



# Safeguarding

*Keeping our Apprentices Safe*



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## Keeping Apprentices Safe

At Calex, we take our responsibility for the safety of our Apprentices very seriously. We are committed to working together to create a fantastic learning experience, and to ensure the highest levels of Apprentice safety and wellbeing.

## Our Approach

Calex has a clear commitment to safeguarding, which is overseen by a dedicated Safeguarding Manager and Safeguarding Officers. They promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon.

Additionally, all members of the Calex team working with Apprentices are trained in safeguarding and are able to access additional information, advice and training when appropriate.

## Employer's 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 Apprentices 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 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 their attendance at a training facility.

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
- Racism

## Safeguarding - Calex's Role

- Ensure that employers are aware of their safeguarding obligations.
- Ensure Apprentices have an awareness of safeguarding and understand how to access the training facility support services.
- Provide safeguarding training for all employees working with Apprentices.
- Ensure that all staff working with Apprentices are subject to a DBS (Disclosure and Barring Service).
- Maintain open channels of communication with each employer. Apprentices may act very differently depending upon their environment and may feel more comfortable discussing sensitive issues with different people.

## Safeguarding - The Employer's Role

- Employers should familiarise themselves with relevant Government legislation.
- 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.
- It is up to the employer whether they decide to offer a basic DBS check (Disclosure and Barring Service), to their employees.



## Prevent

As part of the Counter-Terrorism and Security Act 2015, training facilities 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 within the Calex programmes will be expected to take part in a compulsory session in which these issues will be discussed.

### Prevent - Calex's Role

- Provide relevant training for Calex staff involved in the Apprentice programme to understand the obligations 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 (LOOP and other media).
- Ensure Apprentices are able to express views in non-extremist ways and create an environment that encourages respectful free speech.

### Prevent - The Employer's Role

- Demonstrate a commitment to the principles that underpin Prevent duty.
- Seek specialist support if any concerns are raised.
- Notify the designated Safeguarding contact with any concerns about an Apprentice including any changes in behaviours or practises linked to radicalisation.



## British Values

An important part of Prevent is also the promotion of British Values. These are the norms which 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
- Tolerance for those with different faiths and beliefs
- Mutual Respect
- Individual Liberty

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

## British Values - Calex's Role

- To promote British Values throughout the Apprentice Programme.
- Provide a dedicated programme 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.

## British Values - 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 enormous opportunities, both to enrich the learning environment for Apprentices and also allowing them to expand their personal goals. However, people are able to access and engage with online content in many ways and so need to have the skills to be able to use the internet safely and develop appropriate online behaviours.

It is essential that Apprentices are made aware of ways in which they can protect themselves online and ensure the protection of their personal data. The dangers can be bullying and abuse, revenge porn, grooming and identity theft.

An important part of an Apprentices development during training is becoming a critical thinker and developing a mind set to examine and appraise the validity and authenticity of information online.

### Staying Safe Online - Calex's Role

- Assess how Apprentices may be at risk of harm using the internet or technology.
- Provide relevant training 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 that staff are identify and deal with any concerns about online safety.
- Provide clear guidance on what is and isn't an acceptable use of the internet while on training.

### Staying Safe Online - The Employer's Role

- Ensure Apprentices are made aware of our 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 the risks.
- Communicate any concerns to the training facility nominated Safeguarding personnel.



## Rare Occurrences

As an organisation, we need to be aware of the cultural differences which may affect some young people more than others. These instances of abuse will occur rarely, but it is important to spot the signs of any abusive situation.

- **Forced Marriage** – Forced marriage is defined as marriage without the consent of either or both parties and where coercion is used. Forced marriage is not the same as arranged marriage where although the families involved might select a partner, those partners ultimately have the right to consent to, or refuse, the marriage.
- **Female Genital Mutilations** – In some cultures, Female Genital Mutilation (FGM), female circumcision, is practiced on girls and young women. FGM is illegal in the UK and cultural considerations can never override a child's legal right to be kept safe from harm. In more recent times, women in the UK who are from cultures where FGM is practiced, have been in the forefront of working to ensure that the practice is stamped out.
- **Honour Killings** – So called 'honour killings' are murders committed within families of victims who are believed to have brought 'shame' on the family. The 'shame' could be caused by a victim refusing to enter into an arranged marriage or, for having a relationship that a family member considers inappropriate. The potential victim of an honour killing may go missing in order to escape their family.
- **Gang Membership** – Gang membership is often a result of peer pressure to which particularly vulnerable young people and adults may be more susceptible. Recent Home Office guidance has set out strategies for local authorities and their partner agencies (including Further Education facilities), to tackle gangs (e.g. in providing support to educational facilities to educate young people about the dangers of carrying knives). If you are concerned that an Apprentice is involved in gang activity, this should be discussed with the Safeguarding Officer.
- **County Lines** – 'County Lines' is a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and vulnerable people to sell drugs. These dealers will use dedicated mobile phone lines, known as 'deal lines', to take orders from drug users. Heroin, cocaine and crack cocaine are the most common drugs being supplied and ordered. In most instances, the users or customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

A common feature in county lines drug supply is the exploitation of young and vulnerable people. The dealers will frequently target children and adults - often with mental health or addiction problems - to act as drug runners or move cash so they can stay under the radar of law enforcement.



In some cases the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as 'cuckooing'.

People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business. Sadly, children often don't see themselves as victims or realise they have been groomed to get involved in criminality. So, it's important that we all play our part to understand county lines and speak out if we have concerns.

- **Breast Ironing** – One of the more unusual issues and one which is fairly unique to the Cameroonian community. The practice of breast ironing is seen as a protection to girls by making them seem ‘child-like’ for longer and to reduce the likelihood of pregnancy. Once girls’ breasts have developed, they are at risk of sexual harassment, rape and forced marriage. Despite occasional stories in the British press with headlines like “hundreds of UK girls subject to breast ironing”, no one knows how widespread it is in the UK. It is a hidden crime, taking place in private. Whilst there are no official police or government figures, it is widely accepted that it has been brought to the UK and is practiced amongst those communities that have now settled here.

Whilst there is no specific law on breast ironing, it is child abuse. If practiced in the UK, the perpetrators are subject to other UK laws – assault (likely to be grievous bodily harm) and child cruelty. If you are concerned that a girl is at risk of breast flattening, a referral must be made to the local children’s services team. If you are concerned that the girl is in immediate danger, contact the police by calling 999.

## Useful Contacts

***Forced Marriage Unit*** – 020 7008 0151 – [www.fco.gov.uk](http://www.fco.gov.uk)

***FGM Helpline*** – 0800 028 3550 – offers help, advice and support

***Honour Killings*** – In and emergency call 08081 788 424 (Freephone). If it is not an emergency and advice is required, call 01642 683045.

***Gangs Helpline*** – 0808 800 5000 – offers help, advice and support

***Police - 999***

## Safeguarding in Practice

The training facility provides a resource to support the management of safeguarding issues. Some Apprentices may feel more comfortable talking to some people about an issue and not others. The nominated Safeguarding team will endeavour to be as transparent as possible with employers, while respecting the Apprentices trust and adhering to the training facility's confidentiality policies.

In many cases an Apprentice will not seek help over an issue of safeguarding, but there are signs that can help a trainer and/or an employer can recognise when something might be wrong and they can then seek advice or interventions from the Safeguarding personnel.

## Warning Signs

- Absence – Missing work or not turning up for training.
- Changes in Appearance – undernourished, dirty skin & hair, dirty or soiled clothing, inappropriate clothing for the weather. Expressing hunger or stealing food.
- Changes in Behaviour and Character – becoming quiet, loud, aggressive or withdrawn.
- Changes in emotional health – crying, anxiety, low mood.
- Excessive alcohol consumption.
- Physical injuries – cuts or bruises
- Self-Harm
- Use of drugs
- Withdrawing from certain activities – reluctance to go online, sudden changes in the use of technology.

It is important to emphasise that the existence of some of these characteristics is not a definitive indication that anything is wrong.

## *Useful Web Links*

**Beat Bullying** - <http://www.beatbullying.org>

**Think U Know** - <https://www.thinkuknow.co.uk>

## DBS Checks

Some job roles may require an individual to undergo a DBS check (Disclosure and Barring Service). This is a Government department, which ensures that suitable individuals are employed to work with young and/or vulnerable people. The DBS replaces the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). The DBS processes check against an individual's criminal record and then supplies the individual with a certificate that they can then present to their employer.

## How to get a DBS Check

- The Employer gets an application from the DBS or an umbrella body (a registered body that gives access to DBS checks). Calex can provide this service at a cost, if required.
- The Employer then gives the applicant the form to complete and return to them along with documents that prove their identity.
- The Employer sends the completed application form to DBS or their umbrella body.
- DBS sends a certificate to the applicant and the employer will have to ask the applicant to see the certificate.
- More information can be obtained from [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview)

## Who is Checked?

A DBS check on a job role depends on the frequency and level of contact that role will have with Apprentices, and whether or not those learners are under 18 or are vulnerable adults. It's also determined by whether or not the role has supervised or unsupervised contact with them.

Staff can also register for an online service with their DBS certificate that allows them to transfer the certificate from one employer to another without the need to apply for a new certificate each time.

Visit [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service) for more information

## In Conclusion

Safeguarding aims to protect the welfare of Apprentices and young people from sexual, physical or emotional harm or abuse. This involves putting in place a number of measures to create a safe environment in which Apprentices can thrive and achieve as well as creating a safe, transparent and professional environment for staff and employees.

All organisations should have a procedure for reporting safeguarding concerns.



## Who to Contact

For any Safeguarding concerns, one of the following Safeguarding personnel should be contacted.

Safeguarding, Welfare & Engagement Manager (All programmes) - Ellen Beene

M: 07584 467508

T: 02476 884648

E: [ellen.beene1@ext.mpsa.com](mailto:ellen.beene1@ext.mpsa.com)

Deputy Designated Safeguarding Officer PSA – Jason Giblett

M: 07824 862366

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Safeguarding Officer Volvo - Lee Bardsley

M: 07767 871785

E: [lee.bardsley@volvocars.com](mailto:lee.bardsley@volvocars.com)

Deputy Designated Safeguarding Officer Volvo – Stuart Hickling

M: 07891 969441

E: [stuart.hickling@volvocars.com](mailto:stuart.hickling@volvocars.com)

Safeguarding Officer LEVC – Chris Newton

M: 07899 872974

E: [chrisnewton@calexuk.com](mailto:chrisnewton@calexuk.com)

Not all situations that you encounter will fall under Calex Safeguarding, some of them may be issues for which your business's HR team need to be involved. After a discussion about your concern, if it is deemed to be a Safeguarding incident, then by all means, contact the relevant designated Safeguarding person for advice.

A Safeguarding Referral form will then be completed and progressed. If however, it is deemed to be a HR matter, then this will be clarified at the time.

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