

SAFEGUARDING and PREVENT

A guide for employers with Apprentices

Introduction:

The University of Law (The University) has a clear commitment to Safeguarding which is fully documented in our Safeguarding Policy and Procedure. Responsibility for reviewing and evaluating the effectiveness of safeguarding procedures lies with the Designated Senior Person for Safeguarding (DSP), assisted by the University's Safeguarding Officers.

The University is committed to working together with employers to ensure that the apprentices' safety and wellbeing are of the highest standards, and has an expectation that employers will take responsibility for an apprentice's welfare in the workplace and seek appropriate advice when they have any cause for concern.

The University understands that for many employers this area can be complex and therefore this guide, which is aligned to our policy and procedure, is designed to act as an aid to the employers with whom we work.

The document will explain the University support and offers information that employers may wish to consider incorporating into their internal procedures.

Safeguarding – a definition:

Safeguarding is an overarching term used in the United Kingdom and Ireland to denote measures to protect the health, well-being and human rights of individuals, which allow people, especially children, young people and adults at risk (sometimes referred to as adults at risk) to live free from abuse, harm and neglect.

Current legislation determines that all parties involved in apprenticeships must take reasonable action to minimise risks to apprentices, in and outside of the workplace and through attendance at the University.

Areas considered to fall under this definition include;

- Abuse (Emotional, Physical and Sexual abuse)
- Bullying (including Cyber Bullying)
- Discrimination
- Forced Marriage
- Mental Health
- Neglect and Self Harm
- Radicalisation and Extremism

Roles and Responsibilities

The University:

- Ensure that employers are aware of their safeguarding obligations and how to access University guidance and support
- Ensure apprentices are aware of safeguarding and understand how to access University support

- Ensure apprentices understand the University's approach to bullying and harassment and provide e-learning and guidance on harassment, sexual consent and online safety
- Ensure all University staff who work with apprentices have received appropriate safeguarding training
- Ensure University staff working with young and vulnerable people are subject to an enhanced Disclosure and Baring service check

The Employer:

- Ensure they are familiar with the providers safeguarding policy and relevant legislation
- Ensure they understand what safeguarding means in the context of their organisation and the responsibilities they have to the people they employ
- Ensure that staff working with apprentices are appropriate for the role and do not present any danger or threat of harm
- If possible to do so, identify a person who can coordinate safeguarding across their organisation

Prevent – a definition;

Section 26 of the Counter Terrorism and Security Act 2015 placed a duty on certain bodies, including universities, to have “due regard to the need to prevent people from being drawn into terrorism”

Terrorism is defined as the use or threatened use of violence for the purpose of advancing a political, religious or ideological cause.

There are not necessarily easy ways to recognise signs of a person who may be vulnerable to extremist ideology, often this can be a culmination of a number of different influences, and these can include family, friends or relationships made online.

Roles and Responsibilities:

The University:

- Provide training for staff to understand the obligations placed on the University under the Prevent Duty, and how to manage and deal with risks and concerns
- Ensure clear procedures are in place in order for any concerns to be immediately brought to the relevant specialist attention

The Employer:

- Understand and be aware of the principles that underpin the Prevent Duty
- Operate to the required standards regarding Equality and Diversity
- Alert the University to any concerns regarding an Apprentice

British Values

The Prevent Strategy includes the promotion of British Values, which are often referred to as the “norms” that shape the society in which we live and are documented in law through legislation in the form of the Equality Act 2010

British Values are defined usually as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

Roles and Responsibilities:

The University:

- Seeks to Promote British Values through the design and content of its curriculum and wider student experience
- Encourage apprentices to respect each other and their differences with regard to the protected characteristics outlined in the Equality Act 2010

The Employer:

- Ensure they understand and are aware of the definitions of British Values
- Support their employees to respect other people in regard to the protected characteristics of the Equality Act 2010
- Encourage employees to show mutual respect and tolerance for those with different beliefs

Online Safety

Increasingly, the use of internet and digital technology presents an opportunity for a rich learning environment, however, this can also open up the possibility of online content that could present a risk or danger including;

- bullying and abuse
- revenge
- pornography
- gambling
- identify theft
- viruses

Although rare there are also those who take advantage of feelings of stress and isolation to target people directly via the internet, social media and online gaming, to draw them into criminal activity, exploit or abuse them or spread ideas that may be considered radical or extreme.

Apprentices need to develop the skills to be able to use the internet safely and develop appropriate online behaviours.

It is critical that apprentices are aware of how to protect themselves online and ensure the security of their personal data.

Roles and Responsibilities;

The University:

- Provide online safety e-learning and guidance for apprentices so that they are able to work safely and effectively online
- Help apprentices to develop the right approach and thinking to online content and evaluate its authenticity
- Have clear documented policies on the acceptable and safe use of IT and Social Media

The Employer:

- Ensure Apprentices are made aware of the organisations policy on the use of IT, internet and technology in the workplace
- Communicate any concerns about online safety to the University

Guidance and Training

The University will provide additional guidance to employers regarding safeguarding and prevent on request. The University is also able to provide advice on training options and/or provide training. Free training is also available to employers through the [Education and Training Foundation](#).

Help and Advice

The University will support and advise employers to manage specific scenarios should the need arise. However, in an emergency situation or if an employer suspects a serious issue, the University recommends contacting the appropriate authorities in the first instance.

There are warning signs that help to identify if something is wrong and these can include:

- Absence – missing work or University
- Changes in appearance
- Changes in behaviour or character (becoming louder or withdrawn)
- Changes in emotional health (crying, anxiety)
- Excessive alcohol consumption
- Physical Injuries
- Poor living conditions
- Evidence of self-harm
- Drug or substance abuse

NB - It is important to state the existence of some of these characteristics does not automatically indicate that something is wrong.

Contact Details

Nominated Safeguarding Officer for Apprentice Employers

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