



# Employer's Guide to Safeguarding

---

**Kaplan is committed to safeguarding all learners 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 learners is paramount.

Employers should also take responsibility for a learner'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](mailto: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 learners 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 harassment, abuse and violence
- Bullying (including cyberbullying)
- Domestic Violence
- Drugs and county lines
- 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 learners 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 learners 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, support and motivate learners
- Ensure that staff who are working with an under 18 year old or someone identified as vulnerable, has the necessary level of Disclosure and Barring Service check completed, where this is required due to their role. Additional guidance is available [here](#)
- If employing more than one under 18 year old or vulnerable young person, identify and designate a person responsible for safeguarding. They should undertake the free online [Safeguarding course](#) and [Prevent Training](#)
- Inform Kaplan at the first opportunity if there are any Safeguarding issues or concerns for their learners, whether work related or not, inclusive of any Health and Safety incidents. See [Kaplan Key Safeguarding Contacts](#)

## Potential indicators of harm:

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

- 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. **Learners should be protected from being radicalised or exposed to extremist views or content.**

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 learners from being drawn into terrorism. This includes safeguarding children, young people and adult learners from extremist ideologies and radicalisation.

## Kaplan:

### Must

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

### Will

- Raise awareness to all learners of the threat from violent extremist groups and the risks, and Kaplan's responsibility to minimise this in their organisation
- Help learners 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 learners 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 learners' 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](mailto:safeguarding@kaplan.co.uk)

---

## Safeguarding

Michael Kemp | Designated Safeguarding Officer

[michael.kemp@kaplan.co.uk](mailto:michael.kemp@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](http://www.gov.uk/report-terrorism)

---

## Mind

Advice and support to empower anyone experiencing a mental health problem:

0300 129 3393

Or you can email via [info@mind.org.uk](mailto:info@mind.org.uk) or text 'shout' to 85258 for free, confidential, anonymous text support

---

## 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](mailto:jo@samaritans.org.uk)