

WE STAND FOR AMBITION.

University of  
**Kent**

# SAFEGUARDING OUR APPRENTICES

2023/2024



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# Safeguarding our Apprentices

## Our Shared Responsibility

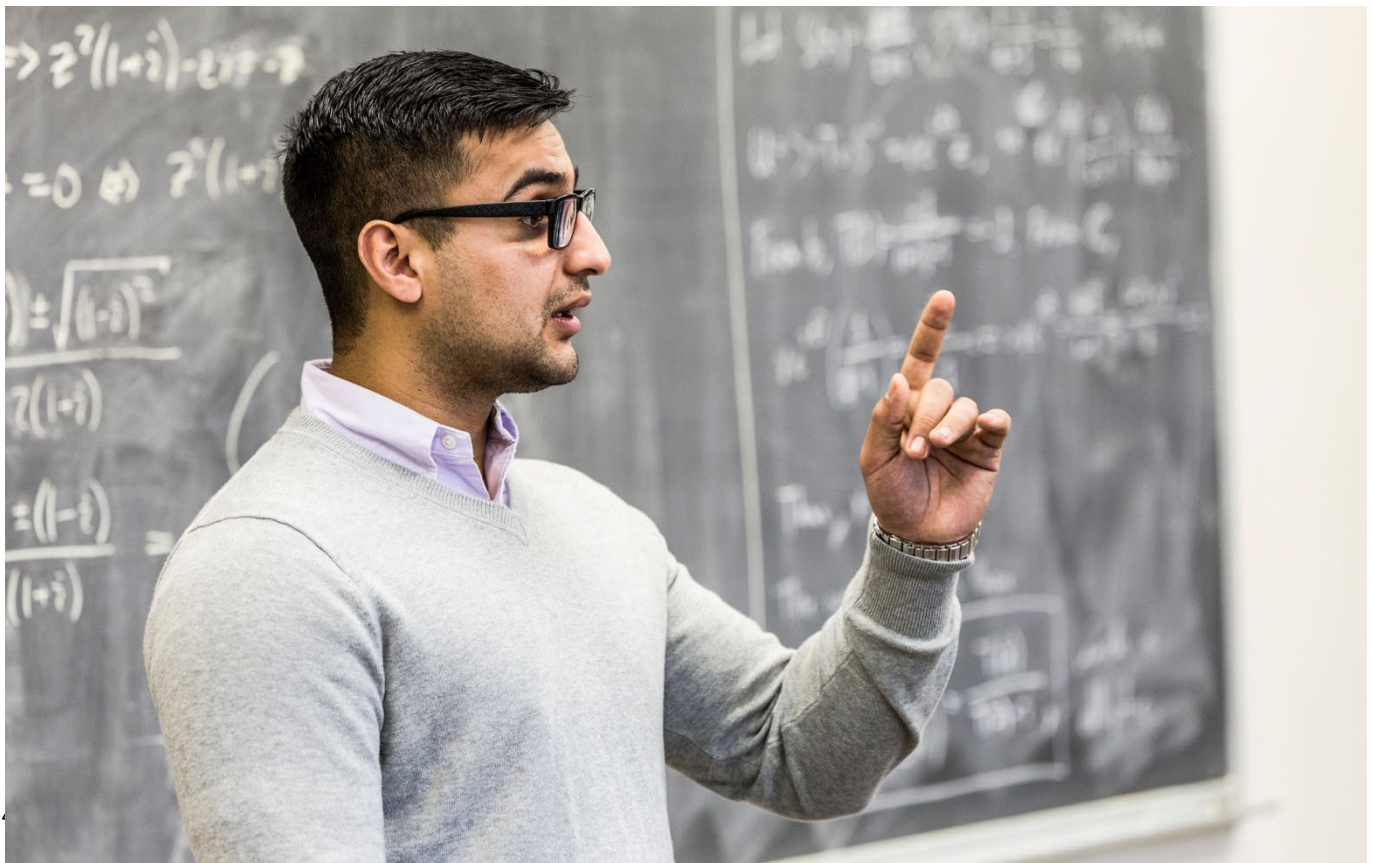
The safety and wellbeing of our students, including those in our apprenticeship programme, is of utmost importance to us at the University of Kent. We are dedicated to collaborating with employers and apprentices to provide an exceptional learning experience with the highest standards of safety for our apprentices.

Employers in the UK also have a duty to adhere to all existing and upcoming legislation and statutory obligations. One of these responsibilities is to ensure the welfare of apprentices in the workplace and to seek guidance whenever it is suspected they may be at risk in their personal lives.

We understand that Safeguarding can be a complex and confusing matter for many individuals and organisations. To help overcome this, we have provided information in this booklet on the responsibilities of the University and those pertaining to employers, so that all parties involved can see whom they can approach if a safeguarding concern is identified or expressed. Please refer to the following pages for more details.

## Our Systems

The University is fully committed to safeguarding, and we have a designated safeguarding officers who oversees this. Our staff promote and implement the Safeguarding Policy, ensuring it is regularly reviewed and acted upon. Furthermore, all University staff working with apprentices receive safeguarding training and can access additional information, advice and training as needed. You can contact us about safeguarding using email, or telephone and we also have a dedicated safeguarding report system called Flag-It, if you prefer to use that. More details on how to contact us are available at the back of this booklet



## What is Safeguarding?

The term "safeguarding" refers to the protection of individuals' health, wellbeing, and human rights. According to legislation, all parties involved in apprenticeships delivery must take reasonable measures to reduce risks to apprentices. This includes aspects of the apprentices' experiences both in and outside the workplace, as well as during any University attendance. Many areas fall under the definition of safeguarding, such as:

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

## The University's Role

- Support employers so that they are aware of their safeguarding obligations, through guidance and training.
- Make sure that apprentices have an awareness of safeguarding and understand how to access university support services.
- Deliver safeguarding training for all University staff working with apprentices.
- Ensure that any University staff members who work with young and vulnerable apprentices undergo a Disclosure and Barring Service (DBS). This will be either a basic, standard, enhanced or enhanced with barred lists depending on the role and its responsibilities.
- Keep communication channels open with each employer as apprentices may behave differently in different environments and may prefer discussing sensitive issues with specific individuals.

## The Employer's Role

- Familiarise themselves with relevant government legislation. ([Ofsted Safeguarding Policy](#))
- 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 working with apprentices in a position of trust are appropriate for the role and do not present any danger or threat.
- Ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring Service.
- If possible, identify a person to coordinate safeguarding across an organisation.

## Flag It System

This form can be used as an initial opportunity to flag any safeguarding concerns you may have as one of our apprentices or an employer at the University of Kent. Once you complete this simple form a colleague will contact you to collect any additional information and identify the best way to support you.

Please note, this form will automatically gather your name and contact details so that we can get back in contact with you as soon as possible, during **University hours**.

In an emergency, or if you are at risk of immediate harm, you should contact the emergency services by calling 999. If you are on Campus, you can also call Campus Security on 01227 823 333.

If you would like urgent support (09:00-17:00, Monday - Friday) from our wellbeing team, please contact 01227 823158 for the Canterbury campus or 01634 888474 for the Medway campus (as an apprentice you can contact either of these). For out of hours support, please contact our partner organisation, Spectrum Life on 0800 0318227 and press option 1, or Text/WhatsApp 'Hi' to: +44(0)7418 360780.

You or an apprentice can complete a form to request contact from one of our apprenticeship DSOs in regard to a safeguarding concern. This service is available during office hours and would signpost to other areas in an emergency [FLAG IT Link](#)

# Prevent

## Safeguarding and Anti-radicalisation

Under the [Counter-Terrorism and Security Act 2015](#), universities are obligated to prevent individuals from being influenced by extremist views. Identifying those who may be vulnerable to such ideologies is difficult as it can result from various factors such as family, friends, or online relationships. It's important to note that extremism can include non-violent forms of behaviour as well. As part of this initiative, all apprentices studying at the University will be provided with guidance and training related to Prevent

## The University's Role

- Provide relevant training for University staff so that they understand the obligations
- The University 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 are able to express views in non-extremist ways and create an environment that encourages respectful free speech.

## The Employer's Role

- Demonstrate the principles that underpin Prevent Duty
- Seek specialist support if any concerns are raised

Links to the Prevent Duty and further information can be found here: [Prevent Duty](#)

# British Values

## What are British Values?

British values are described as 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**
- **Rule of Law**
- **Individual liberty and mutual respect**
- **Tolerance of those with different faiths and beliefs**

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

## The University's Role

- To promote British values during our apprentice's reviews.
- Provide other opportunities to explore British values and how they influence our society.
- Create opportunities for apprentices to apply their learning to relevant situations and contexts.
- Foster mutual respect amongst apprentices so that differences, including protected characteristics observed as noted in the Equality Act 2010.

## The Employer's Role

- Show a commitment to British Values
- Uphold the requirements of the Equality Act 2010

Links to the British Values can be found here: [British Values](#)



# Safety Online

## What online safety precautions are required?

The increasing use of the internet and digital technology has presented huge opportunities, both to enrich the learning environment for apprentices and also allowing them to expand their personal horizons. However, people are able to 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 university is becoming a critical thinker. Developing this critical mindset will also help apprentices to examine and appraise the validity and authenticity of information online.

## The University's Role

- Assess how apprentices may be at risk of harm using the internet or technology.
- Provide relevant training for apprentices so that they are able to work safely and effectively online.
- Help apprentices to develop an objective attitude to online information and evaluate its authenticity.
- Make sure university 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 University.

## The 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 in the workplace and act to minimise risks.
- Communicate any concerns about safety online to the University.

Link to further information of Online Safety can be found here: [Online Safety](#)

# Safeguarding in Practice

The University is available to you as a resource and if you find that you need support managing a particular scenario please don't hesitate to get in touch. Some apprentices may feel comfortable talking to some people about an issue and not others. So, the University will endeavour to be as transparent as possible with employers, while respecting the apprentices trust and adhering to university 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.

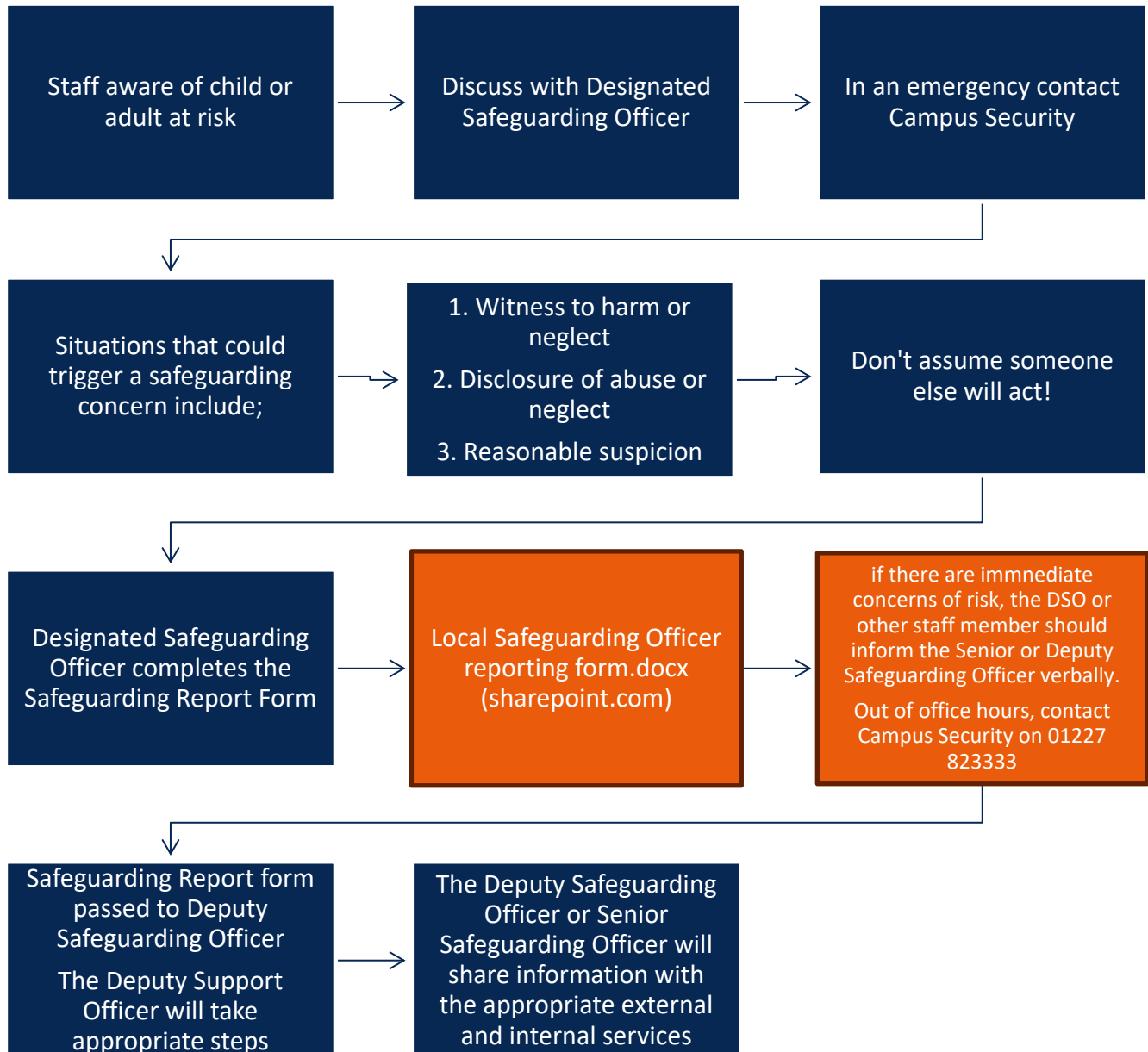
However, in an emergency or when suspecting a serious issue we recommend contacting the appropriate authorities in the first instance.

## Warning Signs

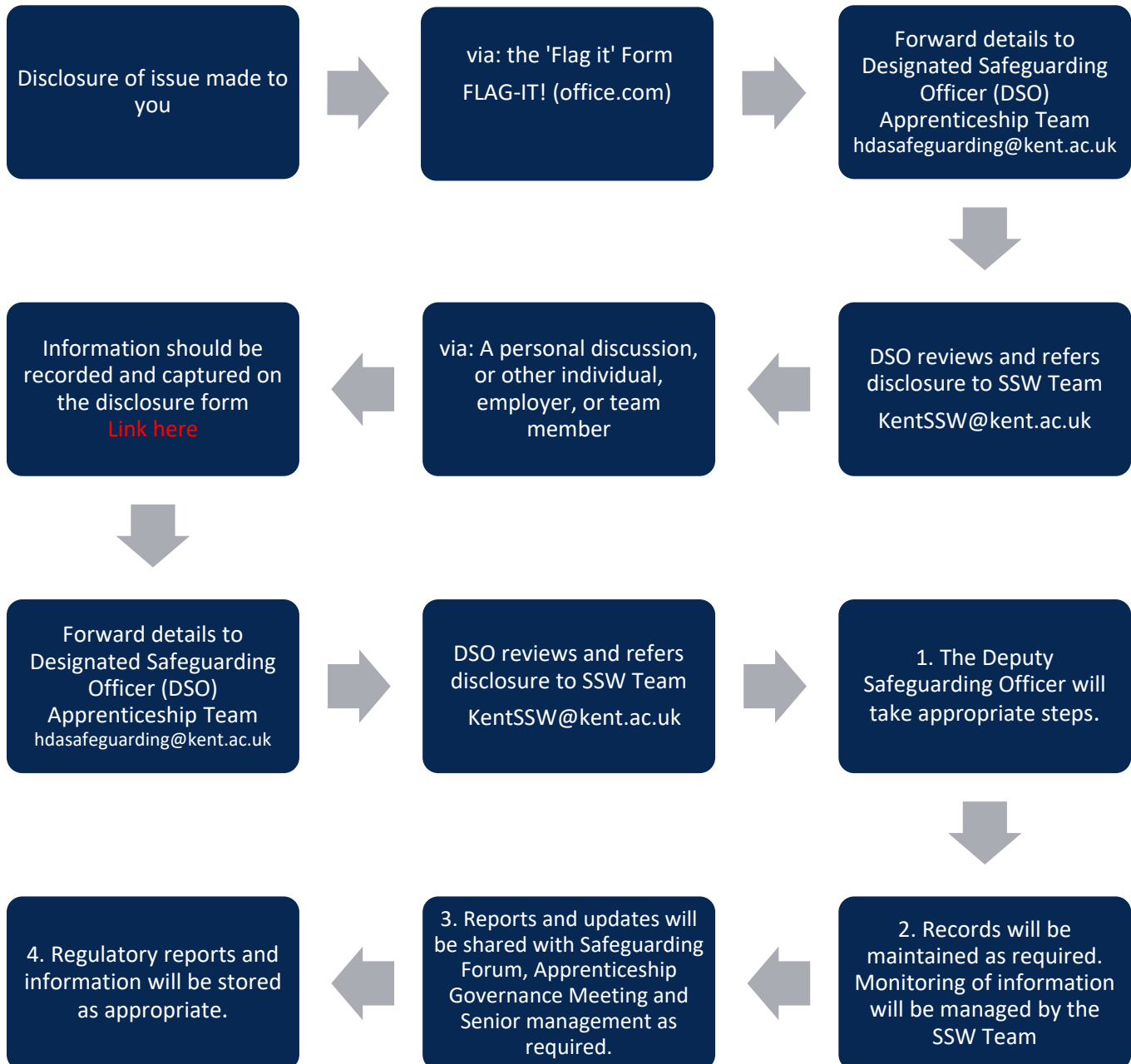
- Absence - Missing work or not turning up at University
- Changes in appearance
- Changes in behaviour and character - becoming quiet or loud, aggressive or withdrawn.
- Changes in emotional health - crying, anxiety or low mood
- Excessive alcohol consumption
- Physical injuries - cuts or bruises
-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

# Safeguarding in Practice – Reporting



# Safeguarding in Practice – Disclosure



# Questions and Answers

## 1. Who are the designated safeguarding officers (DSO's)?

The Apprenticeship Team Designated Safeguarding Officers are listed below:

Betty Johnson, Clair Sanderson, Rebecca Silk, Jess Hayward, Trevor Lovett, Sarah Tickner, Beverley Lilley, Sarah Pilgrim, Paul Fry, Shareen Kelly.

## 2. Who is their deputy in case of absenteeism through illness or annual leave?

Cover is provided by the Global and Lifelong Learning team on a rotating basis. Information updates are shared with the team at meetings and with Apprentices via Moodle

## 3. Central University support is always available via [Safeguarding@kent.ac.uk](mailto:Safeguarding@kent.ac.uk) or by contacting any member of the Student Support and Wellbeing Team.

## 4. What training have the DSOs received?

Training to support DSO's is provided annually by Solvendis or NSPCC.

## 5. The Safeguarding Awareness Training Module supports all members of staff and is accessed via Staff Connect '[Safeguarding for all](#)'

## 6. Is there a person on the senior leadership team/board of directors with oversight of, and responsibility for, safeguarding?

The people on the senior leadership team with oversight of safeguarding are:

- Dr Lucy Foley Director of Student Services – Senior Safeguarding Officer
- Lee Fellows Deputy Director of Student Services and Head of Student Support and Wellbeing - Deputy Safeguarding Officer.

## 7. The Safeguarding Forum:

- Provides support, training and updates to the Global and Lifelong Learning Apprenticeship Team.
- Reports and information are provided to the Apprenticeship Governance Committee (AGC), and Education and Academic Standards Committee (EASC).
- Membership of this group include Clair Sanderson, Betty Johnson, Lee Fellows, Kit Williams, Emma Milton, Rose Marsh and Caroline Gilley.

## 8. What safeguarding policies and procedures are in place?

- [University of Kent safeguarding policy and procedure](#)
- [Safeguarding Policy and Procedure - Global and Lifelong Learning - University of Kent](#)

## 9. What reporting on, and monitoring of, safeguarding takes place at senior management level?

- All disclosures, issues, concerns raised are monitored and reported by the Safeguarding Forum and Student Support and Wellbeing Team.
- This information is shared with the Apprenticeship Governance Committee (AGC), Education and Academic Standards Committee (EASC) and Senior Safeguarding Team.

**10. Is there a Prevent Duty risk assessment and action plan in place?**

- [What is Prevent? - Prevent Duty - University of Kent](#)
- <https://moodle.kent.ac.uk/stafftraining/course/view.php?id=83>
- Prevent Training for all staff is detailed above this is completed at Induction and refreshed every three years.

**11. What are the procedures regarding learners who do not attend off-the-job training for a number of days/weeks?**

- Apprentice engagement is managed by the Apprenticeship Advisors and Academic Teams.
- Aptem records, Reviews and Progress Board meetings ensure learners are meeting the requirements of their programme and are on course to achieve their apprenticeship.
- Any issues are shared and raised with the Apprentice, their Line Manager and Academic Team for their apprenticeship programme.

**12. What are the key parts of the learner journey where we raise learners' awareness of keeping themselves safe?**

At induction sessions, progress reviews and teaching sessions. These are always focused on the context of study, situation and work environment of the apprentice.

**13. How do we raise learners' awareness of local issues regarding safeguarding?**

At each review session, via apprentice voice, Moodle information and supporting departmental presentations and communications. Also available via the University of Kent website.

**14. How do we raise learners' awareness of 'British Values' and link them to their vocational area?**

At review sessions, via apprentice voice, Moodle information and supporting departmental presentations and communications. Also available via the University of Kent website.

**15. Do we consider learners' views of whether they feel safe? How do we collect these views?**

This question is asked at each review session to help the learner to know that they can disclose any concerns or issues with regards to the workplace, university or personal issue they may wish to discuss. This is actioned without the apprentices' manager being involved to protect the disclosure process. Student surveys are conducted by Divisions and Global and Lifelong Learning.

**16. What procedures are in place for making safeguarding disclosures and how are staff made aware of what to do/not to do?**

See flow chart above. Training sessions are mandatory and refreshed regularly at sharing good practice events.

**17. How do we make learners aware of how to make a safeguarding disclosure and who to make this to?**

- Via Reviews, Inductions and Moodle information.
- Information areas
- University of Kent website

- 18. How are disclosures investigated and acted upon, including any referrals to external agencies where appropriate?**
- Via the Student Support and Wellbeing Team
  - Information is recorded via the Risk Register including external agencies involvement where necessary and required.
  - Reports, monitoring and action plans are maintained and retained as necessary.
- 19. What is the organisation's policy on checks carried out on the suitability of staff to take part in regulated education and training activities?**
- Safer recruitment processes are managed by each Divisional area supported by HR.
  - DBS and Enhanced DBS checks are completed for all appropriate staff.
- 20. What staff training and updating on safeguarding and the Prevent Duty takes place for staff? Where is this recorded?**
- Safeguarding Awareness Training is ongoing and supports all team members.
  - Safeguarding and Prevent Ofsted Training has been delivered to all Apprenticeship Advisors. This was completed in July 2023.
  - Training information is recorded within the Global and Lifelong Learning Compliance and Quality Assurance Team along with the Training and Organisation Development Team.
  - This information confirms, monitors and signposts staff to all relevant training relevant to their role and responsibilities within the University.

# Further Information and Contacts

## General Support

[Apprenticeships@kent.ac.uk](mailto:Apprenticeships@kent.ac.uk)

## Safeguarding

Global and Lifelong Learning Apprenticeships

[hdasafeguarding@kent.ac.uk](mailto:hdasafeguarding@kent.ac.uk)

Central University Student Support and Wellbeing

[Safeguarding@kent.ac.uk](mailto:Safeguarding@kent.ac.uk)

## Flag-It System

[Flag-It Form](#)

## Prevent Training

<https://moodle.kent.ac.uk/stafftraining/course/view.php?id=83>

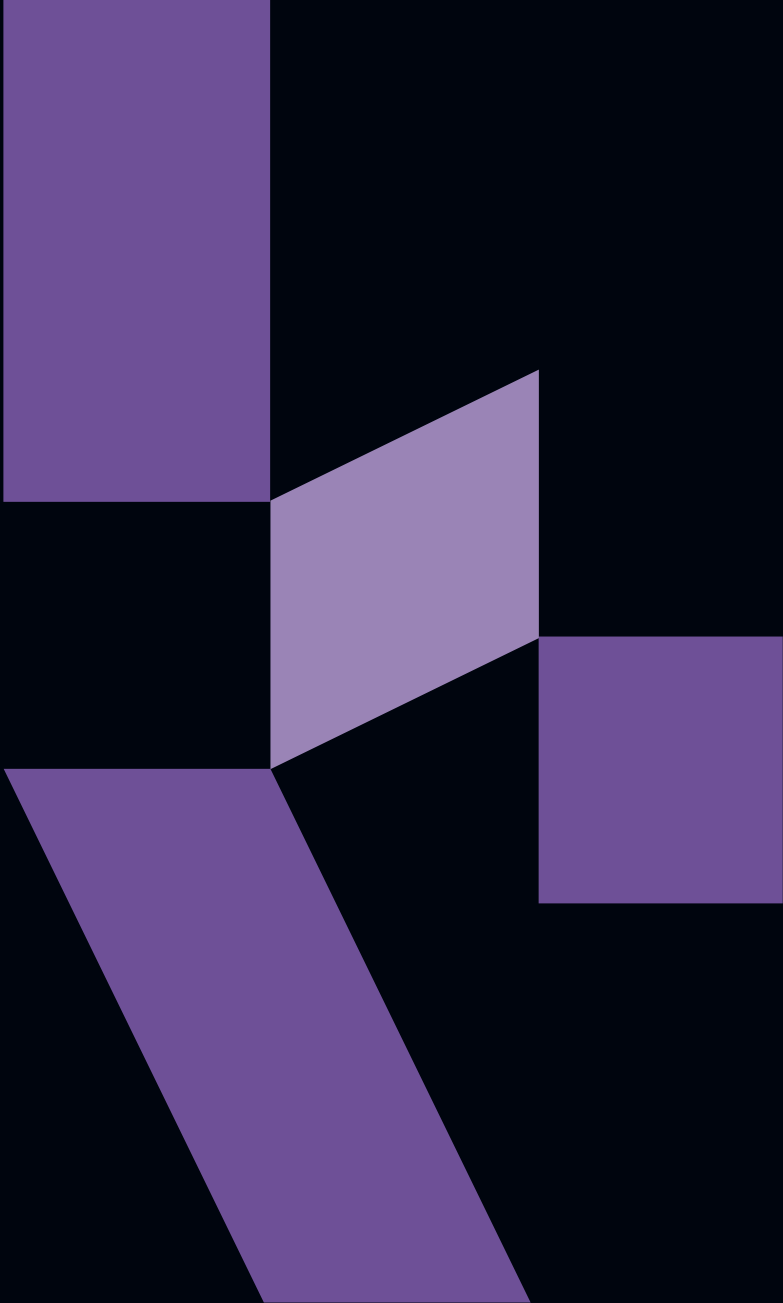
## Prevent Duty

[What is Prevent? - Prevent Duty - University of Kent](#)

## Director and Dean for Global & Lifelong Learning

[Deangloballifelong@kent.ac.uk](mailto:Deangloballifelong@kent.ac.uk)





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