Quick Guide to Safeguarding Yourself and Others

t2 group cares about the health, safety and welfare of all its learners

We want our apprentices to enjoy a safe, positive working and learning environment throughout their time with us. As a responsible organisation, t2 group takes a pro-active view in this area.

When you begin your learning with t2 group, we provide a thorough induction to your course to ensure that you know exactly where to access any advice and guidance. This information is also contained in the Apprenticeship Handbook. If you would like to request another copy of the Apprenticeship Handbook you can do so here https://www.t2group.co.uk/apprentice-handbooks.html

We also:

- Check you are safe by inspecting your work premises
- Work with your employer to make sure you are treated in the right way
- Make sure that you have suitable support in your workplace
- Monitor and review your progress every month with you and your employer

Our Safeguarding Team is available to offer advice and guidance to ensure that anyone who is experiencing harm or abuse, or is at risk of harm or abuse, is given the correct support.

Safeguarding yourself

Many of us focus on safeguarding the individuals we support as well as customers and clients; this is understandable as, especially in health and social care, safeguarding is a key responsibility and part of your job role. However, it's just as important to recognise that you can also be at risk and to understand what the situations and sources of harm that can impact both you and those around you.

What types of concerns should you and others be protected from?

What is safeguarding?

Safeguarding is a framework that protects vulnerable groups such as children and 'adults at risk' from harm, abuse and exploitation. Whilst vulnerable groups such as those who are in need of care and support are more susceptible to harm, abuse and exploitation, it is not always obvious when other groups of people like family, friends and even ourselves may be at risk. For various reasons, we often overlook or are unable to recognise our own needs and identify when we need support. Safeguarding can cover many things, but some of the most common concerns are listed below. To find out more about each topic, just click the link:

Bullying, including on-line bullying and prejudice-based bullying

Child sexual exploitation

Criminal exploitation such as County Lines

Discrimination such as racist, disability related and homophobic or transphobic abuse

Domestic violence

Economic abuse as part of domestic abuse

Female genital mutilation

Financial abuse

Forced marriage

Gang activity and youth violence

Gender-based violence/violence against women and girls

Types of concerns continued

Honour based violence

Modern slavery and trafficking

Neglect - Adults – **and Children**

Online Safety – **issues such as scamming** – **and grooming**

Organisational/Institutional abuse

Physical abuse

Psychological/emotional abuse

Radicalisation and/or extremist behaviour

Self-neglect

Sexual abuse or assault

Sexual Harassment

Substance abuse

Teenage relationship abuse

The impact of new technologies on sexual behaviour, for example sexting

What to do if you have a safeguarding concern about yourself or others

If you are a learner and have witnessed harm or abuse in your place of work, you should follow your internal safeguarding procedures. If you are not familiar with your organisation's safeguarding processes, take this opportunity to review these as you have a duty of care to report issues that arise.

If you have followed your internal processes and you don't believe your concerns have been taken seriously or acted upon, then you should escalate this to your internal Safeguarding Team or HR Department, following this up in writing. If you continue to have concerns, you should contact Care Quality Commission (CQC) in England and Care Inspectorate Wales (CIW) in Wales as well as your Local Adult or Child Safeguarding Board or Partnership.

If you don't work in the Health and Social Care sector or with children or 'adults at risk' but are concerned about working practices or the way you or someone else is being treated, you should speak to your line manager in the first instance. If this doesn't resolve the situation or the issue you have involves your line manager, you should follow your internal complaints or grievance procedures which you should be able to find in your employee handbook.

If you are experiencing harm or abuse yourself, you should speak to someone you trust. This could be a friend, a family member or a professional such as your GP or a Police Officer.

Personal Development Manager, Coach, or Tutor regarding any of the above concerns or a member of the t2 group Safeguarding Team. We can help to sign post you to organisations and support – our contact details are below:

Stacy Preston – Safeguarding and Prevent Lead
E-mail: **stacy.preston@t2group.co.uk**
Tel: 02920 799 133 / 07876 824 157

Emma Pridmore – Deputy Safeguarding and Prevent Lead
E-mail: **emma.pridmore@t2group.co.uk**
Tel: 02920 799 133 / 07823 342 179

Dionne Stacey – Deputy Safeguarding and Prevent Lead
E-mail: **dionne.stacey@t2group.co.uk**
Tel: 02920 799 133 / 07881 379 110

Other Support Resources

E-learning Modules - **https://elearn.t2group.co.uk/**

Health and Wellbeing - **http://www.myhealthandwellbeing.co.uk/**

Learner Support Website - **https://www.t2group.co.uk/learner-support.html**

Mental Health Support - **https://www.t2group.co.uk/mental-health-support.html**

Sexual Harassment - **https://www.youtube.com/watch?v=ZdwWQEaDb5Q**

Report a Safeguarding Concern - **https://www.t2group.co.uk/safeguarding-and-radicalisation.html**

For general advice and guidance, you can email the Safeguarding Team on **safeguarding@t2group.co.uk**