

Safeguarding Policy

Policy statement

The aim of this policy is to recognise the statutory responsibility and our commitment to safeguarding and the Prevent Duty. It is our responsibility to ensure all apprentices are protected so that they are kept safe, able to enjoy and participate fully in their learning programme free from risk of abuse. We prioritise the promotion of a culture of vigilance, where each apprentice's safety and wellbeing is at the heart of what we do. This policy is in place to build awareness and outline our commitments to Prevent Duty.

We deliver a safe learning environment for all apprentice's and staff by creating a positive culture and ethos where safeguarding is an important part of everyday life. Our commitment to this policy will be achieved by all stakeholders taking individual responsibility and have full awareness of this policy.

A culture of vigilance is in place and promoted within the below areas:

- Teaching and learning – a culture of quality
- Staff development – a culture of improvement
- Safer staff recruitment – a culture of diligence
- Equality and diversity – a culture of respect
- Health and safety – a culture of safety

Responsibility

The Apprenticeship Director is responsible for this policy, in conjunction with the Designated Safeguarding Lead (DSL). It is the responsibility of all staff to comply with this policy, which includes:

- All full time and part time members of staff
- Volunteers
- Temporary staff e.g. agency staff
- Visitors and contractors.

Notwithstanding statutory legal duties, we all have a moral duty to ensure the welfare of individuals by doing everything reasonably possible to prevent them from coming to foreseeable harm. As part of our induction process, we require all staff and apprentices to sign a declaration that they have read our Safeguarding Policy and are committed to upholding their associated responsibilities.

Scope and definition

Safeguarding: This policy is in line with the statutory duty under Section 175 of the Education Act 2002, the Education Regulations 2014 and Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2022.

In addition to KCSIE guidance other considerations have been reviewed to formalise this policy these include Ofsted Education/Common Inspection Framework (EIF) and ESFA funding guidance.

The legislative responsibility outlines two key groups within safeguarding:

- Children – this is anyone that is under the age of 18;
- Vulnerable adult – this is anyone over the age of 18 who may by reason of mental or other disability, age or illness be unable to take care of themselves, or unable to protect themselves from significant harm or exploitation.

It is however the scope of this policy that safeguarding within our business covers all individuals including staff.

Prevent: It is our responsibility to comply with the statutory guidance of the Counter-Terrorism and Security Act (CTSA) 2015 and the 2018 CONTEST policy.

In addition to the CTSA statutory guidance, the Prevent Duty is also part of Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2022, Ofsted Education/Common Inspection Framework (EIF) and ESFA funding guidance. We have a legal responsibility to fulfil the Prevent Duty statement: 'to have due regard to the need to prevent people from being drawn into terrorism'.

Definition

The Prevent Duty aims to prevent individuals being drawn into terrorism through radicalisation and extremism means.

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism - "Extremism is 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" (HM Government Prevent Strategy 2011).

Designated safeguarding lead

Safeguarding is as detailed above everyone's responsibility however it is the role of the Designated Safeguarding Lead (DSL) to take ultimate lead responsibility on establishing and maintaining safeguarding within our business. The DSL is part of our senior leadership team and appropriately qualified to take on this responsibility. In times where the DSL is unavailable, we have a Deputy Safeguarding Lead within the business, and they support all activity of the DSL.

The DSL manages referrals which may include:

- Referral of suspected abuse to local authorities' children's social services
- Refer cases to channel programme where there is a radicalisation concern

- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service (DBS) as required
- Refer cases where a crime may have been committed to the police as required.

Safer recruitment

In order to protect our apprentice's we have established robust safer recruitment processes ensuring that all appropriate checks are carried out on new staff. Our commitment to safer recruitment is outlined below;

- All staff will undertake an Enhanced DBS check where regulated activity takes place, for all staff not working in regulated activity regular DBS will be sought;
- All staff will be required to provide a minimum of two employment references;
- Complete an interview that ensures appropriate checks are carried out on suitability to the role;
- Complete a probationary period where all performance is reviewed as satisfactory;
- Verification of qualifications (copies provided and retained within staff file);
- Evidence of right to work in UK;
- Evidence of prohibition of teaching check.

All appropriate materials are kept within the secure server and locked offices. It is the Office Manager's responsibility to ensure this is kept up to date with no administrative errors.

Where there is a concern about an existing staff member, we reserve the right to carry out all relevant checks as if the person were a new member of staff. All existing staff DBS checks will be renewed every 3 years.

Staff training

Training is an integral part of ensuring this policy is adhered to, staff training ensures everyone is equipped with the correct knowledge and understanding of the signs and indicators of abuse and also how to report a safeguarding concern. Staff training supports the protection and prevention of abuse by staff being able to successfully identify signs of abuse at an early stage.

All staff will be expected to undertake online training for example:

- Safeguarding in FE (Education and Training Foundation)
- Safeguarding and safer recruitment in FE 2016 (to be undertaken by all managers)

All staff have safeguarding and prevent training as part of their induction when joining the company provided by the DSL, this training will incorporate all aspects of this policy. At times throughout the year there will be regular updates and supporting material on safeguarding to ensure there is a continuous awareness of local and regional themes which enable targeted support to apprentice's and employers. Staff training is one of the many strategies we adopt to ensure protection of apprentices and prevention of abuse as well as safer recruitment, promotion of health and wellbeing to apprentice's and employers.

The DSL will have safeguarding and prevent training every 2 years additional to the online refresher training. All staff will be required to read and sign a declaration as evidence that they have read this Policy, understand its requirements, and are committed to their duty under this Policy. Similarly, where the policy is updated, this must be acknowledged by all staff.

Types of abuse and neglect

Safeguarding is protecting the health, wellbeing and human rights of children and vulnerable adults, and enabling them to live free from harm, abuse and neglect. Abuse comes in many forms, however, is generally categorised in one of the below areas.

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Staff should be aware of safeguarding issues in order to better understand the signs and indicators of abuse. The KCSIE guidance outlines the specific types of abuse that are currently significant within education (listed below):

Specific types of abuse	
Bullying including cyberbullying	Criminal exploitation of children and vulnerable adults county lines
Children missing education	Child missing from home or care
Child sexual exploitation advice for practitioners	Domestic abuse
Drugs	Fabricate or induced illness
Faith based abuse	Female genital mutilation
Forced marriage	Gangs and youth violence
Gender based violence/violence against women and girls	Hate
Mental health	Missing children and adults
Private fostering	Preventing radicalisation
Relationship abuse	Self-harm
Sexual violence and sexual harassment between children in schools and colleges	Sexting
Trafficking and modern slavery	

It is our policy that no staff befriend apprentices on personal social media sites, distribute personal telephone numbers and visit apprentice homes. It is important to understand the professional boundaries required in order to safeguard a staff member as well as apprentices.

Apprentice awareness

It is our objective that safeguarding and prevent is naturally embedded into our curriculum and therefore is a golden thread throughout a apprentice's programme. Overtime building up an

awareness of how to keep safe and also to be able to understand the signs and indicators of risk of abuse.

Outlined below are some of the strategies we take to effectively promote safeguarding with apprentice's and also employers:

- Our curriculum promotes respect, tolerance and diversity
- Our induction process includes introductory training on prevent duty and reporting procedures
- Promotion of safeguarding and prevent themes are included in communication bulletins such as newsletters which focus of localised trends
- Undertake online learning
- Topics relating to prevent duty are integrated within the review process
- The safeguarding referral contact details promoted within learning materials
- Apprentice will have access to the safeguarding and prevent policy, including the referral process

Reporting

Reporting

A key outcome of this policy is to ensure all stakeholders are aware of how to report a safeguarding incident or concern. Every staff member is trained on how to report a safeguarding concern.

Safeguarding concerns can be disclosed a number of ways:

- Disclosed by the apprentice
- Disclosed by an employer
- Disclosed by a staff member.

When a disclosure is made or a member of staff knows or believes that abuse is occurring, they have an obligation to report it as a matter of urgency, a written disclosure report should be submitted to the DSL as soon as possible (within the same day). Staff members must report directly to the DSL.

Our dedicated email address for safeguarding and prevent referrals will ensure confidential disclosure and is promoted to staff and apprentices at all interventions.

- Apprentice's should be made aware a concern or incident has been disclosed to the Apprenticeship Management Team;
- Apprentice's should be reassured that any disclosure is taken seriously, treated with appropriate confidentiality; appropriate support will be put in place, the disclosure will be dealt with in a fair and timely manner;
- They will be informed of any actions taken and outcomes of the actions.

Investigation

Staff working with apprentice's should only refer to the possibility of harm and not investigate or offer advice. The DSL will manage the investigation process.

Apprentices in immediate danger must be supported to ensure they are removed from risk of abuse or harm. The DSL will then decide the appropriate course of action, and if a referral outside the

organisation is required. An investigation will be carried out by the DSL and a risk assessment report will be created to outline required actions to safeguard the apprentice.

Recording

The safeguarding referral, investigation report and any additional records must be kept in the safeguarding secure folder only to be accessible by the Apprenticeship Management Team.

The DSL has the responsibility to update the safeguarding log. The safeguarding log is held in a secure, password protected folder to ensure no breach of confidential data. The safeguarding log will record the incident, concern and risk level and any action taken. The safeguarding log will be reviewed within an Ofsted inspection.

E-safety

Apprentice's and staff will use IT within the apprenticeship programme, it is therefore our approach that we have effective monitoring software to prevent any internet / software misuse.

The IT team will monitor and report any misuse to the Apprenticeship Director and DSL.

Additional support

Our business is committed to being at the forefront of safeguarding and prevent agenda, therefore further support and guidance for apprentices is accessible via the regional prevent coordinator at DfE. The DSL has a duty to share and promote the additional guidance throughout the provision. Our Apprenticeship Director is on hand to provide one to one ongoing additional support for apprentices where required.

Monitoring

Monitoring

The DSL is responsible for reporting to the Apprenticeship Director and board on safeguarding incidents, the reports will include:

- Number and type of safeguarding incident or concern;
- Referrals / open and closed cases;
- Staff training updates;
- Legislative updates;
- Recommendation and new implementations.

The Apprenticeship Management Team have the responsibility to ensure they work closely with the DSL to promote awareness of safeguarding within delivery.

The effectiveness of this policy is evaluated through apprentice and employer feedback, Ofsted inspection and self-assessment reporting process.

Prevent

Principles

Our business works within areas that are at risk of exposure to extremism and radicalisation. It is therefore our objective to achieve an environment that protects apprentices and employees from radicalising influences and extreme narratives by delivering the below objectives.

- To promote and reinforce shared values, including British Values; to create space for free and open debate; and to listen and support the apprentice voice. Ensuring that teaching approaches provide apprentices with a positive sense of identity through the development of critical thinking skills.
- To breakdown segregation among different apprentice communities including by supporting inter-faith and inter-cultural dialogue and understanding; and to engage all apprentices in playing a dull and active role in wider engagement in society.
- To ensure apprentice safety and that our organisation is free from bullying, harassment and discrimination. Ensuring a safe and equal learning environment for all, with a well-established safeguarding approach.
- To provide support for apprentices who may be at risk of radicalisation, providing appropriate sources of advice and guidance and pastoral care. Adopting flexible teaching approaches, where applicable, to address specific issues arising with extremism and radicalisation.
- To ensure robust approach to challenging signs of radicalisation and extremism where there is a full understanding of reporting systems.
- To build and maintain strong relationships with employers to build awareness, tackle inappropriate behaviours and establish an enjoyable and safe learning environment.
- To ensure that apprentices and staff are aware of their roles and responsibilities in preventing violent and non-violent extremism by delivering/promoting the message that highlights the values of democracy, the rule of law, mutual respect and tolerance for those with different faiths and beliefs.
- Actively work with the local police Prevent team contact, building long term local partnerships with network groups such as Department for Education Prevent coordinators.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by apprentices or our employees will always be challenge and where appropriate, dealt with in line with our attendance and behaviour policy for apprentices and staff handbook for employees.

Please refer to our safeguarding policy to review our safer recruitment practices.

Training

Staff training is a key element to the delivery of our commitment to a safe learning environment. The training is in place to build the knowledge of staff and support our staff to effectively challenge any inappropriate behaviour.

Staff are required to undertake approved Prevent training, for example:

- Home Office Prevent Duty
- Education Training Foundation Prevent Duty training (specific to job role)

All staff have safeguarding and prevent training as part of their induction when joining the company provided by the DSL, this training will incorporate all aspects of this policy.

The DSL will undertake advanced safeguarding and Prevent training additional to the online refresher training. The DSL will be on the mailing list and attend any DfE Prevent coordinator events throughout the year in order to continually maintain CPD. The commitment will be to continually improve awareness of local and national risks it is the DSL responsibility to ensure this is driven through the curriculum to the Apprenticeship Management Team and Delivery Team.

Signs and indicators

There are many signs and indicators of radicalisation and extremism, most commonly individuals that are at higher risk of being targeted are those categorised as vulnerable. Vulnerable individual being classified within our safeguarding policy as a child or vulnerable adult. It is however important to note that anyone can be drawn into terrorism and therefore our culture of vigilance must be robust.

It is important to note that behaviours can develop over time and therefore building strong relationships with apprentices and employers will enable earlier intervention. Below are some signs and indicators of an individual being drawn into extremism:

- Using inappropriate language
- Refusing to listen to different points of view
- Unwilling to engage with individuals that have different views, faiths or ethnic backgrounds
- Changing friends and appearance
- Distancing themselves from old friends and colleagues
- No longer doing things they used to enjoy
- Converting to a new religion
- Being secretive
- Sympathetic to extremist ideologies and groups.

Online influences:

- Spending increased amounts of time online
- Changing identify or friends online
- Endorsing material of an extremist nature
- Accessing extremist content
- Joining or trying to follow an extremist organisation.

Apprentice Awareness

It is our objective that safeguarding and prevent is naturally embedded into our curriculum and therefore is a golden thread throughout an apprentice's programme. Overtime building up an awareness of the signs and indicators of risk which includes extremism and radicalisation.

A number of strategies are in place to ensure this happens:

- Our curriculum promotes respect, tolerance and diversity
- Apprentice behavioural policy is incorporated into the enrolment stage of the apprenticeship and is within the apprentice handbook

- Apprentices are encouraged to report and communicate through apprentice forums and surveys
- Our induction process includes introductory training on Prevent Duty and reporting procedures
- Promotion of Prevent themes are included in communication bulletins such as newsletters
- Topics relating to Prevent Duty are integrated within the review process
- The safeguarding and Prevent team contact details are visible to apprentices, staff and employers

Reporting

Reporting

A key outcome of this policy is to ensure all stakeholders are aware of how to report a prevent related incident or concern. The reporting procedure for prevent is aligned to our safeguarding disclosure. When a disclosure is made or a member of staff knows or believes that the apprentice is being drawn into extremism or radicalisation, they have an obligation to report it as a matter of urgency, a written disclosure report should be submitted to the DSL. Staff members must report directly to the DSL.

Investigation

An investigation will be carried out by the DSL and a risk assessment and findings report created to outline required actions is to be completed. Working with the employer and local channel contact interventions will be put in place for the apprentice.

We acknowledge the channel programme as it establishes early intervention to individuals possibly being drawn into terrorism. Any apprentice who is deemed to be a risk of being drawn into terrorism will be referred to the local authority channel referral programme by the DSL.

Recording

The Prevent referral form, investigation report and any additional records must be kept in the safeguarding secure folder only to be accessible by the Apprenticeship Management Team.

The DSL has the responsibility to update the safeguarding log. The safeguarding log is held in a secure, password protected folder to ensure no breach of confidential data. The safeguarding log will record the incident, concern and risk level and any action taken. The log will verify timeframes of disclosure to closure and verify the outcome.

The safeguarding log will be reviewed within an Ofsted inspection.

E-safety

Apprentice's and staff will use IT within the apprenticeship programme, it is therefore our approach that we have effective monitoring software to prevent any internet / software misuse.

The IT team will monitor and report any misuse to the Apprenticeship Director and DSL.

Monitoring

The DSL is responsible for reporting to the Apprenticeship Director on Prevent related incidents, the report will include:

- Referrals / open and closed cases
- Staff training updates
- Legislative updates
- Risk assessment updates including recommendation and new implementations

The Apprenticeship Management Team have the responsibility to ensure they work closely with the DSL on identifying and addressing trends within delivery.

The effectiveness of this policy is evaluated through apprentice and employer feedback, Ofsted inspection and self-assessment reporting process.

Review

All policies are reviewed annually as part of our quality management system and in response to legislative and industry updates by our DSL. This Policy was last reviewed on 13/01/2025 and will next be reviewed on 13/01/2026. Full details of reviews and updates to this Policy are detailed below.

Amendment reference	Amendment date	Amendment details	Section affected
1.0	13/01/2025	New Policy Created	Full Policy

Dated: 13/01/2025



Allison Faires
Managing Director