

A close-up photograph of a hand holding a pen, with a purple semi-transparent overlay covering the middle section. The pen's barrel and the hand are visible, but the focus is on the text overlay.

Safeguarding Policy

[Click here to
return to the
contents page](#)

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 meetings 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 through reference checks.
- DBS checks, full enhanced report – Updated every 36 months.
- Safeguarding alert procedures and compliance.
- Safeguarding awareness certification and renewals.

Safeguarding Policy

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:

- Ensure we have a designated person (Alex Flowers and Katie Johnstone) 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

Safeguarding Policy

The Process

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



Staff should record details about the incident being disclosed as soon as physically possible by following the process below and completing the safeguarding alert link.

Safeguarding contact information:

Alex Flowers

Email: alex@apprenticeteam.co.uk Tel: **01246 278931**

Emergency / Out of hours reporting: **Katie Johnstone** – **07521887533**

Identify:

Identified through multiple channels including learning sessions, VPR's, survey feedback, ILP milestone moments.

Alert (immediate):

Alert the safeguarding officer on duty by completing the link safeguarding alert link: <https://forms.gle/JAJdrDb5ABkPnFDa6>

Review (24hrs):

SG group review, guide & advise on support and provide additional information if required. Safeguarding officer contacts learner to identify and provide initial support.

Reporting:

Safeguarding log / tracker updated. Safeguarding incident form & suggestions updated - sent to SG group via email, password protected file.

Consultation:

SG group consultation and action planning meeting (where required). SG group agree course of action, referral, welfare / employer support arrangements

Support:

Follow up actions - research, referrals, parent / employer meetings. Ongoing tracking / monitoring bespoke to learner needs.

Tracking / Monitoring:

Maintaining safeguarding log / tracker. Monitoring progress and outcomes in SG meetings.

Safeguarding Policy

The process for reporting safeguarding or welfare concerns must be followed on all occasions, using the dedicated reporting link and providing key information of the concern along with any discussions. When reporting a safeguarding / welfare alert, you will be asked to provide the following information:

| |
|---|
| <p>Learner Name *</p> <p>Your answer _____</p> |
| <p>Completed By... *</p> <p>Choose ▾</p> |
| <p>Date *</p> <p>Date</p> <p>dd/mm/yyyy 📅</p> |
| <p>Nature of the Alert</p> |
| <p>Safeguarding Concern</p> <ul style="list-style-type: none"><input type="radio"/> Potential Abuse<input type="radio"/> Potential Neglect<input type="radio"/> Potential Bullying and/or Harassment<input type="radio"/> Potential Radicalisation<input type="radio"/> Potential FGM<input type="radio"/> Potential Grooming<input type="radio"/> Potential Self Harm<input type="radio"/> Potential PREVENT Concern<input type="radio"/> Potential Safety in the Workplace Concern<input type="radio"/> Potential Mental Health Concern<input type="radio"/> Potential Equality and Diversity Concern<input type="radio"/> Other: _____ |
| <p>Welfare Concern</p> <ul style="list-style-type: none"><input type="radio"/> Vulnerability Concern<input type="radio"/> Attendance Concern<input type="radio"/> Other: _____ |
| <p>Please provide additional narrative and information regarding the concern. *</p> <p>Your answer _____</p> |

Safeguarding Policy

The safeguarding officer will review and seek guidance from the safeguarding group to gather necessary background information and ensure full awareness of the learner needs and situation before conducting follow up discussions or actions.

Any verbal discussions must be conducted in absolute privacy and any follow up emails to be marked CONFIDENTIAL.

The safeguarding officer on duty will review and report to the safeguarding group using the template report providing the summary of concern, discussions and suggested action. Depending on the age of the individual, vulnerability and situation the safeguarding officer will work with the 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 safeguarding officer will access the library of contacts for the children's safeguarding board in the relevant location.

Where referral to safeguarding board is not relevant, the safeguarding officer will use the library of referral and support contacts to secure the guidance relevant for the learner's situation.

The safeguarding officer will continue to review and monitor as agreed with the safeguarding group and will maintain the safeguarding report and log securely.

Safeguarding Policy

Bi-monthly Safeguarding & Welfare Meetings

The safeguarding group will meet on a bimonthly basis to review safeguarding priorities and all aspects of the policy & procedures. Following the agenda below, the group will identify and mobilise priority improvements where necessary:

| | Who |
|---|----------------------|
| Review Actions from last meeting | Safeguarding Lead(s) |
| Policies & Procedures <ul style="list-style-type: none"> • Review and discussion of relevant updates -if required • Review/updates of documentation -if required | ALL |
| Safeguarding & Welfare incidents/ concerns: <ul style="list-style-type: none"> • Review of previous and ongoing incidents/ concerns • Review of new incidents/ concerns raised • Review reporting/ documentation completed • Discussion of identified vulnerable persons (if any) • Escalation and involvement of external /professional bodies (if required) | ALL |
| Safeguarding & Welfare Training <ul style="list-style-type: none"> • Upcoming/ expired staff training requirements (Prevent/ BV/ Channel) • Additional training requirements -review, if applicable | |
| Key actions summary | Safeguarding Lead(s) |
| Confirmation of future meeting dates | Safeguarding Lead(s) |
| A.O.B | Safeguarding Lead(s) |

Designated note taker to document minutes of meeting, uploading to the secure safeguarding folder and alerting the group of completion to review following each meeting within 5 working days.

Commitment

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

Safeguarding Policy

Receipt of Safeguarding Concern Form

If the learner is at high risk, please call safeguarding contacts immediately. As always, if the learner requires urgent emergency life threatening intervention, please refer to the emergency services.

| | |
|--|--|
| Date Form Completed | |
| Learner Name | |
| Business Name | |
| Reported By | |
| Is learner in immediate danger? If so; call safeguarding contacts immediately | |

| Please confirm how this incident is to be categorised (tick all that apply) | |
|---|--|
| Safeguarding Concern | |
| <input type="checkbox"/> Potential Abuse | |
| <input type="checkbox"/> Potential Neglect | |
| <input type="checkbox"/> Potential Bullying and/or Harassment | |
| <input type="checkbox"/> Potential Radicalisation | |
| <input type="checkbox"/> Potential FGM | |
| <input type="checkbox"/> Potential Grooming | |
| <input type="checkbox"/> Potential Self Harm | |
| <input type="checkbox"/> Potential PREVENT Concern | |
| <input type="checkbox"/> Potential Safety in the Workplace Concern | |
| <input type="checkbox"/> Potential Mental Health Concern | |
| <input type="checkbox"/> Potential Equality and Diversity Concern | |
| <input type="checkbox"/> Other - please detail | |
| Welfare Concern | |
| <input type="checkbox"/> Vulnerability Concern | |
| <input type="checkbox"/> Attendance Concern | |
| <input type="checkbox"/> Other - please detail | |

| | |
|---------------------------------------|--|
| Issue disclosed by individual: | |
| Immediate action taken/support given: | |

Safeguarding Policy

| | |
|-------------------------|--|
| Reported to Authorities | <input type="checkbox"/> Yes (please detail) |
| | <input type="checkbox"/> No |
| Follow Up Required | <input type="checkbox"/> Yes (please detail) |
| | <input type="checkbox"/> No |

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

Once you believe that this is now resolved, refer to Safeguarding Lead for confirmation that this has been reviewed and no further actions are required for the incident(s) recorded.

Signed off by:



Katie Johnstone

CEO/Safeguarding Lead

Date:



Alex Flowers

Safeguarding Deputy

Date: