



**KEEPING
APPRENTICES
SAFE**

INFORMATION
FOR EMPLOYERS
WORKING WITH
APPRENTICES

Introduction

At Brunel University London, we take our responsibility to ensure our staff and students' safety seriously, including apprentices undertaking an apprenticeship programme with us. We are committed to working together to create an outstanding learning experience, ensuring everyone has the right to learn, be safe and be respected.

The University has in place an organisational structure for safeguarding children and vulnerable groups. Key staff with designated safeguarding responsibilities are members of the Safeguarding Committee, who communicates regularly and meets on an as-needed basis to monitor, review, and develop the work of the University in delivering its duty of care. The University Principal Safeguarding Officer (PSO) has overall accountability for safeguarding children and vulnerable groups. This person carries out a leadership and coordination role and chairs the Safeguarding Committee.

Employers' Duty

Our Employer partners who work with the University to deliver apprenticeship programmes have a duty to comply with UK legislation and statutory responsibilities. Employers are expected to take responsibility for an apprentice's welfare in the workplace and seek appropriate advice when they feel an apprentice may be at risk in their personal lives. This guide aims to guide you on the different university support services available to support you.

What is Safeguarding?

Safeguarding is an overarching term used to describe the protection of individuals right to live in safety, free from abuse and neglect. All parties involved in an apprenticeship have to take reasonable action to minimise risks to apprentices, both in the workplace and at the University.

Types of abuse that are considered under Safeguarding include but are not limited to:

- Financial
- Physical
- Neglect and acts of omission
- Sexual
- Psychological
- Organisational
- Discriminatory
- Self-neglect
- Domestic abuse
- Modern slavery

As your apprenticeship training provider, we will:

- Ensure that employers are aware of their safeguarding obligations
- Ensure apprentices have an awareness of Safeguarding and understand how to access university support services.
- Provide safeguarding training for Brunel employees working with apprentices.
- Ensure Brunel staff working closely with young and vulnerable people are subject to an enhanced Disclosure and Barring Service check.
- Maintain open channels of communication with each employer.

As an employer of apprentices, we ask you to:

- 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 is appropriate for the role and do not present any danger or threat.
- Ensure that any people working with young or vulnerable people have completed an appropriate check with the Disclosure and Barring service.

The Prevent Duty

In the exercise of our functions, we are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies.

Trying to define terrorism can be complex and controversial, but any definition usually includes

- Mass intimidation - trying to make lots of people scared to go about their everyday life
- Unlawful violence or threat of violence against the public
- Violence intended to change a law, culture or political system or to change how people think or act.

Universities have a duty to safeguard their students, and Prevent is about safeguarding our students to keep them safe and within the law. The Prevent Duty is not about preventing students from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways.

As your apprenticeship training provider, we will:

- Provide relevant training for University staff so that they understand the obligations the University 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.
- Ensure apprentices are able to express views in non-extremist ways and create an environment that encourages respectful free speech.

As an employer of apprentices, we ask you to:

- Demonstrate a commitment to the principles that underpin the Prevent Duty.
- Seek specialist support if any concerns are raised.

British Values

An essential part of the Prevent duty is the promotion of British values. These are the norms that shape our society and are enshrined in law through legislation such as the Equality Act 2010.

The government monitors and ensures that all apprenticeship providers promote key 'British Values'. The government set out its definition of British Values in the 2011 Prevent Strategy.

The four British values are:

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance for those with different faiths and beliefs

As your apprenticeship training provider, we will:

- Promote British values throughout an apprentice's programme.
- 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

As an employer of apprentices, we ask you to:

- 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 opportunities to enrich the learning environment for apprentices and allow them to expand their horizons. However, people can access and engage with online content in many ways, so they need to have the skills to use the internet safely and develop appropriate online behaviours.

It is paramount that people are aware of ways to 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 essential part of an apprentice's development at University is becoming a critical thinker. Developing this critical mindset will also help apprentices examine and appraise the validity and authenticity of information online.

As your apprenticeship training provider, we will:

- Assess how apprentices may be at risk of harm using the internet or technology.
- Provide relevant training for apprentices so that they can work safely and effectively online.
- Help apprentices 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 the University

As an employer of apprentices, we ask you to:

- Ensure apprentices are made aware of your organisation's 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 the University

Supporting You

The University is available to you as a resource, and if you find that you need support managing a particular scenario, please get in touch with us. Some apprentices may feel comfortable talking to some people about an issue and not others. So the University will endeavour to be as transparent as possible with employers while respecting the apprentice's trust and adhering to university 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 Safeguarding, but there are common signs that can help you 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 at the University
- 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 the use of technology.

It is important to stress that some of these characteristics are not a definitive sign that anything is wrong.

Report and Support

If you have concerns regarding your apprentice, you can use the University Report + Support service. This site allows employers, students, staff, visitors and third parties to report a concern anonymously or to report a concern with contact details so that we can offer support and get back to you.

[**Report + Support**](#)

You can also contact a member of the Apprenticeships team who can offer further information, advice and guidance.

Find out how Brunel apprenticeships can support your business.

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