



THE  
TRAFFORD  
COLLEGE  
GROUP

# SAFEGUARDING APPRENTICE WELFARE



# MISSION AND VISION

## MISSION

To provide the highest quality of education and training to all our students and employers through an inclusive and career focused curriculum.

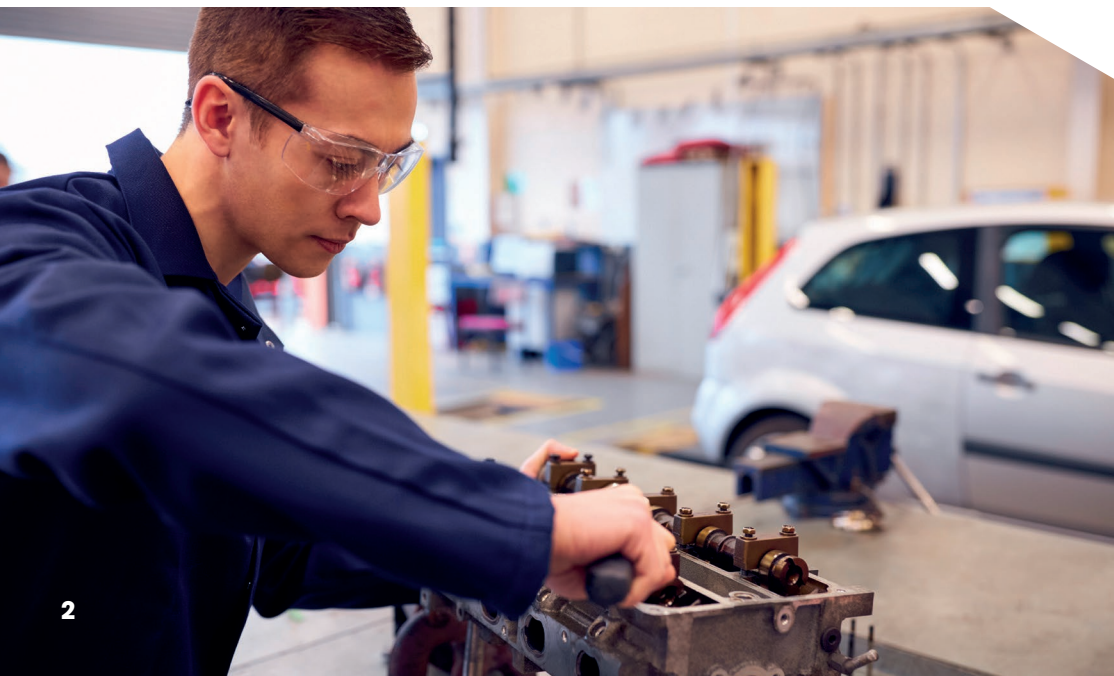
## VISION

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.



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# OUR TEAM

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# GETTING STARTED

Government funding for Apprenticeship training comes with expectations that employers, learners and providers must meet. Safeguarding apprentices is one of these expectations and as such Trafford College will work with employers prior to an apprentice commencing employment to ensure that the workplace is a safe environment.

A trained member of the Trafford College team will be in touch with employers to complete a Health and Safety check. As part of this process the employer will be asked to provide evidence of:

- ✓ In date Employer Liability Insurance
- ✓ A clear written Health and Safety Policy (where there are more than 5 employees)
- ✓ Appropriate risk assessments and control measures
- ✓ Adequate First Aid arrangements
- ✓ Comprehensive arrangements for the supervision of employees





In addition to Health and Safety we will also carry out checks make sure that apprentices are placed with responsible employers who protect the learner's employment rights. As such we will require evidence of a suitable contract of employment, including terms and conditions. If you do not currently have a template contract of employment you will be able to obtain one via ACAS at [www.acas.org.uk](http://www.acas.org.uk)

Finally, as part of the enrolment process, we will run through the roles and responsibilities of all three parties as well as signposting both the learner and employer to the following Trafford College policies and procedures:

- ✓ Code of conduct
- ✓ Health and Safety
- ✓ Equality and diversity
- ✓ Safeguarding and Prevent
- ✓ Complaints
- ✓ Business Continuity

Guidance is available to all employers on at [www.hse.gov.uk](http://www.hse.gov.uk). You will also find templates for key documents such as risk assessments and Health and Safety policies.

Once your apprentice has started in role, they will require a full workplace induction which incorporates Health and Safety, this again will be checked by a trained member of our team. They will focus on whether the apprentice understand the following:

- ✓ The key risks within their working environment and how to stay safe
- ✓ Who their supervisor is and how often do they have contact
- ✓ Do they have appropriate PPE and was this provided free of charge



# SAFEGUARDING

## What is Safeguarding?

Safeguarding is a term used for protecting all learners including apprentices keeping them safe and ensuring their wellbeing. Specific safeguarding issues can include neglect, physical abuse, emotional abuse, sexual abuse and exploitation, bullying, cyber bullying, forced marriage, relationship abuse and trafficking.

Trafford College is committed to Safeguarding and promoting the welfare of all apprentices, embedding a culture that:

- ✔ Promotes a positive, supportive and secure environment where apprentices feel valued and safe
- ✔ Ensures all allegations and suspicions of abuse are taken seriously, and responded to swiftly and appropriately by trained and experienced staff
- ✔ Promotes the Early Help response, which means taking action to support a student in the early stages of a problem, as soon as it emerges.



Safeguarding support for all apprentices and employers is available from tutors, assessors and staff across the college. We have dedicated staff who specialise in Safeguarding, Mental Health First Aid and Applied Suicide Intervention Skills Training (ASIST). These staff can support employers, staff members and learners who require support.

Safeguarding is most effective when a proactive approach is adopted. Any concerns for a learner's welfare due to change of behaviour, personal appearance or substance abuse should be reported to the Designated Safeguarding Officer as soon as possible.

We provide a wide range of e-learning modules to raise awareness of subjects such as Safeguarding and Prevent, Equality and Inclusion, Sexual Harassment and Abuse, County Lines and Gangs, Knife Crime, Staying Safe Online, Mental Health, British Values, Hate Crimes and Citizenship and Enterprise.

To report a Safeguarding concern or disclosure please see flow chart on the next page.

As an employer you are expected to:

- ✔ Ensure a safe working environment for all learners and a culture which is committed to protect learners from potential harm or damage
- ✔ To comply with all safeguarding legislation and to implement a safeguarding policy
- ✔ Support learners through any safeguarding issues or disclosures
- ✔ Report to Trafford College Group any safeguarding concerns you may have with a learner by scanning the above QR code and completing the Safeguarding referral form.



Student form



Staff form

# HOW TO REPORT A SAFEGUARDING CONCERN



You have a concern / disclosure made.



If urgent action is required ie; immediate risk of significant harm, then seek medical attention and Police involvement by dialling **999**.



Consult with the College Safeguarding team  
Email on: **safeguarding@tcg.ac.uk** or scan the QR codes to complete our online form.



Please ensure you have all relevant information This should include basic student info, what concerns you have and why and a summary of your involvement.



Find out more information - please visit our website to find further contact details and training videos -  
**<https://livetraffordac.sharepoint.com/sites/Safeguarding>**

# BEING AWARE

All Employers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another, some issues are listed below:

- Bullying/Online Bullying
- Low self-esteem and confidence
- Mental health concerns, including depression, stress or anxiety
- Radicalisation
- Emotional / physical or sexual abuse at home or away from home
- Neglect
- Drug or alcohol problems
- Female Genital Mutilation
- Anger issues
- Forced marriage
- So-Called Honor Based Violence
- Domestic Abuse
- Blackmailed/Threatened
- Sexting
- Gangs/Youth Violence
- Suicidal thoughts
- Self-harm

The Safeguarding Team will triage to determine who and what level of support is to be offered. The Safeguarding Team will provide appropriate feedback at the earliest opportunity.



# BRITISH VALUES

All have a duty to 'actively promote' the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. These values were first set out by the government in the 'Prevent' strategy in 2011.

Actively promoting the values means challenging opinions or behaviours that are contrary to fundamental British values. It is expected that apprentices have a good understanding that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law. Examples of the understanding and knowledge students are expected to learn include:

- ✓ An understanding of how citizens can influence decision-making through the democratic process
- ✓ An understanding of the importance of identifying and combatting discrimination
- ✓ An understanding that the freedom to hold other faiths and beliefs is protected in law
- ✓ We are a Zero Zone for Hate Crime
- ✓ An acceptance that people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour
- ✓ Support for reporting a Hate Crime can be found here - [www.gov.uk/report-hate-crime](http://www.gov.uk/report-hate-crime)
- ✓ You can also find further information by visiting [www.stophateuk.org](http://www.stophateuk.org)

# PREVENT

Under the Counter-terrorism and Security Act 2015, several specified authorities, including colleges, have a duty to have 'due regard to the need to prevent people from being drawn into terrorism' in the exercise of their functions. The duty is set out in more detail in Prevent Duty Guidance that has been issued by the Government:

[www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

All colleges, adult education or independent training providers that have trainees and apprentices are responsible for the Prevent duty in relation to these individuals. Effective practice for the employers of apprentices is:

- ✓ to have an identified person who will take responsibility for Safeguarding and the Prevent Duty
- ✓ for the named individual responsible for Safeguarding and Prevent to undergo relevant training
- ✓ for the responsible person to have a clear understanding of how to refer a concern under the Prevent duty

The Trafford College Group takes this duty very seriously and we have developed a suite of resources, training programmes and planned activities to continuously raise awareness amongst apprentices, employers and college staff. This includes staff specific training and updates as well as inclusion within the tutorial programme.

Employers can also access training online from;

- the home office Prevent E-learning programme - [www.elearning.prevent.homeoffice.gov.uk/](http://www.elearning.prevent.homeoffice.gov.uk/)

or alternatively

- from the foundation online.org - [www.et-foundation.co.uk/etf-courses-available-on-futurelearn/](http://www.et-foundation.co.uk/etf-courses-available-on-futurelearn/)

For any support registering please ask a member of staff



# EXTREMISM AND RADICALISATION

Extremism as is defined in law as: '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.

We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.' All employers with apprentices or students on placement should have an awareness of the Prevent duty and understand their Prevent related responsibilities, especially in the context of Safeguarding. This will ensure the welfare of learners.

The factors below have been identified by academics\* as making individuals more vulnerable to exploitation. This includes vulnerability to exploitation by extremists, sexual exploitation or other forms of exploitation. The identification of these factors does not mean that someone is being exploited however research suggests it makes individuals more likely to be vulnerable. Factors that may constitute susceptibility to vulnerability include:

- Being rejected by peer, faith or social group/family
- Pressure from persons linked to extremism
- Victim or witness to race or religious hate crime
- Conflict with family over religious beliefs/lifestyle/politics
- Identity confusion
- Recent religious conversion
- Change in behaviour or appearance due to new influences
- Under-achievement
- Possession of literature related to extreme views
- Experience of poverty, disadvantage or social exclusion
- Extremist influences
- A series of traumatic events

## What is radicalisation?

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being drawn into supporting terrorist related activity.

See [www.legislation.gov.uk/ukpga/2021/11/contents/enacted](http://www.legislation.gov.uk/ukpga/2021/11/contents/enacted) for further details.





# CHANNEL

Individuals who are judged to be vulnerable to exploitation by extremists may be offered tailored support by the Channel Panel.

Channel assesses vulnerability in relation to three criteria. The three criteria are:

- engagement with an extremist group, cause or ideology
- intent to cause harm and
- capability to cause harm.

The Channel process deals with all forms of extremism and individuals from all backgrounds. Any referral is screened to check that there is a genuine vulnerability around radicalisation and the referral is not malicious or misinformed. All referrals where possible should come through the Trafford College Group Safeguarding Team who will then refer all relevant concerns to Channel. All referrals will be taken seriously by the Trafford College Group and investigated.

Channel is a multi-agency panel led by the local authority and always includes the Police. It will determine suitability and collectively assess vulnerability and risk. The Trafford College Group will make a referral to the appropriate panel who will then assess cases which have been judged to involve vulnerability around radicalisation. The Panel will identify an appropriate support package and will review the progress of the individual on an ongoing basis.

Anyone who is offered support from Channel can agree or refuse to take up the support. If they are under 18 their parent or guardian must also agree to the support being taken up. The Channel process does not cover criminal space. Participating in the Channel panel will not show on a DBS check.

More information can be found at [www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance](http://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance)



# EQUALITY AND DIVERSITY

Equality and diversity are terms used in the United Kingdom to define and champion equality, diversity and human rights as defining values of society. It promotes equality of opportunity for all, giving every individual the chance to achieve their potential, free from prejudice and discrimination.

In the UK, employers are legally required to adhere to certain practices that ensure discrimination is eliminated and expectations of equality are always met in the workplace. All workers must be treated equally and be given the same set of opportunities regardless of the 9 protected characteristics. The legislations in place are in existence to ensure that an inclusive working environment is always fostered, and that any form of 'difference' should never prove to be an obstacle in career progression or indeed getting a job in the first place.

## What are protected characteristics?

Protected characteristics are the nine groups protected under the Equality Act 2010.

They are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation



## ADDITIONAL LEARNING SUPPORT (ALS)

If you have a learning difficulty and/or disability or have experienced any barriers to learning, there are Specialist Assessment Tutors (SpLD Assessor Tutors) who will conduct a range of assessments to support you during your programme of study.

The SpLD Assessor Tutors will liaise with you and your vocational tutor and/or assessor to discuss support arrangements, including recommendations for teaching and learning strategies to support your qualification attainment.

The SpLD Assessor Tutors will also ensure that suitable access arrangements are in place for any end assessments or examinations that you may have during your course, in accordance with your normal way of working.

To provide additional on programme support, there will be the opportunity for you to access regular online support from a dedicated Apprentice Learning Facilitator, who will:

- Adapt materials for accessibility
- Provide study skills development support
- Assist in building the skills and confidence that you will need in preparation for end point assessments, assignment submissions and qualification examinations.



## USEFUL CONTACTS

If you, or your friends and family are in immediate danger, call **999** and speak to the police.

**Samaritans** – 116 123

**HOPEline UK** (Under 35 years old) 0800 068 41 41 / Text 07786209697

**Kooth** – [www.Kooth.com](http://www.Kooth.com)

**Qwell** – [www.qwell.io/](http://www.qwell.io/)

**Crisis Text Line** – Test SHOUT to 85258

**CALM** – 0800 58 58 58 (Open 5pm until midnight)





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