BURY COLLEGE

SAFEGUARDING

KEEPING APPRENTICES SAFE

Apprenticeships

KEEPING APPRENTICES SAFE

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Bury College has a legal responsibility to safeguard and promote the welfare of children and vulnerable adults.

This also extends to our students who have chosen to study with the college as part of an apprenticeship programme.

Part of this responsibility will be to report and work with others to safeguard children and vulnerable adults from all types of harm, abuse or neglect. The college as a whole have a zero tolerance approach to sexual harassment and sexual violence. As with all safeguarding concerns we would ask you to be vigilant in reporting any concerns you have with the safeguarding team.

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 college has a clear commitment to safeguarding, which is overseen by the Designated Safeguarding Lead and safeguarding team. They promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon.

Additionally, all members of college staff working with apprentices are trained in safeguarding and are able to access additional information, advice and training when appropriate.

Employer's Duty

Employers have a duty to comply with all 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 seek appropriate advice when they feel an apprentice may be at risk.

We appreciate that for many organisations this can be a confusing and complex area.

Please refer to the following pages, which explain the college support provided and some of the ways you may wish to incorporate information into your current 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 apprentice experience, both in and outside of the workplace, as well as any attendance at college.

Many areas are considered to fall under the definition of safeguarding, including:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse

The above four categories include:

- Bullying (including online)
- Peer on Peer abuse
- Discriminatory abuse
- Forced marriage
- Mental Health Crisis & Self Harm
- Modern slavery
- Criminal exploitation
- Domestic violence and abuse
- Misogyny
- Incel ideology
- Serious violence
- Financial exploitation
- Online safety - including generative AI

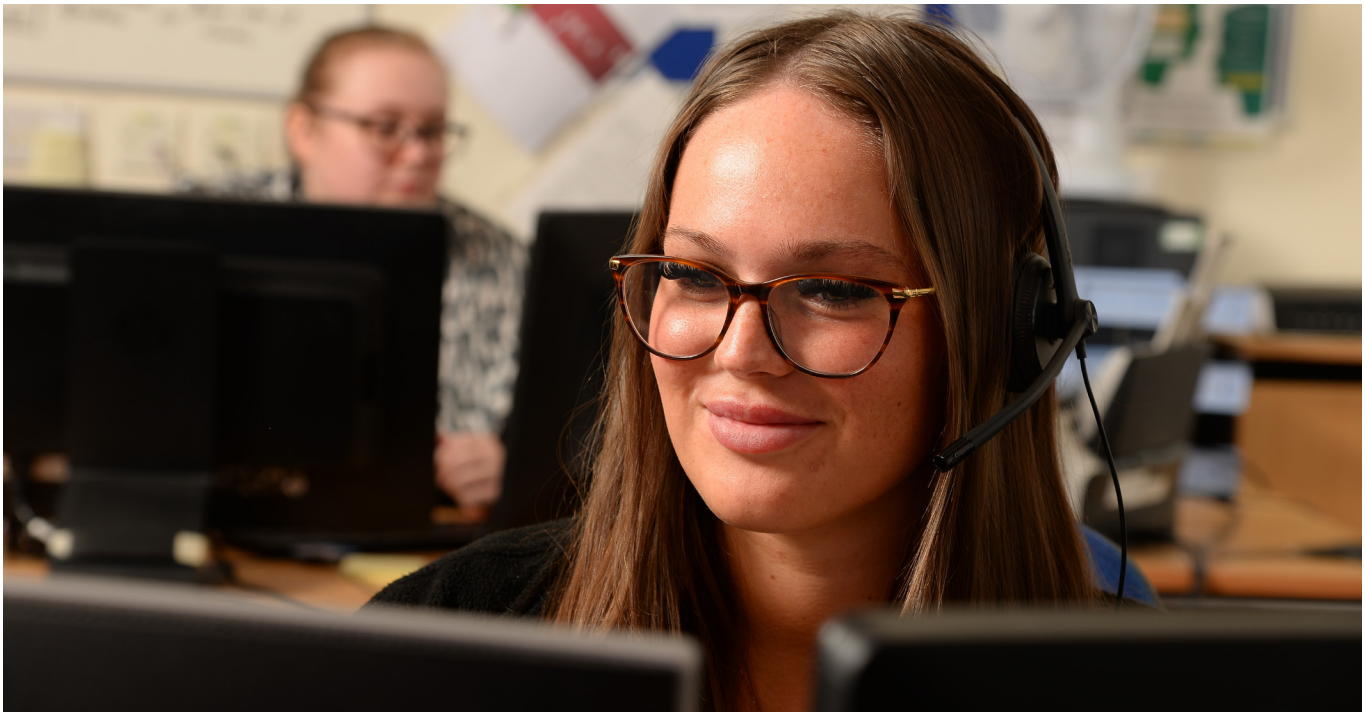
The College's Role

- Ensure that employers are aware of their safeguarding obligations.
- Ensure apprentices have an awareness of safeguarding and understand how to access college support services.
- Provide safeguarding training for all college employees working with apprentices.
- Ensure college staff working with young and vulnerable people are subject to an enhanced
- Disclosure and Barring service check.
  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

Responsibilities include:

- Assessing any risks to apprentices before placement begins
- Providing appropriate induction, training and supervision for apprentices
- Being aware of the threat to safety from being online and exercise caution with 16-18 year old apprentices who spend a lot of time online and/or work from home
- Looking after the welfare of apprentices in the workplace
- Ensuring systems are in place to prevent unsuitable people working with apprentices
- Familiarise themselves with relevant government legislation (working together to safeguard children 2026).
- 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.
- Communicate any concerns regarding safeguarding to the college and or relevant services.



Prevent

As part of the Counter Terrorism and Security Act 2015, colleges 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 will undertake a mandatory induction in which these issues will be covered.

The College's Role

- Provide relevant training for college staff so that they understand the obligations the college 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 the attention of the safeguarding team.
- Ensure apprentices are able to express views in non-extremist ways and create an environment that encourages respectful free speech.

What issues could lead to a person being vulnerable to negative external influences?

- Loneliness or isolation
- Changes to a family situation
- Poverty
- Political grievances
- Accessing extremist material

The Employer's Role

- Demonstrate a commitment to the principles that underpin the Prevent Duty.
- Seek specialist support if any concerns are raised.
- Report concerns to College safeguarding team
- Be alert with regards to changes in behaviour that may give you cause for concern
- Advise the College of any concerns regarding your apprentice to allow us to investigate any issues further
- Promote British Values with your apprentice and challenge views that contradict this
- Be receptive and approachable if your apprentice would like to discuss concerns relating to extremism or events in the news. Encourage them to also have discussions with their Learning and Skills Coach



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
- Mutual respect and tolerance for those with different faiths and beliefs, and for those without faith.

Apprentices are encouraged to explore ideas in a context where these values are recognised and respected.

The College's Role

- To promote British values throughout an apprentice's programme.
- Explain and explore British values and how they influence our society during a dedicated induction programme.
- Encourage apprentices to respect each other and value 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.

Online Safety

The increasing use of the internet, digital technology, and artificial intelligence has presented huge opportunities, both to enrich the learning environment for apprentices and to expand their personal horizons. People are able to access and engage with online content in many ways, so it is essential that they develop the skills needed to use the internet safely and adopt appropriate online behaviours.

It is paramount that individuals are aware of how to protect themselves online and ensure the security of their personal data. Online dangers can include bullying and abuse, revenge porn, grooming, identity theft, viruses and malware, as well as risks linked to artificial intelligence such as exposure to disinformation, algorithmic bias, and the potential misuse of AI tools. This includes the creation and/or sharing of illegal content such as nudes and/or semi nudes (including those using generative AI), which is a criminal offence and must be reported immediately.

An important part of an apprentice's development is strengthening their critical, life-ready thinking. As part of their studies, we will support your apprentice to develop the awareness, judgement, and digital resilience needed to keep themselves safe online and to navigate emerging technologies responsibly.

The College's Role

- Consider how apprentices may be at risk of harm using the internet or technology.
- Provide relevant information for apprentices so that they are able to work safely and effectively online.
- Make sure college 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.

The Employer's Role

- Ensure apprentices are made aware of your organisation's policies on using the internet, technology and any approved AI tools in the workplace, with relevant training provided.
- Establish clear acceptable-use guidelines for digital tools and AI systems.
- Ensure apprentices use workplace accounts, not personal accounts, for work activities.
- Offer support and guidance on professional online conduct, secure communication, and data protection.



Safeguarding in Practice

The college 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 college will endeavour to be as transparent as possible with employers, while respecting the apprentice's trust and adhering to college confidentiality policies.

As a mentor on our apprenticeship programme, it is essential to maintain a professional and positive environment that fosters growth and development for our apprentices. Social interactions outside of the workplace can play a role in building rapport, but it is crucial to adhere to the highest standards of professionalism:

Choose Appropriate Settings
When engaging in social activities with apprentices, select venues and settings that align with a professional atmosphere. Avoid places that may be deemed inappropriate or could compromise the professional boundaries of the mentor/ apprentice relationship

Maintain Respectful Boundaries
Be mindful of personal boundaries and ensure interactions with apprentices are respect and professional. Avoid situations that could be misinterpreted or create discomfort

Alcohol Consumption
It is advised that mentors abstain from taking apprentices out and engaging in the consumption of alcoholic beverages

Warning signs may include:

- Absence - Missing work or not turning up at college
- 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, sharing information with the college Learning and Skills Coaches and/or safeguarding team is required. This allows a bigger picture to be formed to allow appropriate support to be given to the apprentice.

Safeguarding concerns

Any employer who would like to discuss a concern or ask any 'what if' questions to reassure themselves and to seek further guidance or direction, should contact the Bury College Safeguarding Team or their own HR department. Any concerns that are during College hours must be reported to the below contact details.

If an apprentice discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

- Listen carefully and take what is being said seriously
- Tell the apprentice you have a duty to report concerns
- Tell the apprentice you cannot promise confidentiality
- Write down what the apprentice says in their own words
- Contact our Safeguarding Team immediately by calling 0161 280 8604 or email **safeguarding@burycollege.ac.uk**

Bury College Safeguarding Advice Line:
During Office hours: 8.30am - 4.30pm
Phone: **07713 312773**
Email: Safeguarding@burycollege.ac.uk

For any out of hours support please see below:
Police
Non urgent crime reporting: Telephone 101
Online: https://www.gmp.police.uk/ro/report/ocr/af/how-to-report-a-crime/
Immediate risk of Harm: 999

Social Care
Bury: 0161 253 6606
Manchester: 0161 234 5001
Lancashire: 0300 123 6722
Rochdale: 0300 303 8875
Salford: 0161 794 888
Bolton: 01204 337 777



DO YOU FEEL SAFE?

BURY COLLEGE

If you or your friends are worried about any safeguarding concerns including:

- Bullying (Online/physical/verbal)
- Gang related activity
- Criminal exploitation /County lines
- Exploitation (Online/Sexual/Financial)
- Honour-based violence
- Sexual harassment
- Sexual abuse
- Relationship abuse
- Domestic abuse
- Homelessness
- Forced marriage
- Any other safeguarding concerns

Or just need to talk to someone, please contact a member of the safeguarding team

07713 312773

safeguarding@burycollege.ac.uk



You can also contact the team via the Canvas big red button



Becs Parsons
Safeguarding Manager
07713 312773



Ian Allonby
Pastoral Manager
07739 687033



Sam Lawrie
Pastoral Manager
07739 687013



Sam Pedley
Senior Pastoral Manager
07918 721571



Unmairah Mukhtar
Pastoral Manager
07918 721566



Craig Mitchell
Senior Pastoral Manager
07545 915294



Laura Thomas
Pastoral Manager
07713 312780

wisdom wellbeing

WISDOM WELLBEING APP

for Bury College students

BURY COLLEGE

A new **24/7** student helpline, that can support you with any of life's issues or problems.

- Stress and anxiety
- Medical information
- Family issues
- Bereavement
- Financial wellbeing
- Sexual and gender identity
- Relationship advice
- Bullying and harassment
- Counselling
- Housing concerns
- Alcohol or drug issues
- Exam worries

Download the Wisdom app, and register with your Bury College email address and using the unique code: **MHA201091** or call: **0800 028 3766**

BURY COLLEGE

Working Together To Keep Apprentices Safe

Bury College Apprenticeships and Training
Beacon Centre ▪ Market Street ▪ Bury ▪ BL9 0DB
0161 280 8650 ▪ www.burycollege.ac.uk/employers/employer-welcome
apprenticeships@burycollege.ac.uk