



Centre for  
**APPRENTICESHIPS,  
WORK-BASED LEARNING  
AND SKILLS**

at Leeds Trinity University



Leeds Trinity  
University

# **SAFEGUARDING**

## **Keeping Apprentices Safe**



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At Leeds Trinity University, we consider the safety of our community of paramount importance. Each apprentice has a right to learn and feel safe both on the programme and in their workplace. We strive to provide an outstanding experience for apprentices and we are committed to working with apprentices' employers to achieve this, through their support and engagement. As well as having a designated safeguarding officer, we have training and resources for all staff and apprentices to ensure that they understand safeguarding information and how they could report issues or request support.

*Claire Newhouse*

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Director for the Centre for Apprenticeships, Work-based Learning and Skills

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## Safeguarding

Safeguarding describes the protection of individuals' right to live in safety, free from abuse and neglect. All parties involved in an apprenticeship must take reasonable action to minimise risks to apprentices, both in the workplace and at the University. Types of abuse that are considered under Safeguarding include but are not limited to:



### **How does LTU ensure they implement safeguarding regulations and keep apprentices safe?**

Leeds Trinity University is committed to working with employers to ensure that they are aware of their obligations in relation to safeguarding. We provide apprentices with a thorough induction so that apprentices understand what safeguarding is and how they can access support from both their employer and Leeds Trinity University. All apprentices have access to online resources about Prevent, safeguarding and British Values, and there is opportunity to discuss these within each tripartite progress review (the meeting held between the apprentice, the line manager and a member of the academic team). Staff from the apprenticeships centre have regular account management meetings with employers to ensure that any issues or concerns are shared and addressed. The University provides webpages for the apprentices to visit which provide details of the support available to students and how to access support.

## Prevent

Prevent relates to safeguarding and preventing individuals from radicalisation. Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. The University adheres to the Prevent Duty, which places a legal requirement on the University to minimise the risk of individuals being drawn into terrorism and to ensure vulnerable individuals receive timely and appropriate support.

### **How does LTU ensure they implement the Prevent Duty and keep apprentices safe?**

Leeds Trinity University provides training to staff and apprentices about Prevent so that they understand what it is and how they can manage issues. The University ensures that any issues raised are addressed and the employer is kept informed of what's happening and how it is being dealt with. It is vital that the University provides the apprentices a safe environment in which they can express their views, ensuring that their views are not extremist.

## British Values

British Values refers to a set of values which span democracy, the rule of law, individual liberty, and mutual respect and tolerance. Each of these is considered a fundamental British Value by the UK Government. An essential part of the Prevent duty is the promotion of British Values. As part of the Ofsted monitoring of apprenticeships, the embedding of British Values is rigorously assessed. All employers are required to adhere to the requirements of the Equality Act 2010.

### **How does LTU ensure they implement British Values information and keep apprentices safe?**

Leeds Trinity University introduces information to apprentices on British Values in the induction to the programme and it is embedded throughout the teaching and learning and there is opportunity to discuss these within each tripartite progress review. The University builds excellent relationships with employers to ensure that there is regular communication and issues can be discussed and addressed.

## Online safety

It is important to ensure that apprentices are provided with information on how to stay safe online. Examples of problems apprentices could encounter include phishing, malware and other security issues.

### **How does LTU ensure they provide information for apprentices about keeping safe online?**

Leeds Trinity University provides measures to assist apprentices to stay safe online. Examples of measures implemented include: ensuring the use of strong passwords and using a secure password manager and a 2 step verification system. The University has current and credible antivirus and security software to reduce the amount of cyber security issues experienced and has achieved Cyber Essentials certification.

## Wellbeing

The University is committed to supporting the wellbeing of apprentices. The apprenticeships teams have regular tutorials with apprentices to check how they are getting on. This will allow the apprentices to raise any issues and find out where and how to access support. The University works closely with employers to ensure that any issues raised are addressed and closely monitored.

## Raising a concern

Use the 'Report Concerns' Tile on the MyLTU app <https://myltu.leedstrinity.ac.uk/>

Speak to your Tutor, another member of staff in the Centre for Apprenticeships Work based learning and Skills, or one of the safeguarding contacts listed below.

## Information Sources

**University Safeguarding & Prevent Policies:** <https://www.leedstrinity.ac.uk/about/public-information/safeguarding/>

**Government guidance for Safeguarding:** [Inspecting safeguarding in early years, education and skills - GOV.UK \(www.gov.uk\)](#)

**Office for Student safeguarding and wellbeing information:** [Student wellbeing and protection - Office for Students](#)

## Key Contacts

### Lead Safeguarding Officer

Jo Hynes, Chief Operating Officer  
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**(Safeguarding Officer – Apprenticeships)**

Ruth Wilson  
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Daniel Barford  
Student Liaison & Engagement Officer  
[d.barford@leedstrinity.ac.uk](mailto:d.barford@leedstrinity.ac.uk)

Tony Blockley  
Senior Professional Practice Fellow (Policing)  
[t.blockley@leedstrinity.ac.uk](mailto:t.blockley@leedstrinity.ac.uk)  
**(Safeguarding Officer – Faculty of Social & Health Sciences: Policing)**

Student Mental Health & Wellbeing  
[studentwellbeing@leedstrinity.ac.uk](mailto:studentwellbeing@leedstrinity.ac.uk)

Student Support  
[studentsupport@leedstrinity.ac.uk](mailto:studentsupport@leedstrinity.ac.uk)

Disability  
[disability@leedstrinity.ac.uk](mailto:disability@leedstrinity.ac.uk)

Money Advice  
[moneyadvice@leedstrinity.ac.uk](mailto:moneyadvice@leedstrinity.ac.uk)

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