



EBOR ACADEMY TRUST



Safeguarding

Keeping apprentices safe



Policy Statement

Our approach

At Ebor Academy Trust we take our responsibility to ensure the safety of our apprentices very seriously.

We are committed to working together to create an enriching learning experience, and to ensure the highest levels of apprentice safety and wellbeing.

Ebor Academy Trust has a clear commitment to safeguarding, which is overseen by the Director of Apprenticeships/Lead Safeguarding Practitioner who promotes and implements the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon.

Additionally all Ebor Academy Trust Trainers and Assessors working with apprentices are trained in safeguarding and are able to access additional information, advice and training when appropriate.



SAFEGUARDING ADULTS – 6 PRINCIPLES

Empowerment

We give individuals the right information about how to recognise abuse and what they can do to keep themselves safe. We give them clear and simple information about how to report abuse and crime and what support we can give. We consult them before we take any action. Where someone lacks capacity to make a decision, we always act in his or her best interest.

Protection

We have effective ways of assessing and managing risk. Our local complaints and reporting arrangements for abuse and suspected criminal offences work well. We take responsibility for putting them in touch with the right person.

Prevention

We train staff how to recognise signs and take action to prevent abuse occurring. In all our work, we consider how to make communities safer.

Proportionality

We discuss with the individual and where appropriate, with partner agencies what to do where there is a risk of significant harm before we take a decision. Risk is an element of many situations and should be part of any wider assessment.

Partnership

We are good at sharing information locally. We have multi-agency partnership arrangements in place and staff understand how to use these. We foster a 'one' team approach that places the welfare of individuals before the 'needs' of the system.

Accountability

The roles of all agencies are clear, together with the lines of accountability. Staff understand what is expected of them and others. Agencies recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.

Employers' 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.



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 have to take reasonable action to minimise risks to apprentices.

This includes aspects of the apprentices experience, both in and outside of the workplace, as well as during any attendance at our training sites.

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.

In September 2021 the Department for Education released advice relating to “Sexual violence and sexual harassment between children and young people in schools and colleges” This following Ofsted findings which revealed how prevalent sexual harassment and online sexual abuse is for children and young people and that, the issues are so widespread that they need addressing for all children and young people.

The advice sets out what sexual violence and sexual harassment is, how to minimise the risk of it occurring and what to do when it does occur or is alleged to have occurred.

The advice covers children of all ages but outlines adults should be protected too.

At Ebor Academy we are clear that sexual violence and sexual harassment is not acceptable. It will never be tolerated. It is not an inevitable part of growing up (or of life). We will always challenge and educate behaviour or language that seeks to

normalise sexual harassment or violence and remain guided by our apprentices voices, working to continually promote the need for all to be heard and understood. If an apprentice makes an allegation the first response will always be to accurately capture and record what they tell us.

Ebor Academy Trust'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 support services.
- Provide safeguarding training for all employees working with apprentices.
- Ensure 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.

The Employer's Role

- Take appropriate steps to safeguard apprentices in the workplace.
- Ensure apprentices understand and undertake safeguarding training in their place of work.
- Ensure that any staff working with apprentices and who are in a position of trust are appropriate for the role and do not present any danger or threat.
- Ensure that any employees working with young or vulnerable people have had an appropriate check completed by the Disclosure and Barring service.
- Ensure the identity of the Safeguarding Lead is known to the apprentice.



Prevent

As part of the Counter-Terrorism and Security Act 2015, FE providers are required to pay 'due regard to the need to prevent individuals from being drawn into terrorism'.

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 with Ebor Academy Trust, will access training sessions in which these issues will be covered.

Ebor Academy Trust's Role

- Provide relevant training for members of staff so that they understand the obligations Ebor Academy Trust 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 a commitment to the principles that underpin the Prevent Duty.
- Seek specialist support if any concerns are raised.



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 and 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.

Ebor Academy Trust'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 with regard to protected characteristics outlined in the Equality Act 2010.

The 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 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 mind set will also help apprentices to examine and appraise the validity and authenticity of information online.

Ebor Academy Trust'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 Ebor Academy Trust

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 Ebor Academy Trust.

Ebor Academy Trust 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 staff at Ebor Academy Trust will endeavour to be as transparent as possible with employers, while respecting the apprentices trust and adhering to 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 for training/ meetings
- 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.

Who to contact

General support

Director of Apprenticeships/Safeguarding Lead
Sue Hinchcliffe: s.hinchcliffe@ebor.academy
0780 7075513

Safeguarding referrals

City of York – 01904 780780
North Yorkshire – 01609 780780
Hull – 01482 379090
East Riding – 01482 395500

Safeguarding Adults Board

City of York – 01904 555111
North Yorkshire – 01609 780780
Hull – 01482 616092
East Riding – 01482 396940

Prevent

Police Prevent Team North Yorkshire – 01609 643580
CYC Prevent Lead – 01904 555742
Hull and East Riding Prevent Lead – 01482 220751

Victim Support

0808 1689111