

# SAFEGUARDING AND PREVENT HANDBOOK

---



---

## Logical Training

YBN 7 & 8  
Metro Riverside Park  
Gateshead  
NE11 9DJ



---

## Call

0333 358 0579 1615



---

## Mail & Web

info@logicaltraining.co.uk  
www.logicaltraining.co.uk

---

# WHAT IS SAFEGUARDING?

---

Safeguarding is the overarching term describing the protection of the health, wellbeing, and human rights of individuals. Under legislation, all parties involved in an apprenticeship 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 attendance of teaching and learning sessions.

## Types Of Harm

Safeguarding applies to all kinds of harm a person may suffer, including the 5 main types of abuse:

- Physical
- Emotional
- Neglect
- Sexual
- Bullying

“ The law requires that you cannot ignore any activity or disclosure that highlights a safeguarding issue. ”

Other types of harm can relate to:

- Discrimination
- Exploitation and modern slavery
- Mental health
- Radicalisation and extremism
- e-Safety concerns
- Pregnancy
- Female genital mutilation (FGM)
- Homelessness
- Past or present criminal activity



# OUR COMMITMENT

---

We take our responsibility to safeguard and promote the welfare of young people and vulnerable adults seriously and work closely with external agencies to ensure we meet this.

We are committed to creating a supportive and enriched learning experience and ensuring the highest levels of safety and wellbeing. We have a clear safeguarding strategy that is overseen by our Designated Safeguarding Lead (DSL) who promotes, implements, and reviews our Safeguarding Policy.

All members of staff who work with apprentices are trained in safeguarding and able to provide additional information, advice, guidance, and support, where appropriate.

## Our Commitment to Safeguarding

- Act upon our duty of care in relation to safeguarding.
- Ensure that employers are aware of their safeguarding obligations.
- Ensure apprentices have an awareness of the safeguarding reporting process.
- Ensure apprentices know how to access support services.
- Provide safeguarding training for all Logical Training employees working with apprentices.
- Ensure all employees working with young and vulnerable people are Enhanced DBS checked.
- Maintain open of communication with employers.



# SAFEGUARDING IN PRACTICE

---

Some apprentices may feel comfortable talking to some people about an issue and not others. We aim to be as transparent as possible with employers, while respecting the apprentices trust and adhering to Logical Training's confidentiality policies.

Logical Training is available for support. If you need support managing a particular situation, please get in touch. However, in an emergency or when suspecting a serious issue, contact the appropriate authorities in the first instance.

Although a lot of safeguarding activity is proactive, we also encourage regular meetings and supervisory sessions with your apprentices so you can identify and act on any concerns that arise. In many cases, apprentices do not seek help over safeguarding issues, but there are common warning signs that something may be wrong.

## Warning Signs

- Changes in appearance or personal hygiene.
- Changes in behaviour.
- Emotional outbursts.
- Excessive alcohol consumption.
- Increased absences.
- Misuse of drugs.
- Physical injuries.
- Poor living conditions.
- Self-harm.
- Withdrawing from activities.



# SAFEGUARDING PROCEDURE

---

Employees working with young people or vulnerable adults must be constantly alert to the possibilities and signs of harm. Any confession, discovery, or strong suspicion of harm should be referred to a Designated Safeguarding Person - not dealt with personally. **Acting personally could make a situation worse and compromise that person's own safety.**

A Designated Person is the only person qualified to make decisions on further action. Any information received by a member of staff (no matter how insignificant it may seem) must be referred to your Designated Person without delay. In turn, that person must contact Logical Training's DSL with immediate effect who will take the appropriate action and involve any external organisations deemed necessary.

All serious cases will be reported to the Police or Social Services, who will log the report and make further investigations. These may involve direct contact with the employer. Logical Training's DSL will keep the employer informed of any developments.

**Remember, the main priority is to keep learners from any harm.**

If in any doubt, contact:

- Designated Safeguarding Lead (Female): 0191 466 1614
- Deputy Designated Safeguarding Lead (Male): 0191 466 1615
- Safeguarding contact email: [staysafe@logicaltraining.co.uk](mailto:staysafe@logicaltraining.co.uk)



# PREVENT

---

As part of the Counter-Terrorism and Security Act 2015, as an apprenticeship provider, Logical Training is required to pay 'due regard to the need to prevent individuals from being drawn into terrorism' (see the managers handbook for more information on Prevent).

The Government has defined extremism as: 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'.



Radicalisation is the process by which an individual becomes to adopt radical positions on political, religious, or social issues.



Prevent is not about stopping learners from having political and religious opinions but about **supporting them to use their views in respectful and non-extremist ways.**

The [Act Early](https://actearly.uk) website provides advice, guidance, and support for anyone concerned that someone they know may be at risk. There is no single route to radicalisation. However, there are certain behaviours you can watch out for. Take 10 minutes to read through these at: <https://actearly.uk/spot-the-signs/what-to-look-for/>



## Our Role in Supporting Prevent

Issues around radicalisation and British values are embedded into all our curriculum and will be addressed by all Logical Training learners throughout their programme. In addition, we also commit to:

- Having clear procedures in place to bring concerns immediately to specialist attention.
- Providing a safe and respectful forum for apprentices to explore issues relating to Prevent.
- Providing a contact for further information about the Prevent Duty.
- Promoting the **British values** [Democracy](#); [Rule of Law](#); [Respect and Tolerance](#); [Individual Liberty](#).
- Ensuring apprentices respect each other's differences in line with the Equality Act 2010.

logical training

IMPROVING LIVES. IMPROVING BUSINESS

