

# SAFEGUARDING POLICY



## Introduction

Three Dimensional Training Limited (3DT) strongly recognises and embraces a safeguarding system, culture and community. 3DT recognises the need for vigilant awareness of safeguarding issues.

Any individual should feel secure that they can raise any issues or concerns about the safety or welfare of children, young people and adults at risk and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding by demonstrating zero tolerance of abuse and other harmful behaviours, promoting the welfare of children, young people, adults at risk and protecting staff.

As part of its safeguarding ethos, 3DT encourages all individuals to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. 3DT ensures that partisan political views are not promoted in the teaching of any subject and where political issues are presented, reasonably practicable steps will be taken to offer a balanced presentation of opposing views.

The company is committed to ensuring that

- It provides a safe environment for young people and adults at risk and all within our learning environments.
- It identifies young people and adults at risk who are suffering, or likely to suffer, significant harm.
- It takes appropriate action to see that young people and adults at risk are kept safe, both at home and whilst in learning.
- It promotes an environment and culture in which every learner feels valued and able to communicate their wishes and feelings successfully.
- It ensures that there is an appropriately trained safeguarding team with a lead and deputies.
- All staff receive safeguarding training, which is regularly updated.
- Safeguarding and welfare is embedded throughout our curriculum.
- Learners feel empowered to recognise and report any safeguarding or welfare concerns.
- Safer recruitment practices are adhered to, and a single central record is kept (*see Safer Recruitment Policy*)

## Scope

The Care Act 2014, Working Together 2023 (Children) and Keeping Children Safe in Education'. (September 2025) sets out our statutory responsibilities regarding safeguarding adults and children.

This policy applies to all staff, including senior managers, associate tutors, learners, employers and anyone working on behalf of/with 3DT and encompasses all aspects of safeguarding in any location that any of our staff may be working (on- site, off- site, online) This policy should be read in conjunction with the relevant statutory guidance ‘

3DT have a governance board; that ensure the organisation is meeting its legal obligations. Our governors all receive safeguarding training. Safeguarding is a standard agenda item at all governance meetings and the DSL reports on the number of safeguarding and welfare incidents reported each quarter.

An annual Safeguarding audit takes place with a governor and DSL.

When working as a subcontractor, it is important that as a company, we have an understanding of the Prime's safeguarding, recording and reporting processes.

## Definitions

Safeguarding is the set of measures put in place to protect a person's health, well-being, and rights, especially when they may be vulnerable to harm, abuse, or neglect.

A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection.

The preferred term to describe a Vulnerable Adult is: 'Adult at Risk'. (Care Act 2014)

An adult at risk is any person age 18 or over who is, or may be in need of community care services by reason of mental/physical or learning disability/age or illness and unable to take care of them self or unable to protect themselves against significant harm or serious exploitation.

Adults at risk may include people who:

- Are elderly and very frail
- Suffer from mental illness, including dementia
- Have a Special Educational Need or disability
- Have a physical disability
- Have an acquired brain injury
- Suffer from a severe, incapacitating physical illness
- Who suffer with a mental illness
- Any adult at risk of radicalisation and being drawn into violent extremism, ideologies or terrorist

behaviour

- Part of the LGBTQIA+ community
- Are Neurodiverse
- Are in recovery
- Are living away from home
- Are living in a domestic abuse situation

Vulnerability may be a permanent or temporary state.

## **Promotion**

All 3DT employees are responsible for the promotion and advancement of this policy.

This policy will be promoted in a variety of ways:

- At Employee and governor recruitment stages
- Training undertaken at employee induction of both this policy and Safeguarding as a subject
- Staff development and Staff training, all employees and governors must have up to date internal safeguarding training
- Through Team meetings and standardisation meetings
- Employee one to ones
- Staff Observations
- Through risk assessment
- Through learner Induction / Safeguarding flyer
- Throughout the curriculum (Mental health/ Prevent/ online safety, are embedded throughout)
- Through learning resources and Google Classroom
- Through the 3D Website

## **Training**

All 3DT Employees receive full Safeguarding internal training by the Safeguarding Lead upon induction and will complete the following annual CPD:

- Safeguarding
- Prevent and channel
- E Safety
- Radicalisation and Extremism
- Sexual Harassment
- Female Genital Mutilation

The Safeguarding Designated Lead and Designated Safeguarding Officers will have Safer Recruitment and Designated Lead Training. It is also a requirement that the DSL and DSOs attend other CPD events in Safeguarding as a part of their CPD, including on emerging theme and localised safeguarding.

## **Welfare**

3DT understands the importance of early intervention when working with young people or adults at risk to prevent safeguarding incidents occurring. As a company, we work closely with learners and services and staff will highlight any welfare concerns to the designated safeguarding team.

In 2023, 3DT launched the welfare inbox ([welfare@3dtraining.uk.com](mailto:welfare@3dtraining.uk.com))

We encourage learners and staff to report welfare concerns directly to this. The designated safeguarding team have access to this inbox.

A group profile is set up by the tutor at the start of every new course. Documented on the group profile will be any physical or mental health concerns, learning difficulties or disabilities disclosed by individual learners at enrolment or any additional support needs that may be required.

If a tutor has reported a welfare concern about a learner, they will be highlighted Amber on the group profile. They will be highlighted red if a safeguarding concern has been reported. The group profile will not detail the welfare concern, to protect the individual's confidentiality. If a different tutor is required to cover a session due to sickness or holidays, it is their responsibility to ensure that the group profile is checked.

## **Professional Boundaries**

In line with our commitment to creating a safe learning environment, 3DT strictly upholds the principle of maintaining professional boundaries between all staff and learners. To ensure the well-being and comfort of all individuals involved, it is imperative that staff members refrain from engaging in any form of physical contact with learners.

Physical contact includes, but is not limited to, hugging, touching, or any other physical gestures that may be perceived as invasive or inappropriate.

3DT will always aim to uphold the dignity, privacy, and personal space of all learners and promote mutual respect and trust.

It is expected that if any staff member should have any personal or social relationship with learners, that they notify their manager as soon as possible to ensure that there are no conflicts of interest.

It is expected that all staff have clear boundaries in place with learners around communication. Staff must

not give out their personal contact details to learners or communicate with them via their personal social media platforms. All staff are advised to inform learners at the start of each new course, that they are **contactable during their hours of work**. **3DT do not support or encourage staff contacting learners outside of working hours.**

If 3DT becomes aware of any breaches to this policy it will be fully investigated and may result in disciplinary actions in accordance with our policy.

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of young people and adults at risk with whom they work or come into contact with. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the general public and with their colleagues.

There may be times, for example, when an employee's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in the workplace or indicate an unsuitability to work with young people or adults at risk. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour. The behaviour of an employee's partner or other family members may raise similar concerns and require careful consideration by the company as to whether there may be a potential risk to young people or adults at risk, within the workplace.

This means that staff should:

- Be aware that behaviour in their personal lives may impact upon their work with young people and adults at risk
- Follow codes of conduct and adopt positive behaviours as deemed appropriate by the company.
- Understand that behaviours and actions of their partner (or other family members) may raise questions about their suitability to work with young people and adults at risk.

## Power and Positions of Trust

All staff working with young people and adults at risk are considered to be in a position of trust, as a consequence of their knowledge, position and/or the authority invested in their role.

This means that staff should **not**:

- Use their position to gain access to information for their own or other's advantage.
- Use their position to intimidate, bully, humiliate, threaten, coerce or undermine young people / vulnerable adults
- Use their status and standing to form or promote relationships, which are of a sexual nature or may become so.

This means that staff should:

- Ensure that an unequal balance of power is not used for personal advantage or gratification

- Maintain appropriate professional boundaries and avoid behaviour which may be misinterpreted by others
- Report or record any incident where their behaviour may be misinterpreted with a Senior Manager at the earliest opportunity

## **What are we safeguarding from?**

This is not an exhaustive list and there may be other situations and circumstances that arise.

- Radicalisation and/or extremist behaviour
- Local area or population issues such as gang activity
- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect
- Exploitation including county lines, forced marriage, financial exploitation, child sexual exploitation and up-skirting.
- Child on Child or Peer on peer\* abuse, such as sexual harassment (see sexual harassment section)
- Extremist terrorist groups or radicalisation
- Domestic abuse
- Bullying including cyber bullying, bullying in the workplace and prejudice-based bullying.
- Risks linked to technology and social media, including online bullying, grooming, radicalisation, accessing and generating inappropriate content for example, sexting and revenge porn.
- Drug and alcohol misuse
- Racist, disability and homophobic or transphobic abuse
- Gender based violence.
- Modern Slavery
- Accidents (road, home, in the workplace)
- Self-harm
- Suicide and mental health matters
- Fabricated or induced illness
- Unsafe activities and environments including those online or cyber environments.
- Crime
- Honour-based violence.
- Unsuitable housing/homelessness
- Female Genital Mutilation
- Breast Ironing

***See Appendix B for definitions***

## Reporting safeguarding concerns

### 1- RECOGNISE

Abuse comes in many forms and more than one type of abuse may be happening at the same time. You may suspect abuse because:

- You have general concerns about someone's wellbeing
- Someone tells you that something has happened or is happening to them, which could be abuse
- You may also have disclosures relating to personal distress including talk of self harm and/ or suicide. You still need to respond to disclosures in the same way

If a learner does not attend a session and has not made contact with you to report their absence:

Is the person in recovery? If yes and you know the service that they are working with, try and contact them to see if the person is ok. Inform the designated safeguarding team that same day.

If the person is not in recovery, try and contact them that same day and again the next day. Inform the designated safeguarding team within 48 hours.

All unexplained absences are treated as potential safeguarding concerns and monitored closely, with escalation to DSL if unresolved.

### 2- RESPOND

- Remember, it is not your role to investigate any concerns you may have- just report it
- Where you suspect abuse or risk of abuse including the potential to be drawn into extremism, it is your role to pass on any concerns you may have even if the person has asked you not to.
- Make sure that the person is safe
- If there is an immediate danger/ treat or urgent medical attention is required, call 999 immediately.
- Preserve any evidence
- Do not discuss with alleged perpetrator
- Do stay calm and try not to show shock
- Listen carefully rather than question directly
- If the person reports abuse/ distress reassure them that they are doing the right thing by telling you.

### 3. RECORD

- Write an account of what you have seen or heard as soon as possible using the E 3DT safeguarding report form (Appendix A)
- Make sure that the information is factual and accurate
- Record what the person said using their own words
- Describe the circumstances and identify anyone else who was there at the time.

- Note any initial actions taken
- Sign and date your report, noting the time and location

#### 4. REPORT

Step 1- Send the completed safeguarding report form as soon as possible. This must be sent within 24 hours to the welfare email address. The document must be password protected following company procedure.

If applicable the DSL must inform the prime contract holder. **Contact details for all Prime DSL's can be found in Appendix C**

<b>Designated Safeguarding Lead</b>	
Name:	Gemma Cretney
Telephone:	07917509437
Email:	Gemma.cretney@3dtraining.uk.com

<b>Deputy Safeguarding Officer</b>	
Name:	Vicky Fearnley
Telephone:	07741648895
Email:	Vicky.fearnley@3dtraining.uk.com

<b>Deputy Safeguarding Officer</b>	
Name:	Linda Reid
Telephone:	07795224670
Email:	Linda.reid@3dtraining.uk.com

In the unlikely event of none of the above being available, please contact:

<b>Director</b>	
Name:	Gill Abbotts
Telephone:	07725407997
Email:	Gill.abbotts@3dtraining.uk.com

## **We must report to the DFE:**

- A safeguarding concern related to sexual violence to Local Authority children’s social care/adult social care and/or the police, or
- An allegation of abuse made against a tutor, or other member of staff to the designated officer(s) (at the local authority).
- An incident, or pattern of incidents, which undermines the promotion of British fundamental values.

## **5. REFER**

Where required, the DSL will refer or support you with guidance on next steps and/or signposting the relevant external agency.

- Any referrals to Social Services, through the Channel process, or other external agency must also be notified to the DSL.
- Any violent incidents must be notified to the Health and Safety Manager.

## **Managing Allegations against Staff**

All staff should take care not to place themselves in a vulnerable position with a child, young person or adult at risk and be aware of appropriate professional conduct. It is always advisable for interviews or work with individual young persons, adults at risk, or parents to be conducted in a visible arena in view of other adults.

- We may occasionally receive complaints or allegations against a member of staff but it is important that a fair and balanced approach should be taken to ensure that both the complainant and the staff member are safeguarded.
- If such an allegation is made, the staff member receiving the information must take the issue seriously and should immediately inform their line manager, who will then immediately discuss the content of the allegation with the DSO and Managing Director.
- If the allegation made to a staff member concerns their own line manager, the person receiving the allegation must immediately inform the DSO and/or Managing Director, without notifying their manager.
- It is important that no further action is taken in respect of gathering statements from others or interviewing until directed by the DSO and Managing Director.

Where it is subsequently found that an allegation was made with malice aforethought, the DSO will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

## Reporting staff concerns to DBS

3D Training has a legal duty to refer any member of staff or associate tutor to the Disclosure and Barring Service (DBS) if they have harmed, or pose a risk of harm, to a child or adult at risk. This includes situations where a staff member has been dismissed, removed from regulated activity, or would have been removed had they not left voluntarily, due to safeguarding concerns. All referrals to the DBS will be made promptly in accordance with statutory guidance. The Designated Safeguarding Lead (DSL) is responsible for ensuring that such referrals are completed and recorded appropriately. Staff members are required to report any concerns about the conduct or behaviour of colleagues immediately to the DSL or senior management, who will take appropriate action in line with safeguarding and employment policies.

### **DBS helpline:**

0300 0200 190

### **Online report form**

<https://www.submit-a-barring-referral.service.gov.uk/start>

Members of the public who are concerned about someone working with children or adults at risk should contact the Police, Social Services or the person's employer.

## Information Sharing

There may be some circumstances where the welfare or safety of an individual may take precedence over GDPR and confidentiality. Interagency working and sharing of information is an integral part of safeguarding.

The overriding objective must be to safeguard the child, young person or adult at risk.

1. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
2. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
3. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
4. Consider safety and well-being: base your information sharing decisions on considerations of the

safety and well-being of the individual and others who may be affected by their actions.

5. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
6. If a learner is under the care of another agency (eg; addiction service) we will work with that agency if we have concerns over an individual's safety.

## **Whistleblowing**

All staff should feel able to raise concerns about poor or unsafe practice and potential failures in the organisations safeguarding regime and know that such concerns will be taken seriously by the managing directors.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them. (please refer to the Whistleblowing Policy)

For further Information and guidance

- Children Act 2004
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- Human Rights Act 1998
- Domestic Abuse Act 2021
- GDPR 2018
- Care Act 2014
- Prevent Duty Guidance
- Modern Slavery Act 2015
- Voyeurism (offences) Act 2019

This policy should be read alongside the following:

- 3DT Sexual Harassment Policy
- 3DT GDPR Policy
- 3DT Whistleblowing Policy
- 3DT Attendance Policy
- 3DT Safer Recruitment
- 3DT Prevent Policy
- 3DT Modern Slavery Statement
- 3DT Behavioural Policy

**Policy Updated: 5<sup>th</sup> March 2026**

**Version Number: 21**

**Updated by: Gemma Cretney**

**Date for review: 6<sup>th</sup> November 2026**

**Appendix A:**

**Safeguarding Report Form**

<b>Name of Individual:</b>		<b>Gender &amp; DOB:</b>	
<b>Reported by:</b>		<b>Employer:</b>	
<b>Contract:</b>			
<b>Completed by:</b>		<b>Date:</b>	
<b>Does the individual know you will discuss with the DSO?</b>			<b>YES / NO</b>
<i>If "No" please state reason:</i>			
<p><b>Concern/Incident/Disclosure Details:</b>  <i>State what is said, or what you observed that caused suspicion. Include date, and time of event. Where reporting what someone has said to you, try to use as close to their exact words as you can. Are there any protected characteristics</i></p>			
<b>Reporter Signature:</b>			<b>Date:</b>
<b>Completed By Signature:</b>			<b>Date:</b>

**To be completed by the Designated Safeguarding Officer**

**State what action was taken and when:**

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Appendix B: Definitions of Abuse

### Sexual Abuse

Child: Forcing or enticing a child or young person, not necessarily involving a high level of violence to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside the clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Adult at risk: Sexual abuse is the direct or indirect involvement of the adult at risk in sexual activity or relationships, which they:

- Do not want or have not consented to
- Cannot understand and lack the mental capacity to be able to give consent to
- Have been coerced into because the other person is in a position of trust, power or authority (for example a care worker)

### Neglect

Child: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health and development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter including exclusion from home or abandonment protect a child from physical and emotional harm or danger ensure adequate supervision (including the use of inadequate care-givers), or ensure access to appropriate medical care or treatment it may also include the neglect of, or unresponsiveness to, a child's basic emotional needs.

Adult at risk: Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

#### Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to a child or adult at risk.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

Child: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children they are worthless or

unloved, inadequate; or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social; interaction. It may involve seeing or hearing the ill treatment of others. It may involve serious bullying (including cyberbullying), causing children to frequently to feel frightened or in danger; or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Adult at risk: Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

## **Sexual Exploitation**

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people receive ‘something’ as a result of them performing, and/or other people performing on them, sexual activities. It can occur through the use of technology without the child’s immediate recognition. In all cases those exploiting young people have power over them by virtue of age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised mainly by the young person’s limited availability of choice resulting from their vulnerability.

In an adult at risk sexual exploitation is either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain.

## **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM). FGM refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. This practice is illegal in the UK. FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- Low level of integration into UK society
- Mother or a sister who has undergone FGM
- Visiting female elder from the country of origin
- Being taken on a long holiday to the country of origin
- Talk about a ‘special’ procedure to become a woman
- Sustained permanent injury
  
- The Serious Crime Act 2015 sets out a duty on professionals to notify police when they discover that Female Genital Mutilation (FGM) appears to have been carried out on a girl under 18.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the

possibility of a girl being at risk of FGM, or already having suffered FGM.

There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person.

Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Staff have a responsibility to follow local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and other relevant agencies. Care and sensitivity should be shown to adults at risk who have been subject to FGM and further support should be sought where required. As this differs from region to region if in doubt you should contact the Designated Safeguarding Officer.

## **Forced Marriage**

In forced marriage, one or both spouses do not consent to the marriage or consent is extracted under duress. Duress includes both physical and emotional pressure.

A clear distinction must be made between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in choosing the marriage partner but the choice whether or not to accept the arrangement remains with the young people. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours.

## **Hate Crime**

A crime, typically one involving violence, that is motivated by prejudice on the basis of ethnicity, religion, sexual orientation, or similar grounds.

The law recognized five types of hate crime on the basis of:

- Race
- Religion
- Disability
- Sexual orientation
- Transgender identity

Someone can be a victim of more than one type of hate crime.

The Police provide the following definition for identifying and flagging hate crimes:

“Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice, based on a person’s disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or transgender identity or perceived transgender identity”

## Additional Forms of Abuse

- **Discriminatory:** Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.
- **Domestic abuse or violence:** Includes an incident or a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, by someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse; so called ‘honour’ based violence, forced marriage Advice can be sought from specialist caseworkers at the Forced Marriage Unit on 020 7008 0151 or website [www.fco.gov.uk/en/fco-in-action/nationals/forced-marriage-unit/](http://www.fco.gov.uk/en/fco-in-action/nationals/forced-marriage-unit/)
- **Financial or material:** Including theft, fraud, internet scamming, exploitation, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery:** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Organisational (sometimes referred to as institutional):** Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in a person’s own home. This may range from one-off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Self-neglect:** Includes a person neglecting to care for their personal hygiene; health or surroundings; or an inability to provide essential food; clothing; shelter or medical care necessary to maintain their physical and mental health; emotional wellbeing and general safety. It includes behaviour such as hoarding.
- **Sexual harassment:** When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline.  
 Whilst not intended to be an exhaustive list, sexual harassment can include: sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual “jokes” or taunting; physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes. online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence, it could include:

non-consensual sharing of sexual images and videos;  
sexualised online bullying unwanted sexual comments and messages, including, on social media sexual exploitation; coercion and threats. Please refer to the 3D Sexual Harassment policy.

- **‘Upskirting’** typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- **Breast Ironing** is the painful practice of bringing girls breasts into contact with hard or heated objects (which may vary in nature but may include stones, belts, pestles and heated implements) to suppress or reverse the growth of breasts by destroying the tissue. Breast flattening is often performed, particularly by family members, wishing to protect a girl from the appearance of puberty or being an adult woman in order to avoid any potential sexual interest, early pregnancy or sexual harassment or violence. There are potentially significant physical and psychological consequences and risks related to this practice.

## Self-harming

Self-Harming is becoming much more prevalent in society and our staff must be trained to effectively and swiftly spot tell-tail signs. Because self-injury is often kept secret, it may be difficult to identify spot signs and symptoms. Signs may include:

- Scars, such as from burns or cuts
- Fresh cuts, scratches or other wounds
- Bruises
- Broken bones
- Keeping sharp objects on hand
- Spending a great deal of time alone
- Wearing long sleeves or long pants even in hot weather

## Bullying

While bullying between children and young people is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child’s wellbeing and in very rare cases has been a feature in the suicide of some young people. Bullying someone because of their age, race, gender, sexual orientation disability and/or transgender will not be tolerated as the training provider operates a zero-tolerance approach. Bullying can take many forms and includes:

- Emotional:** Being excluded, tormented (eg hiding things, threatening gestures)
- Physical:** Pushing kicking, punching or any use of aggression and intimidation.
- Racial:** Racial taunts, use of racial symbols, graffiti, gestures.
- Sexual:** Unwanted physical contact, sexually abusive comments including homophobic comments and graffiti.

- Verbal:** Name calling, spreading rumors, teasing.
- Cyber:** All areas on internet, such as email and internet, chat room misuse, mobile threats by text message and calls. Misuse of associated technology i.e. camera and video facilities, sexting.

## Online safety

3DT recognises that online safety is a key element of protecting our Learners and staff. The internet is increasingly a mechanism for abuse and as such have a duty to raise aware of these issues which include:

- Inappropriate contact: from people who may wish to abuse, exploit or bully
- Inappropriate conduct: because of their own and others' online behaviour, such as the personal information they make public, for example on social networking sites.
- Inappropriate content: being able to access or being sexually explicit, racist, violent, extremist or other harmful material, either through choice or in error.
- Commercialism: being the targets of aggressive advertising and marketing messages.
- Gaining access to personal information stored on computers, mobile devices or games console... or using financial details such as payment card information.
- Enabling viruses and spyware by careless or misinformed use of computer, smartphone, tablet or games console.

### What is online safety?

- Cyber-bullying involves the use of electronic communication devices to bully people. These include mobile phones, tablets, iPods, laptops and PCs
- Social media platforms such as Facebook, Instagram, Twitter and WhatsApp are used by cyber-bullies to put out their communications

### Who is most at risk?

- Children using social media unsupervised
- Vulnerable adults are particularly at risk if they are using social media, as they may be more emotionally and mentally susceptible to the abuse

## Definitions

Flaming	Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
Denigration	Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
Exclusion	Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
Outing	Sharing secrets about someone online including private information, pictures, and videos.
Impersonation	Tricking someone into revealing personal information then sharing it with others.
Harassment	Repeatedly sending malicious messages to someone online.
Cyberstalking	Continuously harassing and denigration including threats of physical harm.

## **Radicalisation & Extremism-** See Prevent Policy

### **County Lines**

County Lines is the term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”.

They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police. Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs. Dedicated mobile phone lines or “deal lines” are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and changed frequently to avoid detection by the police. Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs.

Key phrases used by those involved:

- Running a line
- Going OT’/out there
- Going country
- Going cunch

If adults who work with children or vulnerable adults don’t understand that county lines is a form of abuse, they may see those involved in county lines activity as criminals rather than as victims of criminal exploitation. This can lead to children and vulnerable adults not getting the safeguarding support and protection they need.

There is a strong link between county lines activity and:

- serious violence such as knife and gun crime
- the use of substances such as acid as a weapon
- Homicide

As well as being used to transport drugs, county lines gangs may sexually abuse and exploit any gender young people being forced into sexual activity with gang members or for the gang’s financial gain. Children or vulnerable adults can be groomed into what they believe is a romantic relationship with a gang member which then leads to exploitation. Children or vulnerable adults can also be made to work off drug debts through sexual exploitation as ‘payment’.

### **Those who are vulnerable to county lines**

- child/young person having experienced neglect, physical and/or sexual abuse in the past
- social isolation or social difficulties
- poverty
- homelessness or insecure accommodation status
- connections with other people involved in gangs

- having a learning disability
- having mental health problems
- having substance misuse issues
- being in care or having a history of being in care

### Signs of involvement

- travelling to locations they have no obvious connections with
- unwillingness to explain their whereabouts
- acquiring money, clothes, accessories or mobile phones
- receiving excessive texts or phone calls at all hours of the day
- having multiple mobile phone handsets or sim cards
- withdrawing or having sudden changes in personality, behaviour or language they use
- relationships with controlling or older individuals and groups
- unexplained injuries/self harming/changes to mental health
- carrying weapons
- being isolated from peers or social networks

### Grooming

#### What does the term grooming mean?

- Grooming is a word to describe people befriending children and vulnerable adults to take advantage of them for sexual preferences
- Grooming is also used by extremist groups to radicalise individuals in to supporting and potentially committing terrorist attacks
- You will probably associate grooming with children, and predominantly this is what you will hear and see in the media on the subject, but it does also affect vulnerable adults

### Incel

- Incel – a term for a male who is involuntarily celibate
- Typically – Incels are an online community.
- Overwhelmingly male
- Typically congregate on online forums because of reach, notoriety and ability
- Incels – Ideology based upon them being victims and blaming society for their position. Often placing too much value and currency on physical appearance and endowing women with too much power in selection of partners.
- Isolation - They feel themselves to be on margins of society

### Cyber Security

Cyber security refers to technologies, processes, and practices designed to protect networks, devices, programs, and data from attack, damage, or unauthorised access.

#### Types of cyber security:

Cloud-based data storage has become a popular option over the last decade due to its enhanced privacy  
 Network Security to protect internal network against outside threats with increased network security  
 Application Security by using antivirus programs, firewalls and encryption to prevent access to data.

- **Phishing** is a cybercrime in which a target or targets are contacted by email, telephone or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data such as personally identifiable information, banking and credit card details, and passwords.

- **Spear-phishing** is a targeted attempt to steal sensitive information such as account credentials or financial information from a specific victim, often for malicious reasons
- **Whale phishing** is a term used to describe a phishing attack that is specifically aimed at wealthy, powerful, or prominent individuals. Because of their status, if such a user becomes the victim of a phishing attack he can be considered a 'big phish,' or alternately, a 'whale.'



## Appendix C: Prime contract DSL contact details

Prime contract holder	Contact name	Contact email	Phone number
Realise	Kim Curtain	kim.curtain@realisetraining.com	07793618163
LIDC	Fiona Bell	fionalbell@wirral.gov.uk	07799415759
City of Liverpool College	Linda Leonard	linda.leonard@liv-coll.ac.uk	01512523053/ 07432741817
CWC	Matthew Smith Jodie Ronan	matthew.smith@cheshirewest.gov.uk jodie.ronan@cheshirewestandchester.gov.uk	07990 532840 07768 558858

## Appendix: Useful Resources and External Organisations

### Resources

- When to suspect child maltreatment (National Institute for Health and Care Excellence, updated 2017)
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2025)
- Information Sharing – Advice for practitioners providing safeguarding services to vulnerable children, young people, parents and carers (2015)
- Statutory framework for the early years foundation stage (2014) updated 2021
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/609874/6\\_2939\\_SP\\_NCA\\_Sexting\\_In\\_Schools\\_FINAL\\_Update\\_Jan17.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf)

### Modern Slavery

- To call free from landlines and mobiles: Modern Slavery Helpline 0800 0121 700
- For advice and information on any trafficking matter: Call UK Human Trafficking Centre 0844 7782406
- For victim reporting: Police Trafficking Helpline 0800 783 2589 or local Police 101
- For anonymous reporting: Call Crimestoppers 0800 555 111

To find out more about reporting online:

- [www.modernslaverypartnership.org.uk](http://www.modernslaverypartnership.org.uk)
- The Homeless Link Guidance on Trafficking and Forced Labour
- Human Trafficking Foundation Survivor Care Standards.
- <http://www.nationalcrimeagency.gov.uk/about-us/what-we-do/specialist-capabilities/uk-human-trafficking-centre/national-referral-mechanism>
- <https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms>
- <http://medaille-trust.org.uk/>
- <http://www.salvationarmy.org.uk/human-trafficking>

- [www.stophetraffic.co.uk](http://www.stophetraffic.co.uk)

### General support services

- NSPCC – 0808 800 5000
- Childline – 0800 1111

### Counselling services

- Salvation Army 0300 303 8151 (24/7 helpline)
- CALM – 0800 585858
- Relate – 0300 100 1234

### Domestic Abuse

- National Domestic Violence Helpline – 0800 2000 247
- Victim Support – 0808 16 89 111

### Financial hardship

- Turn2Us - <https://www.turn2us.org.uk/>
- Money Advice Service – 0800 138 7777

### E safety

- Keeping children free from radicalisation - <https://www.internetmatters.org/issues/radicalisation/>
- CEOP - <https://www.ceop.police.uk/safety-centre/>
- POSH (the Professionals Online Safety Helpline) Tel: **0344 381 4772** email: [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)
- <https://www.getsafeonline.org/safeguarding-children/>

### Health and wellbeing

Acas - <http://www.acas.org.uk/index.aspx?articleid=1361>

The Family Doctor - <https://familydoctor.org/nutrition-tips-for-improving-your-health/>

### Honour based violence and Forced Marriage

- Halo Project – 01642 683 045
- True Honour - 07480 621711
- Freedom Charity - 0845 607 0133

### FGM

- What is FGM - <http://www.desertflowerfoundation.org/en/what-is-fgm.html>
- NHS Supporting Girls  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/472694/FGM\\_leaflet.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/472694/FGM_leaflet.pdf)

### Radicalisation and Terrorism

- The Home Office Prevent Strategy - <https://www.elearning.prevent.homeoffice.gov.uk/>
- Reporting a concern - <https://www.gov.uk/report-terrorism>

### **Whistleblowing**

- The NSPCC whistleblowing helpline 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Legal aid**

- Government - <https://www.gov.uk/legal-aid>
- Citizens advice bureau - <https://www.citizensadvice.org.uk/law-and-courts/legal-system/taking-legal-action/help-with-legal-costs-legal-aid/>

## Appendix D: Referral Flowchart

