

Safeguarding

Apprentices' Handbook



Safeguarding

We recognise that, as your training provider, Shears Academy plays a significant part in the prevention of harm to young people and are in an important position to contribute to our learners' health, safety, enjoyment and achievement, not only at the Academy but by promoting safeguarding in our learners' workplace, and influence employers to provide safe, supportive environments in which apprentices learn, make positive contributions and achieve economic well-being.

Safeguarding you -To help and support you to avoid bullying, harassment, discrimination, crime, anti-social behaviour, neglect, sexual exploitation and exposure to violence, we provide a designated Shears Academy Safeguarding Officer, Suzanne Nicholls, who you will have met at your induction or on your first day of training.

Suzanne is trained in Safeguarding, and she is here for you to talk to if you have experienced, or know someone else who is experiencing bullying, harassment, discrimination, crime, anti-social behaviour neglect, sexual exploitation or exposure to violence, whether at the Academy, in the workplace, socially or at home.

Her desk is situated in the IT Suite, and she is always available for you before registration or at the end of the training day. If you prefer, you can phone her on **020 8461 3504**. Should Suzanne not be here when needed, you can speak to either Carole Waghorn, who you met at your initial assessment interview or Pauline Brooker, in the Manager's office.

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Helplines & Advice

Listed below are a few phone numbers and websites that might be of help to you. All organisations listed offer a **free advice service**. Please let us know if you would like us to add any additional help lines.

National Helplines: www.thesites.org

Alcoholics Anonymous 0845 769 7555 www.alcoholics-anonymous.org.uk
Open 7 days a week 10:00am to 10:00pm

British Dyslexia Association 0845 251 9002 www.bdadyslexia.org.uk

Family Planning
The Bridge Pregnancy & Advice Centre 020 8683 3300 www.familyplanning.org

Rape Crisis National Help line 0808 802 999 www.rapecrisis.org.uk
Available 365 days a year: 12 noon – 2:30pm and 7:00pm – 9:30pm

Primary Care Trust – Family Planning &
Sexual Health Services Hawstead Road, Catford SE6 020 7138 1700

Sexual Health Helpline 0800 567 123 www.condomessentialwear.co.uk
(Available 8:00am – 8:00pm) 020 7723 0707
www.sexualhealth.me

London Lesbian Gay & Bisexual switchboard 020 7837 7324 www.llgs.org.uk
Available 10:00am – 11pm daily

Anti Bullying Org www.bullying.co.uk
email: help@bullying.co.uk

National Health Service (pandemic/Swine Flu) 0800 1513 100 www.nhs.uk

Equal Opportunities Commission 0845 604 6610 www.eoc.org.uk

Cruse Bereavement Care 0800 808 1677 www.crusebereavementcare.org.uk
(Available 9:30am – 5:00 pm daily)

Gingerbread - Advice line for lone parents providing emotional support and information and advice on rights and responsibilities. www.gingerbread.org.uk
0800 018 5026. (Mon-Fri 9am-5pm, Weds 9am - 8pm)

Addaction - The UK's leading drug and alcohol treatment agency.
0207 251 5860 info@addaction.org.uk www.addaction.org.uk

National Debt line
Mon-Fri 9am to 9pm – Sat. 9.30am-1pm 0808 808 4000 www.nationaldebtline.org.uk
24-hour voicemail. Please leave a message to request an information pack.

The Acas Helpline - is the place to go for both employers and **employees**
Call the Helpline on 08457 47 47 47. www.acas.org.uk
(Monday to Friday, 08:00-20:00 / Saturday, 09:00-13:00)

Helplines & Advice, continued

Samaritans: A confidential telephone or email listening service if you need to talk about your experiences.

www.samaritans.org.uk

Tel: 08457 909090 (7 days and 24 hours)

SupportLine: Offering confidential emotional support by telephone, email and post, working to help develop positive and healthy coping strategies. They also keep details of counsellors, support groups and agencies throughout the UK.

www.supportline.org.uk

Tel: 01708 765200 (not 24 hours)

The Broken Spirits Network: An online community and support group that focuses on helping both current and past victims of abuse, and features a useful directory for support services.

www.brokenspirits.com

NAPAC: The National Association for People Abused in Childhood is a registered charity providing support and information for people abused in childhood.

www.napac.org.uk

Tel: 0800 085 3330 (Mon-Fri not 24 hours)

Stop it Now!: A campaign which aims to prevent child sexual abuse by raising awareness and encouraging early recognition and responses to the problem by abusers themselves and those close to them.

www.stopitnow.org.uk

Tel: 0800 1000 900 (Mon-Fri not 24 hrs.)

NSPCC: The National Society for the Prevention of Cruelty to Children has a vision of eradicating cruelty to children in the UK. They offer direct services to bring immediate help to children, and also carry out campaigning and educational work.

www.nspcc.org.uk

Tel: 0808 800 5000 (7 days and 24 hrs.)

Checked By Sue Nicholls

Please feel free to speak to anyone of us here at Shears Academy

20.10.2010

Safety on the Street

Have a P.L.A.N

Prepare - Before you go out, think about where you're going, how you'll get there and also get back. Tell someone where you're going before you leave.

Look confident - Walk tall and hold your head up. If you look confident, other people are less likely to trouble you. Always pay attention to what is going on around you so that you can see if trouble is near and avoid it.

Avoid danger - Keep to well lit streets and places where there are lots of people, don't take short cuts down alleyways or paths.

Never think 'I'm just being silly' - If anyone ever does anything to make you feel unsafe, no matter who it is, walk away and tell someone you trust, what happened.

Helpful tips on keeping safe

Someone comes up to you in the street and demands your mobile phone.

Don't try to fight or play the hero – hand over your valuables if you are threatened.

You're walking and you think someone is following you.

Cross the road, and walk in the other direction. Head for somewhere busy or safe - don't just ignore it and pretend it's not happening.

You're out walking and a car pulls up next to you.

Turn around and walk the other way to a safe place, you can turn quicker than the car can.

You're in a club and someone offers you a drink.

Say no. Never accept a drink from someone you do not know or trust. It could be spiked with drugs, or more alcohol than you think is in it.



Internet Safety

- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information such as name, phone number or address.
- I will not reveal my passwords to anyone.

'What If' Scenarios

- Someone you've been chatting to online asks you for your mobile number so they can text you.

Never give out your mobile number to people you don't know

- You receive a threat via text from a number you don't know.

Tell someone you trust.

- Someone at the academy asks for your friend's mobile number so that they can call them direct.

Keep the number to yourself, respect your friend's privacy, and say, you'll give their number to your friend if necessary.

- Someone in a chat room starts to say dirty stuff that makes you uncomfortable.

Leave the chat room immediately and tell someone you trust.

Questions & Answers on Internet Safety

Q. What percent of young people experience unwanted exposure to explicit pictures while using the internet?

A. One in four (25%) young people had an unwanted exposure on the Internet to pictures of naked people or people having sex in the last year.

Q. Who is more likely to encounter on-line risks, beginners or skilled young people familiar with the internet?

A. Skilled young people take up more online opportunities than beginners! such as using the internet for learning, communicating with friends or seeking advice. It is skilled young people, more than the beginners, who are likely to encounter online risks such as bullying or online pornography.

Tips and advice for young people:

- Be careful who you trust – people may not be who they say they are, don't give your mobile phone number out!
- Stay in charge in chat rooms – if something bothers you, leave the chat room
- Check your profile and make sure it doesn't include any personal information (including your age, college, place of work, where you live etc.)
- Meeting someone you have only been in touch with online can be dangerous
- If you really want to meet someone from the internet, take someone with you and tell someone you trust



Shears Academy's ICT Equipment Policy

At Shears Academy we understand the importance of emerging technologies for education and personal development but recognise that safeguards need to be in place to ensure that our apprentices are kept safe at all times.



Mobile Phone Safety

In half of all street robberies, a mobile phone is stolen. Of these robberies, in 2/3 of cases, the phone is the only thing taken. 14 – 17 year olds are the age group most at risk of street crime. These figures show that Mobile Phone Theft is common among young people these areas and look out for people using their mobile phone.

Here are some simple tips to avoid and combat mobile phone theft:

- Be aware of your surroundings. You can't be completely aware if you are on your mobile.
- Keep your phone out of site, even in busy areas like cinemas and school; thieves have been known to target these areas. If your phone is in your hand or at your ear – you are an easy target.
- Keep a note of your IMEI number so that you can report and immobilise your phone if it's stolen. Press *#06# to get your number. Immobilise your phone straight away if it's stolen. Call 08701 123 123 or go to www.immobilise.com.
- Treat your phone like a £100 note, that's what it is to thieves. Would you get a £100 note out in a queue for the bus?

Where to go for more help & advice

www.immobilise.com. – Immobilise your mobile phone if it's stolen

www.kidsmart.org.uk - Internet safety advice

www.thinkuknow.co.uk - Internet safety advice

<http://www.nch.org.uk>- Internet safety advice

www.fkbko.co.uk - Internet safety advice

<http://www.bullyonline.org/> - Advice on Bullying

<http://www.getconnected.org.uk> – Finds the best advice for young people whatever the problem.

Clubbing / Going Out

There is a lot said about the dangers of drinks being spiked with drugs. However, the reality is that alcohol alone is far more likely to put you at risk, whether you are male or female. While drug assisted rape is not as common as you may think, it's still worth taking some precautions:

- Remember to watch how much you're drinking - alcohol is the most common drug rape drug (people's drinks are spiked with alcohol or more alcohol than they think).
- If you're boozing, be aware of your tolerance to alcohol. If you feel odd, nauseous, or wasted after a couple of drinks when you'd normally feel fine, go somewhere you feel safe.
- If you are with a friend you trust, tell them why you're worried. Get them to help you home and ask them to stay with you until the drug has worn off.
- If you are alone or with a stranger, go to the pub landlord or manager and ask for their help. Wait in their office while they ring your parents, a friend or a taxi to take you home safely.
- Don't let a stranger help you - they could be the person who spiked your drink.
- Never ever leave a drink unattended. If you go to the loo take your drink with you. If for whatever reason you have left it unattended do not drink it.
- If a stranger offers you a drink do not accept it. Even if workmates or acquaintances offer you a drink make sure you see it either poured or opened and ensure that no one touches it except the barperson prior to drinking it.
- Remember these drugs are tasteless, odourless, and although one (Rohypnol) has a blue dye added to it; this blue dye does not show up for almost 20 minutes. Also it does not show up in red wine, in cola or any other dark drinks. It cannot be seen in a coloured bottle (i.e. in a bottle of Beck's, Budweiser, or wine bottles).
- Swizzle sticks to test for drugs are now available, however, these do not detect every drug and can sometimes miss even the drugs they are intended to detect – *don't* rely on them.
- Just because you're not drinking alcohol doesn't make you safe. There are reports of victims being spiked in tea, coffee, milk, milk shakes, and cola.



Transport / Taxis

In the past 12 months 214 people were sexually assaulted after getting into illegal minicabs - those that tout for trade on the street - according to figures released by the Metropolitan Police.

Tips for avoiding risk:

- Always try to pre-book a car through a licensed minicab office.
- Ensure the car you ordered is the one you get into.
- Know the car details and ensure the driver knows what name it was booked under.
- Sit in the rear of the vehicle and carry a mobile phone or shriek alarm.

**Personal Alarms are available from The Suzy Lamplugh Trust
visit www.suzylamplugh.org for more info.**

- Carry the phone number of a minicab company you've used before and trust.
- Check that the driver has been given your name and destination by his operator.
- If you have a problem with the driver of a black cab, make a note of the number on the white plate inside the cab and report it to the police or the cab company.

Public Carriage office

- If you have a problem with a minicab driver remember the car's make and number and report it to the Police.
- Transport for London can give you local licensed cab numbers in London. Most local councils will be able to provide numbers outside of London.

Bus/Train

- Know which train / bus to take and what time it leaves.
- Know what time the last bus / train leaves.

This booklet is the property of:
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Telephone: 020 8461 3504
www.shearsacademy.co.uk

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