

AN EMPLOYER'S GUIDE TO SAFEGUARDING APPRENTICES

Addressing the crucial aspects of safeguarding, it provides insights into recognising warning signs, conducting proactive safeguarding activities, and fostering open communication.

Canterbury Christ
Church University
Bringing Safeguarding
to Life

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Introduction

Canterbury Christ Church University is committed to its responsibility for safeguarding our apprentices. We have implemented safeguards to minimise the risk of harm to apprentices, ensuring their protection whilst in the workplace. In fulfilling our duties, we actively collaborate with employers and host-employers. Through partnership, we aim to create a valuable learning experience for the apprentices.

This guide aims to explain how we can work together to safeguard apprentices. It is essential to read this guide in conjunction with the University's Safeguarding Statement of Policy.

Every person has the right to safety and protection. We strive to cultivate a secure, nurturing environment where students can flourish while learning. This aim is underpinned by comprehensive policies and rigorous governance. Acting with professionalism, diligence, and care, we advocate for those who may feel unable to use their own voice.

We are committed to achieving the best outcomes for every student, understanding their needs, and providing dedicated support to enable them to navigate the demands of university life with resilience.

All stakeholders within the Canterbury Christ Church University community play a crucial role in safeguarding children and adults at risk, both at the frontline and strategic levels.

The Nature of Safeguarding

Safeguarding is the process through which we protect apprentices from abuse, neglect, or exploitation, encompassing potential harm that may arise from our activities, both on and off our premises.

Everyone involved in an apprenticeship bears the responsibility of acting to minimise risks to apprentices, extending this duty to the apprentice's experience within the workplace.

Several factors fall under the umbrella of safeguarding, including:

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

Safeguarding Under 18s

In safeguarding individuals under eighteen, we adhere to the Department for Education's definition in "Keeping Children Safe in Education," which recognises safeguarding as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Safeguarding Adults

While apprentices over the age of 18 are no longer be minors, they can still be at risk of abuse, influenced by factors such as family or personal circumstances, substance use, exposure to exploitation, radicalisation, or victimisation, and issues around physical or mental health that may increase vulnerability.

In safeguarding adults at risk, our goal is to enable them to live and study in safety, free from abuse and neglect.

When promoting their wellbeing, we consider their views, wishes, feelings, and beliefs as much as possible. This consideration is particularly crucial when deciding whether to refer concerns to statutory bodies.

Recognising that adults at risk may have complex interpersonal relationships and might be ambivalent or unclear about their circumstances, we understand that deferring entirely to their wishes may not always be possible.

The University's Approach to Safeguarding

The Head of Safeguarding oversees the University’s safeguarding arrangements, which include a Safeguarding Panel comprising all Faculty Safeguarding Leads and other key senior staff. Together, the panel collaboratively oversees the implementation of the University's Safeguarding Statement of Policy.

For each apprenticeship program, there is a Designated Safeguarding Officer (DSO) who plays a pivotal role in ensuring the safeguarding measures are effectively implemented.

The DSO:

- Ensures that the policies and procedures are aligned with the safeguarding requirements of the program.
- Serves as a point of contact for staff and apprentices seeking safeguarding advice.

All staff members engaged with apprentices receive comprehensive Safeguarding training. Furthermore, they have the opportunity to access supplementary information, advice, and training as deemed appropriate.

Our Shared Responsibility

We jointly shoulder the responsibility of fostering two-way communication to facilitate the promotion of apprentices' safeguarding, forming the foundation for the specific responsibilities

| University's safeguarding responsibilities | Employer's safeguarding responsibilities |
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| <p>The University will ensure that:</p> <ul style="list-style-type: none"> • Staff are aware of their safeguarding obligations and provide guidance, including appropriate training when necessary. • Apprentices are made aware of safeguarding principles. • Apprentices understand how to access support services provided by the university. • Staff working with apprentices undertake safeguarding training. • Staff engaged in regulated work undergo an enhanced disclosure and barring service (DBS) check. • Open communication channels are established with each employer involved in the apprenticeship program. • Apprentices are encouraged to feel comfortable when discussing sensitive issues. • Events delivered by external speakers are organised in accordance with appropriate protocols and guidelines. | <p>The Employer will ensure that:</p> <ul style="list-style-type: none"> • The welfare of the apprentice in the workplace is safeguarded. • Safe recruitment practices are adhered to, including conducting any necessary DBS checks. • Reasonable actions are taken to minimise risks to apprentices. • Their staff are educated on the meaning of safeguarding within their organisation. • Staff working with apprentices do not pose any danger or threat. • Advice and support are sought from the university if concerns arise regarding the safety of an apprentice. |

The Prevent Duty

We have a statutory duty to safeguard individuals from the risk of radicalisation, with Prevent Duty being an integral component of the government's counter-terrorism strategy. It encompasses three key aims:

- Responding to the ideological challenge of terrorism and countering the threat posed by those who promote it.
- Preventing individuals from being drawn into terrorism, ensuring the provision of appropriate advice and support.
- Collaborating with sectors where addressing the risks of radicalization is essential.

For more information, please visit our [Prevent](#) webpage.

Individuals may encounter extremist ideology through various channels, including influence from family, friends, or online relationships.

| The University's role | The Employer's role |
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| <p>The University will ensure that:</p> <ul style="list-style-type: none"> • The Prevent duty is addressed within the framework of the Safeguarding and Prevent Duty Policies. • A risk assessment is conducted, and an action plan is developed accordingly. • Staff receive comprehensive training on Prevent, including refresher sessions, with records of training maintained. • Apprentices are provided with comprehensive Prevent training. • Opportunities are provided for apprentices to explore relevant issues relating to hate speech and radicalisation. • Apprentices are encouraged to express their views in a non-extremist manner. • Promotion of respectful free speech is upheld. • Arrangements are in place to assess and mitigate risks associated with external speakers and events while promoting freedom of speech. | <p>The Employer will ensure that:</p> <ul style="list-style-type: none"> • Understanding of the Prevent duty. • Alertness to issues giving cause for concern. • Apprentices can discuss their concerns about extremism. • The seeking of advice, including support from the University, should there be concerns that an apprentice may be at risk. |

Citizenship

Citizenship, which encompasses Fundamental British Values, plays a crucial role in nurturing well-rounded apprentices and equipping them for life and work in Britain's multicultural society.

Our curriculum actively engages apprentices in learning opportunities aimed at enriching their knowledge and understanding of citizenship. The overarching goal is to empower apprentices to recognise the significance of citizenship both in the present and in their future endeavors.

The learning and teaching activities integrated into apprenticeships actively promote citizenship, facilitating the development of resilience by challenging extremist ideologies. The curriculum approaches are tailored to reflect the diverse sectors within which apprenticeships operate.

| The University's role | The Employer's role |
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| <p>The University will ensure that:</p> <ul style="list-style-type: none"> • The promotion of citizenship within the apprenticeship programme. • Opportunities for apprentices to discuss the values associated with citizenship. • Encouragement of apprentices to respect others and their differences. • Apprentices can apply their learning to relevant situations. | <p>The Employer will ensure that:</p> <ul style="list-style-type: none"> • Commitment to citizenship. • Compliance with equality requirements, including relevant legislation. |

Working Safely Online

The internet offers apprentices invaluable learning opportunities. To fully capitalise on these resources, apprentices must:

- Develop the skills necessary to navigate online environments safely.
- Adopt appropriate online behaviors.
- Understand how to protect themselves online.
- Recognise the importance of safeguarding personal and employer data.
- Become aware of the dangers associated with:
 - Bullying
 - Revenge porn
 - Harassment
 - Identity theft
 - Grooming
 - Viruses

Additionally, as part of their university studies, apprentices are equipped to become critical thinkers. This critical mindset empowers them to assess the validity and authenticity of information encountered online.

| The University's role | The Employer's role |
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| <p>The University will ensure that:</p> <ul style="list-style-type: none"> • Apprentices understand the acceptable use of the internet in both workplace and academic settings. • Apprentices are aware of the potential risks associated with internet usage. • Apprentices possess the ability to evaluate information found online critically. • Staff members understand the potential risks faced by apprentices when using the internet. • Staff members are equipped with the knowledge to address concerns related to the utilization of university IT systems. • Apprentices are adept at critically appraising the authenticity of information obtained online. | <p>The Employer will ensure that:</p> <ul style="list-style-type: none"> • Apprentices are informed about the policies concerning internet usage in the workplace. • Staff members comprehend the potential dangers apprentices may encounter while working online. • Risks to apprentices are minimized. • Advice is sought, including support from the university, in case there are concerns regarding an apprentice being at risk. |

Safeguarding in Practice

At times, individuals may feel more comfortable discussing matters outside the workplace, and this is not a reflection on you as an employer. While the University aims to be as transparent as possible with employers, we must adhere to the University's confidentiality policies.

Proactive safeguarding is essential, and we encourage you to hold regular meetings with your apprentice(s) to address any concerns identified by either party.

If you require support in addressing a situation regarding an apprentice, please do not hesitate to contact us.

Safeguarding Warning Signs

An apprentice may choose to seek help for a safeguarding issue, but this is not always the case. Therefore, it is crucial to be alert to potential safeguarding issues. Recognisable signs indicating something might be wrong include:

- Absence from work or failure to attend the University.
- Changes in appearance.
- Changes in behavior or character, such as becoming quieter or louder, more aggressive, or withdrawn.
- Changes in emotional health, such as crying, low mood, or anxiety.
- Excessive alcohol consumption or drug use.
- Physical injuries (cuts, bruises) and self-harm.
- Withdrawal from certain activities, like reluctance to go online or sudden and unexplained changes in technology use.

These are just examples, and there could be many other indicators of concern.

If you notice concerning signs, it does not automatically imply a safeguarding concern. It is best not to jump to conclusions, as there may be explanations for the changes. Always seek advice from your safeguarding staff or raise the matter with the University's safeguarding team.

Making a Referral

Safeguarding

If you have a concern regarding an apprentice, you can report this via this link:

[Raising a Concern](#)

Harassment

Everyone has the right to be treated with respect and equality. Harassment, whether of a sexual or non-sexual nature, involves unwelcome words, conduct, or behavior creating an environment that is intimidating, embarrassing, or offensive for the recipient. Harassment is a misuse of power and is often gender-based, unrelated to sexual desire. The recipient determines the limit of acceptable behavior, and a single incident or persistent behavior can constitute harassment. If an apprentice reports experiences harassment, they should be encouraged to complete a Report and Support form, where they will receive reassurance, support, and guidance on reporting options and accessing appropriate support: [Report + Support - Canterbury Christ Church University](#).

Who to contact at the University.

If you have queries that affect the University, we recommend you contact:

Head of Safeguarding Anelli Peavot safeguarding@canterbury.ac.uk

Apprenticeship Unit Tsigie Sherrington tsigie.sherrington@canterbury.ac.uk

However, in an emergency or if you suspect a serious issue, please immediately contact the appropriate authorities.