



SAFEGUARDING POLICY

2018-2019

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Date Sanctioned	November 2018
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Board Signatures



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MARK FITCHEW

Introduction

The Safeguarding Policy for Apprentify reflects the importance of our responsibility to safeguard and promote the welfare of all our apprentices and staff by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We are committed to providing a caring, friendly and safe environment for all our Apprentices, so that they can learn in a relaxed and secure atmosphere. We believe every Apprentice should be able to participate in all learning and social activities in an enjoyable and safe environment and be protected from harm.

Apprentify have a statutory requirement under Sections 27 and 47 of the Children Act 1989 to assist the Local Authority Social Services Department acting on behalf of children in need. Apprentify will safeguard and promote the welfare of children in compliance with the DfE guidance Keeping Children Safe in Education (July 2015) KCSIE (September 2016) and associated guidance Working Together to Safeguard Children (2015) WT.

The main aims of this policy are to ensure that staff are working together and fully engaged in being vigilant about raising awareness, embedding and monitoring safeguarding; that they overcome professional disbelief that such issues will not happen at Apprentify and ensure that we work alongside other professional bodies and agencies to ensure that our apprentices and staff are safe from harm.

The policy will be made available to all staff via induction, training and other communication channels. Apprentices will be informed via the On-boarding Induction process, workshop delivery, 1:1 coaching and mentoring as well as on our website.

All staff, Apprentices and visitors have the responsibility to be vigilant in adhering to this policy and assessing the risks of their own work and/or activities.

Employers also have a responsibility to the Apprentices they employ. We recognise that we have a duty to help the employers that we work with, our staff and our Apprentices to recognise their responsibilities, through guidance, support and training. As the employer of an Apprentice, it is important that they understand their responsibilities to the Apprentice and what safeguarding means to them.

The use of the word '**individual**' within the policy represents children and young people (under the age of 18), adults with a safeguarding need and adults with vulnerabilities.

Safeguarding is everybody's responsibility

Scope of Policy

This policy covers all aspects of the work of Apprentify, including:

Apprentices

- Provision of a safe learning environment
- Clear system of personal care where appropriate, and personal safety
- Behaviour, discipline and exclusions

Staff

- Provision of a safe working environment
- Regular review of systems and procedures to ensure they're appropriate and effective
- Training and professional development

External Agencies

- Actively seek support and advice
- Collaboration with external bodies/stakeholders
- Contracting and sub-contracting arrangements

Apprentify staff, contractors, associates and volunteers will undertake appropriate training to ensure that they are clear about their role and the parameters of their responsibilities including their statutory safeguarding duties.

Responsibilities

Apprentify's Managing Director has overall responsibility for our Safeguarding Policy, notwithstanding all staff and volunteers' individual responsibility to ensure that this policy is strictly adhered to.

Apprentify's Designated Safeguarding Officers' (will oversee safeguarding arrangements and take the Officer responsibility for dealing with safeguarding issues, providing advice and support for other staff, ensuring appropriate staff development, liaising with the authority, and working with other organisations as necessary. Our DSL's (Designated Safeguarding Officers) will have completed all relevant training, including achievement of the Safeguarding Designated Officer qualification at Level 3.

Implementation

In order to implement this policy, Apprentify will ensure that:

- A comprehensive recruitment procedure will be in place and followed to help deter, identify and reject applicants who might be unsuitable to work with Apprentices
- All staff (full-time, part-time and freelance) and volunteers will have undergone an enhanced Disclosure and Barring Service check prior to starting work.

In addition:

- A central record of checks will be kept up-to-date
- All staff and volunteers having access to/working with individuals, are required to supply references
- All staff and volunteers will receive training in safeguarding awareness and regular updates
- All premises or locations that Apprentices may be placed to gain work experience provide a safe environment. Furthermore, at all times safe working practice will be promoted in training and at work
- Apprentify will actively engage with external agencies in the interests of ensuring the safeguarding of Apprentices. This may include the relevant Local Authority Designated Officer (LADO)
- A culture will be created to ensure that at any time staff with any safeguarding questions or concerns are aware of their responsibility to inform and report where appropriate
- Arrangements for safeguarding will be reviewed, risk assessed and reported as part of the self-assessment process

Apprentify will:

- Put Safeguarding at the heart of everything we do
- Risk assess where the most vulnerable Apprentices are and take safeguarding steps
- Safeguard the general population of Apprentices
- Ensure that senior management examine arrangements for safeguarding and review regularly
- DBS check all new staff joining the business
- Ensure that all staff receive basic awareness training in Safeguarding
- Cooperate with external agencies to safeguard vulnerable Apprentices
- Take appropriate action when a disclosure is made
- Provide Apprentices with information and/or training on safeguarding, raise awareness and how to access help and advice
- Seek Apprentices' views on safeguarding matters and act upon their feedback
- Collaborate with the relevant safeguarding team for each Client we work with

Evaluation of impact

In order to deliver on its commitment to safeguarding, Apprentify will demonstrate planning and analysis of impact by evaluating the following operating principles:

- How effectively Apprentify is meeting statutory requirements
- How effective is the awareness-raising of safeguarding issues for staff, Apprentices and partners
- How effective are the referral arrangements
- How effective are the consultations with Apprentices and staff on safeguarding issues
- How effective are the improvements following actions taken, to address safeguarding issues

Communication

Information about safeguarding and the process for Apprentices and staff to make a disclosure will be displayed at Apprentify Head Office, on the company OneDrive and on the website. Information, guidance and documents for staff will be on the Apprentify shared area.

Reporting an incident

All staff will adhere to the following guidelines:

- o Following a disclosure, re-assure the Apprentice that they have done the right thing
- o Record what the Apprentice said, using their words where possible, on the Safeguarding report form. Sign and date the record
- o Inform our DSL's as soon as possible and pass on the written record. The most efficient way to do this is to send it to safeguarding@apprentify.com
- o Listen without making judgements
- o Stay calm
- o Try not to ask questions, unless necessary to safeguard the Apprentice, and make sure you ask open questions
- o Don't give an opinion or offer advice
- o Don't promise confidentiality - explain you may need to talk to a DSL
- o If unable to follow the above guide, search for the most relevant website matching the situation and follow the most appropriate steps

Employees working closely with individuals should be alert to the possibilities of harm and they should follow the policy/process only—and not investigate or offer advice.

If any member of staff has a safeguarding issue brought to their attention, they must treat it as a matter of urgency and contact one of our Designated Safeguarding Officers. Any concern must be documented and emailed to safeguarding@apprentify.com within 2 hours of the disclosure. Unless the individual is in immediate harm, where the relevant authorities will be contacted immediately. In this situation ensure that the individual is accompanied and kept safe, pending advice from the relevant authorities.

Review

This Policy will be reviewed annually or earlier if necessary

What is Safeguarding?

Safeguarding regulations have been around for a while, across a wide range of legislation, but were brought together by the Safeguarding Vulnerable Groups Act 2006.

This legislation provides definitions of individuals and sets out the legislative framework of measures to protect them from harm:

- o Promotion of your health and development
- o Ensuring your safety and care
- o Ensuring you are offered the best life chances
- o Protection from abuse and neglect
- o Prevention of bullying and harassment

The term 'safeguarding' embraces individual protection and preventative approaches to keep our Apprentices, staff and employers safe. Safeguarding encompasses Apprentices' health and safety, welfare and well-being.

Apprentify is committed to safeguarding and promoting the welfare of all individuals and expects all staff and employers to share this commitment. We have developed this Safeguarding Policy that aims to meet this commitment.

Definitions

Safeguard	Protect from harm or damage with an appropriate measure
Individual	Within this policy, 'Individual' represents children (under the age of 18), adults with a safeguarding need and adults with vulnerabilities
Safeguarding	Is the process of protecting vulnerable people, whether from crime or other forms of abuse. Radicalisation and Extremism is addressed within our Prevent Policy
Vulnerability	Describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack.

Types of Abuse

Physical abuse	Is defined as the use of physical force that may result in bodily injury, physical pain, or impairment. Physical abuse may include but is not limited to such acts of violence striking, hitting, beating, pushing, shoving, shaking, kicking, pinching and burning.
Emotional/psychological abuse	A person subjecting another to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder.
Financial abuse	Tactic used by abusers to limit and restrict their victims' access to their finances. For example, a young adult having their benefits taken away from them.
Neglect by others	Where a parent, carer or guardian will actively and knowingly fail to care for or attend to the basic needs of a child or vulnerable adult. For example, not feeding a child and/or leaving them in the same clothes and not helping them wash for days on end.
Self-neglect	Is any failure of an adult to take care of themselves? It could be a result of poor health, depression, cognitive problems or being physically unable to care for themselves. In this situation, family and carers would be expected to pick up on these signs and give or apply for appropriate care.
Discriminatory abuse	Is when you are picked out deliberately for unfair treatment because of a protected characteristic. For example, a vulnerable adult is picked on by an employer because of their disability.
Organisational abuse	Is where an institution fails to provide basic care. It is also related to gang culture where an individual is forced into committing crime for the financial gain of gang Officerers.

Why is safeguarding necessary for employed Apprentices?

Providers of government funded training have a duty to safeguard their Apprentices and to take such steps that try to ensure the safety of its Apprentices always. As part of that duty, we will talk to you about what you can do to ensure that Apprentices are not exposed to threats or dangers.

What are the responsibilities of an Employer?

- o To understand what is meant by safeguarding and promote the welfare of Apprentices
- o Be aware of your statutory duties towards the welfare of individuals
- o Be familiar with our guidance the reporting arrangements

It is the responsibility of the employer to ensure employees working alongside Apprentices have had the relevant DBS checks and of sound character and judgement and will not pose as any threat or danger to Apprentices.

If an Apprentice has a concern/ allegation about a member of the Apprentify team:

- o All Apprentices are to be informed that if they have a concern over their own personal welfare and wellbeing that they do not feel comfortable talking to their tutor about, they are to contact Apprentify Designated Safeguarding Officers.
- o Contact details for the Designated Safeguarding Officers are safeguarding@apprentify.com
- o If a parent contacts you to report a concern about their child (Under 18) ensure you listen and record the details as per an Apprentice reporting a concern to you.
- o Ensure you have contact details for the parent. You must report the issue to the DSL's. The DSL's will then decide the appropriate course of action, and if a referral outside the organisation or to the LADO is appropriate, liaise with the parent as appropriate.
- o Be mindful of confidentiality. No information should be passed to parents or carers without prior content to do so from an adult Apprentice.
- o If you observe a safeguarding issue taking place within the working practices of an employer's setting, act to stop the activity immediately, and inform the individual of your concerns, ask them to remove themselves from the area and advise them you will inform their senior manager.
- o Take any actions to secure the safety of the individual, this may involve staying with them until a responsible adult can be located. Inform the Designated Safeguarding Officers. Be mindful of differences between poor practice and a safeguarding issue and apply your action appropriately.

- o If an Apprentice reports unsafe practices or safeguarding issues to you within their working environment advise the Apprentice to follow in house reporting or whistle blowing procedures. You may support the Apprentice in speaking to the appropriate senior team members. Report the incident to the Designated Safeguarding Officers who will offer additional guidance and signposting for the Apprentice and will monitor.
- o It is important you do not pass any information to other parties or try to investigate the concern yourself. All concerns should be reported to the Designated Safeguarding Officers as soon as possible.

Keeping yourself safe

To maintain yours and the Apprentice's safety, the following are strictly prohibited:

- o Befriending Apprentices on personal social media sites
- o Distributing personal telephone numbers
- o Visit Apprentices at home or transporting Apprentices to and from locations (this includes travelling in the car with an Apprentice driving)
- o Do not use sarcasm, insults or belittling comments towards Apprentices
- o Personal relationships with Apprentices

It is important to be mindful of the following regarding your personal conduct:

- o You will naturally build a rapport with Apprentices through the apprenticeship contact, and the Apprentices may see you as a confidante and support but be sure to maintain professional boundaries whenever carrying out work on Apprentify's behalf.
- o Be respectful of all individuals, and appreciate you are in a position of trust. We can listen to their concerns and support them.
- o Uphold confidentiality within certain limits when required by the situation but be careful not to promise to keep secrets or ask others to do so.
- o Avoid spending time alone with Apprentices in a closed environment. If this is unavoidable for example during a formal assessment/ examination, ensure a member of the site staff is aware where you are and monitors this.
- o Be careful when giving Apprentice advice – as this is based on your opinion, focus support around information (facts) and guidance (signposting).
- o If at any point, you feel unsafe in an Apprentice's company inform the site manager, your line manager, the designated safeguarding Officers and leave the premises.

Whistle Blowing

It is acknowledged that there may be times where the staff 'witness' an incident, action or event that may give them cause for concern.

If any member of staff witnesses a potential safeguarding issue, they must treat it as a matter of urgency and contact one of our Designated Safeguarding Officers. Any concern must be documented and emailed to safeguarding@apprentify.com within 2 hours of the disclosure. Unless the Apprentice is in immediate harm, where the relevant authorities will be contacted immediately. In this situation ensure that the Apprentice is accompanied and kept safe, pending advice from the relevant authorities.

- o We are committed to the safety and security of all Apprentices – ALWAYS. Equally, we are committed to the safety and security of all staff whilst onsite.
- o All staff are required to share any concerns regarding any staff practices that compromise the safety of the Apprentices to the Designated Safeguarding Officers.
- o Failure to notify the Designated Safeguarding Officers of any concerns regarding any incidents, events or practice by individual staff will result in referral to the safeguarding team, Ofsted and reviewed by senior management.
- o Where external authorities are conducting their own enquiries, our own investigation will run in parallel without jeopardy to any official enquiries.
- o Any staff member who discloses a concern will be given assurance of confidentiality as far as practically possible, without jeopardy to any investigations by external authorities or our own investigation
- o Any staff member expressing a concern about their safety following a disclosure will be given all necessary support to enable them to continue in their role with security safely.