
Safeguarding

Keeping Apprentices Safe



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Keeping Apprentices Safe

At Staffordshire University our students are at the heart of everything we do. That's why we take our responsibility to ensure their safety very seriously. This responsibility extends to our students who are part of an apprenticeship programme.

We are committed to working together to create a fantastic learning experience, and to ensure the highest levels of apprentice safety and wellbeing.

Our Approach

The University has a clear commitment to safeguarding and has a procedure in place to support our staff, apprentices and employers. We work with all parties to promote and implement the Safeguarding Policy and associated procedures, ensuring that it is reviewed regularly and updated.

All members of staff and employers working with apprentices can access safeguarding support, advice and training when appropriate and escalate concerns if necessary.

You can read our Safeguarding policies in more detail here: www.staffs.ac.uk/student-services/safeguarding-at-staffordshire.jsp

Employers' Duty

Employers have a duty to comply with all current and future UK legislation and statutory responsibilities. There is a particular expectation that an employer should take responsibility for an apprentice's welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives.

We appreciate that for many organisations this can be a confusing and complex area. Please refer to the following pages, which explain the different University support provided and some of the ways you may wish to incorporate information into your current internal procedures.



Safeguarding

The University recognises its pastoral duty to safeguard children and vulnerable adults who may participate in any activity or research organised or managed by the University or come into contact with University staff or students on or off campus.

Our safeguarding policy sets out how the University will deal with concerns that are raised where an individual may be at risk of exploitation, harm or abuse and the type of action that the University may take to manage such matters and provide support. Similarly, our Prevent Policy and associated procedures provides guidance to staff in relation to the safeguarding concerns related to individuals at risk of being drawn into and/or towards radicalisation.

All parties involved in an apprenticeship must take reasonable action to minimise risks to apprentices. Many areas are considered to fall under the definition of safeguarding, including:

- Abuse (Emotional and Physical)
- Bullying (including online)
- Discrimination
- Forced Marriage
- Mental Health
- Neglect and Self-Harm
- Radicalisation and Extremism

The University's Role

- To ensure that employers understand their safeguarding duties and commitment to keep their apprentices safe.
- To ensure that all apprentices understand the importance of safeguarding during study and in the work place and can access the relevant support where needed.
- To ensure all staff who work with apprentices and employers are trained in safeguarding.
- To ensure all staff working with young or vulnerable people undertake an enhanced Disclosure and Barring service check.
- To encourage open communication with employers to understand safeguarding needs of both employer and apprentice.

The Employer's Role

- To understand business safeguarding standards as required by the government.
- To evaluate the safeguarding needs of the business taking into consideration their organisational structure and therefore the responsibilities they have for their employees.
- To ensure that all staff are selected carefully in consideration of safeguarding requirements as part of their role.
- To ensure all employees working with young or vulnerable people undertake an enhanced Disclosure and Barring service check.
- To identify an employee within the organisation to coordinate all safeguarding requirements.

Prevent



The University's Prevent Duty policy sets out the University's requirement to have 'due regard to the need to prevent people from being drawn into terrorism.'

There is no single way of identifying a person who may be vulnerable to extremist ideology and 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 apprentices studying on a programme at the University, will be expected to complete online mandatory training in which these issues will be covered.

The University's Role

- To ensure that all staff undertake Prevent Duty training and understand how to identify potential risks in the work place.
- To communicate support to all enabling staff to bring concerns or issues to specialist attention.
- To embed Prevent Duty issues throughout apprenticeship course where relevant enabling students to explore in appropriate environment.
- To provide apprentice with contact in University to contact with concerns if necessary or to discuss Prevent Duty further.

The Employer's Role

- To demonstrate commitment to Prevent Duty throughout support given to apprentice.
- To red flag any concerns or risks to Prevent Duty specialist within University.

British Values



As a Brilliant and Friendly University, we ask all our apprentices to respect, acknowledge and uphold the British Values which are strongly embedded throughout our culture:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs

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

The University's Role

- To embed British values throughout apprenticeship courses where relevant.
- To include British values in our teaching as part of an apprenticeship, relating back to the topic wherever relevant.
- Consistently enabling apprentices to reflect on study taking into consideration the impact or relevance of British values on certain scenarios or situations.
- Ensuring that our apprentices respect peers and staff from another culture or hold alternative cultural beliefs.

The Employer's Role

- To demonstrate a clear commitment to British values.
- Ensure all staff and students understand and demonstrate understanding of cultural respect outlined in the Equality Act 2010.

Staying safe online



The use of online learning platforms, materials and resources are increasingly used by apprentices during their study/course. The internet has created vast opportunities for students to develop their knowledge, share learning with peers and therefore enrich their digital skills. During their course, apprentices will come to appreciate the depth of knowledge that the internet can provide and learn how to access safe material and engage appropriately online.

It is extremely important that apprentices understand how to protect their identity online. Potential dangers that can occur online during study are bullying, grooming or sexual abuse, identity theft or contracting harmful viruses.

The University's Role

- To evaluate how apprentices may be at risk when accessing learning online.
- Supporting apprentices understanding of utilising online material effectively and safely via relevant training.
- Enable students to make accurate judgements when assessing whether online resources are credential.
- Ensure that all staff University wide are aware of potential concerns and risks presented online and can encourage and practice safe activity.
- To communicate clear guidance to all staff and students regarding the acceptable and appropriate use of the internet during study.

The Employer's Role

- To provide support to apprentices ensuring awareness of safeguarding in the workplace.
- To minimise potential online risk when apprentices utilising internet in the workplace.
- Report any concerns or unusual behaviour to the University.

Mental Health and Wellbeing



It's important to us that you are aware of the support services that are available to students at Staffordshire University. If you suspect your apprentice is feeling unwell, is struggling with mental health or requires accessibility support and advice, our Student Services staff will be on hand to provide them with professional, expert and personable support and care.

Student Wellbeing Services

We all experience at some stage problems and difficulties that may affect our mental wellbeing, and apprentices may well find themselves experiencing some of these. They might be related to issues and events at university, in the work place or they might be connected to previous experiences or issues in personal or professional life. At Staffordshire University, we offer support to anyone who is finding it difficult to engage with their studies or struggling to cope more generally with any of these types of issues, there are a number of ways in which support and information to help can be accessed.

Our team of Counsellors and Wellbeing Advisers are here to support any student experiencing mental wellbeing difficulties. The emphasis of the support we provide is on working with students to develop practical strategies to help deal with any obstacles encountered to academic progression or personal issues.

Accessibility Support

The Accessibility Support team work with students who have a disability, including specific learning difficulties, mental health needs and with physical and unseen disabilities.

We can advise on disability support, accessibility resources and a wide range of support and adjustments to meet the individual needs of a student. We also offer a diagnostic service for students who think they may have a specific learning difficulty.

Reporting Safeguarding Concerns

For any safeguarding concerns involving staff members, the appropriate people to report concerns to are HR Business Partners.

For any safeguarding concerns involving students, the appropriate person to report concerns to is the Head of Student Services.

The HR Business Partners and the Head of Student Services are the University's Safeguarding leads. Leads may delegate responsibility under this Policy to an appropriate nominee.

During the apprenticeship, a member of staff or apprentice or employer should report any safeguarding concern in the first instance to the relevant safeguarding delegate appointed by the employer or safeguarding nominee in the University.

If the employer or University nominee is not available, or the safeguarding concern involves a concern about them, then the referral should be made to the COO.

In many cases an apprentice will not seek help over an issue of safeguarding, but there are common signs which can help you to recognise when things may be wrong.

Warning signs

- Absence - missing work or not turning up at University
- Changes in appearance
- Changes in behaviour and character - becoming quiet or loud, aggressive or withdrawn
- Changes in emotional health - crying, anxiety or low mood
- Excessive alcohol consumption
- Physical injuries - cuts or bruises
- Poor living conditions
- Self-harm
- Use of drugs
- Withdrawing from certain activities - reluctance to go online, sudden changes in use of technology.

It is important to stress that the existence of some of these characteristics is not a definitive sign that anything is wrong.

Who to contact

Ian Munton
Lead Safeguarding Officer
t: 01782 294668
e: Ian.Munton@staffs.ac.uk

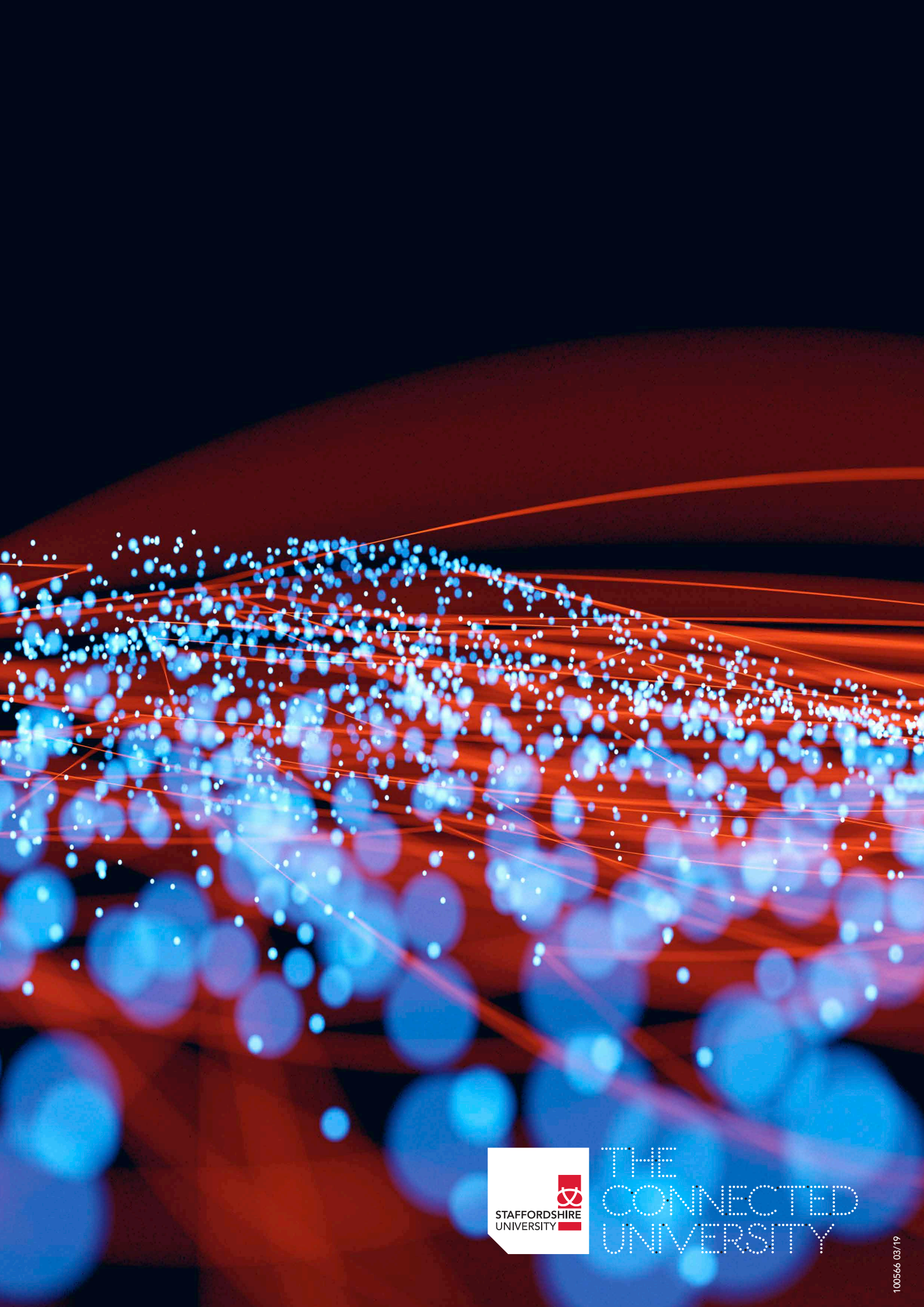
Janine Holdway
Deputy Safeguarding Officer
t: 01782 294663
e: J.D.Holdway@staffs.ac.uk

Safeguarding Referral Team (SRT)
t: 01782 235100

Emergency Duty Team (out of hours) 5.00pm-8.30am
t: 01782 234234

If the concerns require immediate action to safeguard a child/young person then contact the SRT team.

Local Authority Designated Officer (LADO)
t: 07881 332762



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