

A young woman with long brown hair is shown in profile, looking down at an open magazine she is holding. The scene is brightly lit, with a strong light source from the upper left creating a lens flare effect. The background is blurred, suggesting an indoor setting with large windows. The overall mood is calm and focused.

Keeping Our Apprentices Safe

leedsbeckett.ac.uk

OUR APPROACH

At Leeds Beckett University we are committed to providing a safe environment for our degree apprentices.

The University has a Designated Safeguarding Lead, Designated Safeguarding Officers and Safeguarding Points of Contact who all play a part in raising awareness of the University's **Safeguarding Policy** which sets out how to identify and report safeguarding issues and explains how they will be managed.

RESPONSIBILITIES OF THE UNIVERSITY

- Ensure apprentices know who to raise safeguarding, safety and wellbeing issues with and how they will be managed.
- Ensure apprentices are aware of the Safeguarding Policy and how to use it.
- Ensure staff receive appropriate training in Safeguarding and are aware of how to report and manage safety and wellbeing concerns.

RESPONSIBILITIES OF EMPLOYERS

Employers providing Degree Apprenticeships have the primary duty of care for apprentices. Their responsibilities include:

- Providing suitable induction, training and supervision for apprentices.
- Conducting a risk assessment prior to an apprenticeship beginning, including consideration of safeguarding, safety and welfare issues.
- Having suitable Health & Safety policies and procedures in place.
- Seeking appropriate advice where they feel that an apprentice may be at risk in their personal lives.
- Ensure the University Safeguarding Lead is known to the apprentice.
- 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

SAFEGUARDING AND WELLBEING ISSUES

Safeguarding

Safeguarding is a term which relates to actions taken to protect children (under 18s) and Adults at Risk¹. The University takes its duty to protect these individuals seriously and has a [Safeguarding Policy](#) in place which sets out how to identify and report any Safeguarding concerns and how they will be managed.

Safeguarding concerns typically relate to:

- Abuse (Emotional and Physical)
- Bullying (including online)
- Discrimination
- Forced Marriage
- Mental Health
- Neglect and Self-Harm
- Radicalisation and Extremism.

Most University apprentices are adult learners and do not fall into this category. Where they do, the Safeguarding Policy is applied and the School's Safeguarding Point of Contact should be contacted to discuss concerns. The details of Safeguarding Points of Contact can be found in the 'Who to Contact' section of this document.

Wellbeing

The majority of the University's apprentices are adult learners. Concerns about safety and wellbeing are addressed primarily through Student Services.

Warning signs that an apprentice has a safety, wellbeing or welfare issue may include:

- Absence from work or University that is unexplained or increasing in regularity
- Changes in behaviour
- Withdrawal from activities
- Emotional outbursts
- Excessive alcohol consumption
- Drug use
- Self-harm

Any employer who is concerned about the mental health of an apprentice has a responsibility to act on these concerns. During office hours you can report a concern to Student Advice on **(0113) 812 3000**. They will listen to your concerns and escalate them to Student Wellbeing and other services as appropriate. A Wellbeing Practitioner will assess concerns and will co-ordinate any action as required. This may include liaising

¹ The University bases its definition of an "Adult at Risk" on that used within the Data Protection Act 2018 and defines an Adult at Risk as someone over 18 years of age who (i) has needs for care and support; and (ii) is experiencing, or is at risk of, neglect, or physical, mental or emotional harm; and (iii) as a result of those needs is unable to protect themselves against neglect or harm, or the risk of it.

with emergency services, GP surgeries, the Crisis Assessment Service, inpatient units, etc, as appropriate.

Outside of office hours, our University Security Team will escalate concerns as appropriate. Your call to Student Advice will automatically go through to security out of hours or you can contact them directly on **(0113) 812 3165 – (24 hours)**. Any out of hours incidents managed by Security are communicated to Student Wellbeing for follow-up on the next working day.

Student Advice are trained to handle enquires or reports in relation to a wide range of apprentice concerns, including, but not limited to, sexual harassment, domestic violence, mental health and other critical incidents. If you have any concerns regarding the health, safety, and wellbeing of an apprentice, Student Advice should be contacted in the first instance. They will listen and assess your concerns, offering information and advice, and escalating as appropriate.

THE PREVENT DUTY

The University has a duty under the Counter Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism”.

The University’s responsibilities

- **Staff training** – all University staff are required to complete a mandatory online training module that explains the Prevent Duty, how to identify Prevent related issues and what procedures are in place to raise and investigate concerns.
- Provision of a forum for apprentices to explore the duty and issues relating to it. Biannual tripartite reviews provide an opportunity to engage apprentices on matters regarding safety, safeguarding and wellbeing.

Employer responsibilities

- Have an understanding of the Prevent duty and their related responsibilities.
- Report any Prevent related concerns to the University immediately by contacting the School’s Safeguarding Point of Contact. Contact details are set out in the ‘Who to contact’ section of this document.

BRITISH VALUES

British values are described as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance

University's responsibilities

- To promote an understanding of British Values through the degree apprenticeship
- To foster a culture where values, opinions and beliefs can be shared in the knowledge that they will be respected, including an understanding of protected characteristics under the Equality Act 2010

Employer's responsibilities

- To comply with the requirements of the Equality Act 2010
- To provide an environment where apprentices feel safe and respected
- To show a commitment to British Values

ONLINE SAFETY

In an increasingly digital age, it is really important that apprentices know how to stay safe online and how to protect their personal data.

Online Safety risks include:

- Bullying and harassment
- Identity theft and exploitation
- Grooming
- Fraud
- Image based abuse²

The University's responsibilities

- Help educate apprentices about online risks and how to protect themselves
- Have a clear [policy](#) about acceptable use of the internet at the University that is communicated to apprentices

Employer responsibilities

- Ensure apprentices are aware of policies about use of the internet
- Understand the dangers apprentices may face using technology in the workplace and act to minimise risks
- Report any concerns about online safety to the University

² A specific form of online abuse that relates to the non-consensual sharing of indecent or sexual images by members of the institution

WHO TO CONTACT?

Nature of matter	Contact
Safeguarding	<p><u>Designated Safeguarding Lead</u> Caroline Thomas, University Secretary and Registrar Registrarsecretary@leedsbeckett.ac.uk</p> <p><u>School Safeguarding Points of Contact</u></p> <p>Leeds Business School: Gareth Robertshaw G.Robertshaw@leedsbeckett.ac.uk</p> <p>School of Built Environment, Engineering and Computing David Haigh D.P.Haigh@leedsbeckett.ac.uk</p> <p>School of Health Tracey Race T.Race@leedsbeckett.ac.uk</p> <p>Leeds Law School Melissa Askew M.Askew@leedsbeckett.ac.uk</p>
Apprentice wellbeing concerns	<ul style="list-style-type: none"> • Student Advice (0113 812) 3000 studentadvice@leedsbeckett.ac.uk • Security 24 hour (0113 812) 3165 • Student Wellbeing team (0113 812) 8507 studentwellbeing@leedsbeckett.ac.uk • Disability Advice team_ (0113 812) 5831 disabilityadvice@leedsbeckett.ac.uk
Prevent	<p>Prevent Lead Caroline Thomas, University Secretary and Registrar Registrarsecretary@leedsbeckett.ac.uk</p>
General apprenticeship matters	<p>apprenticeships@leedsbeckett.ac.uk</p>