HULT
INTERNATIONAL
BUSINESS SCHOOL

Keeping Apprentices Safe

Hult Apprenticeships
at Ashridge





Apprenticeship Overview

At Hult, we understand that the safety of our apprentices is of paramount importance.

We are committed to working together, exercising personal responsibility and positively co-operating to make sure our environment is as safe as it can be, enabling an inclusive and successful community.

We are dedicated to creating a learning experience that provides the highest levels of apprentice safety and wellbeing.

Hult supports the principle that 'safeguarding is everybody's business' and is committed to supporting staff to do the right thing when they have a concern. This area of safeguarding is overseen by the Designated Safeguarding Lead.

All members of support staff working with apprentices undertake mandatory safeguarding training to ensure that they can identify and report safeguarding concerns and provide the necessary support.

What is the duty of employers?

It is an employer's duty to protect the health, safety and welfare of their apprentices in the workplace. Employers must do whatever is reasonably practicable to achieve this. It is important that employers seek appropriate advice if they feel an apprentice is at risk in their personal lives.



Safeguarding

Our approach

'Safeguarding' is an umbrella term which considers all the activities respecting the fundamental right for adults and children to be safe. This includes the services we provide with procedures in place to help prevent and minimise the risk of harm to the welfare of 'vulnerable adults'.

Hult owes duty of care to its staff and apprentices, therefore when a safeguarding concern has been reported it is not possible to guarantee confidentiality. Hult may need to act on receipt of the information reported, which may result in the concern needing to be reported to an external third-party, for example, the police or local authority if there were concerns over someone's safety. The person who initially made the disclosure will be made aware of this and only those who need to be informed of the concern will be.

All parties involved in apprenticeships are expected to take reasonable action to minimise risks to apprentices.

This includes aspects of the apprentice's experience, both in and outside of the workplace, as well as during attendance at Hult.

There is no exhaustive list of what may constitute abuse or exploitation but this includes:

- Physical
- Emotional
- Sexual
- Financial
- Neglect
- Online abuse
- Domestic abuse
- Human trafficking
- Discriminatory abuse

What is Hult's role?

- Ensure that apprentice employers are aware of their safeguarding obligations
- Provide a safe working and learning environment
- Ensure apprentices have an awareness of safeguarding and understand how to access Hult's support services
- Help staff to understand the part their role in safeguarding, including recognising risks to adults, children and young people
- Provide safeguarding training for all support staff working with apprentices
- Make staff aware of our safeguarding responsibilities for people who come to, or are linked with, all apprenticeship related activities on and off campus
- Demonstrate our wider commitment to raising awareness about what can lead to adults, children and young people into becoming vulnerable to abuse and harm

What is the Employer's role?

- Be aware of their statutory duties regarding the welfare of children, young people, and vulnerable adults
- Understand what safeguarding means in practice at their organisation, in the context of the responsibilities they have for the people they employ
- Provide a safe, supportive environment for learners both on and off site
- Ensure appropriate checks are completed with the Disclosure and Barring service for employees working with vulnerable young people and vulnerable adults
- Where possible, identify a dedicated person to coordinate safeguarding across the organisation
- Have suitable supporting procedures in place, including named contacts in case of emergencies
- Report any concerns to the apprentice support team



Prevent

Hult recognises its duty to protect academic freedom and freedom of expression, to uphold the integrity of the institution as a place for learning and teaching. In addition, Hult is committed to ensuring that radicalisation and all forms of extremism are countered through the PREVENT agenda, as required of all UK higher education institutions.

The duty to safeguard apprentices from harm extends to preventing them from being drawn into extremism. This forms the statutory 'Prevent duty' (s.26 Counter Terrorism and Security Act 2015). It is important to note that 'extremism' covers a broad spectrum of beliefs which may include far-left, far-right, environmental, pro-life etc. Not all extreme views are illegal however, and it is only concerning when someone is at risk of committing violence or criminal activity.

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 factors such as online interactions as well as family and friend relationships. A number of factors may indicate a concern, this includes changes in behaviour, personal loss, low self-esteem, and the need for a sense of belonging. If you are worried about an apprentice, you should always discuss your concerns with a member of the apprentice support team who will inform the Designated Safeguarding Lead.

Further information and guidance about the Statutory Prevent Duty Guidance along with access to a Prevent e-learning training package can be found via the following address: www.gov.uk/government/publications/prevent-duty-guidance

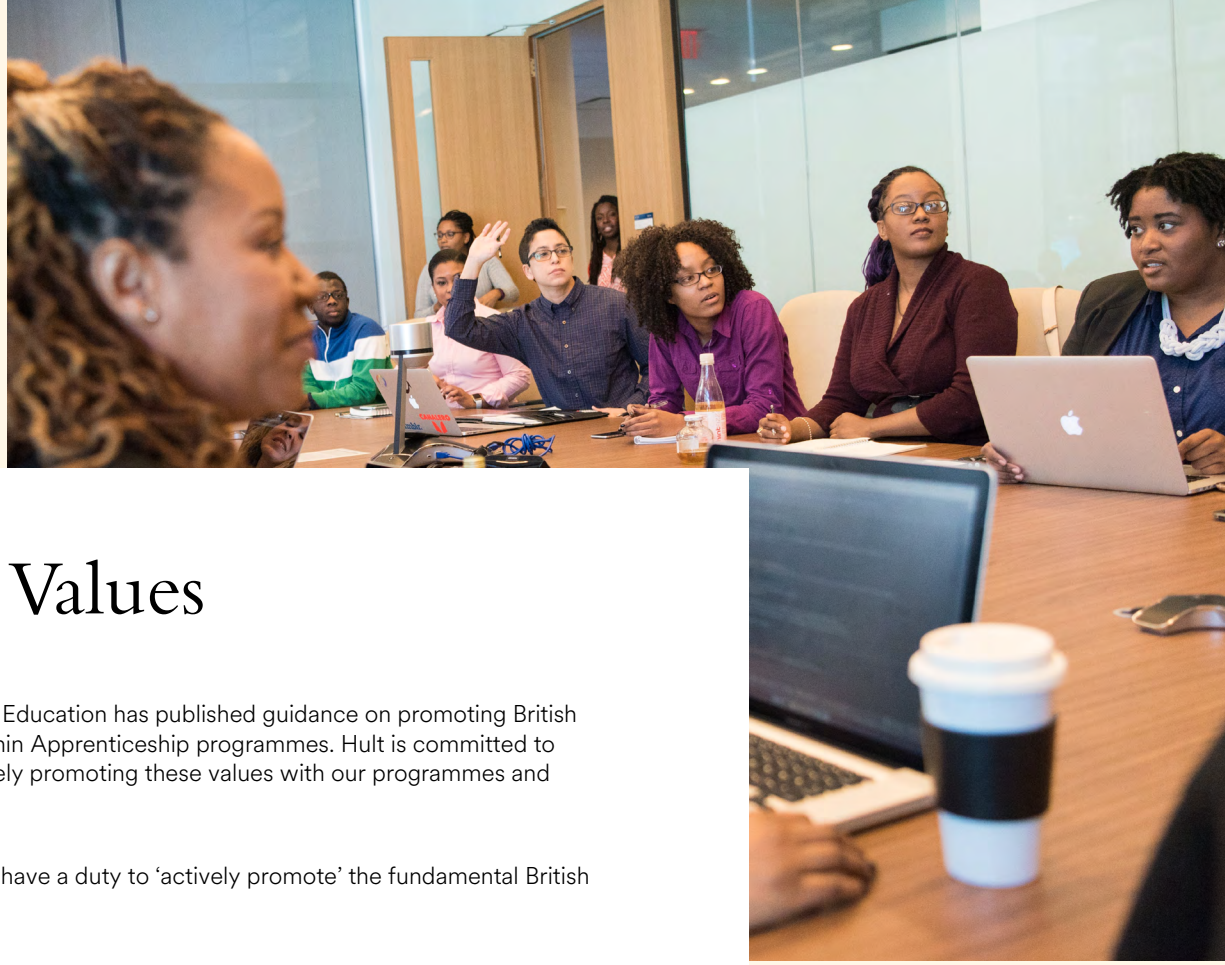
What is the Hult's role?

- Ensure staff who are concerned about an apprentice or staff member who they perceive has been, is being or could be at risk of being radicalised are aware that they must report this to the Designated Safeguarding lead, who is also the Prevent Lead
- Provide awareness training to all staff and review the training on a regular basis.
- Ensure apprentices can express views in non-extremist ways
- Create an environment that encourages respectful free speech
- Provide information and training to staff engaged in the provision of student welfare and pastoral support
- Provide information for apprentices that defines the Prevent Duty and how this affects them and others including other staff and apprentices within their employing organisation and Hult
- Ensure clear procedures are in place so all staff and apprentices know how to report a concern and how concerns can be escalated and immediately be brought to specialist attention
- Provide opportunities for apprentices to discuss their own concerns relating to Prevent
- Be alert of changes in Behaviour that may be a cause for concern

What is the Employer's role?

- Show an understanding of the Prevent Duty and have a process for how to report any concerns
- Demonstrate commitment to the Prevent Duty in the workplace

For more information:
Email **welfare@ashridge.hult.edu** to contact the Apprentice Support Team



British Values

The Department for Education has published guidance on promoting British values including within Apprenticeship programmes. Hult is committed to upholding and actively promoting these values with our programmes and organisation.

This outlines that all have a duty to 'actively promote' the fundamental British values of:

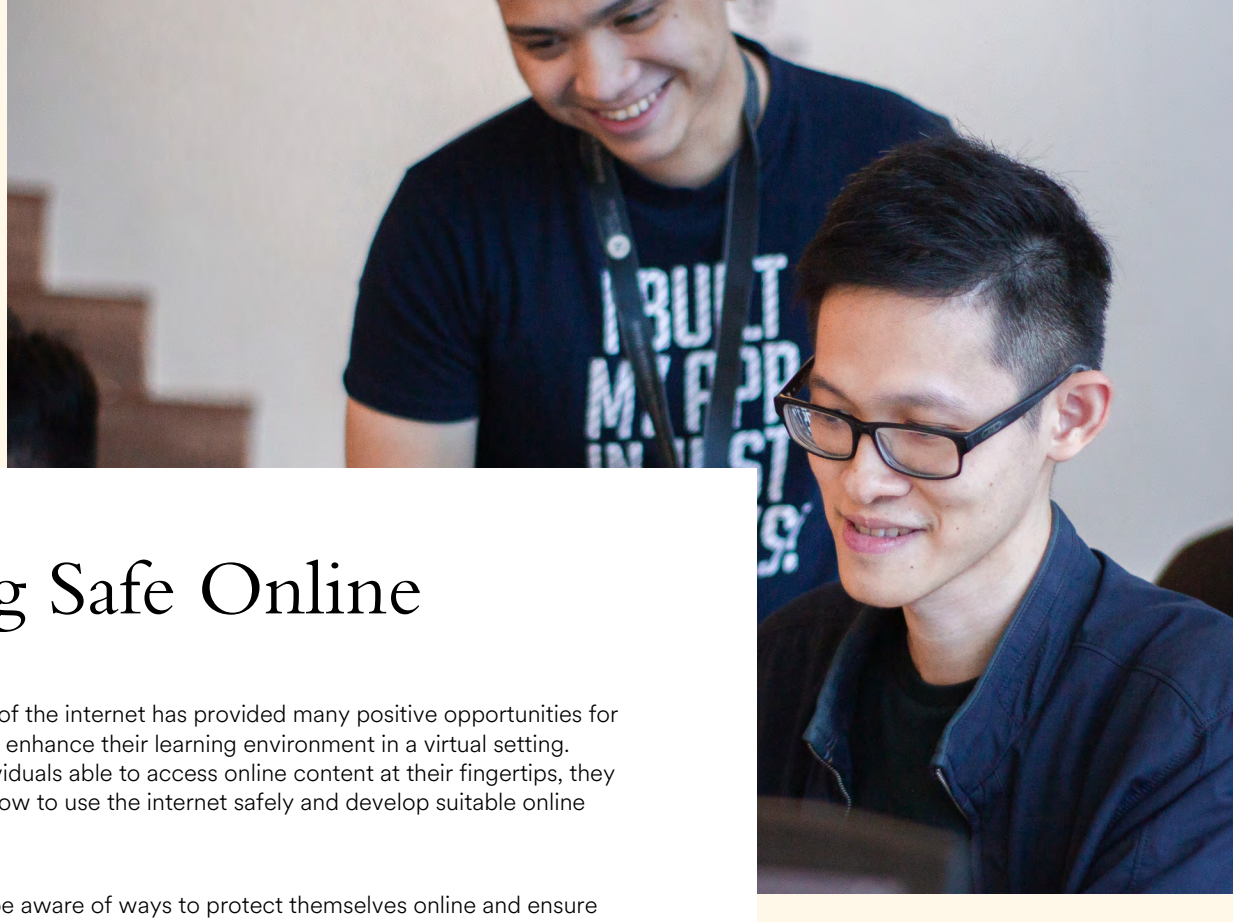
- Democracy,
- The Rule of Law,
- Individual liberty,
- And mutual respect and tolerance of those with different faiths and beliefs.

What is the Hult Ashridge's role?

- Promote British Values throughout the apprentice's training
- Provide training that defines and explores British Values and opportunities for apprentices to apply their knowledge to current relevant situations and issue
- Promote the understanding of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs
- Encourage apprentices to respect others, with regard to the protected characteristics set out in the Equality Act (2010)
- Support apprentices in instances where they feel they aren't being treated in accordance with the British Values, Safeguarding and Prevent and work with the parties involved to resolve this effectively

What is the Employer's role?

- Demonstrate a commitment to British values in the workplace
- Support apprentices to respect other people in regard to the protected characteristics set out in the Equality Act (2010)
- Encourage your apprentices to show mutual respect and tolerance for those with different beliefs



Staying Safe Online

The increasing use of the internet has provided many positive opportunities for apprentices as they enhance their learning environment in a virtual setting. However, with individuals able to access online content at their fingertips, they must be aware of how to use the internet safely and develop suitable online behaviours.

Apprentices must be aware of ways to protect themselves online and ensure their personal data is secure. Dangers can include bullying and abuse, revenge porn, grooming, identity theft, and viruses.

At Hult we advocate that all staff and apprentices are aware of how to keep to themselves safe online with information provided at induction and throughout their time on programme.

What is Hult's role?

- Committed to safeguarding and promoting the welfare of all apprentices, with particular regard to online safety
- Provide clear policies and procedures for the safe use of the internet, and have procedures in place for referring concerns
- Ensure Hult staff are trained to identify and deal with concerns about online safety

What is the Employer's role?

- To consider how apprentices might be at risk of harm from using the internet, and to take appropriate safeguarding measures to protect them
- Ensure apprentices are made aware of your organisations policies on using the internet and technology in the workplace
- To establish a culture that safeguards staff and young people within your organisation
- Communicate any concerns about safety online Hult
- Work with Hult to ensure that apprentices can access required software remotely identifying where internet safety measure such as firewalls may impact this



Safeguarding in Practice

Hult is here to support employers that may need assistance managing a particular scenario. We will aim to be open with our employers where concerns arise, whilst respecting the apprentices trust and confidentiality.

We would encourage employers to have regular meetings and training sessions with apprentices so that you can identify and act on any issues or concerns that may arise promptly.

In many cases an apprentice may not necessarily seek help over a concern of safeguarding specifically, but there are common warning signs that can help recognise when things may not be right.

What are the warning signs?

- Absence - Missing work or not turning up at scheduled apprenticeship program sessions (workshops etc.)
- 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.

However, in an emergency or when suspecting a serious issue, we recommend contacting the appropriate authorities in the first instance as they can provide urgent or crisis support quickly.

Safeguarding at Hult

Safeguarding means ensuring the **safety and wellbeing** of our **learners.**

At Hult, this means ensuring our polices and processes promote and protect learner wellbeing and that while you are on an apprenticeship. This includes cyber risks, mental and physical health information, risks of radicalisation or grooming and much more.

The role of the dedicated Designated Safeguarding Lead is to:

- Provides direct support to learners with a range of issues that have already caused, or could cause, harm in conjunction with the Apprentice Support team
- Act as a point of contact for those with safeguarding concerns
- Makes sure all staff are aware how to support learners and raise concerns
- Ensures all staff understand the symptoms of (amongst others) radicalisation/child abuse/neglect/modern slavery, so we can spot risks
- In conjunction with third parties, provides emergency and longer-term support to protect our apprentices
- Monitors those who are the subject of safeguarding concerns
- Maintains accurate and secure vulnerable adult protection records
- Monitor the implementation of this policy

Ways to access support if you are worried for yourself or someone else:

Email: welfare@hultef.com

Contact the Apprenticeship Support Team or speak to any member of staff onsite and/or online

Prevent at Hult

Prevent is part of the government's **counter terrorism strategy.**

At Hult, this means we teach our staff and apprentices about the 4 British values: Democracy, rule of law, individual liberty and respect and tolerance.

We also work with Prevent partners to identify people at risk of being or causing terror related harm.

- Hult recognises that radicalisation is another form of grooming and therefore a safeguarding issue
- Hult holds safeguarding at the heart of its policies, processes and values
- If you are concerned for yourself or someone else, please email welfare@ashridge.hult.edu

Ways to access support if you are worried for yourself or someone else:

Email: welfare@ashridge.hult.edu

Contact the Apprenticeship Support Team or speak to any member of staff onsite and/or online

Mental Health at Hult

Emotional and mental wellbeing is an important **component of** successful **learning.**

Hult will support you in this by:

- Understanding how to protect your mental health and promoting emotional wellbeing is part of modern British citizenship.
- Providing signposting to local, National and charitable services relevant to learner needs

Hult is here to listen and help. Our staff are all dedicated to supporting learners – even if that's just someone to talk to.

Ways to access support if you are worried for yourself or someone else:

Contact the Apprenticeship Support Team or speak to any member of staff onsite and/or online

Who to Contact

General Support

In the first instance you can speak to
The Apprentice Support Team

Call
+44 (0) 1442 841026

Email
Welfare@ashridge.hult.edu

Hult Apprenticeships at Ashridge
Berkhamsted
Hertfordshire
HP4 1NS
United Kingdom

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www.ashridgehouse.org.uk/sustainability.

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Charity number 311096

Retention of Information

Hult complies with the principles of the General Data Protection Regulations in the way that it retains and disposes of personal information. Written records of any safeguarding concerns will be retained for as long as is necessary for the purpose for which it was obtained or as legally required or lawfully permitted. Safeguarding records are kept centrally and separately from an apprentice's personal records.