



## **Lean Construct Ltd**

### **Safeguarding and Prevent Policy**

#### **“Keeping Our Apprentices Safe”**

##### **Duty**

Employers have a duty to comply with all current and future UK legislation and statutory responsibilities. There is a requirement that an employer should take responsibility for an apprentice’s welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives.

##### **Approach**

Lean Construct Ltd. has a clear commitment to safeguarding, which is ultimately overseen by the managing director, who ensures that all staff promote and implement the Safeguarding Policy, also ensuring that it is reviewed regularly, and any short comings are addresses acted upon. Additionally, all members of Lean Construct Ltd staff working with apprentices are trained in safeguarding and can access additional information, advice and training when appropriate.

Employers also have a duty to comply with all current and future UK legislation and statutory responsibilities. Lean Construct Ltd has an expectation that all employers should take responsibility for an apprentice’s welfare in the workplace and to also seek appropriate advice when they feel an apprentice may be at risk in their personal lives.

##### **Safeguarding**

Safeguarding is the overarching term used to describe the protection of the health, wellbeing and human rights of individuals. Under legislation, all parties involved in an apprenticeship, such as the employer, training provider etc, must take reasonable action to minimise risks to apprentices.

This includes aspects of the apprentices’ experience, both **in** and outside of the workplace, as well as during any attendance any off site training delivered by Lean Construct Ltd. Or one of their partners.



Many areas are considered to fall under the definition of safeguarding, and these include but are not limited to

- Abuse
  - Emotional
  - Physical
- Bullying
  - Workplace
  - Online (Social Media)
- Discrimination
  - Age
  - Sexual
  
- Forced Marriage
- Mental Health
- Neglect and Self-Harm
- Radicalisation and Extremism

All staff are aware of the key warning signs that something may be amiss such as

- Absence - Missing work or not turning up to Lean Construct Ltd. appointments
- 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- Changes in behaviour and character - becoming quiet or loud, aggressive or withdrawn.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 – such as a 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.

### **The Role of Lean Construct Ltd.**

The role includes, but is not limited to

- Ensuring that employers are aware of their safeguarding obligations
- Ensuring apprentices have an awareness of safeguarding and understand how to access support if needed.

[www.leanconstruct.co.uk](http://www.leanconstruct.co.uk)

Lean Construct Ltd. Registered Office: Stepstones Farm, Old Weston Road, Congresbury, BS49 5ED  
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- Provide safeguarding training for all Lean Construct Ltd. employees working with apprentices.
- Ensure that all Lean Construct Ltd. staff working with young and vulnerable people are subject to an enhanced Disclosure and Barring service check.
- Maintain open channels of communication with each employer.

We also recognise that apprentices may act very differently depending on their environment and may feel more comfortable discussing sensitive issues with different people.

At Lean Construct Ltd we also ensure that employers are aware of and carry out their safeguarding as required by ensuring that employers

- Familiarise themselves with relevant government legislation.
- Take appropriate steps to understand what safeguarding means in practice at their organisation, in the context of the responsibilities they have for the people they employ.
- Ensure that any staff working with apprentices in a position of trust are appropriate for the role and do not present any danger or threat.
- Ensure that any people working with young or vulnerable people have had an appropriate check completed with the Disclosure and Barring service.
- If practical, identify a person to coordinate safeguarding across an organisation.

This policy is promoted to Lean Construct Learners, Staff and Customers by including it as part of our induction process and making it available on our website. Commitment to this policy by all is of the highest priority and is maintained by including safeguarding awareness into our core delivery mechanisms. Lean Construct Staff are trained by attending selected online courses, by engagement with our partnered educational bodies and are required to keep knowledge up to date in Personal Development plans.

### **Our process for raising concerns**

Our Designated safeguarding officer is Richard Herbert. Apprentices are advised in the first instance to report any concerns directly to him and their employer's HR department. If a concern is raised, it will be recorded centrally on a safeguarding concern form and appropriate action taken to ensure the immediate safety of the learner whilst the issue is investigated and dealt with appropriately. It is recognised that any issues may be of a very sensitive nature and must be dealt with the utmost care and discretion.

If additional support & guidance is required we initially refer to the Care Act found at <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>



## **Prevent**

As part of the Counter-Terrorism and Security Act 2015, Lean Construct Ltd is required to pay “*due regard to the need to prevent individuals from being drawn into terrorism*”. There is no single way of identifying a person who may be vulnerable to extremist ideology and it is often the culmination of several influences.

These can include, family, friends or relationships they have made online. Extremism can also include non-violent action

### **Lean Construct Ltd Role**

Provide relevant training for Lean Construct Ltd staff so that they understand the obligations the Lean Construct Ltd has under Prevent Duty and how to manage risks and concerns.

- Have clear procedures in place so that any concerns can immediately be brought to specialist attention.
- Provide a forum for apprentices to explore these matters.
- Provide a contact for any further information regarding the Prevent Duty.
- Ensure apprentices can express views in non-extremist ways and create an environment that encourages respectful free speech.

We also look to ensure that employers understand their role and

- Demonstrate a commitment to the principles that underpin the Prevent Duty.
- Seek specialist support if any concerns are raised.

### **Promoting British Values**

At Lean Construct Ltd we believe that an important part of Prevent process, is the promotion of British values.

These are the norms that shape our society, and are enshrined in law, through legislation such as the Equality Act 2010.

British values are described as:

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance for those with different faiths and beliefs



Apprentices are encouraged to explore ideas in a context where these values are recognised and respected

### **Practical Application**

Lean Construct Ltd offers itself as a resource to both Apprentices and Employers, if either find that they need support managing a particular scenario then we advise them not to hesitate but to get in touch so as we can all work together to resolve any issues.

Some apprentices may feel comfortable talking to some people about an issue and not others. Lean Construct Ltd will endeavour to be as transparent as possible with employers, while respecting the apprentices trust and adhering to Lean Construct Ltd confidentiality policies.

Although a lot of safeguarding activity is proactive, we would also encourage employers to have regular meetings and supervisory sessions with their apprentice so that they can act on any concerns that arise.

We recognise that in many cases an apprentice will not seek help over an issue of safeguarding, but there are common signs which can help us all; to recognise when things may be wrong.

However, in an emergency or when suspecting a serious issue at Lean Construct Ltd we recommend contacting the appropriate authorities in the first instance

**Steve Ward**  
**Managing Director**  
**Lean Construct**  
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