

# Safeguarding Apprentices: Staff and Employer Guidance

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# Safeguarding Apprentices

The University of West London (UWL) has adopted a whole organisation approach to ensure that all students are able to study and work in a safe environment and where their health and wellbeing is protected.

Legislation requires all parties involved in an apprenticeship to take reasonable action to minimise risks to apprentices during their attendance at university and in the workplace.

Safeguarding concerns may arise in a variety of ways such as; experiencing abuse (emotional and physical), being discriminated against, experiencing poor mental health, being forced into a marriage, self-harming or neglect, being bullied (including on social media) and radicalisation or extremism.

## The University's Responsibility

The University is committed to supporting you, so please get in touch if you need advice, support or guidance.

The University has dedicated Safeguarding Leads and Officers who can guide and support you through a concern, disclosure, or incident.

The University has a comprehensive Safeguarding Policy (see page 9), which is regularly reviewed and acted upon.

The University trains all staff working with apprentices in safeguarding and provides additional information, advice and guidance.

The University ensures that all apprentices understand safeguarding and know how to access support and advice.

## Employer's Responsibility

The Employer has a duty to comply with all current and future UK legislation and statutory responsibilities and understand how to apply it, in practice, within their unique organisation.

The Employer will take responsibility for an apprentice's welfare in the workplace and be alert to any risk in an apprentice's personal lives.

The University and the Employer will maintain open channels of communication to ensure safeguarding is cooperative and unified. Apprentices may feel more able to discuss personal issues with different people in the various environments they study and work in.

# British Values and Apprentices

British Values form the foundation of what it is to be a citizen in a modern and diverse Britain. They allow us to create environments free from discrimination, intolerance, and hate. They help us to challenge prejudice and stereotyping, whilst strengthening relationships within our community. These values are set out in law, through legislation such as the Equality Act 2010 and are described as:

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

## **The University's Responsibility**

The University provides a dedicated program of study which promotes, defines and explores British Values and how they influence our society.

The University offers opportunities for apprentices to apply their learning and explore ideas in a context where these values are recognised and respected.

The University encourages apprentices to discuss the importance of respect and tolerance of each other's differences and opinions, as outlined in the protected characteristics found in the Equality Act 2010.

## **The Employer's Responsibility**

The Employer will identify a commitment to British values.

The Employer will observe the requirements of the Equality Act 2010, creating a culture of fairness and inclusion.

# Prevent Duty and Apprentices

The Prevent Duty came into force for universities in September 2015 as part of the Counter-Terrorism and Security Act 2015. The Act places legal requirements on the University to minimise the risk of individuals being drawn into terrorism and to ensure vulnerable individuals receive timely and appropriate support.

The University's approach is to encourage a culture whereby all members of the University community feel involved and socially included in university life and support others to do the same. We consider this the most effective means of reducing the likelihood of individuals becoming isolated and potentially vulnerable to extremist ideology of any kind.

## **The University's Responsibility**

All apprentices studying on a program at the University will take part in compulsory sessions to understand radicalisation and extremism. These sessions create an environment that encourages respectful free speech and provides opportunities to express views in non-extremist ways.

All staff at the University, including Personal tutors and apprenticeship teaching staff, receive mandatory training on the Prevent Duty. This includes how to support students who are at risk of radicalisation and/or extremism and how to report concerns.

The University has clear procedures in place so that any concerns can immediately be brought to the designated staff's attention (see page 9).

## **The Employer's Responsibility**

The Employer will understand and commit to following the University's policies and procedures regarding its responsibilities under the Prevent statutory duty.

The Employers will contact the University and request specialist support if any concerns in relation to the Prevent duty are raised and to ensure the individual can be supported effectively.

# Staying Safe Online and Apprentices

The internet, instant and easy access to it provides apprentices with a wealth of information and opportunities at their fingertip's day and night. It is because of this that it has become increasingly important to safeguard apprenticeships from possible dangers such as revenge porn, bullying and abuse, grooming, identity theft, protecting their personal data and viruses.

Having the confidence to examine and judge the reliability of information online is a skill apprentices need to study and work today, along with needing to be clear on how to behaviour appropriately themselves online.

## **The University's Responsibility**

The University will evaluate any possible risk of harm to apprentices when using the internet or technology.

The University produces explicit guidance on what is and is not an acceptable use of the internet at the University.

The University has trained staff to identify and deal with concerns about online safety.

The University supports apprentices to develop an impartial and analytical attitude to online information.

The University provides apprentices with relevant training about online safety so they can evaluate its authenticity and be safe online.

## **The Employer's Responsibility**

The Employer ensures apprentices are made aware of their organisations policies on using the internet and technology in the workplace.

The Employer will be aware of the risk's apprentices may face using technology in the workplace and act to minimise any dangers.

The Employers will communicate any concerns about safety online to the University.

# Safeguarding Concerns and Apprentices

Safeguarding in action is observation, being seen to be available and active listening. Make sure you have regular meetings and supervisory sessions with your apprentice. An apprentice may not overtly ask for help, so being aware of common signs can help you to recognise when they may be at risk. If you become aware of any of the below or any change of behaviour which is out of the ordinary, take some time away from the group to ask them if they are OK.

## Some signs of being 'at risk'

- Absence from work or the University.
- Physical injuries - cuts or bruises or an obvious attempt to cover up injuries.
- Uncharacteristic changes in behaviour, such as becoming aggressive or withdrawn.
- Unexpected crying, leaving classes early or arriving late, excessive or aversion to phone or IT use.
- Signs of self-neglect, poor hygiene, evidence of self-harm, not eating or socialising as usual.
- Excessive alcohol consumption or use of drugs.

Remember, there can be a lot of shame or external pressure on individuals which will discourage them from sharing, but if they believe someone is genuinely interested, they are more likely to open up and share what is going on.

You can refer to the Safeguarding – **Responding to Concerns or Allegations Flow Chart** – Appendix A (on page 10) for a step-by-step guide on what to do when an apprentice discloses to you.

We have also included the Disclosure or Suspicion of Abuse form (Appendix B on page 11) for you to record your meeting on, this will help you report what is needed and nothing more.

# Useful Contacts and Appendixes

Recording a disclosure is firstly about listening to the student and then recording accurately what has been shared with you. During this time, it is essential that you NEVER say you will not tell anyone, you can assure the student that you will only tell those with 'a need to know'. Tell them you will also keep them informed of any action that might take place due to what they have told you.

If you want to talk to a Safeguarding Officer or Safeguarding Lead, before, during or after a disclosure or if you are concerned about a student and want to discuss it, please use the contact list below.

The University has a dedicated team of Safeguarding Officers to support you and help you carry out your safeguarding responsibilities. You can contact a Safeguarding Officer directly and your call will be handled discreetly and sensitively.

## Useful Contacts

### Safeguarding Officers

- Sally Morris, Senior Welfare Adviser: [sally.morris@uwl.ac.uk](mailto:sally.morris@uwl.ac.uk)
- Stefan O’Gorman, Welfare Adviser: [stefan.o’gorman@uwl.ac.uk](mailto:stefan.o’gorman@uwl.ac.uk)
- Sabrina Choi, Welfare Adviser: [sabrina.choi@uwl.ac.uk](mailto:sabrina.choi@uwl.ac.uk)
- Sukhdeep Pharwaha, Welfare Adviser: [sukhdeep.pharwaha@uwl.ac.uk](mailto:sukhdeep.pharwaha@uwl.ac.uk)
- Maria Alphonso, Welfare Adviser: [maria.alphonso@uwl.ac.uk](mailto:maria.alphonso@uwl.ac.uk)
- The Student Welfare email: [studentwelfare@uwl.ac.uk](mailto:studentwelfare@uwl.ac.uk) which is monitored by all Officers Monday to Friday, 9am to 5pm, and is often the quickest and most direct way to make contact with the Team or call 0208 231 2313.

### Designated Safeguarding Lead

Has overall responsibility for the strategic and operational implementation of safeguarding.  
Tracy McAuliffe: [tracy.mcauliffe@uwl.ac.uk](mailto:tracy.mcauliffe@uwl.ac.uk) 0208 231 2263

### Deputy Designated Safeguarding Lead

Has responsibility for leading on safeguarding cases, staff training and development.  
Chackervarti Afghan: [chackervarti.afghan@uwl.ac.uk](mailto:chackervarti.afghan@uwl.ac.uk) 0208 231 2508

### Deputy Designated Safeguarding Lead

Has responsibility for leading on safeguarding cases, staff training and development.  
Dee O’Dell-Athill: [dee.o’dell-Athill@uwl.ac.uk](mailto:dee.o’dell-Athill@uwl.ac.uk) 0208 231 2696

### Designated Governor for Safeguarding

Represents the Governing Body (Chair of Audit and Risk Committee) in its duty to oversee the delivery of the Safeguarding Policy.

## **Designated Prevent Lead**

Joshua Heming: [joshua.heming@uwl.ac.uk](mailto:joshua.heming@uwl.ac.uk)

## **Urgent concerns**

For urgent safeguarding matters out of hours please call security on ext. 3333 which can be dialled from any internal UWL telephone. This goes straight to security and is monitored 24/7 from SMR Park reception. Alternatively, dial the same number (020 8231 2001) from outside the University or from a mobile. This will put you through to a Duty Manager.

## **Apprenticeships Team**

For general operation issues for existing UWL apprentices: [ApprenticeshipsTeam@uwl.ac.uk](mailto:ApprenticeshipsTeam@uwl.ac.uk)

## **Head, Degree Apprenticeships**

Janet Rowson: [janet.rowson@uwl.ac.uk](mailto:janet.rowson@uwl.ac.uk) 0208 231 2607

## **Links to relevant policies**

### **Safeguarding Policy**

The UWL Safeguarding Policy clarifies how UWL keeps its students safe and sets out UWL's commitment to protecting all children and vulnerable adults.

[www.uwl.ac.uk/about-us/policies-and-regulations/safeguarding-children-policy](http://www.uwl.ac.uk/about-us/policies-and-regulations/safeguarding-children-policy)

### **Cause for Concern policy**

Policy for staff working with students in difficulties, this document contains links to some very useful one-page appendix such as; How to respond to a student in distress and dealing with potential radicalisation/extremism.

[www.uwl.ac.uk/about-us/policies-and-regulations/cause-concern-policy](http://www.uwl.ac.uk/about-us/policies-and-regulations/cause-concern-policy)

### **Prevent Duty**

This link contains all the information needed with regards to the Universities responsibilities and Prevent.

[www.uwl.ac.uk/about-us/policies-and-regulations/prevent-duty](http://www.uwl.ac.uk/about-us/policies-and-regulations/prevent-duty)

### **Information security policy (including acceptable use policy)**

Policy for staff and students on the safe use of IT and personal data protection including helpful Do's and Don'ts for staff and students (the **Data Protection Policy** can also be found in here).

[www.uwl.ac.uk/about-us/policies-and-regulations/information-security-policy](http://www.uwl.ac.uk/about-us/policies-and-regulations/information-security-policy)

### **Code of practice for freedom of speech**

A code which covers subjects such as the freedom of students and staff to question, test and to put forward new ideas and controversial or unpopular opinions, without placing themselves at any risk.

[www.uwl.ac.uk/about-us/policies-and-regulations/Code-of-Practice-on-Freedom-of-Speech](http://www.uwl.ac.uk/about-us/policies-and-regulations/Code-of-Practice-on-Freedom-of-Speech)

## **Have you completed the safeguarding course?**

As part of your Personal Tutors Induction, you must complete an online safeguarding course, if you have not completed this course please inform your line Manager immediately.

# Appendix A

## Responding to Concerns or Allegations Flow Chart



Designated Safeguarding Lead/Director of Student Services  
**Tracy McAuliffe**  
020 8231 2263  
07748 622888

Deputy Designated Safeguarding Leads  
**Chackerverti Afghan**  
020 8231 2508  
07854 747363

Deputy Designated Safeguarding Leads  
**Dee O'Dell-Athill**  
020 8231 2966  
07833 048 935

Designated Safeguarding Officers  
**Student Welfare Team**  
020 8231 2313

# Appendix B

## Disclosure or Suspicion of Abuse form

Please email the form to Student Welfare: [studentwelfare@uwl.ac.uk](mailto:studentwelfare@uwl.ac.uk)

Name of Student	
School/department of the student	
Telephone number of the student	
Date and time of disclosure or incident that raised suspicion	
Location of disclosure or incident that raised suspicion	
Nature of disclosure or incident Please include as much information as possible, using the continuation sheet if necessary.	
Action Taken	
Date	Signed (student involved with the disclosure)
Date	Signed (person dealing with the disclosure)

You can also download the form from our website, 'Appendix: B: Disclosure or suspicion of abuse form': [www.uwl.ac.uk/about-us/policies-and-regulations/safeguarding-children-policy](http://www.uwl.ac.uk/about-us/policies-and-regulations/safeguarding-children-policy)

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