



Employer's Guide to Safeguarding

Kaplan is committed to safeguarding all apprentices that undertake learning with us. We believe that all have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of all apprentices is paramount.

Employers should also take responsibility for an apprentice's welfare in the workplace and to seek appropriate advice when they feel an apprentice may be at risk both in and outside of the workplace.

This document provides guidance in key areas to assist in maintaining the safety of all apprentices. If you have any concerns about an apprentice's welfare or our approach to Safeguarding please do not hesitate to contact us at safeguarding@kaplan.co.uk

Please note that to protect the anonymity of potentially vulnerable apprentices Kaplan may not be able to inform you about confidential conversations with your apprentices.

Safeguarding

The term 'Safeguarding' describes the broader preventative and precautionary approach to planning and procedures that are necessary to be in place to protect children, young people and vulnerable adults from any potential harm or damage. It means having a culture of vigilance where all parties know their responsibilities and act accordingly and all apprentices are aware of what they can expect and what to do if they have concerns. There are many areas that fall under the definition of safeguarding, including:

- Mental Health
- Psychological and physical abuse
- Neglect and self-harm
- Radicalisation and extremism
- Financial abuse
- Sexual abuse
- Bullying (including cyberbullying)
- Domestic Violence
- Drugs
- Gangs (and Youth Violence)
- Forced marriage



Kaplan will:

- Maintain thorough knowledge of safeguarding matters
- Provide points of contact for anyone needing to report a safeguarding concern
- Act on reported concerns as appropriate. This may include making a referral to an external agency
- Promote a culture which promotes safeguarding, reducing the potential for harm to be caused or threatened
- Introduce apprentices to their rights and responsibilities with regard to Safeguarding and Prevent through their induction
- Ensure all necessary staff undertake suitable training commensurate with their role in the organisation
- Be available for apprentices to turn to for advice and support

The Employer's Role:

- Familiarise themselves with 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
- They should have the ability to encourage and motivate apprentices and with no concerns raised with with HR
- Ensure anyone who is line managing an under 18 year old, or someone identified as vulnerable, has a Disclosure and Barring Service check. An individual may be vulnerable due to their mental health, social circumstances or disabilities
- Ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service
- If employing more than one under 18 year old or vulnerable young person, identify a person responsible for safeguarding. They should undertake the free online [Safeguarding course](#)

Potential indicators of harm:

Whilst it is recognised that no list of signs can be exhaustive, some potential indicators are listed below

- Bruises and injuries for which the explanation given seems inconsistent
- Indicators of neglect, such as inadequate clothing, hunger, poor hygiene
- Indicators of emotional harm, such as excessive dependence, attention seeking, self-harm
- Possible indicators of sexual harm, such as signs of bruises, scratches, bite mark, or behavioural signs such as precocity, withdrawal or inappropriate sexual behaviour

- Agitated, anxious behaviour or excessive nervousness
- Inappropriate, improper clothing or uncharacteristic changes in appearance or behaviour
- Frequent and increased absences
- Reluctant to go home or leave the workplace

Prevent

Preventing radicalisation and extremism is no different to safeguarding against other vulnerability issues that individuals may face. Apprentices should be protected from being radicalised or exposed to extremist views.

The Prevent Duty is a Government strategy that was introduced to safeguard communities against the threat of radicalisation, extremism and terrorism. As part of this duty, Kaplan has a legal responsibility to have due regard to the need to prevent apprentices from being drawn into terrorism.

Kaplan must:

- Ensure leaders, staff and apprentices understand the risks of radicalisation
- Promote the importance of the duty
- Ensure staff implement the duty effectively

Kaplan will:

- Raise awareness to all apprentices of the threat from violent extremist groups and the risks, and Kaplan's responsibility to minimise this in their organisation
- Help apprentices to understand the positive contribution they can make to empower themselves to create communities that are more resilient to extremism, and protect the wellbeing of particular learners or groups who may be vulnerable to being drawn into violent extremist activity
- Challenge segregation, promoting cohesion and building learner resilience with the aim of our learners and staff contributing actively to wider society
- Provide support, advice and guidance for apprentices and staff who may be at risk
- Ensure that staff, learners and employers are aware of their roles and responsibilities in preventing radicalisation and extremism



The Employer's Role:

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

Potential signs of radicalisation include:

- Views become increasingly extreme regarding another section of society or government policy
- Downloading, viewing or sharing extremist propaganda from the web
- Becoming withdrawn and focused on one ideology
- Becoming increasingly intolerant of more moderate views
- A change in appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups
- An individual expresses a desire/intent to take part in or support extremist activity

British Values

Part of the Prevent Duty is the promotion of British Values. Living in Britain means we abide by British Values which include:

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

Kaplan will:

- Promote and develop apprentices' understanding of fundamental British Values at every opportunity throughout their programme
- Encourage apprentices to demonstrate respect for each other and their differences

The Employer's Role:

- Demonstrate a commitment to British Values
- Adhere to the requirements of the Equality Act 2010

Kaplan Key Safeguarding Contacts

Concerns and general guidance

safeguarding@kaplan.co.uk

Safeguarding

Michael Kemp

Designated Safeguarding Officer

michael.kemp@kaplan.co.uk

Prevent

Sarah Powell

Prevent Lead

sarah.powell@kaplan.co.uk

Emergencies and out of hours contacts

In the event of an emergency, including a threat to life, always call the emergency services on 999.

For non-emergency calls you can contact the Police on **101** or for medical concerns the NHS on **111**.

Anti-terrorist hotline

For concerns about possible terrorist activity:

0800 789 321

Report online material promoting terrorism or extremism: www.gov.uk/report-terrorism

NSPCC Helpline

Advice for anyone who has concerns about the welfare of a child or young person:

0808 800 5000

Samaritans

For support with many forms of emotional distress, available 24 hours a day, free of charge:

116123

Or you can email via jo@samaritans.org.uk