

# Safeguarding

## Information for Learners

### E-Safety

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone including educational games, research, shopping and social networking.

However, the use of these new technologies can put people at risk and it is important to be aware of some of the risks which include:

- Having access to illegal, harmful or inappropriate images or other content.
- The risk of being subject to grooming by people they make contact with on the internet.
- The sharing/distribution of photographs without permission.
- Cyber-bullying.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on social and emotional development.

### Support from Access

Access has developed a number of policies to protect learners and staff. These include:

- A Safeguarding Policy to guide staff on how to be vigilant about spotting any signs of harm or potential harm and what to do about it.
- A Health and Safety Policy to help ensure that learners are protected and looked after in their workplace.
- An Equality and Diversity Policy to ensure learners are treated fairly and appropriately in the workplace.
- An E-Safety Policy to provide safeguards and raise awareness to enable learners to control their online experiences.

We also:

- Hold regular training sessions for our staff to keep them up to date on legislation and on all of the above policies.
- Provide training and awareness raising for learners on Health and Safety, Equality and diversity and keeping safe at learner inductions and progress review meetings.

We have appointed Designated Person(s) - Christine Scott and Alan Dent, to handle issues or concerns about learner safety or welfare. These concerns can be raised by Skills Advisers or learners.

### What is it?

Training Providers have a responsibility to ensure that learners following training programmes with them are kept safe from potential harm - this is commonly known as Safeguarding. Safeguarding is essential to assure the development and well-being of young people and adults alike.

The potential harm that can affect learners is wide-ranging and includes things such as bullying, inappropriate supervision and unsafe workplaces or working practices.

Safeguarding is at the heart of how Access operates—this ranges from the appointment of staff, selecting the employers we work with to deliver qualifications, checking working environments are safe and ensuring we give learners information and advice on how they can keep themselves safe.

We have appointed a Designated Person (Christine Scott) and deputy (Alan Dent) to lead on Safeguarding matters and they are available to discuss any concerns you may have regarding your safety or welfare while on an Access training programme.


### How to keep safe online

Be aware that anything you give out usually stays on the internet for a long time and can't be deleted!

When using Facebook, Myspace and chat rooms:


- Set your privacy setting to 'private' so only people you accept as friends can view your profile.
- Only upload photos that you'd be happy to show a stranger, your family and a future employer—you never know where they may end up.
- Don't give out your details online. This includes your username, email,

telephone number, pictures, where you live etc.

- Don't give out details of where you work or where you are going at weekends.
- Don't open emails or messages from people you don't know.
- If something is too good to be true, it usually is and is best ignored. Spam/junk mail usually contain tricks and lies.
- Don't open attachments in emails from people you don't know.  The attachments could be images or movies for adults, not usually a good

thing. They could also contain viruses that could destroy your hard drive or install software that watches everything you do. This is known as spyware.



- Don't do and say things online that you wouldn't do offline in real life—it could get you into trouble.
- Don't meet up with strangers you meet online without an adult you can trust. 
- If something happens that you don't like or makes you feel uncomfortable - tell someone - it's never too late.



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## Cyber-Bullying - What is it?

Some people use technology to abuse and bully other people. This could be via emails, social networking sites, texts or phone calls.

This is clearly unacceptable behaviour and you don't have to put up with it.

If you are being bullied in this way or are aware someone else is being bullied, it is important to report it.



### What should I do?

Save any abusive texts, emails or messages

Do NOT respond or confront the bully if you know who it is. If they get a reaction from you, it will encourage them to take further action.

Tell an adult that you trust and they will be able to help make it stop. This could be a parent, guardian, your Skills Adviser or workplace supervisor.

If you experience cyber bullying in any form in your workplace or at our training centre please inform your Skills Adviser or our Designated Person, Christine Scott on **0191 490 4650**.

You can also email us at: **cscott@acesstraining.org**

Or write/visit us at: **Access : Gateshead Skills Academy : 8th Avenue : Kingsway South : Team Valley  
Gateshead : NE11 0JL**

## Mobile Phones

Be very careful who you give your phone number to. That person may not use your number but they could pass it to someone who will abuse it.

Be careful where you write your number down ie on forms etc.

Make sure you lock your phone when not using it.

Do not lend your phone to anyone.

Do not respond to abusive text messages or phone calls in any way.

## What am I entitled to regarding Health and Safety?

- A safe, healthy and supportive environment wherever learning takes place.
- An induction to Health and Safety when starting your learning.
- Full information on your employer's Health and Safety Policy, responsibility and procedures.
- Information on who will be supervising you.
- Information on any risks associated with the learning programme.
- Advice on, and free access to Personal Protective Equipment.
- Information on what you can and can't do at work, eg restrictions on certain machinery.

## USEFUL RESOURCES

[www.chatdanger.com](http://www.chatdanger.com)

**Chat Danger** - a website all about potential dangers of interactive online services like chat, instant messaging, email and mobiles:

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

**Internet Watch Foundation** - support website with information on filtering, protection and an area to report illegal content:

[www.stopcyberbullying.org](http://www.stopcyberbullying.org)

**Cyber-bullying** - contains links to useful online documents such as a guide to cyber-bullying:

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

**Internet Watch Foundation** - support website with information on filtering, protection and an area to report illegal content:

[www.safelearner.info/](http://www.safelearner.info/)

A **Skills Funding Agency** website about the 6 factors essential for a safe work-related environment.

Please note we are not responsible for the content or availability of these websites.