

Apprenticeship Learners Safeguarding Policy

UPR HS10 Appendix 6 version 02.0

Policies superseded by this document

This appendix is an addition to version 01.0 of UPR HS10.

Summary of significant changes to the previous version

This is a new appendix and it should be read in full.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 University's approach and aims

- 1.1 The University recognises that harm or abuse could affect anyone and believes that safeguarding is everyone's responsibility, regardless of individual roles and duties. We are committed to working together to provide an excellent learning experience for our apprentices and ensure the highest levels of safety and wellbeing.
- 1.2 This policy outlines the safeguarding practices and procedures for those learners who are studying at the University as part of an apprenticeship programme.

This policy must be read in conjunction with the following University Policies and Regulations (UPRs):

Safeguarding Policy (HS10)
Bullying and Harassment (EQ10)
Equality and Diversity Policy (EQ03)
Freedom of Speech (EQ04)
Student Mental Wellbeing (EQ07)
Whistleblowing Policy (UPR GV16)
Student Fitness to Practice (SA15)
Drug and Alcohol Misuse by Students (SA11)
Student Mental Health (EQ7)
Support to Study (EQ11)

Where existing policies and guidance refers to 'students' it must be considered that these are equally applicable to apprentices and learners.

2 Introduction

The University's Designated Safeguarding Officer (DSO) oversees the University's safeguarding policy. The apprenticeship programmes have an assigned Safeguarding Manager, who supports and works with apprentices, Programme Leads, School Safeguarding Leads, Employer Liaison Tutors (ELTs) and employers as required, to follow this policy and the University's Safeguarding Policy (HS10).

3 Safeguarding and Responsibilities

3.1 University

All University staff working with apprentices are required to attend mandatory annual safeguarding training. Staff can access additional advice, information and training when required. This can be accessed and supported by contacting the Apprenticeship Safeguarding Manager.

When a safeguarding concern is raised, the Programme Lead will refer to the school's assigned Safeguarding Lead, who will refer and seek advice to support the learner from the Safeguarding Manager and Student Wellbeing services. Employer Liaison Tutors (ELTs) meet with apprentices regularly and discuss progress and will always consider any safeguarding concerns and refer to the Programme Lead who will refer to Safeguarding Lead and Safeguarding Manager.

The University will:

- a Provide safeguarding training for all University employees working with apprentices;
- b Ensure that apprentices have an awareness of safeguarding and understand how to access University support services;
- c Communicate regularly and openly with employers and support them with understanding that apprentices may act differently in different environments, help employers to recognise any signs that the apprentice may display, and support them with the understanding of the need to be open to discussing sensitive issues and what to do with any new information that raises safeguarding concerns.

3.2 Employers

Current UK legislation and statutory responsibilities in relation to safeguarding has an expectation that employers should take responsibility for an apprentice's welfare in the workplace. This would include seeking appropriate advice when it is considered that an apprentice may be at risk in their personal lives.

- a Employers should understand relevant government legislation and take steps to make sure that safeguarding is embedded into the organisations practice.
- b Ensure that any people working with young or vulnerable people have had an appropriate Disclosure and Barring Service check.
- c Identify a person within the employers' organisation, such as the mentor, or the Employer Liaison Tutor, to coordinate and share any safeguarding concerns with the Schools Safeguarding Lead and University's Apprenticeship Safeguarding Manager.

3.3 Apprentices

- a Safeguarding focuses on the responsibilities of institutions to protect young people under the age of 18, and vulnerable adults who lack capacity, or are unable to keep themselves safe, however the University will also support apprentices who are affected by behaviour that is intentionally harmful to them. Other University processes, policies and regulations support apprentices' safety and areas of concern such as:
 - Radicalisation and spiritual abuse
 - Bullying, harassment and hate crime
 - Sexual violence
 - Domestic violence and coercive control.
- b The Support to Study procedure enables staff from across the university to refer an apprentice to the Student Wellbeing Service if they have concerns about their wellbeing. When required the service will contact the apprentice to offer confidential support;

- c Apprentices can also self-refer to student wellbeing for support, therapy, and adjustments for study;
- d The Student Wellbeing Team also have emergency procedures for individuals at imminent and/or immediate risk;
- e Through ongoing processes and collaborative working between the university staff, apprentices, and employers we can respond to concerns in a timely manner and support the safety and wellbeing of apprentices. These processes, policies and guidance also provides staff with the opportunity to reflect on concerns which, on closer consideration, may require further action and involvement from external services. The biggest key to effective practice is the understanding that safeguarding is best managed collectively and through a continual process of risk assessment, risk management and agreed interventions.
- f For apprentices enrolled on courses leading to professional registration our fitness to practice protocols also applies.

4 Safeguarding in Practice

- 4.1 The University is here to support Apprentices, staff on Apprenticeship programmes and Employers. If support is required to help with managing a particular set of circumstances with an apprentice, the appropriate Safeguarding Lead or Apprenticeship Safeguarding Manager should be contacted. Contact details can be found at the end of this policy.
- 4.2 It should be recognised that an apprentice may feel more comfortable talking to some people about an issue than others, and it may take time to build a trusting relationship where they feel comfortable sharing information. By having regular meetings and supervisory sessions with the apprentice, their Employer Liaison Tutor, and employer, safeguarding can regularly be mentioned, and any concerns raised can be followed up and action taken as required.
- 4.3 When an apprentice learner makes a disclosure or raises any safeguarding concerns, this will be brought to the attention of the Programme Lead, who will act, and refer to the Safeguarding Lead and Apprenticeship Safeguarding Manager.

4.4 Common signs which can help you to recognise when things are wrong

- a Absence – missing work or study;
- b Appearance – physical injuries or self-neglect;
- c Behaviour – becoming uncharacteristically aggressive or withdrawn;
- d Emotional health – crying, anxiety, or low mood;
- e Risky behaviour – excessive alcohol consumption or use of drugs;

If the apprentice or someone else is at immediate risk of harm please do not hesitate to call the emergency services immediately.

5 Prevent

(See full Prevent Policy at Appendix 7 UPR HS10¹)

5.1 Under section 26 of the Counterterrorism and Security Act 2015 the University has a duty to safeguard against the threat of terrorism and prevent people from being drawn into terrorism or violence and ensure that vulnerable individuals receive appropriate support. This is known as 'Prevent Duty'.

5.2 The University recognises that young people can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. Where there is a suspicion that this may be the case, this will be a significant safeguarding concern which is of equal weight alongside other forms of abuse and mistreatment of children and adults at risk. A safeguarding concern of this nature would also fall within the scope of other University policies. A person may be vulnerable and drawn into extremist ideology for varied reasons and it is often the culmination of several influences. These influences can include family, friends, or relationships they have made online. Extremism can also include non- violent action.

5.3 University

- a Provides relevant training for University staff so that they understand the obligations the University has under the Prevent Duty and how to manage risks and concerns;
- b All staff are strongly encouraged to complete the Home Office certified Prevent Duty training, and record attendance in their continued professional training file;
- c From 16 January 2023 a new version of training is available: Prevent Duty training;
- d Provide a curriculum for apprentices that explores these matters;
- e Provide a safe and welcoming environment where apprentices have the freedom to express and discuss varying views respectfully;
- f Provide a named Prevent Lead who can be contacted for any further information regarding the Prevent Duty;
- g Procedures are in place so that concerns can be brought to specialist attention.

5.4 Apprentices

- a Should demonstrate their commitments to the principles that underpin the Prevent Duty;
- b Bring any concerns to the attention of the Prevent Lead and Safeguarding Manager at the University. This may be through their Safeguarding Lead and/or Employer Liaison Tutor (ELT);

¹

Appendix 7 UPR HS10 'Prevent Policy'

6 British Values

- 6.1 British values are the norms that shape our society, and they are enshrined in law, through legislation such as the Equality Act 2010, and are a part of the Prevent Duty. The British values are:

Democracy
The rule of law
Individual liberty and mutual respect
Tolerance for those with different faiths and beliefs

Apprentices are encouraged to explore ideas in a context where these values are recognised and respected.

6.2 University

- a British values will be promoted by encouraging apprentices to respect each other and their differences, including the protected characteristics as defined in the Equality Act 2010 and consistent with the University's inclusion policies and values;
- b Programmes of study should connect to British Values and how they influence our society;
- c Apprentices will have the opportunity to apply their learning to relevant situations and contexts;

6.3 Employers

- a Should demonstrate their commitment to British Values;
- b Follow the requirements of the Equality Act 2010;

6.4 Apprentices

Should demonstrate their commitment to British Values and the Equality Act 2010.

7 Who to contact for support

7.1 Safeguarding enquiries

Karen Turner, Degree Apprenticeship Safeguarding Manager
Email: k.v.turner@herts.ac.uk
Tel: 01707 285090 (Ext: 5090)
Mobile: 07754858210 or 07980894283
Room: Student Wellbeing, Hutton Hub, first floor

7.2 Prevent concerns

The **Prevent Lead** for the University is:

Geri Ward, Dean of Students
Email: G.1.ward@herts.ac.uk
Tel: 01707 284450 (Ext: 4450)
Mobile: 07950633496
Room: Student Wellbeing, Hutton Hub, first floor

7.2 Lead Safeguarding Officers for each school

Dr Julia Warrener
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School of Health and Social Work j.warrener@herts.ac.uk
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Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 September 2023**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.