



# **SAFEGUARDING AT TOTAL PEOPLE**

**USEFUL SOURCES  
OF SUPPORT AND  
INFORMATION**



"AT TOTAL PEOPLE, OUR MISSION IS  
TO IMPROVE LIVES AND ECONOMIC  
SUCCESS THROUGH LEARNING"



"Empowering individuals to achieve  
their full potential through exceptional,  
employer aligned training"

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# SAFEGUARDING

We recognise that all learners have a fundamental right to be protected from harm and abuse and that learners cannot learn effectively unless they feel and are safe.

Total People has a legal and moral duty to have due regard to your health, safety and wellbeing.

We understand that learning can become impacted by individual circumstances and needs, and there are times when additional help, support, advice or guidance may be needed.

We will support you in any way we can. Your health, safety, wellbeing and welfare are of paramount importance to us.

You can find more information on the safeguarding page of our website.

[www.totalpeople.co.uk/about/safeguarding/](http://www.totalpeople.co.uk/about/safeguarding/)



# MEET THE SAFEGUARDING TEAM



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# SAFEGUARDING REPORTING

If you ever have a concern about yourself or someone else, please report this so we can provide the appropriate support and guidance.

You can speak to your Learning Coach and/or Tutor at any time for advice and guidance. You can contact the Safeguarding team directly via email or via a webform on our website. This form is sent directly to our dedicated Safeguarding team, and all information is dealt with professionally, sensitively and in line with data protection and GDPR legislation.

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

Use the QR code or visit our website.

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



You can also access our reporting form directly from your OneFile portfolio via the Safeguarding button.

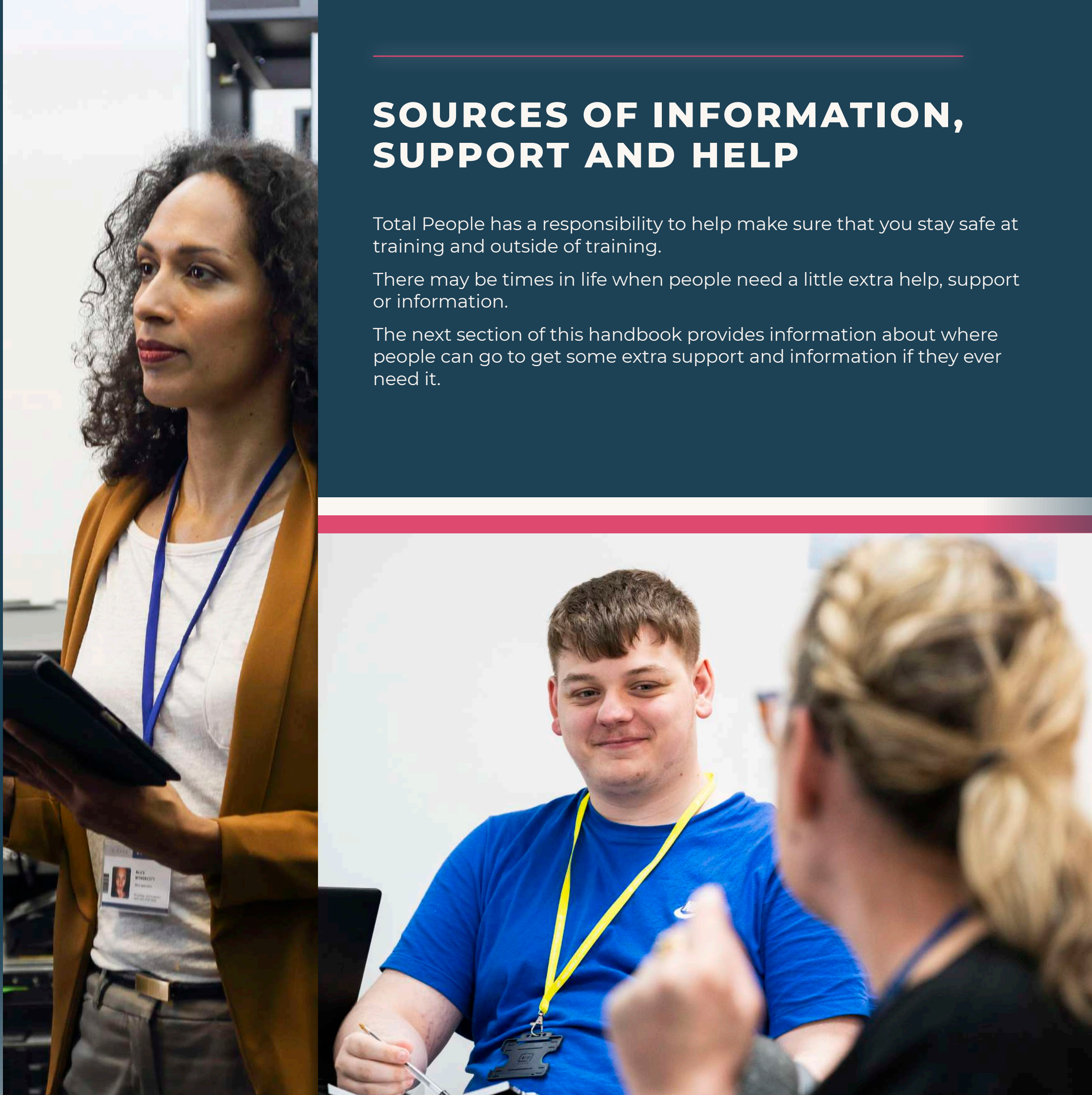


# SOURCES OF INFORMATION, SUPPORT AND HELP

Total People has a responsibility to help make sure that you stay safe at training and outside of training.

There may be times in life when people need a little extra help, support or information.

The next section of this handbook provides information about where people can go to get some extra support and information if they ever need it.





# INFORMATION AND SUPPORT – MENTAL HEALTH

*“In many ways, mental health is just like physical health: everybody has it and we need to take care of it.*

*Good mental health means being generally able to think, feel and react in the ways that you need and want to live your life. But if you go through a period of poor mental health you might find the ways you’re frequently thinking, feeling or reacting become difficult, or even impossible, to cope with. This can feel just as bad as a physical illness, or even worse.”*

Mind



<https://www.mymind.org.uk/advice-guidance>

Crisis support 0800 145 6485



The Stay Alive app, developed by Grassroots Suicide Prevention, is a suicide prevention resource for the UK, packed full of useful information and tools to help you stay safe in crisis.

<https://prevent-suicide.org.uk/find-help-now/stay-alive-app/>



<https://www.youngminds.org.uk/young-person/coping-with-life/what-is-mental-health/>



# INFORMATION AND SUPPORT – MENTAL HEALTH

To look after your own mental health, it is helpful to understand what stresses you have in your life and what you are doing to reduce your levels of stress and anxiety. There are many things that are good for mental health, for example, talking to someone you trust, eating well, getting enough sleep, getting fresh air and exercise, and spending time on hobbies and interests that you enjoy.



<https://mhfaengland.org/mhfa-centre/resources/address-your-stress/stress-container-resource-download.pdf>

# INFORMATION AND SUPPORT – DOMESTIC ABUSE

*“The UK government’s definition of domestic violence is ‘any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial, emotional.’”*



<https://www.nationaldahelpline.org.uk/>



<https://www.nhs.uk/live-well/getting-help-for-domestic-violence/>



<https://mensadviceline.org.uk/>



# INFORMATION AND SUPPORT – SEXUAL VIOLENCE AND HARASSMENT



<https://rapecrisis.org.uk/>



<https://www.nhs.uk/service-search/sexual-health-services/find-a-rape-and-sexual-assault-referral-centre>



**Report Abuse in Education**

 **Call 0800 136 663**

 **Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

 **In an emergency, call 999**

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## INFORMATION AND SUPPORT – BULLYING

Any incidents of bullying or harassment will be taken seriously and will be reported via CPOMS in line with the Safeguarding policy.

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include

- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities



Helpline 0300 323 0169

<https://www.nationalbullyinghelpline.co.uk>



<https://anti-bullyingalliance.org.uk/tools-information/advice-and-support/if-youre-being-bullied/find-help-and-support>



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## INFORMATION AND SUPPORT – ONLINE SAFETY

How people behave in the online world is just as important as how they behave in the physical / real world.

**Did you know?** One of the first things many employers do when they receive job applications or interview people is to look them up online. What is their online presence like, and what does their behaviour and conduct say about them? Think about this when creating your profiles and interacting with others online.

The internet is such a powerful tool and can provide valuable information and opportunities, but it can also pose many dangers, and it is important you know how to keep yourself safe online. Below are just a few important things to remember:

- Protect your online reputation – think before you post
- Know where to find help and to ask for help if you need it. Remember you can report online abuse!
- Don't give in to pressure – once you have pressed send there is no taking it back!
- Be respectful to others online
- Follow the law – use legal and reliable services to access film, music and TV content
- Don't share personal details with people you don't know, and don't share others' details online
- Never agree to meet up with someone you have only ever met online – people are not always who they say they are

# INFORMATION AND SUPPORT – ONLINE SAFETY



[https://www.ceopeducation.co.uk/11\\_18/](https://www.ceopeducation.co.uk/11_18/)



<https://www.ncsc.gov.uk/collection/top-tips-for-staying-secure-online>



The Mix is a charity that provides free information and support for under 25s.

[www.themix.org.uk](http://www.themix.org.uk)

Use their crisis messenger by texting THEMIX to 85258.



Free, confidential support online and over the phone for young people under 19. Call on 0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)



# INFORMATION AND SUPPORT – DRUG AND ALCOHOL SUPPORT



<https://changegrowlive.org/cheshire-east>



<https://www.viaorg.uk/>



<https://www.changegrowlive.org/advice-info/under-25-advice>





# INFORMATION AND SUPPORT – GAMBLING SUPPORT



<https://www.nhs.uk/live-well/addiction-support/gambling-addiction>



GamCare operates the National Gambling Helpline. Advisors are available 24 hours a day on free phone 0808 8020133 or via web chat [www.gamcare.org.uk](http://www.gamcare.org.uk)



# INFORMATION AND SUPPORT – HOUSING AND FINANCE



<https://www.cheshireeast.gov.uk/housing/housing.aspx>



<https://www.cheshirewestandchester.gov.uk/residents/housing/housing-related-support>



[https://england.shelter.org.uk/housing\\_advice/homelessness/emergency\\_options\\_for\\_homeless\\_16\\_to\\_25\\_year olds](https://england.shelter.org.uk/housing_advice/homelessness/emergency_options_for_homeless_16_to_25_year olds)



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# LEADERS IN LEARNING

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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.