

## Safeguarding Policy

### Introduction

This document sets out the safeguarding policy and procedures for Apprentice Team Ltd, which will be followed by all members of the organisation and promoted by those in a position of management and all employees both in direct contact with learners or otherwise, both in centre and off-site within the employer workplace.

The safety and welfare of our learners is of paramount importance and all employees in direct contact with learners must comply fully with ongoing training, renewal of safeguarding courses, standardisation and team meeting provided by the company.

Apprentice Team Ltd is responsible for ensuring that their employees are competent and confident in carrying out their responsibilities for safeguarding children and vulnerable adults and as such, compliance of this policy is **mandatory**.

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent, safeguard and promote the welfare of children and vulnerable adults.

All children and vulnerable adults have the right to be safeguarded from harm or exploitation whatever their:

- Race, religion, first language or ethnicity
- Gender or sexuality
- Age
- Health or disability
- Political or immigration status

The purpose of this policy is to:

- Afford protection for children or vulnerable adult associated with Apprentice Team Ltd
- Enable staff to safeguard and promote the welfare of children and young adults
- Promote a culture which makes Apprentice Team Ltd a safe place to learn/work


### Recruitment, Induction and Training

Employee vetting, experience and competency verified.

DBS checks, full enhanced report – Updated every 36 months.

Safeguarding alert procedures and compliance.

Safeguarding awareness certification and renewals.

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| <p><b>Katie Johnstone</b><br/>Chief Executive Officer</p>  | <p><b>Date</b></p> | <p>October 2021</p> | <p><b>Next Review Date</b></p> | <p>October 2022</p> |
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## Promotion

The safeguarding and associated welfare guidance packs will be used throughout the delivery of all interaction activities both planned and unplanned. Tutors must keep the guidance pack with them at all times in order to aid, guide and support within monthly learning visits or where concerns are identified on a variety of welfare concerns.

Tutors will continue to monitor appropriate usage of IT systems within centre-based delivery and promote the e-safety policy to learners prior to the delivery and usage of systems. This procedure extends to invigilation procedures in preparation for ICT.

This policy and the procedures for employers and learners will be promoted through a variety of methods including:

Employee Induction Training

Learner Enrolment Induction

Learner Handbook / Apprenticeship Delivery Guidance Manual

I-learner System (e-portfolio)

Standardisation Meetings


Monthly Learner Progress Reviews

Management and Team Meetings

## Responsibilities

Apprentice Team Ltd will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated person (**Jayne Robinson**) for child protection who has received appropriate training and support for this role
- Ensure every member of staff (including temporary and supply staff and volunteer) and the governing body receive training every 3 years and knows the name of the designated person responsible for child protection and their role
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection
- Ensure that parents or guardians of under 18's have sight of our Safeguarding Policy wherever possible
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences
- Keep records of concerns about children stored within base files, even where there is no need to refer the matter immediately
- Ensure all records are kept securely, separate from the main student file, and in locked locations
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer
- Ensure safe recruitment practices are always followed

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## The Process

If abuse is suspected, then three steps should be taken immediately:

1. Identify
2. Report
3. Record

Staff should record details about the incident being disclosed as soon as physically possible to the lead safeguarding officer:

**Jayne Robinson**

Email: [jayne@apprenticeteam.co.uk](mailto:jayne@apprenticeteam.co.uk)

Tel: 01246 278931

Emergency / Out of hours reporting: Katie Johnstone – 07521887533

Notes should be made of any discussion between all parties and should be recorded in the safeguarding log, along with any relevant documents including emails.

The lead safeguarding officer will conduct discussion reviews and update the safeguarding log to ensure full awareness of the situation in order to action accordingly to the learner needs.

All employees reporting any safeguarding concerns will always adhere to the company's policy in relation to confidentiality and mark all documents or email reports CONFIDENTIAL.

The lead safeguarding officer will review and report to the senior management team with all full completion of the safeguarding log, incorporating all incident details with confirmation of suggested action.

Depending on the age of the individual, vulnerability and situation the lead safeguarding officer will work with local safeguarding children board and relevant authorities to report or seek further guidance and support for the learner.

The lead safeguarding officer will report all referrals to the children's safeguarding board relevant to the learner's location on the same day or maximum of 24hours.

The lead safeguarding officer will access the library of contact details for the children's safeguarding board, in all the areas where Apprentice Team Ltd operate. The lead safeguarding officer will review the contract library annually and update according to the changes or where changes are established through communication prior to the annual review.

Where referral to safeguarding boards is not relevant, the lead safeguarding officer will use the library of referral and support link channels to secure the support and guidance relevant for the learner's situation

The lead safeguarding officer will continue to review and monitor through quality assurance procedures including monthly learner progress reviews, scheduled update calls and learner visits where relevant until completion.

The lead safeguarding officer and the senior management team will continue to keep safeguarding records and files secure and confidential.

In addition to the immediate reporting of safeguarding concerns, all vetted employees in direct contact with learners will monitor, discuss and record safeguarding and welfare concerns at monthly learning visits and any other contact

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where concerns are identified. The teaching and learning quality lead will continue to prompt and record safeguarding concerns at monthly learner progress meetings with the delivery team in accordance with the quality assurance procedures.

Relative policies: Prevent Duty Policy / Health & Safety / Complaints Policy / E-Safety Policy

**Commitment**

All employees are always required to follow the safeguarding policy and all other associated policies throughout the duration of their employment.

|              |                   |              |
|--------------|-------------------|--------------|
| <b>Name:</b> | <b>Signature:</b> | <b>Date:</b> |
|--------------|-------------------|--------------|

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**Apprentice Team**  
*Ltd.*  
**Incident Report Form**

| Learner Name | Date Completed |
|--------------|----------------|
|              |                |

| Business & Postcode | Manager/Supervisor Name |
|---------------------|-------------------------|
|                     |                         |

**Issue(s) Disclosed**

|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| Safeguarding/Prevent  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Vulnerability   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Welfare   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Equality and Diversity<br>(i.e. sexual discrimination, racial harassment, inappropriate language, etc.) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Health and Safety (accidents)   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you need any support from the ATL team to help resolve this issue?                                   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

| Date of Incident(s) | Issue(s) Disclosed | Action(s) Taken & Support Given | Outcome / Reported to Appropriate Authority |
|---------------------|--------------------|---------------------------------|---|
|                     |                    |                                 |   |

**Follow Up Actions**

| Date of Contact | Issue(s) | Learner Update | Follow Up Action(s) |
|-----------------|----------|----------------|---------------------|
|                 |          |                |                     |
|                 |          |                |                     |
|                 |          |                |                     |
|                 |          |                |                     |

This has been reviewed and no further actions are required for the incident(s) recorded.

**Signed off by:**

\_\_\_\_\_

**Jayne Robinson**  
Teaching & Learning Director

**Date:**

\_\_\_\_\_

**Katie Johnstone**  
Chief Executive Officer

**Date:**