



Safeguarding Guide for Apprentices

Working together to safeguard children, young people and vulnerable adults.

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All Further Education providers have a duty to safeguard their students, which includes work-based learners.

What is Safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that their working environment fully complies with statutory health and safety legislation
- Taking action to enable all children to have the best outcomes
- Children includes everyone under the age of 18 and Vulnerable Adults.

Why is safeguarding an issue for Apprentices?

When an employer engages a student on work placement or in work shadowing who is under the age of 18 years, or is a vulnerable adult with a learning disability or special learning need, they are required by law to safeguard and promote the wellbeing of that individual.

What are the safeguarding risks?

Abuse and neglect are forms of maltreatment. Someone may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm, such as:

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm.

Emotional Abuse may involve conveying to a child that they are worthless or inadequate; bullying or causing someone to become frightened or feel in danger.

Sexual Abuse involves forcing or enticing a child or vulnerable adult to take part in sexual contact or non-contact activities such as watching pornographic material on film or a mobile phone.

Neglect the persistent failure to meet an individual's physical or psychological needs, likely to result in the serious impairment of their health and development.

Forced Marriage where one or more of the parties are married without their consent.

Modern Slavery may involve forced labour, or human trafficking; people forced into a life of abuse and inhumane treatment.

Honour Based Violence is a form of domestic abuse, carried out in the name of so-called honour.

Female Genital Mutilation (FGM) refers to the total or partial removal of female genitals or other injury to the female organs for non-medical reasons.

Child Sexual Exploitation (CSE) a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants. County Lines Criminal Activity refers to drug networks or gangs grooming and exploiting children to carry drugs and money from urban areas to suburban areas and seaside towns.

Peer on Peer Abuse – children can abuse other children, which is most likely to include: bullying, physical abuse, sexual violence and harassment, upskirting and youth produced sexual imagery (sexting).

Upskirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to gain sexual gratification or cause the victim humiliation – upskirting is now a criminal offence.

Signs of Neglect and/or Abuse

There are many possible signs of neglect and/or abuse such as:

- Unexplained injuries/improbable excuses about injuries
- Self-harming
- Aggression towards others
- Self-destructive tendencies
- Low self-esteem, belittling oneself
- Poor state of clothes
- Constantly hungry or emaciated
- Constantly tired
- Suffering from memory loss
- Fear of returning home or of contact with parent or family members.

Mental Health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

What is the Prevent Duty?

The Prevent Duty is about safeguarding our students, keeping them safe from becoming radicalised or engaged in terrorist activity. Section 26 of the Counter-Terrorism and Security Act 2015 places a statutory duty on certain bodies, to have “due regard to the need to prevent people from being drawn into terrorism”.

Radicalisation and extremism refers to a process by which a person comes to support terrorism and forms of extremism, or vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

What is Channel?

Channel is a programme that provides support to people who are identified as vulnerable to being drawn into terrorism or extremism. It is a supportive approach and operates in the pre-criminal space.

Working together with the College to safeguard children, young people and vulnerable adults

Identifying children, young people or vulnerable adults who are in need can be a difficult process. For this reason, we provide all Apprentices with an identified named person who is responsible for contacting us about any concerns. We will provide this information to your employer so they also are aware of who will act as the “Safeguarding Link Person” for the College.

Safe recruitment of staff

All staff employed by the South Thames Colleges Group undertake an enhanced Disclosure and Barring Service (DBS) check prior to working in any one-to-one situation with children, young people or vulnerable adults to maintain the safety of College students.

The College will ask your employer as part of the Work Placement Risk Assessment, whether they have a similar policy. If they do not, the College may need to review the type of placement being provided. Information sharing is vital to safeguarding and the wellbeing of children, young people and vulnerable adults and any concerns should be passed immediately to the College representative. This would normally be the Apprenticeship Coordinator or the Lead Safeguarding Officer. Current legislation (Data Protection Act 2018; Human Rights Act 1998) does not prevent the lawful sharing of information where it is necessary to protect children, young people and vulnerable adults.

What do I do if I have any concerns?

If you have any concerns, you must share this with your employer or your Apprenticeship Co-ordinator at the College so that support can be arranged.

Attendance: Please advise the Apprenticeship Coordinator of any absences. We will need to discuss with you and your employer if there are continual absences from College.

Key principles underpinning a safe working practice:

- The welfare of the individual is paramount
- Staff should avoid any conduct, which would lead any reasonable person to question their motivation and intentions
- Staff should work and be seen to work, in an open and transparent way
- Staff should discuss and/or take advice promptly from their line manager or other senior member of staff over any incident, which may give rise to concern
- Records should be made of any such incidents and of decisions/further actions agreed
- Staff should apply the same professional standards regardless of gender or sexuality
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.