

## **Safeguarding Policy and Procedure: Apprenticeships**



### **General Policy Statement**

Exelin recognises that as a provider of apprenticeship training it has a responsibility to safeguard apprentices who are children or adults at risk.

The aim of the policy is to ensure that our apprentice trainers and other staff are aware of and understand their responsibilities, that of others, and for signs that there might be a Safeguarding concern, along with the reporting procedures for all Safeguarding issues.

In the course of undertaking the 20% off the job training, apprentice trainers and/or other staff may learn of issues appertaining to Safeguarding and where this arises a procedure is in place to ensure they fulfil their duty of care.

Exelin recognises that an apprentice has employed status and as such the policy also references the employers' responsibilities for Safeguarding.

### **This policy is based on the following principles:**

- Effective and accurate identification, assessment and management of risk
- Safe recruitment, selection and development of staff and apprentices
- The welfare of apprentices is paramount and individuals are treated with respect and dignity
- Roles and responsibilities for Safeguarding are clearly identified
- Guidance, training and support is provided for staff and apprentices
- The apprentice is made aware when disclosures are reported to the Designated Safeguarding Officer (our Apprenticeships Programme Lead), where it is safe to do so
- Information about concerns is shared with appropriate individuals and agencies who need to know.

### **Definition**

A child is defined as anyone under the age of 18. An adult at risk (previously vulnerable adult) is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance. It is, however, unlikely that Exelin will deliver apprenticeship training to those under 18 years of age.

Safeguarding is the protection of children and adults, and, in this case, appertains specifically to apprentices who are at risk from abuse and neglect, promoting health and development, ensuring safety and care, and ensuring optimum life chances.

## **The Legal Context**

Exelin will act in accordance with relevant legislation and statutory guidance.

## **Promotion of the Policy and Procedure**

Exelin will promote and publicise the Safeguarding Policy as widely as possible using our internal company SharePoint (for apprenticeship training staff), website, apprentice induction guide, learner handbooks and reports.

## **Eligibility**

This policy applies to all apprentices and Exelin staff associated with apprentice training operations and delivery.

## **Policy**

1. We all have a responsibility to ensure that apprentices at risk are protected from harm, informed about potential risks to their welfare, understand how to seek help and to ensure any concerns are dealt with in a timely and appropriate fashion, in line with best Safeguarding practises such as the concept of “early help”, providing support as soon as a problem emerges.
2. We also have a responsibility to minimise the risk of allegations against apprentice trainers and other staff.
3. All staff and apprentice trainers are expected to comply with any Disclosure and Barring Service (DBS) check request.
4. All staff and apprentice trainers are expected to have a good understanding of what constitutes a Safeguarding or welfare concern and how to provide support or guidance and the channels for escalating a concern. It will also ensure that they can identify the Designated Safeguarding Officer (DSO) for Exelin.
5. We will ensure that the contractual arrangements with apprentice trainers clearly set out their Safeguarding obligations.
6. We will ensure that the contractual arrangements with the apprentices’ employer identifies who to contact so that we can understand how the employer meets their Safeguarding obligations for their apprentices.
7. We will provide initial and on-going training and information to proactively promote Safeguarding awareness and support all staff and apprentice trainers to understand their individual responsibilities. Where no formal training is held by our apprentice trainers, we will support them through distance learning prior to deployment. All apprentice trainers contracted by Exelin will be given access to a secure site where this and other important policies are located. They will be required to submit evidence of their annual CPD in the area of Safeguarding and Prevent.

8. We will provide information on Safeguarding, welfare and well-being and the Prevent Duty during the apprentices' on-boarding and induction. It will also be included as a standing item as part of the review process to ensure ongoing awareness.
9. The Designated Safeguarding Officer (DSO) for Exelin is assigned to the role of the Apprenticeships Programme Lead. In their absence, a suitable proxy will be assigned. Should an apprentice trainer or employee of Exelin have a concern regarding the Safeguarding of an apprentice they should report their concerns to the DSO. The DSO of Exelin has an obligation to report any concerns to the Designated Safeguarding Officer at the apprentices' employer.
10. The same is true if any employee or apprentice trainer has a concern regarding a colleague or other professional.
11. Enquiries and Investigations; where outside agencies are involved in any Safeguarding incident or reported issue, we will, when required to do so, liaise and provide information to relevant authorities, whilst ensuring that the apprentice is kept informed, where it is safe for them to be so.
12. Data collection, storage and sharing of records of Safeguarding incidents will be retained in a safe place, together with a written record of outcomes. All data shared between the apprentices' employer, our apprentice trainers and Exelin will be treated as confidential, unless there is a requirement to share with the appropriate local authorities, such as in a Safeguarding concern. No data shall be used in ways that might discriminate against any apprentice, apprentice trainer or Exelin employee.
13. The policy and any incidents arising appertaining to Safeguarding will be monitored on an ongoing basis by the Apprenticeships Programme Lead and overseen by the Executive Director of Exelin.
14. We will review our Safeguarding and Prevent duty policies and supporting processes annually. This will include an annual assessment of the potential risks and the context and level of Safeguarding risk posed by our work as a provider of apprenticeship training. This will feed into our risk assessment process and risk register so that we understand and can manage how we mitigate Safeguarding risks.

## **Safeguarding Process**

This Safeguarding process has three aspects;

- **Identify** where risks around Safeguarding are most likely to occur in our business and apprentice cohort
- **Help** by putting in place processes or strategies to appropriately support apprentices
- **Manage** Safeguarding risks in a way that is appropriate to our business and which act to minimise Safeguarding incidents or issues.

## Exelin Ltd. Apprentice Safeguarding Reporting Procedure

The process outlined below details the steps involved in raising and reporting Safeguarding concerns. Once reported to the Designated Safeguarding Officer (the Apprenticeships Programme Lead) the process continues to the investigation stage and lastly, if necessary, to the referral stage. At any of these three stages, if we deem it appropriate and safe to do so, we may pass the information to the apprentices' employer. Prior to any apprentice starting with us we ask their employer to provide the contact details of their designated Safeguarding lead. This process must be followed at all times.

The trainer or associate must communicate their concerns to the Designated Safeguarding Officer as soon as possible



Seek medical attention for the child or vulnerable person if needed



Designated Safeguarding Officer to take any immediate steps to prevent any further danger to the apprentice or other learner (in the case of an emergency incident)



Make accurate notes to record an incident or conversation. This is important as the trainer or associate may need to refer to them



Complete the Safeguarding Referral Record Form as fully as possible



Completed forms to be passed to the Designated Safeguarding Officer



Upon receiving a report of a Safeguarding concern, the Designated Safeguarding Officer reviews the written statement and conducts an investigation, if required



Discuss with the parents of an apprentice under 18 years of age, if it does not endanger them, and it is safe to do so

Or discuss with the vulnerable person (and their carer if appropriate), if it does not endanger them and if it is safe to do so



Obtain permission to make referral if safe and appropriate



Designated Safeguarding Officer to take appropriate steps which may include, referral to outside agencies or the apprentices' employer or other organisations and/or disciplinary action

## **Informing apprentices about how to raise a Safeguarding concern**

During apprentice induction, Exelin will provide information about how to raise a Safeguarding concern. Induction includes information about our apprentice behaviour strategy and discipline procedure, reasonable adjustments and fair access, equality and diversity and anti-bullying awareness. This is reinforced at regular progress meetings. By covering these subjects together at induction, we aim to reduce the occurrence of Safeguarding issues.

## **Apprentice reporting Safeguarding concerns about another apprentice**

Should an apprentice report a Safeguarding concern regarding another apprentice Exelin Ltd. will always take the issue seriously. The person receiving the information should still follow the above process.

## **Allegations against employees or associates**

Exelin Ltd. recognises its duty to report concerns or allegations against its employees or associates (paid or unpaid) within the organisation or by a professional from another organisation.

Professional boundaries are what define the limits of a relationship between an apprentice trainer and an apprentice. They are a set of standards we agree to uphold that allow this necessary and often close relationship to exist while ensuring the correct detachment is maintained. We discuss this with employees upon recruitment.

## **Confidentiality**

Information will be gathered, recorded and stored in accordance with the Data Protection Policy.

All employees must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults.

Safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Officer

## **Safeguarding Monitoring and Effectiveness**

By considering the implications of effective Safeguarding in our business and training activities, we aspire to embed Safeguarding in all that we do as a provider of apprentice training.

To monitor and ensure the effectiveness of our Safeguarding policy we undertake:

1. Annual review of this policy
2. Annual review/update of the Prevent Duty Risk Assessment with consideration of its links to this Safeguarding policy

3. Annual communication of this policy to promote the importance of Safeguarding and ensuring all trainers and associates understand their responsibilities
4. Checking that related policies are up to date and relevant at least annually
5. Preparation of quarterly reports on Safeguarding incidents and reported concerns for the senior management team to look at patterns or trends in order that we can learn from each incident or concern and mitigate the risk of similar Safeguarding issues being repeated.

### **Responsibility for this policy**

Liz Allan, Apprenticeships Programme Lead for Exelin Ltd is responsible for this policy.

### **Policy review**

Exelin will review the Safeguarding Policy and Procedure on an annual basis or in the event of the publication of new guidelines/official communications or following lessons learnt upon the conclusion of a Safeguarding incident, whichever is the sooner.

**Review Date:** March 2020

### **Links to other policies**

This policy should be read in conjunction with the:

- Exelin Prevent Duty Policy and Procedure
- Exelin Equality and Diversity Policy; Apprenticeships
- Exelin Apprentice Welfare Statement
- Exelin Bullying and Harassment Policy
- Exelin Apprentice Positive Behaviour Strategy and Procedure
- Exelin Apprentice Positive Behaviour Strategy and Disciplinary Procedure
- Exelin Apprentice Attendance Management Procedure
- Exelin Employee Recruitment and Selection Process
- Exelin Apprentice Fair Access and Reasonable Adjustments Policy
- Exelin Complaints Policy, Procedure and Process: Apprenticeships
- Whistleblowing policy
- Exelin Employee Grievance and Disciplinary Procedures
- Exelin Health and Safety policy
- Exelin Data Protection Policy (confidentiality).