discovery

Your Workforce Reimagined

Safeguarding Policy

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Contents

Introduction

Discovery is committed to meeting all statutory requirements and adopting best practice in every aspect of its business. This document describes how Discovery and its employer partners fulfil their responsibilities for safeguarding in apprenticeships.

Section 2 provides a definition of safeguarding in the specific context of apprenticeships.

Section 3 describes how safeguarding in apprenticeships is implemented. Discovery ensures that its employer partners have a safeguarding policy which applies to the organisation as a whole. Discovery's apprenticeships teams are responsible for implementing the policy in apprenticeships. In doing so, they reflect the government's statutory guidance on safeguarding and Ofsted's guidance on inspecting safeguarding. Employers may have other policies, in addition to their safeguarding policy, that are associated with safeguarding. This section also describes how Discovery's apprenticeship teams implement these policies in apprenticeships.

Section 4 outlines the role of Discovery's safeguarding lead.

Definitions

The statutory requirement for safeguarding applies to two particular groups of people: those below the age of 18 and vulnerable adults. However, the concept of safeguarding in apprenticeships relates to broader aspects of care and education. This means that safeguarding applies more widely in the apprenticeship context; it is not restricted to these two groups.

Safeguarding is a term used to describe how to protect adults, young people and children from abuse, neglect or harm. Safeguarding for children and young people below the age of 18 covers the following:

- Protecting them from maltreatment
- Preventing impairment of their health or development
- Ensuring that they grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all of them to have the best outcomes.[1]

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[1] HM Government (March 2015) Working together to safeguard children

Ofsted states that in apprenticeships, most of the principles and procedures that apply to safeguarding young people also apply to vulnerable adults.[2]

The statutory definition of a vulnerable adult defines an adult as vulnerable when they are in receipt of a 'regulated activity' such as health care treatment, personal care, social work, or day-to-day assistance because of age, illness or disability. However, any adult (not just those in receipt of a 'regulated activity') may be potentially vulnerable to abuse and harm.

The broader interpretation of safeguarding adopted by Ofsted means that safeguarding procedures apply to all participants in apprenticeships, although particular attention should be paid to applying safeguarding to any participant covered by the statutory requirements. This broader interpretation includes the following aspects of safeguarding:

- Health and safety
- Physical, mental and emotional health and well-being
- Meeting the needs of people with disabilities, special educational needs or medical conditions
- Online safety
- Security

Implementing Safeguarding in apprenticeships

Table 1 below describes how Discovery's apprenticeship teams implement safeguarding in apprenticeships. Several of employers' policies, in addition to their safeguarding policy, may relate to safeguarding in its broader sense.

Table 2 lists these other policies that link to safeguarding.

Table 3 describes how Discovery's apprenticeship teams implement relevant aspects of these other policies, to fulfil both its statutory and wider responsibilities for safeguarding in apprenticeships.

Table 1 – Implementing safeguarding policy

Policy	Implementation in apprenticeships
Safer recruitment	- All applicants to posts in Discovery's apprenticeship teams are subject to a DBS check - Discovery obtains employment history and two references for each newly-appointed employee
Safer environment	All staff employed in Discovery's apprenticeship teams have training in safeguarding

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[2] Ofsted (August 2016) Inspecting safeguarding in early years, education and skills settings

	• Staff are trained to identify participants at risk of abuse, neglect or harm • Any reported suspicions and concerns are treated confidentially • Discovery's quality assurance process ensure that safeguarding practices are consistent with employer's policies • Discovery has a dedicated Safeguarding Officer • The Safeguarding Officer monitors and reports on safeguarding issues quarterly
Reacting to concerns	• Discovery's 'Initial Issue/Concern Reporting Form' is used to report any safeguarding issues and concerns in apprenticeship teams • Immediate action is taken if harm or potential harm is suspected, disclosed or discovered • Staff know what to do and how to behave if an act of abuse, neglect or harm is identified • Where appropriate, statutory agencies are notified, and apprenticeship teams works in partnership with them
Professional standards	• All staff in Discovery's apprenticeship teams know that they have a duty of care to safeguard participants on apprenticeships and promote their welfare • Staff work in an open and transparent way to safeguard participants • The same professional standards are always applied, regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity

Table 2 – Other employer policies linked to safeguarding

Discovery's employer partners may have policies in other areas which link to safeguarding. Examples are shown in the table below.

Other areas	Policies
Health and safety	• Policy statement • Health and safety objectives
Equality and diversity	• Equality and diversity policy
IT	• Use of IT policy statement • Harassment and bullying policy
Welfare	• Site welfare procedure
Security (lone workers)	• Lone working policy
Whistleblowing	• Whistleblowing policy

Table 3 – Implementing other policies linked to safeguarding

Discovery identifies the relevant policies in each employer partner. Discovery's apprenticeship teams make sure that all participants are aware of and understand these policies. They also create opportunities during the apprenticeship for reinforcement and further learning related to the policies.

The table below describes how specific aspects of the policies which are especially relevant to safeguarding in apprenticeships may be implemented, both at induction and throughout the duration of the apprenticeship.

Policy	Implementation in apprenticeships
Health and safety	Discovery's apprenticeship teams review the outcomes of health and safety audits and identify any issues and actions affecting apprenticeship cohorts. Discovery's apprenticeship teams ensure that all line managers involved in apprenticeships are aware of, and understand, employers' health and safety guidance. Line managers involved in apprenticeships use good practice risk assessments in assessing potential risks to apprenticeship participants in

	their teams.
	Discovery's apprenticeship teams review risk assessments for all areas of the business prior to apprenticeships starting in these areas.
	Discovery's apprenticeship teams assess awareness of health and safety annually among apprenticeship participants.
	Core values of health and safety are included in induction to apprenticeships.
Equality and diversity	Induction to apprenticeships includes information about:
	• Harassment and Bullying Policy
	• Sexual Harassment Policy
	• Grievance Procedure
	• All apprenticeship pathways include training sessions focusing on:
	• Respecting the right to work in an environment free from prejudice and discrimination
	• Exhibiting the correct behaviours
	• Challenging colleagues who fall short of these expectations
	• Language and behaviour in the workplace which ensure the dignity of employees
	Discovery's apprenticeship teams ensure that all line managers involved in apprenticeships have completed equality and diversity training as part of their management competency programmes.
	Discovery's apprenticeship teams review the workplace and design of jobs to identify barriers to participants with disabilities and consider what action can be taken to remove such barriers.
	All employees in Discovery's apprenticeship teams are given appropriate support and guidance in the application and selection process for apprenticeships, to maximise their potential and progress their careers, with particular attention paid to being aware of and sensitive to the needs of women and minority groups.
Use of IT	All communication with young people and vulnerable adults as part of apprenticeships takes place within professional boundaries, including the use of technology such as mobile phones, text messaging, emails, digital

	cameras, videos, ~~web cams~~webcams, websites, social networking sites and blogs.

Participants in apprenticeships, and their line managers and mentors, understand that the definition of bullying and harassment extends to include activities arising in relation to the use of IT, including email and social media.

Only social networking sites/weblogs specifically approved by employers for use in apprenticeships may be accessed from computers or any mobile device at any time during working hours, and only for the purpose of apprenticeships.

Discovery's apprenticeship teams monitor the content of such sites to identify and remove any material that is discriminative in any way, including in relation to the protected characteristics defined by the Equality Act 2012 (sex, race, gender preference, age, ability, belief, marital status etc.) or that is or could be otherwise unacceptable.

Line managers who receive referrals from any apprenticeship participant about communication by email that the participant finds offensive, are requested to inform apprenticeship teams who take appropriate action.

Induction to apprenticeships includes information about the inappropriate use of IT and the employer's disciplinary policy. |
| **Welfare** | Site appraisals where apprenticeships are taking place include checks on basic facilities to promote safety, health and hygiene:

- W~~w~~ashing
- D~~d~~rinking
- R~~r~~est areas
- F~~f~~ood preparation

Where welfare risk assessments are made, they are checked by Discovery's apprenticeship teams to ensure that appropriate standards are maintained and monitored. |
| **Security (lone workers)** | Where participants on apprenticeships are working alone, Discovery's apprenticeship teams ensure that:

- A~~a~~ risk assessment has been undertaken
- W~~w~~orking procedures are in place |

	• Discovery's apprenticeship teams also ensure that participants:
	• uUnderstand the procedures
	• Ccan implement them
	• Kknows how to get advice
	• All incidents that occur involving apprenticeship participants, or on sites where participants are working alone, are reviewed and the information communicated as relevant
Whistleblowing	Induction to apprenticeships includes information about possible concerns, and how to report concerns, relating to:
	• Hharassment or any form of discrimination
	• Hhealth and safety risks, including risks to the public as well as other employees
	• Ssexual, physical or other abuse
	• Aanything that makes participants feel uncomfortable in terms of known standards, their experience or the standards they believe the organisation subscribes to
	• Sslavery and human trafficking
	• Oother unethical or improper conduct
	• Cconcealing information about any of these matters
	• Induction also covers:
	• Hhow to raise a concern
	• hHow their employer will respond
	• Hhow concerns will be taken further
	• Discovery's apprenticeship teams support apprenticeship participants who may wish to raise concerns, should this be requested, in addition to any support provided by the participant's Trades Union

Role of safeguarding lead

Discovery's safeguarding lead is the Director of Programmes and Apprenticeship Learning, Raj Babber. The safeguarding lead is responsible for ensuring that the company's safeguarding policy is adhered to and is as efficient and effective as possible.

This includes the following:

- ~~raising~~Raising, recording and investigating concerns related to safeguarding.
- ~~i~~Implementing procedures for obtaining additional support and guidance where needed.
- ~~s~~Sharing appropriate information with relevant people internally and externally.
- ~~c~~Consulting and gaining additional information and guidance if needed.
- ~~e~~Ensuring that staff and associates have received appropriate training on safeguarding issues.
- ~~b~~Being the first point-of-call for all staff who have safeguarding concern.
- ~~r~~Refer any serious concerns to LADO and/or the Police.