



Safeguarding

Keeping apprentices safe

Keeping learners safe

At DPG, we take our responsibility to ensure the safety of all learners very seriously. This covers all learners, no matter their route of entry or qualification, and extends to our students who have chosen to study with us as part of an apprenticeship scheme.

This means that as well as ensuring a positive and enjoyable learning experience, we also ensure that our apprentices' safety and personal well-being are cared for.

Our approach

In order to ensure our learner's safety, our Safeguarding Designated Lead oversees the safeguarding of our learners, and ensures that our Safeguarding Policy is regularly reviewed and updated where necessary.

To ensure compliance with the Safeguarding Policy, all employees of DPG are trained in safeguarding and have access to supplementary material and advice when needed.

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.

We appreciate that for many organisations this can be a confusing and complex area. Please refer to the following pages, which explain the support provided by DPG and some of the ways you may wish to incorporate information into your current internal procedures.



Safeguarding

Safeguarding is the term used to describe the protection of the health, well-being and human rights of all individuals. As part of our responsibility to care for apprentices, all parties involved in the apprenticeship have to take reasonable action to minimise potential risks to apprentices. This includes aspects of the apprentices experience, both in and outside of the workplace, as well as during any attendance at any DPG ran workshops or webinars.

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

Our role

- Ensure that employers are aware of their safeguarding obligations, through guidance and training
- Ensure apprentices have an awareness of what safeguarding is and that they know how to access Safeguarding support services
- Provide safeguarding training for all DPG employees working with apprentices
- Ensure all DPG employees working with apprentices are subject to a Disclosure and Barring service check
- Maintain transparent and fluid communication with each employer
- Apprentices may behave differently depending on their social group and surroundings
As a result, they may feel more comfortable discussing sensitive issues with certain individuals only.

The employer's role

- Familiarise themselves with all current and up to date government legislation
- Understand what safeguarding means in practice at their organisation and to ensure they appreciate the responsibilities they have for the people whom they employ
- Ensure that any and all employees working with apprentices in a position of trust are wholly appropriate for the role and do not present any danger or threat to the well-being and safety of the apprentices
- Ensure that any employees and visitors working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service
- Where possible, identify a person to coordinate safeguarding across their organisation.

Prevent

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

Unfortunately, there is no single way of identifying a person who may be vulnerable to extremist ideology and it is often due to a combination of different influences. These influences can include, but are not limited to, family, friends or relationships they have made online.

Please note, extremism can also include non-violent action.

All apprentices studying on a programme with us will be expected to attend a compulsory session in which these issues will be covered.

Our role

- Provide relevant training for DPG employers so that they understand the responsibility we have under Prevent Duty and how to best manage risks and concerns
- Have clear procedures in place so that any type of concern can be brought to specialist attention without delay
- Provide a forum for apprentices to safely and confidently explore these matters
- Provide a contact for any further information regarding the Prevent Duty
- Ensure all 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 at any point in the programme.



British values

An important part of Prevent, is the promotion of British values. These are the everyday norms that help 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.

Our role

- To actively promote British values throughout apprenticeship programmes
- Provide a dedicated programme of study which defines and explores British values and how they influence our society as a whole
- Create and enable opportunities for apprentices to apply their learning to relevant situations and contexts
- Encourage and promote 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 fully to the requirements of the Equality Act 2010.



Staying safe online

The increasing use of the internet and digital technology has changed how people learn and socialise with the rest of the world. As a result, apprentices have an unlimited opportunity to enrich their learning environment, whilst also allowing them to expand their personal horizons.

People are able to access and engage with online content in many ways, therefore it is pertinent that they have the skills to be able to use the internet safely and develop appropriate online behaviours.

As a result, it is paramount that people are aware what they can do to protect themselves online and ensure the security of their personal data. Potential dangers can include bullying and abuse, revenge porn, grooming, identity theft, and viruses.

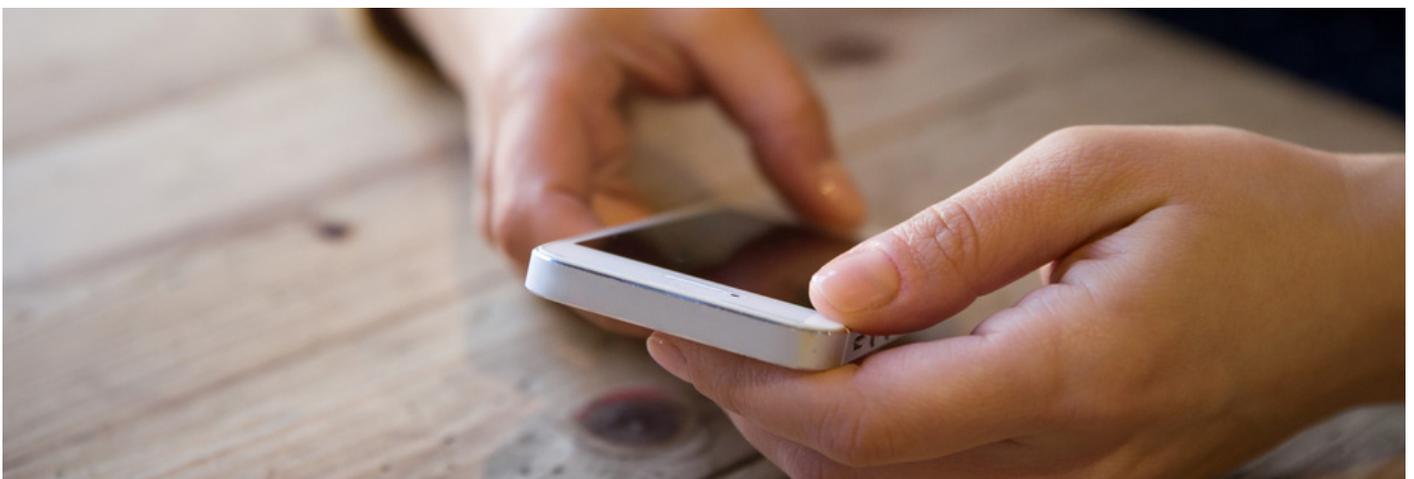
An important part of an apprentice is becoming a critical thinker. Developing this critical mindset will also help apprentices to examine and appraise the validity and authenticity of information online.

Our role

- Assess how or why apprentices may be at risk of harm using the internet or technology
- Provide training for apprentices so that they are able to work safely and effectively online
- Help apprentices develop an objective attitude to all online information and evaluate its authenticity and reliability
- Ensure DPG employees 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 whilst within an apprenticeship environment.

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 when using technology in the workplace and pro-actively act to minimise risks
- Communicate any concerns about safety online to us directly.



Safeguarding in practice

Some apprentices may feel comfortable talking to some people about an issue and not others. So we endeavour to be as transparent as possible with employers, while respecting the apprentice's trust and adhering to our own confidentiality policies.

Although a lot of safeguarding activity is pro-active, we would also encourage you to have regular meetings and supervisory sessions with your apprentices 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 need your attention.

However, in an emergency or when suspecting a serious issue we urge you to contact the appropriate authorities in the first instance.

Warning signs

- Absence - Missing work or not turning up at the apprenticeship workshops/webinars
- Changes in appearance
- Changes in behaviour and character - becoming overly 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
- Stepping back 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

Central email address:

Apprenticeship.safeguarding@dpgplc.co.uk

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