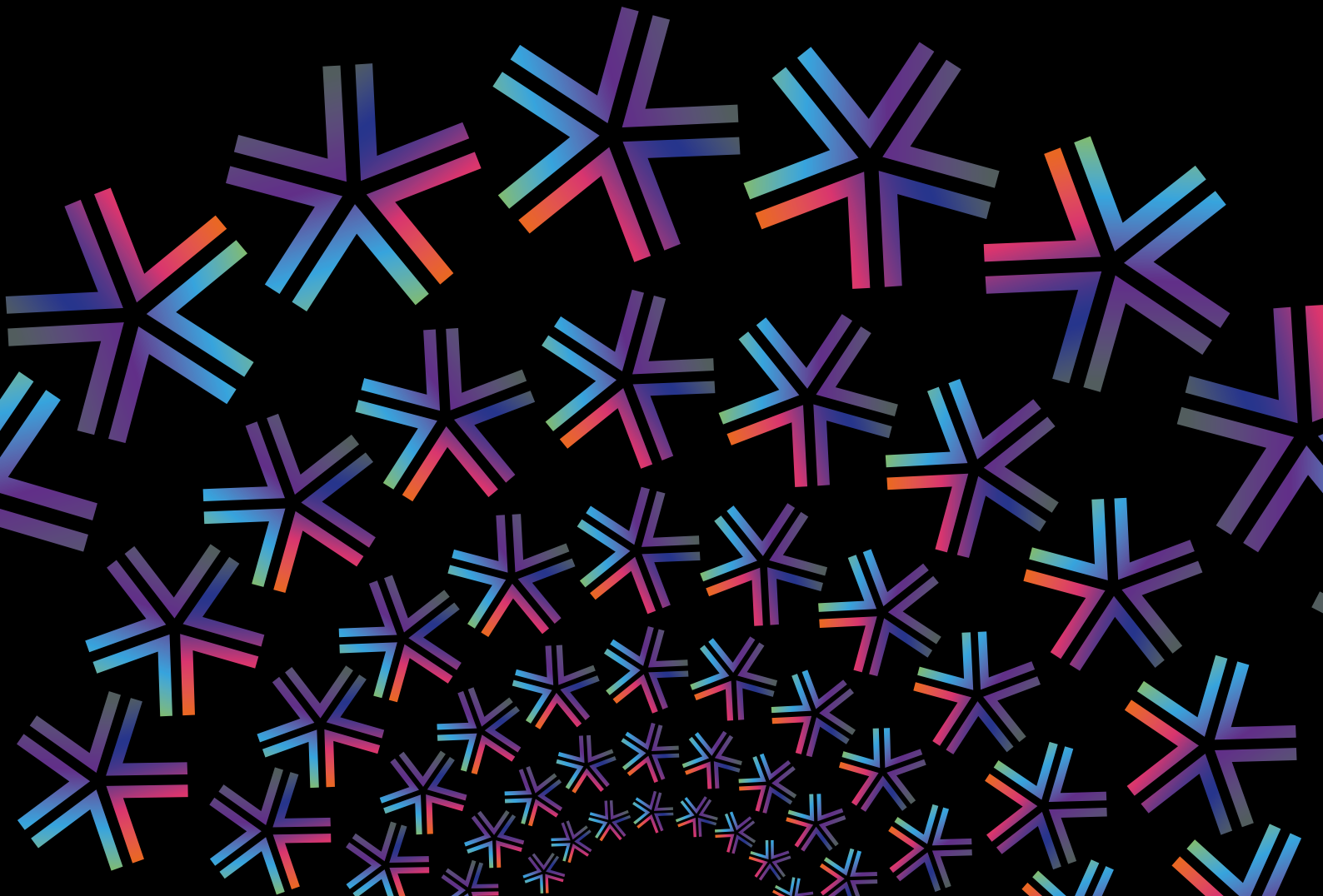


SAFEGUARDING

Keeping apprentices & learners
safe in the workplace





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Who to contact

Any employer who would like to discuss a concern or ask any 'what if' questions to reassure themselves and to seek further guidance or direction, should contact their own HR department or the CCG safeguarding team.

Safeguarding advice line: During office hours 8.30am-5pm

CCG safeguarding contact details

> Brinsbury College	staysafebrinsbury@chichester.ac.uk	01243 786321 ext 5555
> Brighton MET College	safeguardingmet@gbmc.ac.uk	07739 615265
> Chichester College	staysafe@chichester.ac.uk	01243 786321 ext 5555
> Crawley College	safe@crawley.ac.uk	01293 442275
> Haywards Heath College	staysafehaywards@chichester.ac.uk	01444 711900 ext 3900
> Northbrook College	safeguardingmet@gbmc.ac.uk	07739 615265
> Worthing College	staysafe@worthing.ac.uk	01903 275755 ext 400



Introduction

At Chichester College Group, we take our responsibility to ensure the safety of our apprentices and learners on a work or industry placement very seriously.

You, as an employer, also have obligations to ensure they are kept safe and healthy. This guide is intended to help support you with these duties.

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



Our approach

The college has a clear commitment to safeguarding, which is overseen by the Designated Safeguarding Lead and safeguarding team. They promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon.

Additionally, all members of college staff working with apprentices are trained in safeguarding and are able to access additional information, advice and training when appropriate.

Employer's Duty

Employers have a duty to comply with all 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 seek appropriate advice when they feel an apprentice may be at risk.

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



Safeguarding

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

Under legislation, all parties involved in an apprenticeship, work or industry placement have to take reasonable action to minimise risks to apprentices.

This includes aspects of the apprentice experience, both in and outside of the workplace, as well as any attendance at college.



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

- > Physical abuse
- > Neglect
- > Emotional abuse
- > Sexual abuse

The above four categories include:

- > Bullying (including online)
- > Peer on Peer abuse
- > Discriminatory abuse
- > Forced marriage
- > Self abuse
- > Female genital mutilation
- > Modern slavery
- > Criminal exploitation





The College's Role

- > Ensure that employers are aware of their safeguarding obligations.
- > Ensure apprentices and learners have an awareness of safeguarding and understand how to access college support services.
- > Provide safeguarding training for all college employees working with apprentices and learners.
- > Ensure college staff working with young and vulnerable people are subject to an enhanced Disclosure and Barring service check.
- > Maintain open channels of communication with each employer. Apprentices and learners 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.
- > 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 and learners in a position of trust are appropriate for the role and do not present any danger or threat.
- > If possible, identify a person to coordinate safeguarding across an organisation.
- > Communicate any concerns regarding safeguarding to the relevant services.



Prevent

As part of the Counter-Terrorism and Security Act 2015, colleges are required to pay 'due regard to the need to prevent individuals 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 and learners will undertake a mandatory induction in which these issues will be covered.

The College's Role

- > Provide relevant training for college staff so that they understand the obligations the college has under Prevent Duty and how to manage risks and concerns.
- > Have clear procedures in place so that any concerns can immediately be brought to the attention of the safeguarding team.
- > Ensure apprentices are able to express views in non-extremist ways and create an environment that encourages respectful free speech.

The Employer's Role

- > Demonstrate a commitment to the principles that underpin the Prevent Duty.
- > Seek specialist support if any concerns are raised.





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
- > Mutual respect and tolerance for those with different faiths and beliefs, and for those without faith

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



The College's Role

- > To promote British values throughout an apprentice's and learner's programme.
- > Explain and explore British values and how they influence our society during a dedicated induction programme.
- > Encourage apprentices and learners to respect each other and value their differences, including with regard to protected characteristics outlined in the Equality Act 2010.

The Employer's Role

- > Demonstrate a commitment to British values.
- > Adhere to the requirements of the Equality Act 2010.





Staying safe online

The increasing use of the internet and digital technology has presented huge opportunities, both to enrich the learning environment for apprentices and learners and also allowing them to expand their personal horizons.

People are able to access and engage with online content in many ways, so people need to have the skills to be able to use the internet safely and develop appropriate online behaviours.

It is paramount that people are aware of ways in which they can protect themselves online and ensure the security of their personal data. Dangers can include bullying and abuse, even pornography, grooming, identity theft, and viruses.

An important part of an apprentice's development is further developing critical life ready thinking. We will support your apprentice, as part of their studies, to consider how to keep themselves safe.



The College's Role

- > Assess how apprentices may be at risk of harm using the internet or technology.
- > Provide relevant information for apprentices so that they are able to work safely and effectively online.
- > Make sure college staff are trained to identify and deal with concerns about online safety.
- > Provide clear guidance on what is and is not an acceptable use of the internet.

The Employer's Role

- > Ensure apprentices are made aware of your organisation's policies on using the internet and technology in the workplace.
- > Understand the dangers apprentices may face using technology in the workplace and act to minimise risks.
- > Communicate any concerns about safety online to the college.



Sexual harassment

Under equality law, reasonable steps must be taken to prevent sexual harassment of workers by their colleagues.

The Equality Act 2010 defines sexual harassment as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Sexual harassment can be a one-off incident or an ongoing pattern of behaviour and can happen in person or online using messaging tools, email or social media. Examples include but are not limited to:

- > Flirting, gesturing or making sexual remarks about someone's body, clothing or appearance

- > Asking questions about someone's sex life
- > Telling sexually offensive jokes
- > Making sexual comments or jokes about someone's sexual orientation or gender reassignment
- > Displaying or sharing pornographic or sexual images, or other sexual content
- > Touching someone against their will, for example hugging them
- > Sexual assault or rape

Apprentices and learners are encouraged to explore and discuss sexual harassment stereotyping in their industries.

The College's Role

- > Provide apprentices and learners with appropriate, age-appropriate information and advice on the topics as part of their personal development.
- > Provide apprentices with regular opportunities to discuss their views and experiences.
- > Encourage apprentices to respect each other and value their differences.

The Employer's Role

- > Adhere to the requirements of the Equality Act 2010.
- > Ensure apprentices and learners are made aware of your organisation's anti-harassment policy.
- > Provide a safe and supportive working environment.



Whistleblowing

Whistleblowing is the term used when an employee makes a disclosure concerning a potential 'wrongdoing'.

Whistleblowing law is located in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998) and provides the right for a worker to take a case to an employment tribunal if they have been victimised at work or they have lost their job because they have 'blown the whistle'.

Disclosures of this nature would typically fall into of the following categories:

- > Criminal offences
- > Failure to comply with an obligation set out in law
- > Miscarriage of justice
- > Endangering of someone's health and safety
- > Damage to environment
- > Covering up wrongdoing in the above categories



The College's Role

- > Provide information and resources to ensure that employers are aware of their responsibilities.
- > Ensure apprentices and learners have an awareness and understanding of their obligations.
- > Maintain open channels of communication with each employer and apprentice and/or learner.

The Employer's Role

- > Familiarise themselves with the relevant government guidelines.
- > Create an open, transparent and safe working environments where employees feel able to speak up.
- > Where reasonable, have a whistleblowing policy in place and ensure all employees, including apprentices and learners, are aware of it.



Safeguarding in practice

The college is available to you as a resource and if you find that you need support managing a particular scenario, please don't hesitate to get in touch.

Some apprentices or learners may feel comfortable talking to some people about an issue and not others. So the college will endeavour to be as transparent as possible with employers, while respecting the apprentice's trust and adhering to college confidentiality policies.

We would encourage you to have regular meetings and supervisory sessions, as well as the formal apprentice or learner reviews with CRC assessors, with your apprentice so that you can act on any concerns that arise.

An apprentice or learner may not seek help over an issue of safeguarding, but there are common signs that can help you to recognise when things may be wrong.

In an emergency or when suspecting a serious issue we recommend contacting the appropriate authorities in the first instance.

Warning signs may include:

- > Absence - Missing work or not turning up at college
- > 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.

CHANGING LIVES THROUGH LEARNING

MET Brighton
Metropolitan
College

 Brinsbury
College

 Chichester
College

 Crawley
College

 Haywards
Heath
College

 Northbrook
College

 Worthing
College