



Employers guide to:

- ♦ **British Values**
- ♦ **Prevent**
- ♦ **Safeguarding**
- ♦ **Equality and Diversity**



Peterborough Skills Academy Promotes

British Values

What does living in Britain mean to you?

The rest of the world may associate being British with the art of making a good cup of tea, queuing, saying sorry and talking about the weather. In Britain we strive to be respectful and tolerant of citizens. As a college we endeavour to pass this onto our learners, including our Apprentices. As an employer we hope you support this and will work with us to instil these values.

What British values mean in the workplace:

If you feel something is threatening your Apprentice's right to democracy, their individual liberty, or someone is acting beyond the law and does not respect nor tolerate other people's different faiths and beliefs, please communicate this with us and we will do our best to support you. Apprentice's education should be a happy time, where they can concentrate on learning and doing the best they can to achieve their goals and meet your expectations.

Please share these values with your Apprentice and if someone in their environment is causing them distress, they should let you or their Assessor know. There is support in place to help you!

British values define our nation

- Democracy
Voting and participation in the democracy process.

- Tolerance
Different faiths and beliefs for all.

- Mutual Respect
Values education, respect for all and good citizen.



- The Rule of Law
laws and procedures apply equality to all citizens.

- Individual liberty
Support and Respect for all.



What is Prevent?

Prevent is a Government strategy about safeguarding people and communities from the threat of all types of extremism and radicalisation, including terrorism, violent religious groups, the extreme right wing and other causes.

Prevent aims to safeguard children and adults by providing early interventions to protect and divert people away from being drawn into terrorist activity.

Prevent uses a range of measures to challenge extremism including:

- ◆ Working with and supporting community groups and social enterprise projects
- ◆ Working with faith group and institutions to assist with support and guidance to vulnerable people
- ◆ Support local schools, local industry and partner agencies through engagement training and advice
- ◆ Supporting people who are at risk of being drawn into terrorist or extremist activity through the channel process www.itai.info/what-is-channel

Key Terms

- ◆ **Extremism**—Vocal or active opposition to fundamental British values.
- ◆ **Ideology**—A set of beliefs.
- ◆ **Terrorism**—A violent action against people or property, designed to create fear and advance political, religious or ideological cause.
- ◆ **Radicalisation**—The process by which a person comes to support extremism and terrorism.

What does this mean to you?

There are lots of things Peterborough Skills Academy and employers can do to help learners to be positive members of society that contribute to Prevent:

- ◆ Exploring other cultures and religions and promoting diversity
- ◆ Challenge prejudices and racist comments
- ◆ Develop critical thinking skills and a strong, positive self identity
- ◆ Promoting the spiritual, moral, social and cultural development
- ◆ Actively promote British values.

What is Safeguarding?

Peterborough Skills Academy place the highest priority on the creation and promotion of a safe and secure environment for all learners. The whole team are committed to the safeguarding and promotion of wellbeing to all learners, Including young people and adults.

Safeguarding means:

- ◆ Protection from abuse and neglect
- ◆ Promotion of health and development
- ◆ Ensuring the safety and care
- ◆ Ensuring optimum life chances

What are the main responsibilities of employers and staff?

Organisations working with young people and vulnerable adults must take all reasonable measures to ensure that the risks of harm to the individual's wellbeing are minimised. This means:

- ◆ Showing an understanding of what is meant by safeguarding and committing to the promotion of the wellbeing of learners.
- ◆ Being aware of the statutory duty to safeguard, promote the welfare of learners (Children Act 2004, Education Act 2002) and prevent people being drawn into terrorism (Counter—Terrorism and Security Act 2015).

What are the indicators that my learner could be at risk?

Some of the more common general indicators of abuse are listed below:

- ◆ Significant changes in behaviour
- ◆ Over dependency on staff
- ◆ Deterioration in work
- ◆ Poor/ Over attendance
- ◆ Low self esteem or withdrawn
- ◆ Inappropriate behaviour including risk taking
- ◆ Aggressive, anger, anxiety & tearfulness
- ◆ Drug and or alcohol abuse
- ◆ Being asked/ leaving home
- ◆ Self harm

The presence of one or more of these factors does not necessarily mean that your learner is being harmed. It could however alert young people to a potential problem that there may possibly be a serious case for concern.

- ◆ Emotional - Cyberbullying - Sexual
- ◆ Physical - Bullying - Neglect

What should I do if I feel my learner is at risk?

Staff should be aware that their role is to inform through appropriate channels and not investigate. Any possible future investigation lies in the hands of the Police or Social Services,

If you are concerned about your learner please inform your contact at Peterborough Skills Academy or call the main line on 01733 516000. we will then take advice from our own internal Safeguarding Team and will advise on the best course of action. Any serious cases of harm should be reported to the Police or Social Services. Our Safeguarding Team can help give guidance on how to report an issue on behalf of a learner.

What about if my learner discloses confidential information to me?

- ◆ It is important to listen and appear to have time
- ◆ Stay calm and show that you are taking it seriously
- ◆ Do not promise confidentiality. Explain that it may be necessary to share information with other relevant people
- ◆ Do not put words in their mouth
- ◆ You do not have to make a decision as to whether your learner is telling the truth or not
- ◆ Note the main points, key names, times carefully
- ◆ Reassure the learner that it is not their fault and that they have done the right thing by telling you
- ◆ Contact Peterborough Skills Academy for support and advice.

Accidents & Incidents

Please report any accidents/ incidents involving a PSA learner to your Safeguarding officer.

Useful contacts & support

- ◆ Forced Marriage Unit: 020 7008 0151 www.fco.gov.uk
- ◆ Samaritans: Suicidal thoughts helpline, 116 123 <https://samaritans.org/>
- ◆ CALM: Suicide support for Men, 0800 58 58 58 <https://www.thecalmzone.net/>
- ◆ CPFT/ CAMH: Mental Health Support, 01223 465100 <http://cpft.nhs.uk/>
- ◆ Mental Health Crisis: Call 111 option 2
- ◆ The Elms @ Hinchbrook: Rape & Sexual Assault, 0800 193 5434
- ◆ Women's Aid: 0808 2000 247 <https://womensaid.org.uk/>
- ◆ Housing Referral: 01733 864064 <https://www.peterborough>

Equality and Diversity

Peterborough Skills Academy is committed to ensuring equality of opportunity for all who learn and work with us. We strive to remove conditions which place people at a disadvantage. Our commitment to social inclusion is reflected in our efforts to ensure all our communities have the same access to every opportunity that we have to offer. This guide explains employer's rights and obligations under equality law to encourage good practice in the work place.

The Equality Act

The Equality Act 2010 brings together lots of different equality laws within a single act to make it simpler and easier to understand. The Act applies to all employers, no matter the size, number of employees or sector. The Equality Act 2010 prevents discrimination on the ground of the following 'protected characteristics'.

- ◆ Age - Pregnancy and Maternity
- ◆ Disability - Marriage and Civil Partnership
- ◆ Gender Re-assignment - Race
- ◆ Religion and Belief Sex and Sexual Orientation

The act also explains circumstances in which discrimination may be unlawful, known as 'prohibited conduct' and includes:

Direct Discrimination:

- ◆ This occurs when you treat a person less favourable than another person because of a protected characteristic.
- ◆ Discrimination by Association—this occurs when you treat a person less favourable because of their association with another person of a protected characteristic.
- ◆ Discrimination based on perception— this occurs if you treat a person less favourably because you think they have a protected characteristic on the basis of combined characteristics.

Indirect Discrimination: This applies when you put in place a condition or provision which appears to affect everyone equally but which in fact disadvantages people who share a protected characteristic.

Discrimination arising from disability: This occurs when you treat a person with a disability less favourably because of something related to their impairment.

Harassment: This occurs when someone is subjected to sexual harassment or less favourable treatment because they submit to or reject sexual harassment. It is based on unwanted contact: where an individual's dignity is violated; or they are subjected to intimidating hostile, degrading, humiliating, offensive behaviour.

Victimisation: This occurs when someone is subjected to less favourable treatment following a complaint of discrimination, or where an individual has given evidence or supported another complaint.

Note: Law can be updated and changed frequently, and new laws and regulations introduced, keep up to date!

Policies, Procedures and Practices

SME's may work informally and may not have written policies that provide a statement of intent for carrying out your work. In contrast larger organisations are more likely to have policies that explain their procedures and practices. It is important that all organisations have an understanding and can demonstrate their approach to the Equality Act 2010 and establish equality objectives.

Why promote Equality and diversity?

Employers that support their employees and actively engage with the local community often find that this also helps to achieve business objectives. Reported benefits include:

- ◆ A happier workforce
- ◆ Reduced recruitment, training and retention costs
- ◆ Improved retention and recruitment of staff
- ◆ Reduced absenteeism, sick leave and stress
- ◆ Improved staff management, morale and wellbeing
- ◆ Affirms business commitment to the locality
- ◆ Increased understanding of the changing demographics in the community and markets
- ◆ Greater customer satisfaction and loyalty

Tips to avoid discrimination complaints

- ◆ Comply with the Equality Act 2010 and keep up to date with employment legislation
- ◆ Consider developing an equality, diversity and inclusion policy and staff training
- ◆ Be a flexible employer and make reasonable adjustments to remove barriers

Further Information:

- ◆ **Equality and Human Rights Commission:** 0845 6046610
- ◆ **Mindful Employer:** 01392 208833



Designated Safeguarding Officer: **Liz Howarth**

Director of Training: **Ben Martin**

Contact us on: **01733 516000**