Safeguarding - Keeping Apprentices Safe: Guidance for staff, apprentices and employers

Keeping Apprentices Safe

(NB: this is guidance only. For the University's Safeguarding Policy please go to the link within this guidance.)

At the University of Manchester, we take our responsibility to ensure the safety of our staff and students seriously. This also extends to learners who are studying at the University as part of an apprenticeship programme.

The University is committed to creating a safe environment for all apprentices. This includes ensuring appropriate procedures are in place and a safeguarding team is accessible. This includes;

- Providing safeguarding and prevent training to staff and apprentices
- Guaranteeing that employers prioritise the safety of all apprentices
- Ensuring that apprentices and employers know how to raise any safeguarding concerns
- Identifying any apprentice who may be suffering or likely to suffer significant harm
- Taking the appropriate action to ensure our apprentices are safe within the workplace
- Working with the appropriate agencies to ensure the correct support is provided, if required

The University Role

The University has a clear commitment to safeguarding as evidenced in its Safeguarding Policy. All apprentices are made aware of the policy both on registration with the University and within their commitment statements. Apprentices are also provided with a named Safeguarding Lead within the University.

Additionally, all members of University staff working with apprentices are trained in safeguarding and are able to access additional information, advice and training when appropriate via the Staff Learning and Development Unit

The Employers Role

Employers have a duty to comply with all current and future UK legislation and statutory responsibilities. This means that employers should take the necessary steps to ensure their apprentices are safe at all times while in their care. This is not restricted to the workplace but extends to any problems outside of work which may affect the apprentice. If a safeguarding issue is identified, it should be acted upon without delay in accordance with UK law.

Safeguarding

The term safeguarding is used to describe the protection of the health, wellbeing and human rights of individuals. Under current UK legislation, all parties involved in an apprenticeship have to take reasonable action to minimise risks to apprentices.

There are many areas considered to fall under the definition of safeguarding, including but not limited to:

- Abuse (Emotional and Physical)
- Bullying (including online abuse)
- Discrimination

- Forced Marriage
- Mental Health
- Neglect and Self-Harm
- Radicalisation and Extremism

How the University of Manchester safeguards apprentices

Staff are required to familiarise themselves with relevant government legislation, the University's Safeguarding Policy and take appropriate steps to understand what safeguarding means in practice.

The University ensures that any staff working with apprentices in a position of trust are appropriate for the role and do not present any danger or threat and, where applicable, have had an appropriate check completed with the Disclosure and Barring service.

The University also demonstrates a commitment to the principles that underpin the Prevent Duty, seeking specialist support if any concerns are raised. In addition and to ensure that apprentices are full supported, where applicable there is a clearly demonstrated commitment to British values.

Apprentices are also made aware of the University policies on using the internet and technology in the workplace and staff are required to understand the dangers apprentices may face using technology in the workplace and act to minimise risks.

How our employers should safeguard apprentices

Our employers are required to familiarise themselves with relevant government legislation and to ensure that they take appropriate steps to understand what safeguarding means in practice at their workplace and in the context of the responsibilities they have for the people they employ. Our employers should also have their own safeguarding policy of which apprentices should be made aware.

Employers should ensure that any staff working with apprentices in a position of trust are appropriate for the role and do not present any danger or threat and where applicable have ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service.

A safeguarding lead should, if possible, be identified to coordinate safeguarding across the workplace.

Reporting a safeguarding concern

Staff should refer to the procedure outlined in the University Safeguarding Policy for reporting and responding to a safeguarding concern

If an apprentice discloses a personal safeguarding concern?

If an apprentice reports a disclosure to staff, this should be responded to in exactly the same way as any other safeguarding concern as highlighted in the University's Safeguarding Policy. It is required by Law that if a disclosure is made, it cannot be ignored and must be reported with immediate effect. Staff are encouraged to:

- Listen non-judgementally
- Ask open-ended questions to seek enough detail to make a referral to the Safeguarding team
- Do not offer personal opinion or offer any advice
- Never promise confidentiality – Explain that you are duty bound to refer the situation to the 'Designated Safeguarding Lead'
- Reassure the apprentice but do not make any physical contact
- Make every effort to have the conversation in a place where another colleague knows your location

- Inform the Safeguarding team immediately and don't share the information with anybody else
- Record the information shared, ensuring that you have an accurate account of the concern

Prevent

As part of the Counter-Terrorism and Security Act 2015, universities are required to pay 'due regard to the need to prevent individuals from being drawn into terrorism' and forms part of the University's [Safeguarding Policy](#).

There is no single way of identifying a person at risk of extremist ideology: it is often the culmination of a number of influences. These can include family, friends or relationships they have made online. Extremism can also include non-violent action.

All staff working with apprentices and apprentices studying on a programme at the University, will be expected to complete the compulsory Prevent training as provided by the University.

The University's Role under Prevent duty

All staff working with apprentices have legal responsibilities under the Prevent duty to make sure:

- they undertake the required University Prevent training;
- they are aware of when it is appropriate to refer Prevent related concerns about apprentices or other colleagues to the Prevent officer, usually the safeguarding officer;
- they report concerns where these arise;
- they exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" in their practice as part of their professional behaviour in order to comply with professional standards.

The Employer's Role under Prevent duty

Our employers should ensure that they;

- Demonstrate a commitment to the principles that underpin the Prevent Duty.
- Seek specialist support if any concerns are raised.
- Are alert of changes in behaviour that may give your cause for concern
- Advise the University of any concerns regarding your apprentice to allow it to investigate any issues further
- Provide opportunities for employee to discuss their own concerns about extremism, events in the news and about British values

British Values

An important part of Prevent, is also the promotion of British values. These are the norms that shape our society, and which are enshrined in law, through legislation such as the Equality Act 2010.

British values are described as:

- 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. To support this resources are made available to apprentices online, through Blackboard.

Staying Safe Online

The onset of internet and digital technology has presented huge opportunities, both to enrich the learning environment for apprentices and also allowing them to expand their personal horizons. However, third parties are able to access online content, which can be accessed in a number of ways. The University has a role in guiding apprentices in how to use the internet safely and develop appropriate online behaviours.

It vital that apprentices are made aware of how they can protect themselves online and ensure the security of their personal data. Dangers can include bullying and abuse, revenge porn, grooming, identity theft, and viruses. Resources to support this are made available to apprentices online, through Blackboard.

Who to contact

Safeguarding

Student Safeguarding Concerns   adviceandresponse@manchester.ac.uk

Karen.morgantallents@manchester.ac.uk

PREVENT/Extremism Concerns   prevent@manchester.ac.uk

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For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk