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## 1. Introduction, Scope & Purpose

**1.1.** Safeguarding is a term used to communicate the duties and responsibilities of those working in education to protect individuals from harm and ensure they feel safe. All our employees who work with apprentices have a crucial role to play in shaping apprentices' lives and have a unique opportunity to interact in ways that promote awareness of welfare, safety, and empowerment.

## 2. Policy Overview

**2.1.** This safeguarding policy covers all apprentices regardless of location and covers all aspects of the apprenticeship programme we offer. All MetaGedu staff must take responsibility for understanding their role in safeguarding across all aspects of our provision. This includes understanding their responsibilities to report all concerns and ensure that children, young people and adults at risk are protected from harm, informed about potential risks to their welfare, and how to seek help.

**2.2.** The policy applies to all staff, including senior managers and the board of governors, paid staff, volunteers and part-time workers, agency staff, apprentices, or anyone working on behalf of MetaGedu.

**2.3.** Safeguarding covers a wider variety of activities, behaviours and situations that could potentially lead to harm or abuse, that includes:

- Abuse (physical, emotional, financial, institutional, sexual, neglect and organisational)
- Health and Safety
- Well-being
- Internet Safety, Cyberbullying, Cybercrime, and all aspects of electronic communication
- Substance misuse including the misuse of alcohol.
- Child protection
- Protecting vulnerable adults
- Child on Child abuse/ Peer on Peer abuse
- Bullying, harassment, Victimisation, and discrimination
- Domestic violence or inappropriate relationships including coercive control.
- Safety from sexual exploitation, female genital mutilation, forced marriage and honour-based violence.
- Sexual violence and sexual harassment
- Grooming (in person, online, by phone, etc)
- Inappropriate supervision (by parents or staff)
- The security and safety of MetaGedu's premises or the apprentice's place of learning
- Protecting people from radicalisation, extremism, and terrorism
- Mental Health concerns including, eating disorders, depression, Self-harm and risky behaviour.
- Trafficking and modern slavery
- Breast ironing

## **2.4. Key Principles and Aims**

- 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.
- MetaGedu works with apprentices and other agencies to promote a safe and healthy culture.
- MetaGedu develops partnerships to proactively protect apprentices at risk of abuse, neglect or at risk of radicalisation.
- 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.
- Staff are trained to check the safety and welfare of all apprentices and report all concerns to the designated safeguarding officers.
- MetaGedu works with apprentices to promote their health, well-being and safety including their safety online.
- MetaGedu supports individuals to develop in a way that increases their confidence, personal resilience, and independence and empowers them to make informed choices about their safety and well-being.
- MetaGedu works proactively to raise awareness of radicalisation and extremism to prevent people from being drawn into terrorism.
- MetaGedu staff will support apprentices to receive confidential advice, guidance, and support for a range of issues they may face, including signposting to external agencies where specialist support is required.
- The designated safeguarding team use systematic monitoring to support apprentices and reduce the risk of harm or abuse.
- MetaGedu follow safer recruitment practices ensuring all appropriate checks are carried out on new staff and as required for existing staff.

## **2.5. Key Strands of Activity**

### **2.5.1. Safe Recruitment**

MetaGedu complies with best practices in recruiting and training its staff, in line with legislative requirements. All staff undergo the appropriate pre-employment checks including DBS checks for their role.

### **2.5.2. Induction and Training**

All MetaGedu staff undertake mandatory safeguarding training appropriate to their role. They understand the principles of the MetaGedu Code of Conduct, as outlined in the staff handbook and safe working practices, as outlined in the MetaGedu Health and Safety Policy. This includes how to keep themselves and the apprentices safe by not putting themselves in compromising situations.

All new starters receive appropriate induction, including safeguarding training, which covers the signs and indicators of abuse, neglect, bullying and/or harassment and how to respond to an individual that discloses welfare issues, abuse, neglect, bullying and/or harassment quickly, sensitively, and appropriately.

**2.5.3. Safe learning**

The 'Keeping Children Safe in Education' principles and safeguarding agendas are embedded within MetaGedu's teaching and learning practices and our quality assurance and quality improvement processes. We engage with apprentices on issues related to current affairs, financial health, well-being, physical health, and life in modern Britain to promote opportunities and help apprentices to achieve their potential.

**2.5.4. Safe environment**

MetaGedu provides a safe learning environment for all apprentices, whilst at the same time being friendly and welcoming. All MetaGedu staff wear their identification badges with a MetaGedu lanyard when they are on campus or out on visits. We promote a culture of respect and courtesy, in an environment free from harassment or discrimination.

MetaGedu complies with legislative requirements for Health and Safety and recognises its duty to ensure that employers are suitably positioned to support apprentices and provide a safe working environment. MetaGedu completes risk assessments of all apprentice's workplaces before enrolling them on a programme and continues to monitor this through regular progress reviews with the apprentice and employer.

**2.5.5. Accidents and incidence**

All accidents and incidents whether at MetaGedu campuses or the Apprentice's workplace must be reported on the My Concern platform and progress reviews on Bud. If the accidents and incidents occurred in the apprentice's workplace, the overall responsibility to investigate lies with the employer, but MetaGedu will still investigate the incident. If out of the workplace whilst under the supervision of MetaGedu staff, we have overall responsibility to investigate.

**2.5.6. Prevent Duty**

MetaGedu has legal obligations under the Counter Terrorism and Security Act 2015. All staff are trained to understand their duties under the Government's Prevent strategy and detailed in MetaGedu's Prevent Policy, risk assessments and action plan. MetaGedu have robust processes in place for reporting concerns about apprentices or staff who might be at risk of being drawn into extremism or being radicalised.

Apprentices will be encouraged to explore and discuss issues with their Apprenticeship Development Coach in a safe and open environment.

**2.5.7. External Speakers**

In the interest of safeguarding our apprentices, MetaGedu must ensure external speakers and the material they will be presenting do not promote extremism, incite radicalization or be offensive in any way when delivering the programme or additional learning to our apprentices.

All external speaker(s) must complete the 'External Speakers Form' and supply presentation material to the Head of Quality to vet and approve at least 14 days before the event. This allows for further enquires and appeals if required (see Appendix 1).

**2.5.8. Mental Health, Well-being, and Resilience**

MetaGedu recognises the importance of supporting positive well-being and building resilience to enable people to reach their full potential. We will engage apprentices in activities embedded in their programme to increase their understanding of the steps they can take to help to increase their well-being. Apprentices can discuss concerns with their apprenticeship development coach or seek further support from the safeguarding team. MetaGedu recognises that some individuals may wish to access confidential support that is not linked to their apprenticeship, so we provide free access to a professional clinically managed service designed to improve mental health called Togetherall. All Apprentices and staff will receive details on how to access this service to create an anonymous account and access support.

### **2.5.9. Providing Support**

MetaGedu recognises that an individual who is abused or witnesses domestic violence/abuse may find it difficult to develop and maintain a sense of self-worth, that in these circumstances they may feel helpless and humiliated and they may feel self-blame. This can mean the individual displays a variety of behaviours that might range from behaviour which is perceived to be normal to being aggressive or withdrawn.

It is therefore important for MetaGedu staff to record precisely what has been alleged/witnessed, using the words of the complainant and factual observations about the observable physical and emotional state of the individual sharing their concerns or the situation witnessed. This information should be recorded on My Concern which complies with the confidentiality policy and can only be accessed by those who need to access it. This might be as part of an investigation, or action taken to resolve a complaint/ allegation.

MetaGedu can provide a comprehensive list of external agencies and protection services that are in a position to provide expertise on a variety of safeguarding and welfare issues

### **2.5.10. Safeguarding apprentices**

MetaGedu has a legal obligation to protect young people and vulnerable adults from abuse and recognises that we can play a significant part in raising awareness among all apprentices to prevent harm and support them to make positive choices in life.

MetaGedu staff are trained to provide information, advice and guidance on a range of topics and to reduce the risk of harm by providing good lines of communication as trusted adults. The staff are supported by an appropriately trained Designated Safeguarding Lead and Safeguarding Officers, who form a 'safeguarding team'.

All staff 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 (Appendix 2). 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 from being placed in an abusive situation.

**2.5.11. Allegations Against Staff**

MetaGedu follows the current guidance and procedures set out for managing safeguarding allegations or concerns against teaching staff, other staff, volunteers and contractors. These requirements are implemented within MetaGedu Disciplinary and Grievance policy.

**2.5.12. Confidentiality**

MetaGedu recognises that all matters relating to children and vulnerable adults' welfare and safeguarding are highly confidential. The staff have a professional responsibility to report all concerns to the Safeguarding Team using the My Concerns portal. The Safeguarding team will only share information with other members of staff, external agencies or the apprentice's employer on a 'need to know' basis.

All records, such as Concern reports and referral letters, will be electronic on the My Concern portal. There must not be any record stored in other methods for example on a hard drive or memory stick.

**2.5.13. Supporting staff**

MetaGedu recognises that staff who have become involved with a child or vulnerable person who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support all staff by providing an opportunity to talk through their feeling with a Designated Person who can seek further support if this is needed. Staff are also reminded that they can access the Togetherall portal for resources to help their well-being.

**2.6. Law and Guidance**

- This policy has been written and will be implemented in line with the safeguarding and child protection procedures and in accordance with legislation and related guidance.
- Keeping Children Safe in Education 2022 (DoE)
- Inspecting Safeguarding in Early Years, Education and Skills Setting update September 2022 (Ofsted)
- Education inspection framework update July 2022 (Ofsted)
- Counter Terrorism and Security Act (Prevent Legislation) 2015
- Education Act 1986, 2002
- Apprenticeships, Skills, Children and Learning Act 2009
- Education and Training (Welfare of Children) Act 2021
- What to do if you are worried a child is being abused (2015)
- Behaviour in schools: advice for headteachers and school staff 2022 (DoE)
- Working Together to Safeguard Children (2022)
- Female Genital Mutilation, (2003) as amended by the Serious Crime Act 2015
- Sharing Nudes and Semi-nudes - Advice for Education Settings working with Children and Young People UKCIS (2020)
- Safeguarding and remote education DoE (2022)
- Education for a Connected World UKCIS (2020)
- Using external expertise to enhance online safety education: Guidance for education settings UKCIS (2022)
- Harmful online challenges and online hoaxes DoE (2021)
- When to Call the Police, National Police Chiefs' Council (2022)

- Children Act 1989
- The Children Act 2004
- Care Act 2014
- Equality Act 2010
- Data Protection Act 2018 and the UK GDPR
- Human Rights Act 1998
- Modern Slavery Act 2015
- Mental Capacity Act 2005
- Making barring referrals to the DBS (2022)
- The Sexual Offences Act 2003
- Recruit Teachers from Overseas, (DfE 2023)
- Information Sharing: Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers (2018)
- Individual Local Safeguarding Arrangements Guidance (previously LSCB/ LSAB) – guidance from the relevant Local Authority in each case, dependent on the locality of the safeguarding concern

### **2.7. Time for Policy Review**

This Policy is to be reviewed annually.

### **2.8. Dissemination**

The Policy is available for current and potential clients and apprentices to view.

### **2.9. Disclaimer**

MetaGedu reserve the right to amend the Safeguarding Policy at any time to comply with new legislation, guidance and lessons learnt.

## **3. Roles & Responsibilities**

### **3.1. Appointed staff have Designated Safeguarding Person accountability regarding:**

- Adhering to the processes about referring or monitoring an issue if there are concerns about possible abuse or an individual or vulnerable group needs our intervention
- Ensuring staff are fully aware of and adhere to policy, procedures, and escalation processes
- Ensuring Designated Person contact lists are up to date and readily available on the My Concern portal.
- Providing support and expertise in investigating issues to their conclusion
- Safe keeping of written and electronic records of all welfare and safeguarding concerns about an individual, even if there is no need to make an immediate referral
- Signposting to specialist or protection agencies, as appropriate
- Notifying the appropriate agency if staff or apprentices are aware of potential risks or raise a concern about activities within the environments in which we or they work in. For issues that may require external intervention or investigation; such as legal tribunals, Ofsted, CQC, or funding body, The Designated Person for Safeguarding or their nominated deputy, consults with an appropriate senior manager, before a decision is made to refer a complaint or allegation, having gathered and examined all relevant testimony and information



- Ensuring that all such records are kept confidential and only shared on a need-to-know basis. Records are to be kept on the My Concern portal separate from the apprentice's or their employer's files.
- Monitoring will be completed via My Concern to enable statistical analysis at a national level and to facilitate the sharing of best practices and continual improvement

### **3.2. Staff members, in MetaGedu, are responsible for:**

- Raising employers' awareness of the need to safeguard apprentices and their responsibilities in identifying and reporting possible cases of abuse, bullying or harassment, of any nature, and of identifying those that may be in need.
- Source, provide and signpost the apprentices to the most appropriate information, advice and guidance on a wide range of welfare topics or issues, consulting with their Designated Safeguarding Officer for advice if unsure of how to address an issue.
- Recording all actual or potential cases of welfare or safeguarding issues, either witnessed or raised and reporting them immediately through the My concern portal to their Designated Safeguarding Officer
- Adhering to the processes concerning referring or monitoring an individual if there are concerns about possible abuse or an individual in need

### **3.3. Key Contacts**

- The safeguarding team can be contacted on [safeguarding@metagedu.io](mailto:safeguarding@metagedu.io)
- Designated Safeguarding Lead:
  - Eric Sykes- Head of Quality & Compliance: 07842 000230
- Additional Designated Officers are listed below -
  - Gary Callaghan – Head of Operations 07842 000228
  - Samantha Northwood – Quality Advisor - 07842 000223
  - Kevin Kirby – Quality Advisor – 07842002589

## **4. Change History**

<b>Version</b>	<b>Changes made to previous version</b>	<b>Approved By</b>	<b>Date</b>
v1	Initial release	Eric Sykes	13/02/2023
v2	Safeguarding Process updated (issue at employer)	Eric Sykes	08/03/2023
v3	Font Changes and Process update	Eric Sykes	12/06/2023



APPENDIX 1

External Speaker Authorisation Process v1 16/05/2023



**Notes**

1 Questions that need to be asked during initial vetting stage:

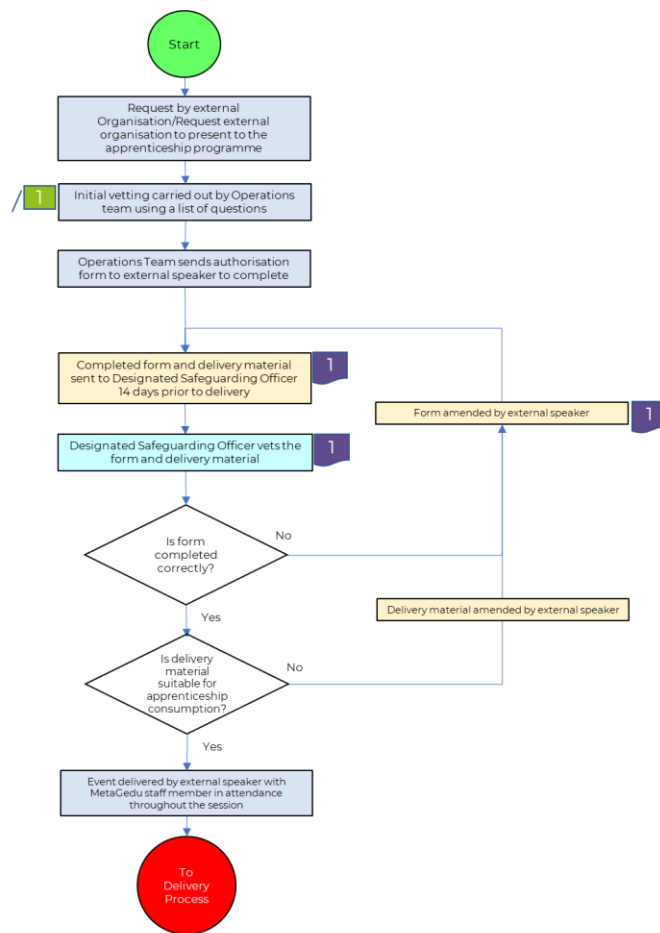
- Who is speaking including all names they may be known by?
- What is going to be publicised?
- What is the event about and what does it seek to achieve?
- Is there evidence of events being given titles that do not accurately reflect the nature of what will take place?
- Is the event in English language and if not is there a translator in attendance?
- How and where will the event be publicised?
- Will this also be in English?
- Will the event likely to have an impact on the reputation of MetaGedu?
- Is there any known or likely impact on the safety of apprentices, staff or wider community attending the event?

**File/Storage/Documents**

1 [External Speaker Authorisation.docx](#)

**Responsibilities**

Operations Team
External Speaker
Designated Safeguarding Officer



## APPENDIX 2 Safeguarding Process v1 16/05/2023



**Notes**

1 Level of Risk can be assessed as the Severity of the Risk multiplied by the Likelihood of the occurrence.

**Severity**  
 1 Negligible  
 2 Minor  
 3 Moderate  
 4 Major  
 5 Catastrophic

**Likelihood**  
 1 Rare  
 2 Unlikely  
 3 Possible  
 4 Likely  
 5 Almost Certainly

	Severity				
	1	2	3	4	5
Almost Certain	5	10	15	20	25
High	4	8	12	16	20
Medium	3	6	9	12	15
Low	2	4	6	8	10
Rare	1	2	3	4	5

**File/Storage/ Documents**

1 My Concern Safeguarding Reporting Tool  
<https://my.concern.thsafeguardingcompany.com/>

2 IAG Guide (TBC)

**Responsibilities**

- Operations
- Client Services
- Staff Members
- Designated Safeguarding Officers
- Designated Safeguarding Lead
- Apprentice

