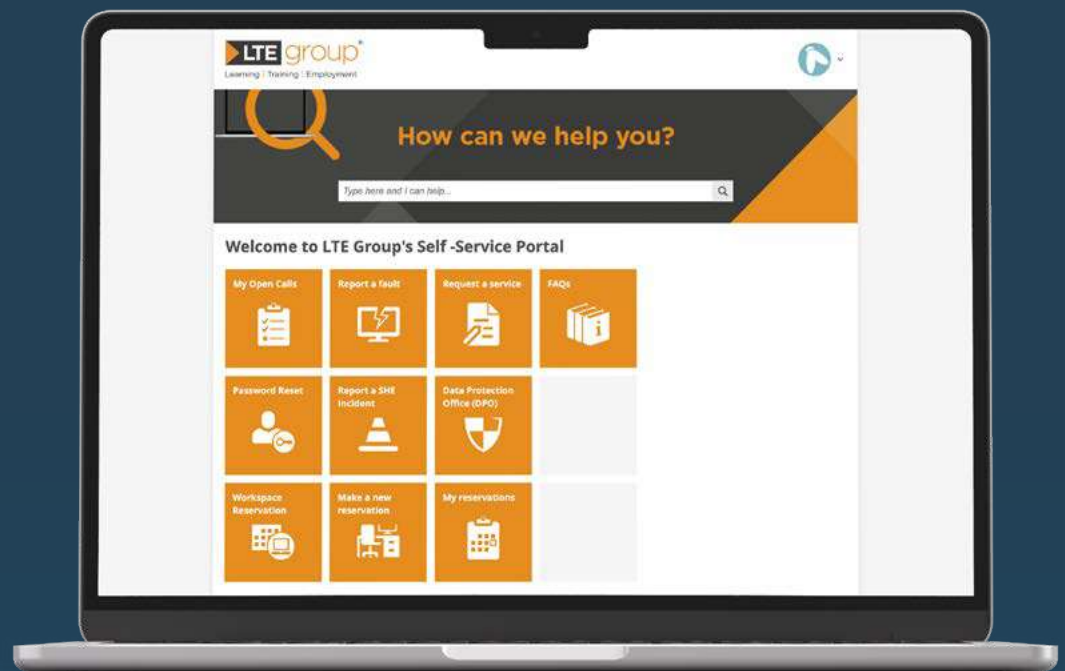
Accident, incident and near miss reporting:

For learners: Please contact your Learning Coach or tutor straight away.

You could also email our Health and Safety email box which is monitored throughout the day by the H&S Team. healthandsafetyenquiries@ltegroup.co.uk

For managers / employers: Please contact your main Total People contact as soon as possible or email healthandsafetyenquiries@ltegroup.co.uk

For all Total People staff: Report via TopDesk as soon as possible.



<https://ltegroup.topdesk.net/tas/public/ssp/>



Nursery Deputy Manager Guilty of Manslaughter

Earlier this year, the Deputy Manager of a nursery in Stockport was found guilty of manslaughter by ill-treatment, after her actions tragically ended in the death of a child in her care.

The impact of failing to safeguard can be devastating. As learners and colleagues, it's crucial that we remember 'safeguarding is everyone's business'.

What can you do to ensure that you and others are kept safe from harm? Reflect on this as critical thinkers.

Things to consider:

- The key policies in place in your place of work
- The training on offer
- Reporting processes for concerns, however low-level those concerns may be
- A list of 'go to' people in work on Safeguarding and Health & Safety
- Is there anything else you need to know for safeguarding?

Extension work:

Child Safeguarding Practice Reviews (SPRs), previously known as Serious Case Reviews, take place in the UK where organisations can learn from poor safeguarding. If you are interested in what they look like, the NSPCC do a lot of work on this; have a read if you wish to learn more then feedback to your Learning Coach.

<https://learning.nspcc.org.uk/case-reviews/recently-published-case-reviews>



INCLUSION ALL AROUND

FOCUS ON KEY EVENTS IN AUGUST

August is Spinal Muscular Atrophy Awareness Month.

Religious/cultural

1	Lammas (<i>Christian</i>)
1	Lughnasadh (<i>Wicca and Pagan</i>)
1	Fast in Honour of the Holy Mother of the Lord Jesus (<i>Orthodox Christian</i>)
6	Feast of Transfiguration (<i>Christian</i>)
6	Transfiguration of the Lord (<i>Orthodox Christian</i>)
10	Feast of Saint Lawrence (<i>Christian</i>)
13	Tish'a B'av (<i>Judaism</i>)
13-15	Obon (<i>Buddhism</i>)
15	Assumption of Mary (<i>Catholic Christian</i>)
15	Dormition of the Theotokos (<i>Orthodox Christian</i>)
19	The 15th of Av (<i>Judaism</i>)
19	Raksha Bandhan (<i>Hindu</i>)
22	Feast of the Queenship of Mary (<i>Catholic Christian</i>)
24	Feast of Saint Bartholomew the Apostle (<i>Christian</i>)
26	Krishna Janmashtami (<i>Hindu</i>)
26	Arba'een (<i>Islam</i>)
29	Beheading of Saint John the Baptist (<i>Christian</i>)
31	Paryushana Parvarambha begins (<i>Jain</i>)

Awareness and events

9	International Day of the World's Indigenous People
8	World Humanitarian Day
9	International Day Commemorating the Victims of Acts of Violence Based on Religion or Belief
12	International Day for the Remembrance of the Slave Trade and its Abolition

INCLUSION ALL AROUND

FOCUS ON KEY EVENTS IN SEPTEMBER

September is Sickle Cell Awareness Month, Childhood Cancer Awareness Month, Blood Cancer Awareness Month, World Alzheimer's Month and Urology Awareness Month.

Religious/cultural

1	Ecclesiastical Year begins (<i>Orthodox Christian</i>)
7	Samvatsari (<i>Jain</i>)
7	Ganesh Chaturthi (<i>Hindu</i>)
8	Feast of the Birth of the Virgin Mary (<i>Christian</i>)
8	Nativity of the Theotokos (<i>Orthodox Christian</i>)
14	Feast of the Cross (<i>Christian</i>)
16	Mawlid al-Nabi (<i>Islam</i>)
17	Anant Chaturdashi (<i>Hindu</i>)
21	Feast of Saint Matthew (<i>Christian</i>)
22	Mabon (<i>Wicca and Pagan</i>)
27	Meskel (<i>Ethiopian Orthodox Christian</i>)
29	Feast of Saint Michael and all Angels (<i>Christian</i>)

Awareness and events

10	World Suicide Prevention Day
13	World Afro Day's 'big hair assembly'
18	International Equal Pay Day
21	World Alzheimer's Day
22	Autumn Equinox
23	Bi-visibility Day
23	International Day of Sign Languages
23-29	UK National Inclusion Week



10 September is World Suicide Prevention Day, a time to focus on suicide and its impact on those who are affected both directly and indirectly.

Did you know:

Mental Health UK report that 'Suicide is the single biggest killer of men under the age of 45 in the country, but suicides among teenage girls and young women have almost doubled in recent years'.

There are a range of support services in the UK that can help.

The Samaritans are one key national organisation that assists people who are suicidal or having thoughts about this.

SAMARITANS



<https://www.samaritans.org/support-us/campaign/world-suicide-prevention-day>

There are many other organisations. Make it your task on the 10 September to do some research on this topic and what you can do to help, advise and promote these services to help those in need. You might save a life.





Papyrus provide a great service for young people. Have a look at their website, it's full of useful information.

Set yourself a task in August to do some research on this topic, then feedback to your Learning Coach in your September progress review. It's very useful to know these organisations exist.

Finally, and some would say most importantly, take time to TALK. Sometimes simply asking someone "how are you?" and "how do you feel?" can make such a difference.

If you are ever concerned about a learner at Total People please report it. The Safeguarding Team is here to help. Anyone can report a concern about any learner at Total People by emailing safeguarding@totalpeople.co.uk or using the 'Report an Concern' form on our website (see below for link).

If anyone is ever concerned about a Total People colleague, then again anyone can report this concern to a secure and central email box (staffsafeguarding@totalpeople.co.uk) which is manned by our HR and Staff Safeguarding Team.

HOPELINE247 0800 068 41 41



Papyrus



Total People -
Report a Concern

<https://www.papyrus-uk.org>

<https://www.totalpeople.co.uk/about/safeguarding/report-a-concern>



BRITISH VALUES



All the previous sections should provide you ample opportunities to reflect on the British Values of:

- Democracy
- Rule of law
- Tolerance / respect
- Liberty and freedom of speech.

What have you read about in this edition that you can relate back to our British Values?

Time to reflect:

- How do these values relate to your own personal or family values?
- Are they the same?
- Do you have other values and, if so, what are they?

Discuss this with your Learning Coach using examples where possible.



MY VALUES: TOTAL PEOPLE'S DSL

My name is Imtiaz and I am the DSL (Designated Safeguarding Lead) at Total People. I try to work to the values of being Aspirational, Respectful and also try to work in Collaboration with others (these are our 'ARC behaviours'). I couldn't write this newsletter without my colleague Ade, who collaborates with me to create it, and my manager Sophie, who helps me to aspire to deliver the best safeguarding support for all our colleagues, learners and employers.



I also hold the other key personal values of:

- Respect
- Integrity – being reliable, being responsible and being accountable – this creates integrity
- Fairness
- Including people.

All these personal, work and British Values link together with the many values that come from my family and my faith.

Where do yours come from? What or who influences your values?



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



Teaching and Learning Manager /
Organisational Lead for Safeguarding:
Sophie Hayes
Tel: 07971 659 832
E: shayes@totalpeople.co.uk



Deputy Designated Safeguarding
Lead: Simone Healey
Tel: 07971 659 832
E: shealey@totalpeople.co.uk



Prevent Single Point of Contact
Imtiaz Kala
E: ikala@totalpeople.co.uk



Deputy Designated Safeguarding
Lead: Leanne Shaw
Tel: 07966 515 814
E: LShaw@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](http://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.