TOTAL PEOPLE
LEADERS IN LEARNING ®

SAFEGUARDING

NEWSLETTER FOR EMPLOYERS, LEARNERS AND COACHES



OCTOBER-NOVEMBER 2026

CONTENTS

Introduction	3
Code of Conduct	4
Reflection on Code of Conduct	5
Operation Encompass	6
Mental Health Day 10 October	7
Spotlight: Study Programme Awards Day 2026	8
Inclusion: Events in October	9
Inclusion: Events in November	10
Spotlight: International Men's Day	11
British Values and Prevent	12
Next Steps	13

INTRODUCTION

Welcome to the October-November edition of our newsletter created for learners, employers and staff at Total People.

In this issue, we focus on our Code of Conduct and what this means, look at the important support of Operation Encompass and reflect on why its important to talk about mental health as we head into Mental Health Day on Saturday 10 October.

As always, this newsletter is designed to support open conversation and give you confidence to learn about safeguarding topics. If you have any ideas, please do contact us at communications@totalpeople.co.uk



CODE OF CONDUCT

What do learners understand about a 'code of conduct' in the workplace?

Why do we need such a policy?

Well, there are a number of reasons why.

A code of conduct is designed to provide clear guidance and aims to set and maintain the professional standards that colleagues and learners are required to follow, to create an environment where everyone is safe, happy and treated with respect.

With a code of conduct policy we can:

- Recognise expected workplace 'behaviours'
- Identify unacceptable conduct and its impact
- Apply safeguarding and professional boundary expectations
- Use reporting routes and speak up appropriately to protect us all.

Some unacceptable behaviours may be:

- Bullying or intimidation
- Harassment or victimisation
- Discrimination or exclusion
- Offensive language or jokes
- Breach of confidentiality
- Boundary violations or abuse of authority including appropriate physical touching
- Banter and targeting someone due to being different.

It's not all about behaviours though. A thought out code of conduct will consider many areas such as dress codes, health & safety, safeguarding, travel and transport, the language we use, the relationships we have in and out of work, links on social media, use of the internet, relationships with staff, raising concerns about staff or learners, gifts, charity giving, being transparent and open, and how we communicate.

REFLECTION ON CODE OF CONDUCT

Harassment and violence and against women and girls is a big issue in the UK.

The Crime Survey for England and Wales estimated that 2.1 million people aged 16 years and over (1.4 million women) experienced domestic abuse in the year ending March 2023.

Domestic abuse in England and Wales overview - Office for National Statistics

Learners should reflect using critical thinking and challenge any views, biases and assumptions in this area. Reflective thinkers will also think about wider harassment linked to racism and discrimination against people due their faith and disability, for example. Codes of conduct help to protect everyone to be more safe at work.

Code conduct, whistle blowing, complaints and grievance policies all support harassment but learners can explore the reasons for sexual harassment and what support exists in their place of work.

What sexual harassment is - Sexual harassment - ACAS

Extension: Do you fully understand what a 'code of conduct' is and what it means?

Research what policies and processes exist in your place of work around code of conduct, and in particular look into the impact of sexual harassment and feedback to your coach at the next reviews or personal development opportunity. How can we all as employees, learners and staff challenge sexual harassment in and out of the workplace?

acas working for everyone

Office for National Statistics

OPERATION ENCOMPASS

At Total People, we take our domestic abuse (DA) duties seriously. As part of our continued work on monitoring DA, our DSL undertook some training so that we are now in the communication with our partners at Cheshire Police regarding DA.

What is Operation Encompass?

It is a police-to-education information-sharing scheme. When police attend a domestic abuse incident and a child or young person is connected to the household, the education setting is notified so timely support can be considered. All learners and employers would be wise to learn and know about Operation Encompass.

Any learner under 18 is seen as a victim under the Domestic Abuse Act. Police forces in England and Wales have a statutory duty to notify our setting where they have reasonable grounds to believe a learner under 18 with us may be a victim of domestic abuse. This can include other under 18s connected to the household, even if they were not physically present, as they are still a victim of the abuse if they have observed/heard it.

Under section 3 of the act, (DA 2021) learners under 18 are recognised as victims of domestic abuse if they see,hear or experience the effects of abusive behaviour falling within the above definition, and they are related to person A or B (for example, if a child witnesses domestic abuse perpetrated by one parent against the other).

If anyone is affected by Domestic Abuse (DA) there are many ways to seek help:

- See the support systems on the last page of this newsletter
- National Domestic Abuse Helpline
- ManKind Initiative - supporting male victims of domestic abuse
- Galop - the LGBT+ anti-abuse charity
- Saheli – for minority communities.

There are countless local and national services at the press of a button so if you are worried or you are the victim of domestic abuse, reach out to the Total People safeguarding team and we can signpost you as needed.

MENTAL HEALTH DAY 10 OCTOBER 2026

Every mind matters and so one of the key ways to manage your mind is to talk.

https://www.nhs.uk/every-mind-matters/mental-wellbeing-tips/how-to-talk-about-your-mental-health/

Building self-care into your routine can greatly support mental wellbeing. It can also help protect against poor mental health by strengthening resilience and encouraging positive coping strategies.

The evidence overwhelmingly shows that talking about mental health has a number of positive benefits. For example, research shows that talking about mental health can reduce stigma and improve understanding of mental health issues. This can lead to more positive attitudes towards mental health, which can in turn lead to better access to services and support for those who need it. Talking about mental health can also reduce feelings of isolation and increase feelings of connection for those struggling with mental health issues.

The words we use are very important. Follow this link to the Mental Health Foundation website that explains words or jargon to avoid when talking about mental health. Other ways to self-care include the '5 Ways to Wellbeing' on the MIND website.

Useful links for self care and wellbeing support.

mind kooth Qwell

SPOTLIGHT

STUDY PROGRAMME AWARDS DAY, JULY 2026

We love to share good news, and what better way to do so than to show the brilliant achievements of our study programme graduates? These young people, mostly aged 16-19, are now getting ready to move onto their next steps after completing their courses with us.

It was fabulous to see these vulnerable learners move into supported internships, apprenticeships, further education, employment and, for some, become comfortable enough to return to us for another year. We look forward to another year in Crewe, Northwich and Halton.

Many of these learners had attendance issues and learning difficulties in high school, but through targeted support and small class-based interventions they were able to achieve good outcomes.





INCLUSION
FOCUS ON KEY EVENTS
OCTOBER

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

1	Rohini Vrat *(Jain)*
2	Feast of the Guardian Angels *(Catholic Christian)*
2	Gandhi Jayanti *(Hindu)*
2	Mehregan *(Zoroastrian)*
3	Shemini Atzeret *(Judaism)*
4	Feast of St Francis of Assisi *(Christian)*
4	Simchat Torah *(Judaism)*
11	Sharada Navratri begins *(Hindu)*
12-16	Ayathrem Gahambar *(Zoroastrian)*
17	Ashwina Navapada Oli begins *(Jain)*
17	Durga Puja begins *(Hindu)*
18	Feast of Saint Luke *(Christian)*
20	Dussehra *(Hindu)*
20	Guru Granth Sahib coronation day *(Sikh)*
25	Kathina *(Buddhist)*
27	Guru Ram Das Jayanti *(Sikh)*
28	Feast of Saints Simon and Jude *(Christian)*
28	Rohini Vrat *(Jain)*
29	Karwachauth *(Hindu)*
31	All Hallows' Eve *(Christian)*
31	Reformation Day *(Protestant Christian)*

Awareness and events

1	Anniversary of the Equality Act
1	International Day of Older Persons
5	World Teachers' Day
6	World Cerebral Palsy Day
8	World Sight Day
10	World Mental Health Day
11	International Day of the Girl Child
11	National Coming Out Day
15	International Day of Rural Women
16	Show Racism the Red Card's Wear Red Day
17	International Day for the Eradication of Poverty
18	Anti-Slavery Day
18	World Menopause Day
21	International Pronouns Day
26	Intersex Awareness Day
29	World Stroke Day

INCLUSION
FOCUS ON KEY EVENTS
NOVEMBER

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 disability history month.

Religious/cultural

1	Feast of All the Saints *(Christian)*
1	Samhain *(Wicca and Pagan)*
2	All Souls' Day *(Christian)*
2	Anniversary of the Coronation of Emperor Haile Selassie *(Rastafari)*
7	Tori-no-Ichi (first rooster day) *(Shinto)*
8	Bandichhordivas *(Sikh)*
8	Diwali Hindu *(Sikh and Jain)*
9	Feast of the Dedication of the Archbasilica *(Catholic Christian)*
10	Birth of the Bab *(Bahai)*
10	Birth of Baha'ullah *(Bahai)*
13	Chhath Puja begins *(Hindu)*
15	Nativity Fast begins *(Orthodox Christian)*
15	Shichi-Go-San *(Shinto)*
16	Kartik Ashtahnika begins *(Jain)*
19	Tori-no-Ichi (second rooster day) *(Shinto)*
21	Presentation of the Theotokos *(Orthodox Christian)*
22	Feast of Christ the King *(Christian)*
23	Kartika Chaumasi Chaudas *(Jain)*
23	Niinamesai *(Shinto)*

Religious/cultural

24	Guru Nanak Dev Jayanti *(Sikh)*
24	Kartika Rathayatra *(Jain)*
24	Martyrdom of Guru Tegh Bahadur *(Sikh)*
25	Rohini Vrat *(Jain)*
26	Day of the Covenant *(Bahai)*
28	Ascension of Abdul-Bahá *(Bahai)*
29	Advent Sunday *(Christian)*
30	Saint Andrew's Day *(Christian)*

Awareness and events

8	Intersex day of solidarity
8	Remembrance Sunday
11	Armistice day
13	World kindness day
13-19	Transgender awareness week
14	World diabetes day
16	International day for tolerance
19	International men's day
20	World children's day
20	Transgender day of remembrance
25	International day for the elimination of violence against women

SPOTLIGHT

INTERNATIONAL MEN'S DAY

November sees key events such as International Men's Day and International Day for the Elimination of Violence against Women. Both days are important for different reasons. Explore what it is these days signify.

Does your place of work support events promote inclusion and respect?

How can you find out?

Is there an initiative you wish to do at work as part of your own personal development?

Continuing the theme of respect and inclusion, 'Anti Bullying Week' occurs from 16-20 November 2026. Jamie and Sophie, our pastoral and safeguarding staff members, will be working with study programme learners week on all things linked to bullying. Remember, bullying also occurs in adulthood and work places so ensure you know what the policy is to report bullying/harassment.

We will share what Jamie and Sophie did in the next newsletter in December.



BRITISH VALUES AND PREVENT

Learners are reminded of the change in risks in the UK around young people and adults at risk of radicalisation.

Remember, radicalisation means:
'the process through which a person comes to support or be involved in extremist ideologies. It is in itself a form of harm'. Extremism is defined by the Home Office as anyone who shows 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs'.

These terms are key to learn as it does not prevent free speech as long as learners do not go against the British Values and keep within the 'Rule of Law'.

GET HELP FOR RADICALISATION CONCERNS - GOV.UK

What is it? – ACT Early

This website touches upon the different risk threats:

- Incel
- Religious extremism
- Extreme right wing
- Violent extremism
- Mixed and unclear ideology.

We should also consider antisemitic and anti-Muslim hatred where we are seeing more and more extremist views.

As critical thinkers, it is important that you know what to do if you are worried about radicalisation or extremism in work or in the community.

Remember, Action Counters Terrorism (ACT) and you should:

- Notice
- Check
- Share your concerns.

The links above can help and you can also share any concerns with your:

- Learning Coach
- Curriculum Manager
- DSL team at the bottom of this newsletter.

You can also submit a concern on OneFile or visit the Safeguarding page on the Total People website.

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.

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:
Simone Healey
Tel: 07971 659 832
E: SHealey@totalpeople.co.uk

Deputy Designated Safeguarding Lead:
Leanne Shaw
Tel: 0796 6515 814
E: LShaw@totalpeople.co.uk

Pastoral Inclusion Learning Coach
Jamie Higham
E: JHigham@totalpeople.co.uk

Head of Learner Experience Lead for Safeguarding:
Sophie Hayes
Tel: 0779 6933 960
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

Sophie Johnson
Safeguarding Officer (SGO)
E: SJohnson@totalpeople.co.uk

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.