Kingston University London

Safeguarding
Keeping Apprentices Safe

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At Kingston University, we take our responsibility to ensure the safety of our students very seriously. This also extends to our students who have chosen to study at the University as part of an apprenticeship programme. 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

The University has a clear commitment to safeguarding, which is overseen by two dedicated lead safeguarding officers and a team of local and deputy local safeguarding officers. They promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon. Additionally, all members of University staff working with apprentices are trained in safeguarding and are able to access additional information, advice and training when appropriate.

Employers' 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 apprentice's welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives. We appreciate that for many organisations this can be a confusing and complex area. Please refer to the following pages, which explain the different University support provided and some of the ways you may wish to incorporate information into your current internal procedures.

Safeguarding

Safeguarding is the overarching term used 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 any attendance at University.

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

The University's Role

– Ensure that employers are aware of their safeguarding obligations, through guidance and training.
– Ensure apprentices have an awareness of safeguarding and understand how to access university support services.
– Provide safeguarding training for all University employees working with apprentices.
– Ensure University staff working with young and vulnerable people under 18 have suitable arrangements in place, especially with one-to-one meetings as a result of a risk assessment.
– Maintain open channels of communication with each employer. Apprentices may act very differently depending on their environment and may feel more comfortable discussing sensitive issues with different people.

The Employer's Role

– 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.
– If possible, identify a person to coordinate safeguarding across an organisation.

Prevent

As part of the Counter-Terrorism and Security Act 2015, universities 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 on a programme at the University, will be expected to attend a compulsory session in which these issues will be covered.

The University's Role

– 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 contact for any further information regarding the Prevent Duty.
– Ensure apprentices are able to express views in non-extremist ways and create an environment that encourages respectful free speech.

The Employer's Role

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

British Values

An important part of Prevent, is also the promotion of British values. These are the norms that shape our society and which are enshrined in law, through legislation such as the Equality Act 2010. British values are described as:
– Democracy
– The rule of law
– Individual liberty and mutual respect
– Tolerance for those with different faiths and beliefs Apprentices are encouraged to explore ideas in a context where these values are recognised and respected.

The University's Role

– To promote British values throughout an apprentice's programme.
– Provide a dedicated programme of study 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.

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 huge opportunities, both to enrich the learning environment for apprentices and also allowing them to expand their personal horizons. However, people are able to access and engage with online content in many ways, so they need to have the skills to be able to use the internet safely and develop appropriate online behaviours.

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

The University's Role

– Assess how apprentices may be at risk of harm using the internet or technology.
– Provide relevant training for apprentices 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 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 University.

The Employer's Role

– Ensure apprentices are made aware of your 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 risks.
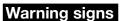– Communicate any concerns about safety online to the University.

Safeguarding in Practice

The University is available to you as a resource and if you find that you need support managing a particular scenario please don't hesitate to get in touch. 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 apprentices 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 an issue of safeguarding, but there are common signs which can help you to 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 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 use of technology.

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

Who to contact?

Concerns relating to safeguarding for children and vulnerable adults:

Rumnique Gill
Interim Associate Director, Student Wellbeing
r.gill@kingston.ac.uk

Charlotte Savyell
Student Counselling and Wellbeing Manager
c.savyell@kingston.ac.uk

Please refer to website for further contact details on the Local Safeguarding Officers.

If you have a concern relating to prevent/radicalisation:

Andrew Boggs
University Clerk
a.boggs@kingston.ac.uk

Saladin G Rospigliosi-Pallavicini
s.rospigliosi@kingston.ac.uk

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