



Safeguarding for Professional Apprenticeships



At Arden University we are committed to the safety and welfare of all our students and apprentices. To that end, our policies around safeguarding, Prevent and Fundamental British Values seek to ensure that all students;

- Have a positive and enjoyable experience at Arden University;
- Have the opportunity to study or take part in studies in environments, including the workplace, where they are safe, listened to, respected and valued;
- Are supported to challenge discrimination and promote the right to equal protection, and are;
- Protected from any form of abuse whilst participating in all forms of learning sessions, work-based activities and online discussions.

- Actively encouraged to notice and manage their own wellbeing, and supported to address any issues of wellbeing and mental and physical health

All Arden staff are trained to support you and can find appropriate advice and guidance for students when issues arise, to ensure that we can meet the ambitions set out above in all learning settings.

We will also work with employers to ensure that they are taking responsibility for apprentices' welfare in the workplace. This will mean that they will need to understand and apply relevant regulations and have an awareness of when and where issues might arise. As an apprentice in the workplace, you should feel protected and able to raise any concern with your employer.

Safeguarding



Safeguarding itself is a broad ranging term requiring processes and policies to be in place to protect and prevent the harm of individuals against harm, abuse and neglect. These come in many forms including;

- Physical abuse
- Emotional abuse
- Sexual abuse
- Financial abuse
- Discrimination
- Neglect
- Self-neglect or harm

Safeguarding in practice should ensure that all students regardless of age, gender, religious beliefs, ethnicity, disability, sexual-orientation or socio-economic background are protected.

In the case of apprentices, this means that this protection should be available in education settings at University, online or in the workplace and that these settings have in practice a culture of support that reflects statutory responsibilities.

Arden believes that Safeguarding applies to everyone, no matter of their age, job role or position. Being safe, well and protected from harm is a fundamental right whatever your point in your education or career and Arden's staff, programmes of study, systems and processes are all built with this in mind. The nature of the risk of harm may differ, depending on a learner's specific situation and point in their career or life. Arden is committed to recognising the context of the learner's situation and ensuring our approach to supporting their health, wellbeing and safety is in context, relevant and appropriate.

The University's role:

- To ensure that the Safeguarding policy is applied to all learning settings.
- Ensure that apprentices understand the aims of Safeguarding how it protects them and how they can access support
- Promote a culture which promotes safeguarding, reducing the potential for harm to be caused or threatened
- Ensure that University staff working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service
- To work with employers to ensure that they are aware of their obligations, as well as the University's so that apprentices are protected in all cases
- To work with employers when concerns are raised, ensuring that outcomes are reached and implemented to protect the apprentice(s) involved.
- Be available for apprentices to ensure they feel they can always raise concerns that they have
- Ensure that any external speakers are approved.

**The employer's role:**

- Ensure that they are aware and understand relevant government legislation
- Understand what safeguarding means in practice at their organisation, in the context of the responsibilities they have for the people they employ
- Promote a culture which promotes safeguarding, reducing the potential for harm to be caused or threatened
- Ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service
- Ensure that staff working with apprentices are aware of their Safeguarding duties and that they present no concern to the apprentices with whom they work
- Be available for apprentices to ensure they feel they can always raise concerns that they have
- Identify a person responsible for safeguarding.

Prevent

The Counter-Terrorism and Security Act 2015 describes Prevent Duty as the duty placed on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. Universities are required to have “due regard to the need to prevent people from being drawn into terrorism”. This is known as the Prevent Duty.

Prevent duty is about keeping people and communities safe from the threat of terrorism. Apprentices should be protected from being radicalised or exposed to extremist views. As such as a part of their learning, they will be required to attend a session around this topic.



The University's role:

- Ensure that all staff are aware of the Prevent duty and the obligations they are required to meet to enable this
- Have rigorous processes and procedures to ensure that they meet statutory requirements and government guidance
- Provide clear channels for apprentices to discuss and raise concerns, so that these can be considered in a non-discriminatory, open environment
- Ensure prompt response to any concerns raised

The employer's role:

- Demonstrate a commitment to the Prevent Duty
- Seek support and guidance if concerns are raised through contacting the University Safeguarding Team, or their local police force or dialling 101

British values

To meet our Prevent duty, it is important that we focus and promote British values. British Values are defined by the Department of Education as being;

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

The University's role:

- To promote British values throughout our Apprenticeship programmes
- 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.

Online Safety:

Online delivery is central to Arden University's method of academic delivery. As such, we take the online safety of all of our apprentices seriously and have robust measures in place to ensure this. Our Acceptable Use and Social Media Policy for Students, details how we achieve this.

Related policies

The policies listed are available on the Arden University website at;
www.arden.ac.uk/studying-with-us/about-arden/our-policies-standards

- ▶ QA 25 – EQUALITY AND DIVERSITY POLICY
- ▶ QA 57a – ARDEN SAFEGUARDING AND PREVENT POLICY STATEMENT
- ▶ QA 60 – STUDENT DISCIPLINARY PROCEDURE
- ▶ QA 61 – STUDENT CODE OF CONDUCT
- ▶ QA 72 – CAUSE FOR CONCERN PROCEDURE
- ▶ QA 73 – FITNESS TO STUDY POLICY
- ▶ QA 64 – STUDENT HEALTH AND SAFETY POLICY
- ▶ BULLYING, HARASSMENT AND SEXUAL MISCONDUCT POLICY FOR STUDENTS

Key contacts

Safeguarding:

In the event of any concern of a safeguarding nature, an apprentice or chosen representative should contact the Designated Safeguarding Person by emailing safeguarding@arden.ac.uk or otherwise by contacting; Suzanne Mitchell, Student Experience Director smitchell@arden.ac.uk

Prevent:

In the event of any concern relating to Prevent, any apprentice, student, staff member or other individual should email prevent@arden.ac.uk or contact the Prevent lead; Steve Clayton, University Registrar - sclayton@arden.ac.uk

In any event and if you have any concerns or queries around these issues, please do not hesitate to contact your Arden coach or manager at work so that issues can be managed effectively.



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