



KEEPING YOU SAFE

***LEARNER &
EMPLOYER
HANDBOOK***



WHO WE ARE

Hello, and welcome to DBC Trainings Keeping you Safe Team. The aim of this handbook is to provide you with information, advice and guidance around Safeguarding, The Prevent Duty and Protect, British Values and Equality and Diversity within DBC and your responsibility as an Employer and a Learner.

SUPPORT US TO SUPPORT YOU

The following information will help us in meeting our commitment to ensuring and promoting a fair and respectful culture of working throughout everything we do. If this is already a priority in your business and you have your own policies in place, then you are already a step ahead.

OUR TEAM

Here at DBC Training, we have a dedicated team who are able to provide you with advice and guidance around those areas. Our Safeguarding Team acts as a conduit between DBC Band external agencies to ensure a safe environment for our Learners. Our On-Duty Designated Safeguarding Leads are available, Monday to Friday from 9.00am to 5pm on 07376 423907 or safegaurding@dbc-training.co.uk



KEEPING YOU SAFE TEAM



FRANCES DREW

Designated Safeguarding
Lead (DSL)



RACHEL JAGGER-THOMAS

Deputy Designated
Safeguarding Lead (DDSL)



PAUL BURTON

Health and Safety Lead



JAMIE TRAYNOR

Equality and Diversity Lead



NICOLA LOUGHENBURY

Derby Safeguarding Officer



LUKE BRAILSFORD

Chesterfield Safeguarding
Officer



CHRIS DIXON

Nottingham Safeguarding
Officer

WHAT IS SAFEGUARDING?

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. DBC Training believes that it is always unacceptable for learners and employees to experience abuse of any kind and recognise its responsibility to safeguard the welfare of all by a commitment to embed practices that protect all. DBC Training recognise that:

- The welfare of all is paramount
- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

In order to help us to achieve this it is essential that anyone coming in to DBCs premises or in to contact with our learners and employees, respects and adheres to our guidelines.

YOUR RESPONSIBILITIES

All parties working with an individual undertaking a learning programme with DBC Training, regardless of the capacity, have a responsibility and a duty of care to ensure that the individual is safe and protected, as far as possible from any personal risk or abuse.

Whilst we hope that the need to raise a safeguarding concern is a rare one, you need to be aware of what to do if an individual discloses something that indicates they may be at risk. You also need to know how to recognise changes or indicators in an individual that may raise a cause for concern.

- Act in partnership with DBC Training to work in accordance with any policies, procedures, regulations, codes of practice and information or training provided.
- Report any safeguarding concerns to a DBC Safeguarding Officer by contacting us on 07376 423907 or email safeguarding@dbc-training.co.uk.
- Familiarise yourself with any new information provided to you by DBC Training
- All parties must be vigilant in order to intervene at the earliest opportunity to avoid serious harm or risk to a learner.
- It is important to note that a large proportion of safeguarding concerns reported can be quickly resolved without escalation, so however small the concern, if it a concern at all, it is always worth reporting.

TYPE AND SIGNS OF ABUSE

There are many forms of abuse and most, we hope or imagine will never take place in our communities, on our door steps or in our workplaces, but abuse does not discriminate, it can happen to any walk of life and we need to be alert to the signs. Here are some of the different types and signs of abuse and safeguarding concerns:

Emotional Abuse: this is the persistent emotional ill-treatment of a child/young person or vulnerable adult such as to cause severe and persistent effects on their emotional development.

Sexual Abuse: this involves forcing or enticing a child/young person or vulnerable adult to take part in sexual activities, including prostitution; whether or not the child/young person or vulnerable adult is aware of what is happening.

Peer On Peer Abuse: Peer-on-peer abuse is when a child / vulnerable adult abuses other children/vulnerable adult. Peer-on-peer abuse can happen both inside and outside of school or college and online.

Physical Abuse: this may involve hitting, shaking throwing, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child, young person or vulnerable adult. Physical harm may also be caused when a aren't or carer fabricates the symptoms of, or deliberately induces illness.

Bullying And Harassment: Bullying can include a variety of behaviours from one individual/ group to another individual/ group such as name calling, offensive language, coercion, hitting, pushing, theft or damage to belongings, cyber, spreading harmful messages, hate crime or mate crime which is befriending someone with the intent to exploit them in some way.



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Child Sexual Exploitation: CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

Child Criminal Exploitation: Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Up skirting: Up skirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear). It is now a specific criminal offence in England and Wales.

Cyber-bullying: this is a form of bullying or harassment using electronic means and is also known as online bullying. This has become more common especially among teenagers, especially as our digital world has expanded, particularly on social media sites. Bullying or harassment can be identified by repeated behaviour and an intent to harm.

Neglect: this is the persistent failure to meet the child/young person or vulnerable adult basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.



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Forced Marriage: One or both spouses do not consent to the marriage or consent is extracted under duress. Duress includes both physical, psychological and/or emotional pressure. When a person does not consent or is unable to assent, there is a lack of full and free consent (if they have learning disabilities or a mental health need, for example).

Honour Based Violence: Honour based violence (HBV) is a collection of practices used to control behaviour within the family and community in order to protect perceived cultural and religious beliefs and/or honour. Abuse can occur when perpetrators perceive that a person has shamed the family and/or community by breaking their honour code.

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.

Domestic Violence: Can be physical, emotional, sexual, neglect. This category also covers Forced Marriages and honour-based violence.

Risk to self and/or others: This may include but is not exclusive to self-harm, suicidal tendencies or potential risk of harming others, which may or may not include learners. This may be because of an individual experiencing a significant level of personal, emotional trauma and/or stress.



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Hazing: Hazing or initiation ceremonies refers to the practice of rituals, challenges, and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. Hazing is seen in many different types of social groups, including gangs, sports teams and educational groups.

Sexting: This is when someone sends or receives a sexually explicit text, image or video. This includes sending 'nude pics' or 'rude pics' or 'nude selfies'. Pressuring someone into sending a nude picture can happen in any relationship and to anyone, whatever their age, gender or sexual preference.

Financial or material abuse: this is a form of domestic abuse and is a way of having power over an individual. It involves someone else controlling your spending or access to cash, assets and finances.

Serious Crime: Serious and organised crime includes drug trafficking, human trafficking, organised illegal immigration, child sexual exploitation, high value fraud and other financial crime, counterfeiting, organised acquisitive crime and cyber-crime.

Discriminatory abuse: Discriminatory abuse is the unequal treatment of an individual based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.



PREVENT DUTY

DBC Training are committed to supporting the Prevent Duty agenda and have a responsibility to raise awareness and raise concerns if we feel any of our learners are showing indicators of behaviours which would suggest that they are at risk of radicalisation. The major risk associated with radicalisation is that it can lead to extremism.

WHAT IS PREVENT?

Prevent is part of the Government counter-terrorism strategy, CONTEST, and aims to stop people from becoming terrorists or supporting terrorism; as such, it is described as the only long-term solution to the threat we face from terrorism.

Prevent focuses on all forms of terrorism and operates in a pre-criminal space. It provides support and redirection to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed.

Please watch: the video below provides further information on Prevent:



RADICALISATION AND EXTREMISM

DBC Training has a legal duty to protect all learners from radicalisation and thereby being drawn in to terrorism or extremism.

WHAT IS EXTREMISM?

The government has defined extremism in the Prevent strategy as: 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

WHAT IS RADICALISATION?

Radicalisation is the word commonly used to describe the mental process the person is going through as they get drawn down a dangerous path. If someone is becoming radicalised it means they are displaying extreme views in support of extreme ideologies or beliefs, terrorist groups and activities.

Personal vulnerabilities or local factors can make a young person more susceptible to radicalisation. These may include:

- Being rejected by peer, faith or social group/family
- Pressure from persons linked to extremism
- Victim or witness to race or religious beliefs/lifestyle/politics
- Identity confusion
- Recent religious conversion
- Under-achievement
- May possess literature related to extreme views
- Experience of poverty, disadvantage or social exclusion
- Extremist influences
- A series of traumatic events global, national or personal

Concerns of this nature are dealt with through the process called Channel where highly qualified individuals may deem necessary to arrange interventions to prevent further radicalisation taking place. The process of radicalisation is often viewed in a similar way to grooming and can take place over significant periods of time.

VULNERABILITY TO RADICALISATION

Radicalisation can happen over a long period of time. In some cases, it is triggered by a specific incident or news item and can happen much quicker. Sometimes there are clear warning signs of radicalisation, in other cases the changes are less obvious.

The following behaviours listed here are intended as a guide to help you identify possible radicalisation:

Outward appearance

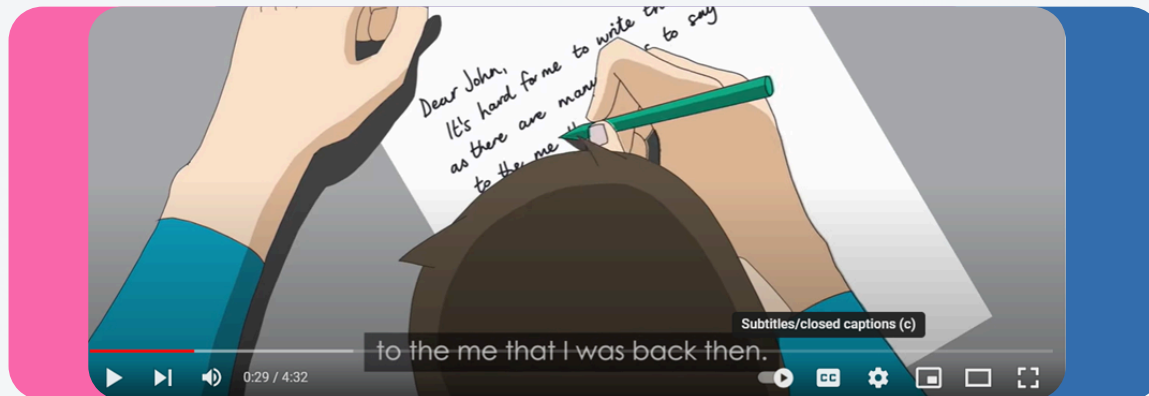
- Becoming increasingly argumentative
- Refusing to listen to different points of view
- Unwilling to engage with children who are different
- Becoming abusive to children who are different
- Embracing conspiracy theories
- Feeling persecuted
- Changing friends and appearance
- Distancing themselves from old friends
- No longer doing things they used to enjoy
- Converting to a new religion
- Being secretive and reluctant to discuss their whereabouts

Online behaviour

- Changing online identity
- Having more than one online identity
- Spending a lot of time online or on the phone
- Accessing extremist online content
- Joining or trying to join an extremist organisation

It should be noted that individuals taking their religion more seriously choosing to grow a beard or wearing a head scarf for religious reasons are NOT signs of extremism.

Please watch: Below is a video case study showing the impact of radicalisation



UNDERSTANDING THE THREAT

Terror Threat Levels

Critical

An attack is highly likely in the near future

Severe

An attack is highly likely

Substantial

An attack is likely

Moderate

An attack is possible, but not likely

Low

An attack is highly unlikely

A system of five threat levels has been created by the government which represents the likelihood of an attack, it is important you are aware of which level is in place at any one time.

The current threat level from terrorism in the UK is **substantial**, meaning a terrorist attack is a strong possibility.

The UKs current terrorist threats come from:

- Online Extremism
- Islamist Terrorism
- Self – Initiating Terrorism
- Extreme Right – Wing

Online Extremism

Online extremism is a significant “facilitating factor” across all terrorist & extremist ideologies & features. Extremists & terrorists utilise the online environment, especially social media for recruitment, propaganda, extremist rhetoric to inspire individuals & attack planning.

The internet has made it much easier for radicalisers to find and identify people who might be easily influenced and drawn into extremist behaviour. Social media platforms and internet forums are full of people reaching out online to combat feelings of isolation and loneliness, stress, anxiety or rejection. This can sometimes leave them feeling very upset or angry and potentially at risk from people looking to exploit these feelings.

Popular extremist social media platforms: Gab, Discord, V Kontakte (VK), Chan, Odysee, Telegram, Parler, DLive, Steam, Twitch, Element, Chirpwire

UNDERSTANDING THE THREAT

Islamist Terrorism

What is Islamist Terrorism?

- Islamist Terrorism can be described as terrorist violence motivated by a political ideology seeking the imposition of Sharia Law and the establishment of an Islamic Caliphate. While Islamist terrorism takes many forms, the principle threat to the UK comes from Salafi-Jihadists
- Over the last decade, the threat to the UK from Islamist terrorism has increased and diversified, principally driven by developments overseas and the emergence of Daesh.
- While concerted counter-terrorism pressure from the West has reduced the threat from attacks directed and enabled by Islamist terrorist groups overseas, a threat will remain as long as al-Qa'ida (AQ) and Daesh maintain the intent to attack the West.
- It is likely that Daesh continues to radicalise and inspire individuals in the UK to terrorist violence.

Please watch: The below video explains Islamist extremism in further detail



UNDERSTANDING THE THREAT

Self – Initiating Terrorism

A Self-Initiated Terrorist is defined as “Person(s) who threaten or mobilise to violence (as defined in Section 1 of the Terrorism Act 2000) without material support or personal direction from a terrorist organisation; but who may still be influenced or encouraged by the rhetoric or ideology of a group”. Self-Initiated Terrorists have previously been referred to as ‘lone actors’.

The threat from Self-Initiated Terrorists (S-IT)

- Self-Initiated Terrorism currently constitutes the most significant terrorist threat to the United Kingdom.
- Self-Initiated Terrorism can emerge from any ideology, including Islamist terrorism, Extreme Right-Wing Terrorism (ERWT) or Left Wing, Anarchist or Single-Issue Terrorism (LASIT).
- Self-Initiated Terrorists are unpredictable and difficult to detect.
- Some successful Self-Initiated Terrorists have previously had contact with authorities such as the Police, Prevent, Prison and Probation services or Mental Health services.

Extreme Right – Wing

What is Extreme Right-Wing Terrorism?

Extreme Right-Wing Terrorism (ERWT) describes those involved in Extreme Right-Wing activity who use violence in furtherance of their ideology. Those engaged in this activity do not represent a cohesive body, rather a fragmented movement made up of groups and individuals with a range of ideologies. These can be broadly characterised as follows:

UNDERSTANDING THE THREAT

- Cultural Nationalism is a belief that 'Western Culture' is under threat from mass migration into Europe and from a lack of integration by certain ethnic and cultural groups. The ideology tends to focus on the rejection of cultural practices such as the wearing of the burqa, or the perceived rise of the use of sharia law. In the UK this has been closely associated with anti-Islam groups.
- White Nationalism is a belief that mass migration from the 'non-white' world, and demographic change, poses an existential threat to the 'White Race' and 'Western Culture'. Advocates for some sort of 'White' homeland, either through partition of already existing countries, or by the repatriation of ethnic minorities, by way of force if necessary.
- White Supremacism is a belief that the 'White Race' has certain inalienable physical and mental characteristics that makes it superior (with some variation) to other races. Often associated with conspiracy theories that explain the decline in 'white' political and social status over the last hundred years. This can also encapsulate a belief in the spiritual superiority of the 'White Race', often describing racial differences in quasi-religious terms (such as the 'Aryan soul').
- However, it is important to note that individuals and groups may subscribe to ideological tenets and ideas from more than one category. Additionally, there is a significant amount of Extreme Right-Wing activity that, although sometimes violent, does not meet the terrorism threshold. An example of this includes provocative and confrontational protests that result in violence directed against persons and/or property.

Please watch: The below video explains Extreme Right-Wing Extremist in further detail



ACT EARLY

If you have any concerns about a learner, notice any changes in behaviour, appearance or anything that concerns you, please contact call the ACT Early Support Line on 0800 011 3764, in confidence to share your concerns with a specially trained officer.

If you would like some further support or guidance regarding Prevent contact DBC Trainings Designated Safeguarding Lead on 07376 423907 or safeguarding@dbc-training.co.uk who will be able to advise.

If you would like to find more about the Prevent duty or would like more guidance lease follow the below links:

[Prevent duty guidance: England and Wales \(2023\) – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/prevent-duty-guidance-england-and-wales-2023)

[Prevent | Metropolitan Police](#)

[ACT Early | Prevent radicalisation](#)

[Educate Against Hate – Prevent Radicalisation & Extremism](#)

BRITISH CULTURE AND VALUES

DBC Training are committed to actively promoting British Culture & Values in everything we do. Equality and diversity form a strong thread throughout all our delivery; learners are all encouraged to treat all people with equal respect. The culture in British society today is rich and diverse and our aim is to ensure all our learners are prepared, through high quality training and work experience, to be equipped to be an active citizen contributing to society.

The British Culture & Values are defined as:

- Democracy - a system of government by the whole population or all the eligible members of a state, typically through elected representatives
- The rule of the law - the "authority and influence of law in society, especially when viewed as a constraint on individual and institutional behaviour; (hence) the principle whereby all members of a society (including those in government) are considered equally subject to publicly disclosed legal codes and processes"
- Individual liberty - the liberty of an individual to exercise freely those rights generally accepted as being outside of governmental control
- Mutual respect and tolerance - for those with different faiths and beliefs. Mutual respect and tolerance include encouraging our learners/ employees to respect other people with particular regard to the protected characteristics of the Equality Act (2010)



KEEPING YOU SAFE ONLINE

There are lots of fun and interesting things you can do on the internet. And it can be a great way to stay in touch with friends. But it's important to understand how to stay safe online.

- **Keep Personal Information Professional and Limited**

Potential employers or customers don't need to know your personal relationship status or your home address. They do need to know about your expertise and professional background, and how to get in touch with you. You wouldn't hand purely personal information out to strangers individually—don't hand it out to millions of people online.

- **Keep Your Privacy Settings On**

Marketers love to know all about you, and so do hackers. Both can learn a lot from your browsing and social media usage. But you can take charge of your information. As noted by Lifehacker, both web browsers and mobile operating systems have settings available to protect your privacy online. Major websites like Facebook also have privacy-enhancing settings available. These settings are sometimes (deliberately) hard to find because companies want your personal information for its marketing value. Make sure you have enabled these privacy safeguards, and keep them enabled.

- **Practice Safe Browsing**

You wouldn't choose to walk through a dangerous neighbourhood—don't visit dangerous neighbourhoods online. Cybercriminals use lurid content as bait. They know people are sometimes tempted by dubious content and may let their guard down when searching for it. The Internet's demimonde is filled with hard-to-see pitfalls, where one careless click could expose personal data or infect your device with malware. By resisting the urge, you don't even give the hackers a chance.

- **Make Sure Your Internet Connection is Secure. Use a Secure VPN Connection**

When you go online in a public place, for example by using a public Wi-Fi connection, PCMag notes you have no direct control over its security. Corporate cybersecurity experts worry about "endpoints"—the places where a private network connects to the outside world. Your vulnerable endpoint is your local Internet connection. Make sure your device is secure, and when in doubt, wait for a better time (i.e., until you're able to connect to a secure Wi-Fi network) before providing information such as your bank account number. To further improve your Internet browsing safety, use secure VPN connection (virtual private network). VPN enables you to have a secure connection between your device and an Internet server that no one can monitor or access the data that you're exchanging. Read more about What is VPN.

KEEPING YOU SAFE ONLINE

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- **Be Careful What You Download**

A top goal of cybercriminals is to trick you into downloading malware—programs or apps that carry malware or try to steal information. This malware can be disguised as an app: anything from a popular game to something that checks traffic or the weather. As PCWorld advises, don't download apps that look suspicious or come from a site you don't trust.

- **Choose Strong Passwords**

Passwords are one of the biggest weak spots in the whole Internet security structure, but there's currently no way around them. And the problem with passwords is that people tend to choose easy ones to remember (such as "password" and "123456"), which are also easy for cyber thieves to guess. Select strong passwords that are harder for cybercriminals to demystify. Password manager software can help you to manage multiple passwords so that you don't forget them. A strong password is one that is unique and complex—at least 15 characters long, mixing letters, numbers and special characters.

- **Make Online Purchases From Secure Sites**

Any time you make a purchase online, you need to provide credit card or bank account information—just what cybercriminals are most eager to get their hands on. Only supply this information to sites that provide secure, encrypted connections. As Boston University notes, you can identify secure sites by looking for an address that starts with https: (the S stands for secure) rather than simply http: They may also be marked by a padlock icon next to the address bar.

- **Be Careful What You Post**

The Internet does not have a delete key, as that young candidate in New Hampshire found out. Any comment or image you post online may stay online forever because removing the original (say, from Twitter) does not remove any copies that other people made. There is no way for you to "take back" a remark you wish you hadn't made, or get rid of that embarrassing selfie you took at a party. Don't put anything online that you wouldn't want your mom or a prospective employer to see.

KEEPING YOU SAFE ONLINE

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- **Be Careful Who You Meet Online**

People you meet online are not always who they claim to be. Indeed, they may not even be real. As InfoWorld reports, fake social media profiles are a popular way for hackers to cozy up to unwary Web users and pick their cyber pockets. Be as cautious and sensible in your online social life as you are in your in-person social life.

- **Keep Your Antivirus Program Up To Date**

Internet security software cannot protect against every threat, but it will detect and remove most malware—though you should make sure it's to date. Be sure to stay current with your operating system's updates and updates to applications you use. They provide a vital layer of security. Keep these 10 basic Internet safety rules in mind and you'll avoid many of the nasty surprises that lurk online for the careless.

Useful Links about online safety

- <https://staysafeonline.org/stay-safe-online/>
- <https://www.ageuk.org.uk/information-advice/work-learning/technology-internet/internet-security/>
- <https://www.mcafee.com/blogs/consumer/consumer-threat-notice/10-tips-stay-safe-online/>

EQUALITY AND DIVERSITY

DBC Training is committed to embedding our company values throughout everything we do.

Our vision is to **'create a safe and respectful learning environment for all.'**

DBC is committed to meeting the legal requirements of the Equality Act 2010.

In the UK, companies are legally required to adhere to certain practices that ensure discrimination is eliminated and expectations of equality are always met in the workplace.

All workers must be treated equally and be given the same set of opportunities regardless of their race, age, gender, sexuality, disability, culture or anything else that might be discriminated against.

The legislations in place are in existence to ensure that an inclusive working environment is always fostered, and that any form of 'difference' should never prove to be an obstacle in career progression or indeed getting a job in the first place.

There are a variety of discrimination acts that are there to make sure that companies are adhering to the minimum standards, and indeed the legislation in place is wide ranging and comprehensive. **These acts include:**

- **Equality Act**
- **Human Rights Act**
- **Sex Discrimination Act**
- **Disability Discrimination Act**
- **Race Relations Act**

PROTECTED CHARACTERISTICS

Characterisitics	Summary
Age	The Act protects employees of all ages but remains the only protected characteristic that allows employers to justify direct discrimination, i.e. if an employer can demonstrate that to apply different treatment because of someone's age constitutes a proportionate means of meeting a legitimate aim, then no discrimination will have taken place.
Disability	The Act includes a new protection arising from disability and now states that it is unfair to treat a disabled person unfavourably because of something connected with a disability. An example provided is the tendency to make spelling mistakes arising from dyslexia. Also, indirect discrimination now covers disabled people, which means that a job applicant could claim that a particular rule or requirement disadvantages people with that disability. The Act includes a provision which makes it unlawful, with limited exceptions, for employers to ask about a candidate's health before offering them work.
Gender Reassignment	It is discriminatory to treat people who propose to start to or have completed a process to change their gender less favourably, for example, because they are absent from work for this reason.
Marriage & Civil Partnership	The Act continues to protect employees who are married or in a civil partnership. Single people are however not protected by the legislation against discrimination.

PROTECTED CHARACTERISTICS

Characterisitics	Summary
Pregnancy and Maternity	The Act continues to protect women against discrimination because they are pregnant or have given birth.
Race	The Act continues to protect people against discrimination on the grounds of their race, which includes colour, nationality, ethnic or national origin.
Religion or Belief	The Act continues to protect people against discrimination on the grounds of their religion or their belief, including a lack of any belief.
Sex	The Act continues to protect both men and women against discrimination on the grounds of their sex, for example paying women less than men for doing the same job.
Sexual Orientation	The Act continues to protect bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

TYPES OF DISCRIMINATION

The 2010 Act also extends some of these protections to characteristics that previously were not covered by equality legislation. Employers and business owners now need to be aware of the seven different types of discrimination under the new legislation.

These are:

Direct discrimination – where someone is treated less favourably than another person because of a protected characteristic

Associative discrimination – this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic

Discrimination by perception – this is direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.

Indirect discrimination – this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic

Harassment – this is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.

Victimisation – this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

For more information relating to Equality and Diversity, please see the links below.

The Equalities and Human Rights Commission – www.equalityhumanrights.com | The Government Equalities Office – www.equalities.gov.uk

If you are ever in any doubt or need to report a concern or disclosure – please seek advice from one of our On-Duty Designated Safeguarding Leads on **07376 423907** or safeguarding@dbc-training.co.uk