

Employers' Safeguarding Handbook

Keeping Apprentices Safe

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At South Essex College Group, we take our responsibility to promote the safety and wellbeing of our students seriously.

This extends to our students who have chosen to study with us as part of an apprenticeship programme.

We are committed to working together with employers to ensure the highest levels safeguarding for apprentices both in college and the workplace.

Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. It's about making sure your organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect.

It's also about being ready to respond safely and well if there is a problem. Everyone in the organisation has a role to play in safeguarding. It should become part of your day to day activities. Every organisation has a duty to safeguard employees.

The Safeguarding Handbook will provide key details of how to keep your apprentice safe, key safeguarding topics to be aware of, and how to access information, advice and guidance, including reporting any concerns.

Our Approach

The College has a clear commitment to safeguarding, which is overseen by a dedicated Safeguarding Team, who are able to support employers with apprentices.

They promote and implement the College's Safeguarding Policy, ensuring that the safety and wellbeing of students is promoted and upheld.

Additionally, all members of College staff working with apprentices are trained in safeguarding and are able to access additional information, advice and guidance when needed.

Assessors are able to signpost and refer in should you need to get advice, apprentices wish to access support, or you can contact the team directly.



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STUDENT WELLBEING

Employer's 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, especially with those under the age of 18.

Please refer to the following pages, which explains various support provided by the College, including some information you may wish to incorporate into your current internal procedures.

Safeguarding Overview

Safeguarding is the overarching term used to describe the protection of the health, wellbeing and safety of individuals.

Under legislation, all parties involved in an apprenticeship have to take reasonable action to minimise risks to apprentices. This includes aspects of the apprentices experience, both in and outside of the workplace, as well as during any attendance at College.

Many areas are considered to fall under the definition of safeguarding, including:

- Abuse (Physical, Emotional, Neglect and Sexual)
- Exploitation
- Discrimination
- Substance Misuse
- Mental Health
- Self-Harm
- Radicalisation and Extremism
- Bullying & Harrassment (including Online)
- Homelessness

The College's Role

- Ensure that employers are aware of their safeguarding obligations, through information, advice and guidance.
- Ensure apprentices have an awareness of safeguarding and understand how to access College support services should they wish to.
- Provide safeguarding training for all College employees working with apprentices.
- Ensure College staff working with young and vulnerable people are subject to an enhanced Disclosure and Barring Service (DBS) check.
- Maintain open channels of communication with each employer. Apprentices may act very differently depending on their environment and may feel more comfortable discussing sensitive issues with different people.

The Employer's Role

- Familiarise themselves with relevant government legislation and guidance.
- Take appropriate steps to understand what safeguarding means in practice at their organisation, in the context of the responsibilities they have for the people they employ.
- 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.
- Ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring Service (DBS).
- If possible, identify a person to coordinate safeguarding across an organisation, for example, your HR department.

The College recognises its important role in preventing people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Section 26(1) Counter Terrorism and Security Act 2015 states that all Further Education Institutions (including sub-contracted partners) have a legal duty to prevent radicalisation and extremist views.

Radicalisation is defined as:

'the process in which people come to support terrorism and extremism, and in some cases, to then participate in terrorist activity.'

Extremism is defined as:

'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths or beliefs.'

THE PREVENT STRATEGY:

- Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.



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PURSUE

The purpose of Pursue is to stop terrorist attacks in this country and against our interests overseas.

PREPARE

Prepare aims to mitigate the impact of a terrorist incident where it cannot be stopped.

PROTECT

Protect aims to strengthen our protection against terrorist attacks in the UK or against our interests overseas, and so reduce vulnerability.

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

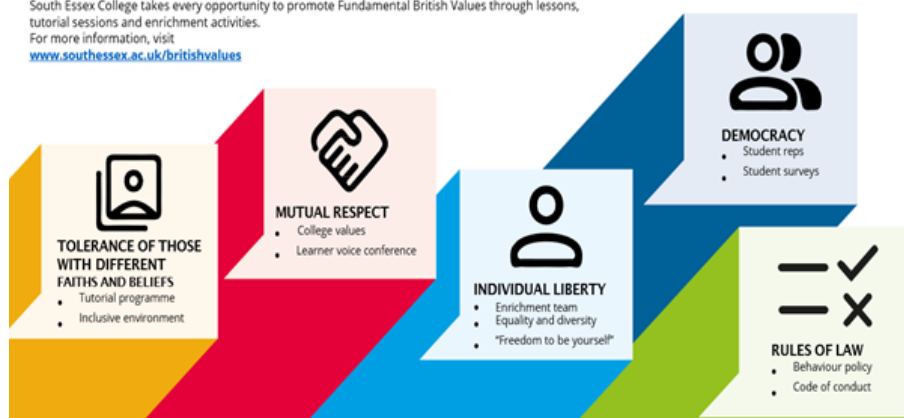
The 'fundamental British values' are important to the UK workforce and social inclusion. It is important that you are aware of these British Values and how they underpin behaviours and beliefs in both the workplace and society.

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

Fundamental British Values at South Essex College



South Essex College takes every opportunity to promote Fundamental British Values through lessons, tutorial sessions and enrichment activities. For more information, visit www.southessex.ac.uk/britishvalues



The College's Aim:

- To promote British values throughout an apprentice's programme.
- Provide a dedicated programme of study which defines and explores British values and how they influence our society.
- Create opportunities for apprentices to apply their learning to relevant situations and contexts.
- Encourage apprentices to respect each other and their differences, including with regard to protected characteristics outlined in the Equality Act 2010.

Safeguarding Apprentices in the Workplace

Employers have a legal duty to ensure apprentices are safe as their employees.

Included below is a link with information that outlines key aspects to cover to safeguard people, particularly those under 18 years old.

<https://www.educare.co.uk/news/safeguarding-apprentices-what-are-employers-obligations>

Useful Information & Guidance

Wellbeing Support - <https://www.southessex.ac.uk/well-being-support>

Apprenticeships - <https://www.southessex.ac.uk/workforce/employers>

College Policies - <https://www.southessex.ac.uk/policies>

Keeping Children Safe in Education - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Prevent Strategy - <https://www.gov.uk/government/publications/prevent-strategy-2011>

Key Contacts

The College is available to support you as the employer if you find that you need advice and/or support managing a particular issue with an apprentice.

We will aim to support you but also work in line with our policies and procedures to ensure confidentiality is upheld and that the apprentice is at the forefront of any decision making and support.

In many cases an apprentice will not seek help over an issue of safeguarding, but it is important to recognise and report concerns accordingly.

The Safeguarding Team can be contacted using the details below.

Contact the Safeguarding Team
Safeguarding@southessex.ac.uk

Contact the Care Experienced Team
CareExperienced@southessex.ac.uk

Tel: 0345 52 12345

Whisper (Anonymous Reporting)
Text: 07860 021 323 - start first message with SEC1

Follow The Safeguarding Team on Instagram



