



# Safeguarding

## Keeping Learners and Apprentices Safe

### Employers Guide



**TOTAL PEOPLE**  
LEADERS IN LEARNING®

April 2022



# Keeping Apprentices Safe

As an education provider Total People are committed to safeguarding and promoting the welfare of all our learners. The principles and outcomes of our work are based on individual respect, the promotion of human rights, and protection from all types of abuse and neglect, including radicalisation and extremism. Similarly, the employers we work alongside also have a responsibility to the learners they employ. As an employer it is important to understand what safeguarding means to you and your business and what to do if you suspect a learner is subjected to or at risk of being exposed to harm.

Total People has a duty to ensure employers, staff and learners recognise their responsibilities by providing appropriate guidance, support, and training. This document is intended to help you understand your responsibilities, how to be vigilant about spotting signs of harm or potential harm and what to do about it. If your questions are not answered here, please contact us using the details provided at the end of this document

## WHY IS SAFEGUARDING AND PREVENT NECESSARY FOR EMPLOYED LEARNERS?

We have a duty to safeguard our learners and take steps that always ensure the safety of our learners (children or vulnerable adults), whether that be in a classroom or workplace environment. As part of that duty, we offer you guidance as to what you can do to ensure that learners are not exposed to threats or dangers. It is the responsibility of the employer to ensure employees collaborating with learners are free from convictions and of sound character and judgement and will not pose a threat or danger to learners.

Our main priority is to protect learners from harm. Our Approach has a clear commitment to safeguarding which is overseen by a dedicated safeguarding lead. They promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon. Additionally, all Total People colleagues collaborating with apprentices are trained in safeguarding and can access additional information, advice, and training when appropriate.

## EMPLOYER'S DUTY

Employers have a duty to comply with all current and future UK legislation and statutory responsibilities. There is a particular expectation that an employer should take responsibility for an apprentice's welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives. We appreciate that for many organisations this can be a confusing and complex area. Please refer to the following pages, which explain the different support provided by Total People and some of the ways you may wish to incorporate information into your own current internal procedures

## SAFEGUARDING

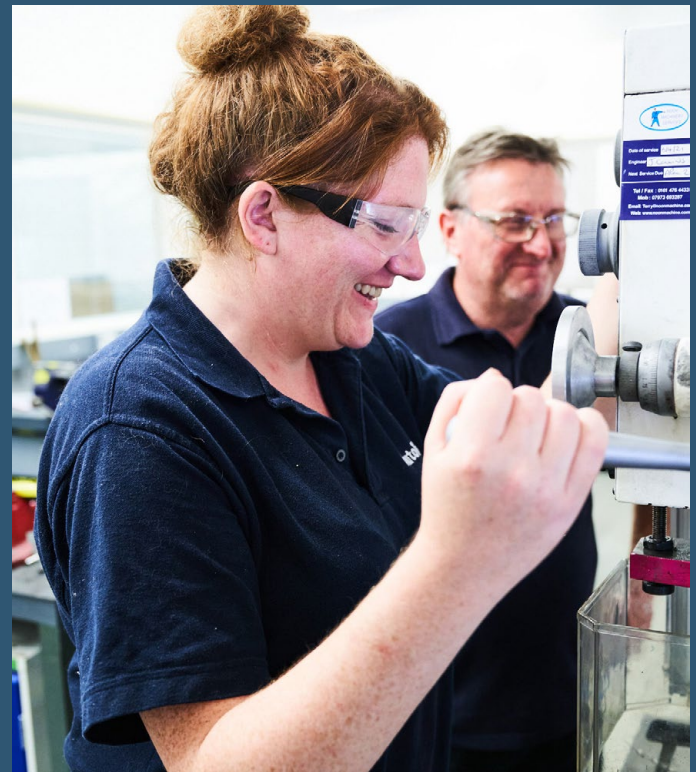
Safeguarding is the overarching term used to describe the protection of the health, wellbeing, and human rights of individuals. Under legislation, all parties involved in an apprenticeship must take reasonable action to minimise risks to apprentices. This includes aspects of the apprentice's experience, both in and outside of the workplace, as well as during any attendance at Total People.

Many areas are considered to fall under the definition of safeguarding, including:

- › Abuse (Emotional and Physical)
- › Bullying (including online)
- › Discrimination
- › Forced Marriage
- › Mental Health
- › Neglect and Self-Harm
- › Radicalisation and Extremism
- › Grooming
- › Financial Exploitation

## TOTAL PEOPLE'S ROLE

- › Ensure that employers are aware of their safeguarding obligations, through guidance and training.
- › Ensure apprentices have an awareness of safeguarding and understand how to access Total People support services.
- › Provide safeguarding training for all Total People employees collaborating with apprentices.
- › Ensure all staff working with young and vulnerable people are subject to an enhanced Disclosure and Barring service check.
- › Maintain open channels of communication with each employer. Apprentices may act very differently depending on their environment and may feel more comfortable discussing sensitive issues with different people.



## EMPLOYER'S ROLE

- › Familiarise themselves with relevant government legislation.
- › Take appropriate steps to understand what safeguarding means in practice at their organisation, in the context of the responsibilities they have for the people they employ.
- › Ensure that any staff collaborating with apprentices in a position of trust are appropriate for the role and do not present any danger or threat.
- › Ensure that any people (where relevant to their role) working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service.
- › Identify a person to coordinate safeguarding across the organisation.
- › Report any concerns to Total People.



# Prevent

## WHAT IS THE PREVENT DUTY?

In 2011 the government introduced the Prevent Strategy; this outlines objectives and measures to protect vulnerable people from being drawn into terrorism or extremism and from being exposed to radicalisation. We have a common law duty of care to ensure that the learner is always safe. This does not just mean within the work- place, but also means we must be able to identify and act on causes for concern outside of work where appropriate.

There is no single way of identifying a person who may be vulnerable to extremist ideology, and it is often the culmination of a number of influences. These can include family, friends, or relationships they have made online. Extremism can also include non-violent action.

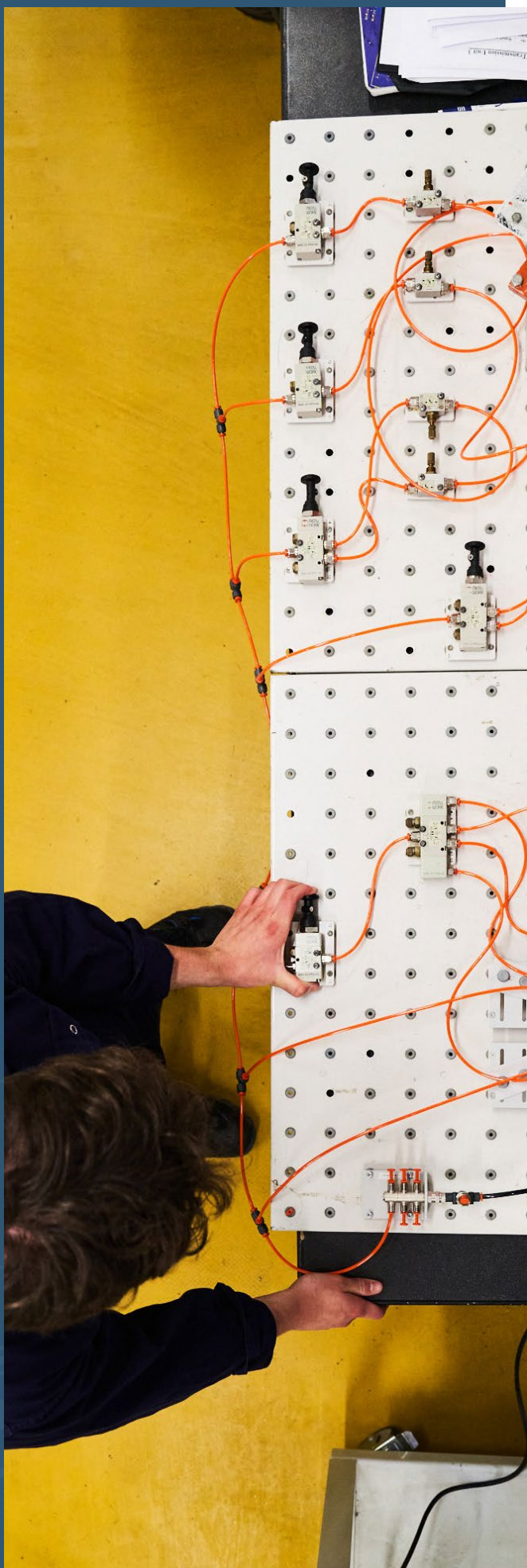
All apprentices studying on a programme at Total People, will be expected to complete mandatory training in which these issues will be covered.

## TOTAL PEOPLE'S ROLE

- › Provide relevant training for Total People staff so that they understand the obligations Total People has under Prevent Duty and how to manage risks and concerns.
- › Have clear procedures in place so that any concerns can immediately be brought to specialist attention.
- › Provide a forum for apprentices to explore these matters.
- › Provide a contact for any further information regarding the Prevent Duty.
- › Ensure apprentices can express views in non-extremist ways and create an environment that encourages respectful free speech.

## EMPLOYER'S ROLE

- › Understand what is meant by Safeguarding and Prevent Duty and promote the welfare of learners. Be aware of your statutory duties regarding the welfare of children and vulnerable adults.
- › Provide a safe, supportive environment for learners both on and off site.
- › Identify if there are learners who are suffering, or likely to suffer, significant harm.
- › Be familiar with our guidance and reporting arrangements
- › Report any concerns to Total People.



## BRITISH VALUES

An important part of Prevent, is also the promotion of British values. These are the norms that shape our society, and which are enshrined in law, through legislation such as the Equality Act 2010.

British values are described as:

- › Democracy
- › The rule of law
- › Individual liberty
- › Mutual respect
- › Tolerance for those with different faiths and beliefs

Apprentices are encouraged to explore ideas in a context where these values are recognised and respected.

## TOTAL PEOPLE'S ROLE

- › To promote British values throughout an apprentice's programme.
- › Provide a dedicated programme of study which defines and explores British values and how they influence our society.
- › Create opportunities for apprentices to apply their learning to relevant situations and contexts.
- › Encourage apprentices to respect each other and their differences, including about protected characteristics outlined in the Equality Act 2010.

## EMPLOYER'S ROLE

- › Demonstrate a commitment to British values.
- › Adhere to the requirements of the Equality Act 2010

## STAYING SAFE ONLINE

The increasing use of the internet and digital technology has presented huge opportunities, both to enrich the learning environment for apprentices and allowing them to expand their personal horizons. However, people can access and engage with online content in many ways, so they need to have the skills to be able to use the internet safely and develop appropriate online behaviours.

It is paramount that people are aware of ways in which they can protect themselves online and ensure the security of their personal data. Dangers can include bullying and abuse, revenge porn, grooming, identity theft, and viruses.

An important part of an apprentice's development at Total People is becoming a critical thinker. Developing this critical mindset will also help apprentices to examine and appraise the validity and authenticity of information online.

## TOTAL PEOPLE'S ROLE

- › Assess how apprentices may be at risk of harm using the internet or technology.
- › Provide relevant training for apprentices so that they can work safely and effectively online.
- › Help apprentices to develop an objective attitude to online information and evaluate its authenticity
- › Make sure our staff are trained to identify and deal with concerns about online safety.
- › Provide clear guidance on what is and is not an acceptable use of the internet at Total people

## EMPLOYER'S ROLE

- › Ensure apprentices are made aware of your organisations policies on using the internet and technology in the workplace.
- › Understand the dangers apprentices may face using technology and act to minimise risks.
- › Communicate any concerns about safety online to Total People





# Safeguarding in Practice

Total People is available to you as a resource and if you find that you need support managing a particular scenario please do not hesitate to get in touch. Some apprentices may feel comfortable talking to some people about an issue and not others. So Total People will endeavour to be as transparent as possible with employers while respecting the apprentice's trust and adhering to Total People confidentiality policies.

Although a lot of safeguarding activity is proactive, we would also encourage you to have regular meetings and supervisory sessions with your apprentice so that you can act on any concerns that arise.

In many cases an apprentice will not seek help over an issue of safeguarding, but there are common signs which can help you to recognise when things may be wrong.

However, in an emergency or when suspecting a serious issue we recommend contacting the appropriate authorities in the first instance.

## WARNING SIGNS

- › Absence – Missing work or not turning up at Total people training sessions
- › Changes in appearance
- › Changes in behaviour and character – becoming quiet or loud, aggressive, or withdrawn
- › Changes in emotional health – crying, anxiety, or low mood
- › Excessive alcohol consumption
- › Physical injuries – cuts or bruises
- › Poor living conditions
- › Self-harm
- › Use of drugs
- › Withdrawing from certain activities – reluctance to go online, sudden changed in use of technology.

It is important to stress that the existence of some of these characteristics is not a definitive sign that anything is wrong.

## WHAT DO WE DO IF HARM OR DANGER IS SUSPECTED?

Employees working closely with young or vulnerable learners should be alert to the possibilities of harm in or out of the workplace. It is the duty of staff to INFORM not to investigate or offer advice, this is the role of the Designated Safeguarding Person, who will decide whether to involve a third party such as the Police or Social Services.

If an employer or any staff member, during their work has a learner safeguarding issue brought to their attention, it must be treated as a priority and the Designated Person at Total People must be contacted as soon as possible.

Our Designated Officer will then take the advice from the appropriate organisation for the best course of action. Remember the main priority is to protect learners from harm. Serious cases of harm should be reported to either local Police or Social Services who will log the report and make further investigations: our Designated Person will report this on the learner's behalf if the employer and learner have not done so themselves. If in doubt, contact our Designated Person for advice.



## WHAT SHOULD I DO IF A YOUNG PERSON OR VULNERABLE ADULT DISCLOSES INFORMATION?

Listen, stay calm, and do not judge. Try not to ask questions, do not probe, or investigate. However, if you must ask questions to clarify understanding make sure any questions you ask are 'open ended.' Avoid giving any opinion or offering advice.

Explain that you may need to talk to someone immediately about the situation and do not promise confidentiality. Reassure the learner but avoid unnecessary contact. Inform the Designated Person at Total People as soon as possible. Maintain confidentiality, do not discuss with others. Record what the young person said using their own words, signing, and dating the document. Make sure records are factual and do not contain personal bias or opinion.

*"This legislation provides definitions of children and vulnerable adults and sets out the legislative framework of measures to protect them from harm."*

## SUPPORT FROM TOTAL PEOPLE

Total people have developed a number of policies to protect learners and staff. These include:

- › A Safeguarding Policy to guide staff on how to be vigilant about spotting any signs of harm or potential harm and what to do about it
- › A Health and Safety Policy to help ensure that learners are protected and looked after in their workplace.
- › An Equality and Diversity Policy to ensure learners are treated fairly and appropriately in the workplace
- › An E-Safety Policy to provide safeguards and raise awareness to enable learners to control their online experiences.

## TRAINING SESSIONS

Total People holds training sessions for our staff to keep them up to date on legislation and on all the above policies. We offer in house training and awareness for learners and employees on Health and Safety, Equality and Diversity and keeping safe. Please contact Total people if you wish to discuss any training needs for your business relating to any areas within this document

# Safeguarding Staff



**Sophie Hayes**

Teaching & Learning Manager  
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Safeguarding

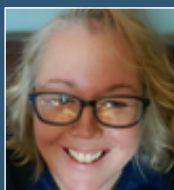
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To report a concern, visit:

[totalpeople.co.uk/about/safeguarding/report-a-concern](https://totalpeople.co.uk/about/safeguarding/report-a-concern)

or email us at: [safeguarding@totalpeople.co.uk](mailto:safeguarding@totalpeople.co.uk)

Total People is part of LTE group.



LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

This information is also available in a range of formats, such as large print, on request.

