



PROTECTION OF APPRENTICES POLICY

Document control

Audience	Internal colleagues, External colleagues, Customers, Apprentices, External Quality Assurance bodies and regulators
Application	This policy applies to all Achieve+Partners personnel, customers and apprentices.
Version	1.0
Published	1st January 2020
Document status	Published
Responsibility	The Quality Director is responsible for the implementation of the policy and maintenance of all controlled documents

Document change record

Changes to specific sections of the document are listed below:

Page	Section	Change
None to date		



SECTION 1: POLICY

1.1 Introduction

Achieve+Partners recognises its statutory and moral duty towards safeguarding the welfare of all children, young people and adults in its care and, to support the prevent duty aimed to reduce the threat to the UK from extremism by stopping people becoming radicalised.

Achieve+Partners strongly supports that all children, young people and vulnerable adults have an equal right to protection from abuse or exploitation whatever their race, religion, first language or ethnicity, gender or sexuality, age, health or disability, political or immigration status. It considers the welfare of its apprentices to be paramount.

The government Counter-Terrorism and Security Act 2015, places a duty upon all education providers to have regard to the need to prevent people from being drawn into terrorism. The aim of the prevent duty is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

1.2 Purpose

This policy sets out Achieve+Partners specific approach to protecting apprentices through safeguarding and protecting people from all streams of extremist activity and not solely aimed at one specific group.

1.3 Scope

This policy is relevant to all key stakeholders engaged in the activities of Achieve+Partners in providing end-point assessment products and services. This includes employers, training providers, contractors, Achieve+Partners employees and Directors.

All personnel working for and with Achieve+Partners will be made aware of the importance of safeguarding and prevent, what should be reported and managed. The operational responsibility for this process lies with the Achieve+Partners senior officers.

1.4 Definitions

Safeguarding - is a term used in the United Kingdom to denote measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable



adults — to live free from abuse, harm and neglect.

Children - any reference in the policy to a child, young person or student applies to all those aged under 18.

Vulnerable adults - any reference in the policy to a vulnerable adult, or an adult at risk, applies to anyone over the age of 18 who may, for a variety of reasons, be in need of community services and/or be unable to protect him or herself from significant harm or exploitation.

Prevent – The Prevent strategy, published by the Government in 2011, is part of our overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need to “prevent people from being drawn into terrorism”.

Radicalisation - is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo.

Terrorism – an act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.

Extremism - an ideology that is far outside the mainstream attitudes of society, including, vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calls for the death of members of the British armed forces.



SECTION 2 SAFEGUARDING ARRANGEMENTS

This section sets out Achieve+Partner's arrangements for safeguarding.

2.1 Overview

The aim of this policy is to clearly identify and inform all parties about safeguarding the interests of young people and vulnerable adults during end-point assessments.

2.2 Purpose

The purpose of this policy is to afford protection for apprentices who may engage with Achieve+Partners in respect of end-point assessments and the aims are to:

- + ensure apprentices feel safe
- + ensure apprentices use safe practices in end-point assessment activity
- + enable staff and associates to safeguard and promote the welfare of apprentices.

All staff who may come into direct contact with children, young people or vulnerable adults will undertake safeguarding awareness training and will be required to provide a current Disclosure and Barring Service (DBS) certificate.

Achieve+Partners expect staff to adopt safe working practices at all times and are responsible for their own actions and behaviour and should avoid any conduct which could lead any person to reasonably question their motivations and intentions. All staff should therefore:

- + create an open-door culture whilst working in an open and transparent way
- + discuss or take advice from the Achieve+Partners Safeguarding Lead over incidents and or potential situations which may give rise for concern
- + record all incidents and decisions
- + treat all apprentices equally and with respect and remain professional.

2.3 Reporting

Responding to safeguarding concerns.



2.3.1 Roles and responsibilities

It is vital that any member of Achieve+Partners and representatives who suspects that a child or vulnerable adult is at risk of harm or abuse, take personal responsibility to report their concerns. Not reporting concerns may put children and vulnerable adults at further risk of harm. It is not Achieve+Partners' responsibility to investigate a child or adult safeguarding concern but to review the information provided and, where necessary, escalate to the relevant authorities.

2.3.2 Responding to a safeguarding concern

Concerns about safeguarding children and vulnerable adults may arise in different situations. Staff and representatives may:

- + witness or observe something first-hand
- + receive information by phone/email/letter/in person
- + receive apprentices' work that raises potential safeguarding concerns.

2.3.3 Reporting Information

You must inform the Safeguarding Lead immediately (within 5 working days).

The Safeguarding Concerns Report Form (see Section 5) should be used to record as much information as possible about the situation. This should include:

- + what has happened
- + where and when
- + who was involved
- + any contact details
- + what action, if any, has so far been taken.

You must pass on what information they have, even if the informant has only divulged a little or will not give their details. The information may join up with reports from someone else. All information should be treated as confidential and staff and representatives must not to talk about this information with anyone other than the Safeguarding Lead as rumour spreads quickly, can be damaging and might even hinder any investigation that may result.



2.3.4 Further action

The Safeguarding Lead may discuss any raised concerns with staff and representatives and decide what action to take. They will not start a safeguarding investigation but will make sure if necessary that the relevant authorities have the information they need to decide themselves what to do next. Achieve+Partners will treat all information received with complete discretion and will maintain as much confidentiality as possible whilst making sure that action is taken to safeguard a child or vulnerable adult. All information given will be treated seriously and with respect for the person providing it.

2.3.5 If an allegation of abuse is being made against an Achieve+Partners representative

The Safeguarding Lead must be informed. If Achieve+Partners receives an allegation against a representative, they will inform the representative in question and may suspend them from their contractual duties while the matter is investigated. Any allegation will be scrupulously investigated, having regard to confidentiality.

2.3.6 Information sharing

If the allegation could constitute a potential risk of abuse to a child or vulnerable adult, then Achieve+Partners will always share the information with relevant agencies in order to protect the child or vulnerable adult. If there is insufficient information to enable a referral then the reasons for this will be recorded.

Achieve+Partners recognises its responsibility to protect the identity of anyone reporting suspected or actual abuse and no information will be made available externally without careful consultation and prior approval at senior officer level.

2.3.7 Further support

It is always possible that reading or talking about safeguarding will cause distress, particularly if staff or representatives have had direct experience themselves.

Any individual requiring further advice or support can contact the NSPCC Child Protection Helpline. This is staffed 24 hours a day, 7 days a week on 0808 800 5000.



2.4 Responsibilities

Safeguarding lead

The responsibilities of the Achieve+Partners Safeguarding Lead is to:

- + act as a source of advice on safeguarding matters
- + receive copies of the Safeguarding Report forms
- + receive and review copies of Disclosure Declaration Forms requiring decision
- + respond to communications made on safeguarding
- + co-ordinate action within Achieve+Partners and liaise with the appropriate authorities or agencies about suspected or actual cases of child or vulnerable adult abuse
- + provide guidance and support to those dealing with any issues about safeguarding children or vulnerable adults involving the inappropriate behaviour or actions of a member of Achieve+Partners or representatives
- + advise on safeguarding training within Achieve+Partners.

The Safeguarding Lead will be nominated on the basis of their experience. There will always be one Safeguarding Lead in position to ensure year-round cover. Details of the Safeguarding Lead are made available on the Achieve+Partners website.

The Safeguarding Lead is designated by and accountable to the Senior Management Team.

2.5 Types of abuse

“Abuse” relates to the mistreatment of an individual’s human and civil rights by any other person or persons and may consist of single or repeated acts. Incidents of abuse can be either to one person or more than one person at a time. Abuse and/or harmful behaviours can be either deliberate or the result of negligence, ignorance, lack of training, knowledge or understanding. Somebody may abuse or neglect an individual by inflicting harm or by failing to prevent harm.

Within the context of this policy, abuse and harmful behaviours are defined through the following main categories:

- + Physical: this may involve hitting, slapping, pushing, kicking, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, misuse of medication, inflicting inappropriate physical sanctions, or otherwise causing physical harm, including fabricating the symptoms of, or deliberately causing the individual ill health (DfE 2014, DoH 2000)



- + Emotional/Psychological: this is the persistent emotional ill-treatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. Threats of harm or abandonment; humiliation; blaming; intimidation; coercion; harassment; verbal abuse, bullying (including cyberbullying) and being prevented from receiving services or support are all forms of emotional abuse (DoH 2000).
- + Sexual: such as rape, sexual assault or sexual acts occurring through force or enticement and which a child, young person or vulnerable adult could not have consented to, or to which they were pressurised into consenting.
- + Neglect or Acts of Omission: this includes the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psycho-social needs, and which are likely to result in a serious impairment of the individual's health or development. This may include failing to provide adequate food, shelter and clothing, or educational services and/or neglect of, or unresponsiveness to, a child, young person or vulnerable adult's basic emotional needs (DoH 2000).
- + Financial or Material: this may include theft, fraud, and exploitation, pressure in connection with money or material possessions (DoH 2000).
- + Discriminatory: this may include abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or sexual orientation (DoH 2000).
- + Abuse of Trust: under the Sexual Offenders Act 2003 it is an offence for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This includes teaching and a range of support staff within educational establishments.
- + Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism (Prevent Strategy.Gov.uk).
- + Online Abuse: any type of abuse that happens on the web, whether through social networks, playing games online or using mobile phones (NSPCC 2015).
- + Harmful sexual behaviour: Children or young people develop sexual behaviours that harm themselves or others (NSPCC 2015).
- + Institutional abuse: this takes place in settings where there are a number of vulnerable people and can range from neglect to outright physical assault.



2.6 General arrangements

Achieve+Partners' employees have a 'Duty of Care' to recognise abusive situations and report concerns to the relevant manager. Staff should:

- + know and recognise all types of abuse (see types of abuse)
- + be alert to and aware of signs of abuse at all times
- + inform the Safeguarding Lead as soon as possible if they suspect abuse has or is taking place
- + inform another senior manager immediately if they suspect that the abuser is the Safeguarding Lead
- + use the 'whistleblowing' procedure.

In addition, Achieve+Partners will:

- + ensure that all new applicants for posts which involve contact with apprentices are checked in compliance with the statutory requirements
- + specify the role and responsibilities of those responsible for Safeguarding within the organisation and ensure that they are trained and developed to carry out the role
- + ensure that all staff are aware of this policy and provide them with procedures for responding to situations in which they believe a learner has been abused or is at risk of abuse. This will include procedures to be followed if a member of staff is accused of abuse
- + ensure that all members of staff undergo appropriate training and development in relation to their work with apprentices. Minimum levels of training will be established for different types of staff
- + ensure that accurate records of all incidents are kept and maintained in a secure place and review this policy and any associated procedures annually
- + contribute to a coordinated approach to safeguarding by developing effective liaison with other agencies and support services
- + inform apprentices about relevant sources of information, advice and support and play a part in the prevention of abuse through personal and social education
- + ensure that all assessors undertake a Health and Safety Assessment (WE2) of the workplace to assess whether appropriate safety measures are in place before any end-point assessment is conducted.



2.7 How to act on behalf of a child or a vulnerable adult

Action that should be taken if you have concerns, suspicions, witness abuse or someone discloses abuse:

STEP 1

- + take whatever action is required to ensure the immediate safety or medical welfare of the individual
- + remain calm and non-judgmental
- + do not discourage from disclosure
- + use active listening skills and remain sympathetic and attentive
- + give reassurance but do not press for more detail or make promises.

STEP 2

- + explain that you cannot keep information about alleged or suspected abuse confidential
- + clarify main facts, summarise what has been said to you
- + remain sensitive
- + explain that your line manager must be informed
- + seek the person's consent to share this information
- + consider issues of capacity, consent, best interest and public protection
- + offer future support from yourself or others (keyworker or advocate).

STEP 3

- + take all reasonable steps to ensure that the individual is in no immediate danger of further harm
- + preserve evidence
- + make a complete and accurate record of events as soon as possible
- + discuss any concerns you have with the Safeguarding Lead who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority
- + inform the Safeguarding Lead as soon as possible.

2.8 Active promotion

This policy, Safeguarding and The Prevent Agenda will be promoted through annually programmed staff development events, the website, Staff Inductions, and all associated literature.



SECTION 3 PREVENT DUTY ARRANGEMENTS

This section sets out Achieve+Partners' arrangements for prevent.

3.1 Overview

The aim of this policy is to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty). It ensures that apprentices are kept safe from the threats posed by extremism and radicalisation.

Achieve+Partners is committed to supporting vulnerable students through its prevent policies and procedures and recognises that this can support the organisation's contribution to the Prevent Duty.

3.2 Purpose

The government Counter-Terrorism and Security Act 2015, places a duty upon all education providers to have regard to the need to prevent people from being drawn into terrorism. This Prevent Duty forms part of the wider governments CONTEST counter terrorism strategy:

- + prevent terrorism – stop people becoming terrorists
- + pursue terrorism – disrupt and stop terror attacks
- + protect against terrorism – strengthen UK protection
- + prepare to deal with terrorism – mitigate impact of attacks that can't be stopped.

Terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organisations and have been radicalised by them. The Government has defined extremism in the Prevent strategy as: “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”.

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Prevent work is intended to deal with all kinds of terrorist threats to the UK. The Prevent strategy has three specific strategic objectives:

1. respond to the ideological challenge of terrorism and the threat we face from those who promote it



2. prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
3. work with sectors and institutions where there are risks of radicalisation that we need to address.

3.3 Leadership and governance

Prevent forms part of the safeguarding agenda which is featured as part of Senior Management Team meetings. Achieve+Partners has a nominated Director (Safeguarding Lead) leading the prevent initiative, and the Managing Director and Operations Director are actively engaged within the prevent duty.

The Senior Management Team will assess the level of risk and put actions in place to reduce that risk.

3.4 Training

All staff and contractors are trained on the prevent duty and how the duty engages with requirements of their role. Identifying risk at an early stage allows early intervention and is crucial to the prevent duty and Channel process being successful.

3.5 Indicators of vulnerability to radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Government in the Prevent Strategy as:

- + vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs, including the call for the death of members of our armed forces, whether in this country or overseas.

Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

- + encourage, justify or glorify terrorist violence in furtherance of particular beliefs
- + seek to provoke others to terrorist acts
- + encourage other serious criminal activity or seek to provoke others to serious criminal acts or
- + foster hatred which might lead to inter-community violence in the UK.



There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Apprentices may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- a) Identity Crisis – the student is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- b) Personal Crisis – the student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- c) Personal Circumstances – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- d) Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
- e) Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- f) Learning Support Needs – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

This list is not exhaustive, nor does it mean that all people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

3.6 Reporting

When a member of staff has any concerns that an apprentice may be at risk of radicalisation or involvement in terrorism, they should report this to the Achieve+Partners Safeguarding Lead using the form provided in Section 5.



The Safeguarding Lead may discuss any raised concerns with staff and representatives and decide what action to take. They will not start a safeguarding investigation but will make sure if necessary that the relevant authorities have the information they need to decide themselves what to do next. Achieve+Partners will treat all information received with complete discretion and will maintain as much confidentiality as possible. All information given will be treated seriously and with respect for the person providing it.

3.7 Channel

3.7.1 The programme

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- a) identifying individuals at risk;
- b) assessing the nature and extent of that risk; and
- c) developing the most appropriate support plan for the individuals concerned.

3.7.2 Who does Channel work with?

Channel is designed to work with individuals of any age who are at risk of being exploited by extremist or terrorist ideologues. The process is shaped around the circumstances of each person and can provide support for any form of radicalisation or personal vulnerabilities.

3.7.3 Who can make a referral?

Anyone can make a referral. Referrals come from a wide range of partners including education, health, youth offending teams, police and social services.

3.7.4 Who to contact

If Achieve+Partners Safeguarding Lead is worried about someone being drawn into terrorism, we will make contact with the relevant Police Prevent Team by ringing 101 or the Anti-Terrorist Hotline (can be anonymous) on 0800 789321.

3.7 Active promotion

This policy, Safeguarding and The Prevent Agenda will be promoted through annually programmed staff development events, the website, Staff Inductions, and all associated literature.





SECTION 4 BACKGROUND DBS

This section sets out Achieve+Partners arrangements for background DBS checks.

4.1 Background DBS

The Disclosure and Barring Service (DBS) is designed to protect children and vulnerable groups by preventing those who pose a known risk from gaining access to them through their work. The DBS makes independent barring decisions and maintains two constantly updated lists, one for those barred from working with children, the other for those bared from working with vulnerable groups.

The DBS service allows individuals to keep their criminal record certificate up to date, so that they can take it from role to role. Achieve+Partners requires that all personnel hold a current and valid DBS certificate regardless of their role. This will be required at the recruitment and updated as necessary.

Achieve+Partners considers the general arrangements within this policy alongside their, Data Protection policy, Whistleblowing policy, Employee and contractor terms and conditions and Employee procedures.

4.2 General arrangements

All personnel and associate of Achieve+Partners are required to produce a current and valid DBS Certificate at time of employment.

The Operations Director will ensure that all Achieve+Partners personnel hold a current DBS certificate and give notice to personnel as certificates expire and need to be updated.

All personnel are required to annually declare a criminal record including cautions and convictions as described in the Employee Handbook. Failure to provide this declaration will result in disciplinary proceedings as set out in the Employee Handbook.

Any disclosed offences, including those listed on a DBS certificate, on the annual declaration or as the offence occurs, will be reviewed by the Operations Director and Quality Director. This will ascertain whether this would bar the individual from carrying out their role, having consideration of the Rehabilitation of Offenders Act 1974. Achieve+Partners' main consideration will always be the protection of vulnerable adults and its reputation.



Achieve+Partners fully complies with the code of practice, where it applies regarding the correct handling, use, storage, retention and disposal of DBS certificate information.

4.3 Active promotion

Achieve+Partners will:

- + ensure that any personnel and associates employed by our organisation are aware of our arrangements for Disclosure and Barring
- + to publish this policy.



SECTION 5 REPORTING CONCERNS

This section of the policy sets out the procedural steps taken to identify, manage and monitor safeguarding and prevent issues regardless of their nature across the Achieve+Partners operations.

Ref	Step	Owner	CCP
Identification			
1	Suspicion of safeguarding or prevent issue is raised	Individual	X
2	Individual immediately emails Safeguarding Lead with a completed Safeguarding or Prevent concerns report form	Individual	
3	Safeguarding Lead records the concerns and acknowledges receipt	Quality Director	
Investigation			
4	Safeguarding Lead investigates further	Quality Director	X
5	Safeguarding Lead proposes action to Senior Management Team	Quality Director	
6	Senior Management Team agree either: + to contact appropriate authorities or + no further action is required	Quality Director	X
7	Quality Director will take necessary actions and update records as appropriate	Quality Director	
Monitoring			
8	The Quality Director will review the records monthly and report to the Senior Management Team	Quality Director	
9	The Quality Director will enforce any actions required by the Senior Management Team	Quality Director	



SECTION 5: PROTECTING APPRENTICES REPORT FORM

Person reporting the concern	Apprentice	
	Independent Assessor	
	Employer	
	Training provider	
	Other	
Reference number		
Date		

Apprentice detail

Full name		
Address		
Telephone number		
Email address		
Employer name		
Training provider name		
Achieve+Partners apprentice enrolment number OR date of birth		
Apprenticeship Standard title and number		
Are you reporting:	Your own concerns	
	Concerns raised with you by someone else	
	If so, by whom?	

Description of what has prompted concerns about the apprentice (please include details of any specific incident, date, times)



Have you or anyone else spoken with the apprentice and/or other adult, OR with the person against whom the allegation has been made (please delete as appropriate). If so, what was discussed?

Declaration

Date
Your name
Your position

Please submit your completed form to the Safeguarding Lead at derek@achievepartners.co.uk

INTERNAL USE ONLY

Record of investigation



Outcome

Contact appropriate authorities	
No further action	
Approved by	
Date	