

# DMU Apprenticeships

Keeping Apprentices Safe

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**Q&A**  
ENTERPRISE  
AND BUSINESS  
SCIENCES



# DMU Apprenticeships

## Apprenticeship Overview

At De Montfort University (DMU), we understand that the safety of our students is of paramount importance, including our students who have chosen to study at the University as part of an apprenticeship programme.

We are all 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.

### What is our approach?

The University prides itself on its commitment to the public good and therefore 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 is overseen by dedicated Associate Professors (Student Experience) within each faculty who promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon.

Additionally, all members of University staff working with apprentices undertake mandatory safeguarding training to ensure that they are able to identify the safeguarding concerns and provide suitable support to apprentices when needed.

### 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.**

# DMU Apprenticeships

## Safeguarding



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

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 University.

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 the University's role?

- Ensure that apprentice 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
- Help staff to understand the part they can play in safeguarding, recognising risks to adults, children and young people, including where we receive information which points to risks in the wider community, and knowing what action to take
- Provide safeguarding training for all University employees working with apprentices
- Make staff aware of our safeguarding responsibilities for adults, children and young people who come to, or are linked with, all university related activities on and off campus
- Ensure University staff working with vulnerable young people and vulnerable adults are subject to an enhanced Disclosure and Barring service check
- Demonstrate our wider commitment to raising awareness about what can lead to adults, children and young people becoming vulnerable to abuse and harm, preventing harm from occurring in the first place, and creating a safe environment.

For more information on the University's Safeguarding Policy, visit: <https://www.dmu.ac.uk/documents/dmu-staff/pod/safeguarding/dmu-safeguarding-policy.pdf>



# DMU Apprenticeships

## Employer Role

### 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.

# DMU Apprenticeships

## Prevent

**De Montfort University 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, the university is committed to ensuring that radicalisation and all forms of extremism are countered through the PREVENT agenda, as required of all UK universities.**

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 influences. These can include, family, friends or relationships they have made online. Extremism can also include non-violent action. Changes in behaviour, regular appearance may indicate a concern. If you are worried about an apprentice, you should always discuss your concerns with DMU.

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](https://www.gov.uk/government/publications/prevent-duty-guidance)

### What is the University's role?

- Ensure staff who are concerned about a student 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 Students at Risk Committee (students) or People and Organisational Development (staff)
- Provide awareness training to all staff and review the training on a regular basis. PREVENT training is framed within the wider issue of safeguarding 'students at risk' and duty of care to support vulnerable students
- Ensure apprentices are able to express views in non-extremist ways and 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 training for apprentices that defines the Prevent Duty and how this affects them and others including other staff and apprentices within their employing organisation and the university
- Ensure clear procedures are in place so all staff and students know how to report a concern and how concerns can be escalated and immediately be brought to specialist attention.

For more information on the University's Prevent Duty, visit: <https://www.dmu.ac.uk/documents/about-dmu-documents/university-governance/counterextremism-strategy.pdf>

### 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
- Provide opportunities for apprentices to discuss their own concerns about Extremism, Events in the News and British Values
- Be alert of changes in Behaviour that may be a cause for concern.

# DMU Apprenticeships

## British Values

The Department for Education has published **guidance** on promoting British values including within Apprenticeship programmes. De Montfort University (DMU) 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 University'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 issues

- 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 particular 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.



# DMU Apprenticeships

## 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 DMU we advocate that all staff and students are aware of how to keep to themselves safe online with information provided at induction and throughout their time on programme. More details on saying safe online can be found here: <https://www.dmu.ac.uk/your-dmu-future/top-tips-for-staying-safe-online.aspx>

### What is the University's role?

- Committed to safeguarding and promoting the welfare of all apprentices, with particular regard to online safety
- Assess where and how apprentices might be at risk of harm from internet use
- Provide relevant training to enable staff to identify and deal with any concerns relating to online safety
- Provide clear policies and procedures for the safe use of the internet, and have procedures in place for referring concerns
- Ensure university 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 to the University
- Work with the university to ensure that apprentices can access required software remotely identifying where internet safety measure such as firewalls may impact this.

# DMU Apprenticeships

## Safeguarding in Practice

### What is off the job training?

DMU 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 following the university confidentiality policies.

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 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.*

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.

For more information on the University's Safeguarding Policy, visit: <https://www.dmu.ac.uk/documents/dmu-staff/pod/safeguarding/dmu-safeguarding-policy.pdf>





# DMU Apprenticeships

## Who to contact?

### General Support

In the first instance you can speak to:

- Apprenticeship Programme Leader - See Apprentice's Individual Learning Plan for contact details

Or

- Faculty Safeguarding Coordinator - Associate Professor Student Experience for your faculty:

#### Faculty of Art Design & Humanities

Paul McNicoll  
Tel: 0116 257 5747  
Email: [paul.mcnicoll@dmu.ac.uk](mailto:paul.mcnicoll@dmu.ac.uk)

#### Faculty of Business and Law

Ed Thompson  
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#### Faculty of Health and Life Sciences

Anna Chesters  
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Email: [achesters@dmu.ac.uk](mailto:achesters@dmu.ac.uk)

#### Faculty of Computing, Engineering and Media

Pamela Hardaker  
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#### DMU's Operations Lead

Phil Scarffe  
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#### Apprenticeships

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## **Get in touch**

If you have any questions about how De Montfort University can work in partnership with your business, get in touch.

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