

# Safeguarding and Child Protection Policy

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

## **Safeguarding Contacts:**

- Alex Flowers - alex@apprenticeteam.co.uk
- Katie Johnstone - katie.johnstone@apprenticeteam.co.uk
- Kelly Dawkins - kelly@apprenticeteam.co.uk

Head Office - 01246 278931

# Safeguarding and Child Protection 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 actions and interventions carried out to safeguard and protect ATL's learners are transparent and comply with the statutory guidance '[Keeping children safe in education](#)' September 2025

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 reports updated every 24 months or part of the ongoing update service.
- Safeguarding alert procedures and compliance.
- Safeguarding awareness certification and renewals.

Please view ATL's CPD Policy & Procedure and Safer Recruitment Policy for further information regarding the mandatory process and ongoing training requirements in relation to safeguarding and welfare of ATL's learners.

# Safeguarding and Child Protection Policy

## **Promotion**

The safeguarding, welfare and personal development resources will be used throughout the delivery interactions and activities both planned and unplanned. Tutors and supporting team members will make reference to and use the resources as appropriate, when concerns arise and within learning sessions as part of the planned curriculum. This extends to the quality governance board and any externally appointed subcontractors.

Learners will be guided through the E-Safety and Online Security policy within the initial assessment and pre-enrolment procedures. Tutors will also continue to monitor appropriate usage of IT systems within centre-based delivery and promote the E-Safety and Online Security policy to learners prior to the delivery and usage of systems. This extends to invigilation procedures in preparation for exams.

This policy along with the procedures for employees and learners will be promoted through a variety of methods including but not limited to:

- Employee Induction Training
- Learner Initial Assessment and Pre-Enrolment
- Learner Handbook
- Learner Resource Portal
- I-learner System (e-portfolio)
- Individual Learning Plan and Curriculum Delivery
- Team and Standardisation Meetings
- Tutor One-to-One and Caseload Management Meetings
- CPD Monitoring Meetings and Annual Refresh Courses

## **Selected Topics and Resources Promoted**

ATL Offers a range of courses, learning resources and support materials to raise learners' awareness, how to protect themselves and others, and, how to seek support. These include but aren't limited to:

- Equality, Diversity, and Human Rights.
- E-safety - Cyber Security: Staying safe online.
- Fire Prevention & Safeguarding.
- Get Moving, Get Healthy.
- Health & Safety in the Workplace.
- Health & Safety Including Basic First Aid and Are You Prepared to Save a Life.
- Mental Wellbeing.
- Prevent.
- Relationships, Sex and Health Education.

# Safeguarding and Child Protection Policy

## Abuse, Neglect, and Exploitation

ATL expect all employees to be aware of the indicators of abuse, neglect and exploitation including within and outside the learning setting and online. As per the 'Keeping Children Safe in Education' statutory guidance, exercising professional curiosity and knowing what to look for is critical to support early identification and reporting to protect our learners and provide timely support, either via internal resources or external referrals.

Employees are encouraged to seek advice and raise all concerns with one of our safeguarding contacts, regardless of how minor the concern or situation may appear at the time. ATL's approach is to identify, intervene early, and monitor closely. **If unsure - Report and Seek Advice Immediately (following the reporting process below within the responsibilities section).**

## Indicators of Abuse, Neglect and Exploitation

**Abuse:** a form of maltreatment, Somebody may abuse or neglect a child or vulnerable adult by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on individuals of all forms of domestic abuse, including where they see, hear or experience its effects.

Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Individuals may be abused by an adult or adults or by another child or children.

**Physical Abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on individuals. These may include interactions that are beyond a learners' developmental capability as well as overprotection and limitation of exploration and learning or preventing the individual from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing learners frequently to feel frightened or in danger, or the exploitation or corruption of the individual. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.

# Safeguarding and Child Protection Policy

## Indicators of Abuse, Neglect and Exploitation

**Sexual Abuse:** involves forcing or enticing a young person or vulnerable adult to take part in sexual activities, not necessarily involving violence, whether or not the individual is aware of what is happening. These activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging others to behave in sexually inappropriate ways or grooming in preparation for abuse. Sexual abuse can also take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and the providers reporting policy for dealing with it.

**Neglect:** the persistent failure to meet a child or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the individuals health or development. Neglect can occur during pregnancy, for example, as a result of maternal substance abuse. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect an individual from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, the learner's basic emotional needs.

## Learner Priority Groups

All learners may benefit from early help, however, all team members should be alert to the potential need for early help for an individual who:

- Is disabled or has certain health conditions and has specific additional needs.
- Has special educational needs (Whether or not they have a statutory Education, Health and Care plan).
- Has a mental health need.
- Is a young carer.
- Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- Is frequently missing learning sessions or work.
- Is at risk of modern slavery, trafficking, sexual and/or criminal exploitation.
- Is at risk of being radicalised or exploited.
- Has a parent or carer in custody, or is affected by parental offending.
- Is in a family circumstance presenting challenges for the child, such as drug or alcohol misuse, adult mental health issues and domestic abuse.
- Is misusing alcohol and other drugs themselves.
- Is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage.
- Is a privately fostered child.

# Safeguarding and Child Protection Policy

## Responsibilities

ATL follow the procedures set out within the statutory guidance for keeping children safe in education (Sept 2025), local safeguarding children board and other industry leading professionals in addition to taking account of guidance issued by the Department for Education. ATL's responsibilities are to:

- Ensure we have a designated person (**Alex Flowers and Katie Johnstone – lead safeguarding contacts**) for child protection, who has received appropriate training and support for this role
- Ensure every team member (including temporary, supply staff, volunteers and subcontractors) and members of the quality governance board receive training every 3 years and knows the name of the lead safeguarding contacts and external referral channels.
- Ensure all team members and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding contacts.
- Ensure that parents, carers or guardians of under 18's, vulnerable adults and learners in priority groups, have sight of our safeguarding policy. **ATL's is accessible within the parent portal, up on request and within the learner's handbook**
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at industry webinar updates and meetings.
- Keep records of concerns and safeguarding/welfare alerts 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 / secure locations
- Provide procedures for reporting allegations made against a tutor or any supporting team member, including but not limited to the senior management team, directors, governors, subcontractors, volunteers). **ATL's is accessible within this policy, all portals (learner, employer, parent and tutor), within the learner handbook, policy pack or upon request.**
- Ensure safer recruitment practices are always followed

# Safeguarding and Child Protection Policy

## Safeguarding or Welfare Concern Reporting Process

If any safeguarding or welfare concern is suspected, then three steps should be taken immediately:



**RISK TO LIFE - CALL EMERGENCY SERVICES (999) IMMEDIATELY**  
**Bypass process and notify safeguarding team after.**

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](mailto:alex@apprenticeteam.co.uk) Tel: **01246 278931**

### **Katie Johnstone**

Email: [katie.johnstone@apprenticeteam.co.uk](mailto:katie.johnstone@apprenticeteam.co.uk) Tel: **01246 278931**

## Reporting Other Concerns

For any concerns relating to this policy, the safeguarding process, ATL's senior management team or board of governors that could potentially risk the safety of young people or vulnerable adults, individuals can refer to ATL's whistleblowing policy or contact NSPCC following the links below:

[ATL whistleblowing.policy](https://www.atl.org.uk/whistleblowing-policy)

NSPCC [Whistleblowing Advice Line](https://www.nspcc.org.uk/whistleblowing-advice-line) | [NSPCC](https://www.nspcc.org.uk)

## Handling Safeguarding / Welfare Alerts

ATL handle all safeguarding and welfare alerts seriously, acting in a timely manner, providing relevant intervention and making referrals where appropriate. Allegations relating tutors, wider support team or senior management are thoroughly investigated, acting swiftly and inline with the statutory guidance 'keeping children safe in education. This includes making referrals to DBS and or the Teaching Regulation Agency where individuals are removed from the organisation due to safeguarding concerns.

# Safeguarding and Child Protection Policy

## Safeguarding or Welfare Concern Reporting Process

### **Identify:**

Identified through multiple channels including learning sessions, LSR'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 and Child Protection 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:

**Learner Name \***

Your answer \_\_\_\_\_

**Completed By... \***

Choose ▾

**Date \***

Date

dd/mm/yyyy 📅

**Nature of the Alert**

**Safeguarding Concern**

- Potential Abuse
- Potential Neglect
- Potential Bullying and/or Harassment
- Potential Radicalisation
- Potential FGM
- Potential Grooming
- Potential Self Harm
- Potential PREVENT Concern
- Potential Safety in the Workplace Concern
- Potential Mental Health Concern
- Potential Equality and Diversity Concern
- Other: \_\_\_\_\_

**Welfare Concern**

- Vulnerability Concern
- Attendance Concern
- Other: \_\_\_\_\_

**Please provide additional narrative and information regarding the concern. \***

Your answer \_\_\_\_\_

# Safeguarding and Child Protection 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 safeguarding resource file.

Where referral to safeguarding board is not relevant, the safeguarding officer will use the library of resources 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 and Child Protection Policy

## **Related Policies and Procedures**

- [Continuous Professional Development Policy](#)
- [Data Protection and GDPR Policy](#)
- [E-Safety / Online Safety Policy](#)
- [Health & Safety Policy](#)
- [Prevent Policy](#)
- [Safer Recruitment Policy](#)
- [Whistleblowing Policy](#)

## **Support and Contact Information**

For advice or support relating to this policy contact:

Katie Johnstone / CEO

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

Tel: 01246 278931