

# Safeguarding Policy

Safeguarding is a term used to describe many aspects of keeping our apprentices safe, which includes:

- Apprentice health & safety
- Wellbeing
- Child protection
- Protection of adults at risk
- Self-harm
- Abuse and neglect
- Bullying, harassment, and discrimination
- Domestic violence
- Safety from sexual exploitation, female genital mutilation and forced marriage
- Alcohol, drug, and substance misuse
- E-safety
- Financial exploitation
- Protecting people from radicalisation and extremism

This DHA policy covers all apprentices and all aspects of our apprenticeship programmes.

All DHA staff will take responsibility to understand their role in supporting safeguarding across all aspects of provision and for familiarising themselves with the appropriate procedures and other policies that support this overarching document.

Staff are trained and have a clear understanding of personal safety and good safeguarding practices as well as what factors may make apprentices vulnerable to a range of safeguarding concerns.

DHA ensure that:

- All people are treated with respect and courtesy by staff and apprentices in an environment free from harassment or discrimination
- All learning environments, communal areas, facilities, and equipment comply with legislative health and safety standards
- DHA works with apprentices and other agencies to promote a safe and healthy culture
- DHA develops partnerships to proactively protect apprentices at risk of abuse, neglect or at risk of radicalisation
- DHA works with apprentices to promote their own personal health, well-being and safety including their safety online

- DHA works proactively to raise awareness of radicalisation and extremism to prevent people from being drawn into terrorism
- Apprentices receive confidential advice, guidance, and support for a range of issues that they may face. They are signposted to external agencies where specialist support is required. DHA supports apprentices in having personal resilience and being able to make informed and sensible decisions about their safety and wellbeing to prevent them from being exploited and or abused

During and post Covid-19 DHA adopted a remote/hybrid working methodology. This model is essential for the continued delivery of our programmes. Staff are reminded of our codes of conduct and are expected to follow these without exception.

Online sessions will only be delivered through authorised platforms and assessments will be taken to assess any risks with appropriate actions taken to minimise harm.

DHA staff will where possible be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. Only DHA accounts will be used to communicate via email or online platforms, never personal accounts.

Staff accessing apprentice contact details at home will ensure they comply fully with GDPR.

Apprentices are spending more time online during and post pandemic and so regular advice about the risks of the online world is advised.

To promote a healthy and safe environment, our apprentices are entitled to the following:

- To learn in an environment free from bullying or harassment.
- To have up to date information about personal safety issues.
- The right to make a disclosure to any member of staff and know that the disclosure will be dealt with quickly, sensitively, and appropriately.
- To be aware of the basic principles of safe learning and safeguarding relevant to the programme that the apprentice is completing.
- To be aware of how to access support on personal health and safety issues either within DHA or from outside agencies.
- To be aware of strategies and actions to keep themselves safe at work, in learning or online.

The principles of the 'Keeping Children Safe in Education' and safeguarding agendas are embedded within DHA teaching and learning practices

DHA is committed to engaging apprentices on Hot Topics and issues related to financial health, mental health, and physical health. The aim is to provide apprentices with the tools to make healthy and safe decisions.

DHA provides an environment that is safe, friendly and welcoming environment for all apprentices.

DHA complies with best practice in the recruitment and training of its staff, in line with legislative requirements. All staff undergo the appropriate pre-employment checks including DBS checks for their role and undertake mandatory safeguarding training appropriate to their role. Staff understand the principles of safe working practices, as outlined in the DHA Health and Safety Policy and how not to put themselves in situations that compromise themselves or apprentices. All new starters receive an appropriate induction, including safeguarding, wellbeing and prevent training.

DHA has a legal obligation to protect young people and vulnerable adults from abuse. DHA has an appropriately trained Designated Safeguarding Lead, Wellbeing Champions and male/female deputy safeguarding leads that form a 'safeguarding team' who ensure that disclosures made by apprentices are dealt with quickly, sensitively, and appropriately. All staff are trained in the appropriate response to an apprentice's disclosure and the correct procedure for dealing with concerns about an apprentice. This process is regularly updated to allow for new information and processes to be put in place as and when appropriately required. Teams work with apprentices to proactively protect them from abuse and neglect and prevent apprentices being placed in an abusive situation.

DHA has certain duties preserved within the Counter Terrorism and Security Act 2015. All staff are aware of their Prevent duties and DHA has robust processes in place to respond to concerns about apprentices and staff members. Apprentices are aware they can explore and discuss issues in a safe and open environment with Trainers.

DHA commitment to Prevent is encapsulated within the Prevent Policy, risk assessment and action plan and has been incorporated into the IT Acceptable Use Policy and Safeguarding procedures.

DHA works with Multi Agency teams and other professions to ensure a comprehensive safeguarding network is in place. Advice is taken from professionals within these organisations as appropriate.

The Senior Designated person is the Director of Operations. She is responsible for ensuring that safeguarding processes and procedures are robust and consistently applied.

The DSL is responsible for ensuring that safe recruitment practice is embedded and implemented across DHA, and that all staff have received appropriate training and development.

Contact Details

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