Owner**:** Director of Student Services

Version number: 1.1

Effective date: October 2023

Date of last review: November 2022

Due for review: August 2024

Approved by: Audit, Risk & Governance Committee



# Apprenticeships Safeguarding Policy

## SCOPE AND PURPOSE

* 1. Bournemouth University is committed to safeguarding all members of its community in particular children and vulnerable adults. BU is committed to supporting the health (including mental health) and wellbeing of every member of the University community. This policy specifically focusses on safeguarding and the Prevent duty in relation to apprenticeship students (Apprentices). All of the Apprentices at the University are over 18. The University has a range of policies and procedures designed to support this commitment as listed at section 5. This policy should be read in conjunction with those policies and procedures and, in particular, with the University’s Safeguarding Policy and the Vulnerable and Potentially Vulnerable Groups Policy, which this policy complement.
  2. All University staff have a collective and individual duty to provide a caring, safe and supportive environment (online and offline) that positively promotes the health and wellbeing of each individual Apprentice along with their social, physical and moral development. Staff also have a responsibility to protect our Apprentices from harm whilst ensuring a consistent learner-centred approach to assessing and supporting, based on a clear understanding of learners’ individual needs.
  3. The University staff must maintain an attitude of “it could happen here” where safeguarding is concerned. Where children are involved, the University must always be guided by the best interests of the child. The University must be alert to children and vulnerable adults who may be at risk of harm or have been harmed (including harm caused by other adults or their peers) and respond in an appropriate and timely manner in accordance with this policy, and other applicable policies and procedures of the University.
  4. The University commits to support the development of every Apprentice and employees in ways which will:
     + - foster security, confidence and independence
       - provide an environment (online and offline) in which Apprentices feel safe, valued and respected
       - implement preventative safeguarding measures to help raise awareness of safeguarding and protect learners from maltreatment or harm
       - ensure that University staff and employers are aware of their safeguarding obligations, through guidance and training (which is reviewed and updated as appropriate)maintain open channels of communication with each employer to ensure effective and appropriate communication in relation to safeguarding and welfare matters (with an awareness that apprentices may act very differently depending on their environment and may feel more comfortable discussing sensitive issues with different people)
       - ensure that appropriate safer recruitment measures are implemented for all staff working in with learners, specifically those who are children and also learners who are over 18 and have care and support needs (including those engaged in regulated activity)
       - employ and appropriately train designated members of staff responsible for raising awareness of safeguarding and the Prevent duty, providing specialist support to staff, learners and clients when necessary, and helping ensure compliance with this policy (and related policies)
       - ensuring all staff and learners feel confident and able to raise any safeguarding concerns they may have via the confidential [safeguarding@bournemouth.ac.uk](mailto:safeguarding@bournemouth.ac.uk) email address or by contacting the Lead Safeguarding Officer (whose contact details are at the end of this policy).
  5. This policy reflects Bournemouth University’s obligations under the Public Sector Equality Duty, the Human Rights Act 1998 and the Equality Act 2010. It complements and enhances the general University duty of care for all members of its community and is specifically focused on the safeguarding of students enrolled on apprenticeship programmes and the promotion of their welfare.
  6. The policy provides guidance to all staff involved in the delivery and support for apprenticeships on how to recognise safeguarding issues, behaviours and signs and symptoms of significant harm or need. It outlines what the preventative action that needs to be taken should concerns arise, in order to protect the interest of the learner and any others that may be at risk.
  7. This policy also provides guidance to Apprentices about safeguarding and gives information about what they should do if they have any questions or concerns about their welfare, the welfare of others or the conduct of an adult.
  8. As well as in-house support, the University works with external agencies such as the Local Authority Designated Officer for children’s safeguarding (LADO), the Multi-Agency Safeguarding Hub (MASH), the community Adult Safeguarding teams, and the Police to promote a multi-agency approach to safeguarding in accordance with Working together to Safeguarding Children and the Care and Support Statutory Guidance 2014.
  9. The University also meets quarterly with the local Adult Safeguarding Board managers and the independent Chair to discuss and escalate themes, learning and any practice issues impacting on our University community.

## KEY DEFINITIONS

* 1. A **child**. A person who is under the age of 18. Those aged 16 to 18 are generally referred to as ‘young people’ rather than ‘children’ but that does not impact on their status for the purposes of this policy.
  2. A **vulnerable adult** (sometimes referred to as an ‘adult at risk’). A person over 18 who is, or may be in need of, community care or health care services by reason of mental or other disability or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm, abuse or exploitation (including risk of radicalisation or being drawn into terrorism).
  3. **Vulnerable**. A situation where a child, young person or adult is at risk of exploitation, harm or abuse, including the risk of radicalisation. While the definition of “vulnerable adult” and “child” are set out above, a person can become vulnerable as a result of specific circumstances or situation which may increase the risk of exploitation.
  4. Safeguarding should be regarded in its broadest sense to take account of the lived experience and potential hidden vulnerabilities within our community, including those with underlying mental health and wellbeing needs. None of the University’s Apprentices are children. For more information about safeguarding children see the University’s Safeguarding Policy and/or speak to Lead Safeguarding Officer. Some of the Apprentices may from time to time be considered vulnerable adults or ‘adults at risk’ as defined below.
  5. Safeguarding children means:
* protecting children from maltreatment;
* preventing the impairment of children’s mental and physical health or development;
* ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
* taking action to enable all children to have the best outcomes.

See page 6 of Working Together to Safeguard Children (2021).

* 1. Safeguarding adults means “protecting an adult’s right to live in safety, free from abuse and neglect” (Paragraph 14.7 of the Care and Support Statutory Guidance 2014).
  2. Presenting mental health and wellbeing needs can sometimes mask a safeguarding issue and training provided to staff and Apprentices includes the context of mental health to raise awareness of this.
  3. For the purposes of this policy, a safeguarding concern is defined as; any concern where there is or may be a risk of harm (including abuse and neglect) to self or to/from others (including adults or peers). This could be online or in person.

It also includes concerns that an adult has behaved in a way that has harmed a child or may have harmed a child, has possibly committed a criminal offence against or related to a child, has behaved in a way that indicates they may pose a risk of harm to children and/or may have behaved in a way that indicates they may not be suitable to work with children. When considering whether to make referrals to statutory agencies in relation to a concerns about a vulnerable adult (as defined above) the University should have regard to the relevant local authority’s guidance and safeguarding adults procedures and consul with them as appropriate.

* 1. Types of abuse include;
* Physical
* Domestic violence or abuse
* Sexual
* Psychological or emotional abuse
* Financial or material abuse
* Modern slavery
* Discriminatory
* Organisation or institutional abuse
* Neglect or acts of omission (including self-neglect in the case of adults)

For more information on abuse see section 4 (e) of the University’s Safeguarding Policy.

* 1. Different types of abuse can manifest in different ways, and we encourage staff to exercise professional curiosity when concerned and where unsure to seek advice from the University Safeguarding Leads.

## PREVENT

3.1 The Counter-Terrorism and Security Act 2015 (“the Act”) imposes a duty on “specified authorities”, when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. This includes:

* ensuring that there is a balance struck between ensuring freedom of speech and academic freedom, whilst safeguarding student wellbeing and welfare
* working with third parties such as the police and local Prevent coordinators to identify and manage Prevent risk
* providing appropriate welfare and pastoral care, including access to faith facilities as appropriate
* having clear IT usage policies in place
* working with Students’ Unions to be clear about who may, and may not, have access to the campus and online, and their responsibility in challenging extremist ideas which may lead to students being drawn into terrorism.

3.2 For more detailed information regarding how Prevent is monitored and managed across the University, please see the current [Prevent policy](https://livebournemouthac.sharepoint.com/sites/ApprenticeshipsCollaboration/Shared%20Documents/Policy_Procedure/Safeguarding/Prevent%20Policy)

3.3 Bournemouth University is an active member of the BCP Prevent in Education Group, the South West Prevent in Higher Education network and the Dorset Prevent Group and works with our local coordinator to identify local Prevent risks, including any that may relate to an employment setting.

## KEY RESPONSIBILITIES

* 1. The Chief Operating Officer is the University’s Prevent Lead. They are also responsible for the identification of safeguarding and Prevent training.
  2. Overall responsibility for student welfare and wellbeing lies with the Director of Student Services who is also the University’s Deputy Prevent Lead. The Director of Student Services is responsible for the overall safeguarding approach for all University students as well as liaising with Counter Terrorism on any Prevent concerns and is a member of the Regional Prevent Group
  3. The Head of Student Support and Wellbeing is responsible for the day-to-day reporting and management of safeguarding issues (including their recording and secure storage) and is the Lead Safeguarding Officer. They are able to offer advice and guidance to staff and students about safeguarding issues and also how to raise a concern and the support that may be available. The Lead Safeguarding Officer is responsible for liaising with external agencies/officers such as the LADO and the relevant MASH teams. They are also responsible for delivering appropriate training relating to certain aspects of safeguarding and Prevent.
  4. The Achieve@BU Manager, is our Sexual Misconduct Lead and manages our Achieve@BU student welfare team.
  5. The Head of Operations and Resilience/Assistant COO is responsible for considering external speakers and events in line with the Code of Practice on Freedom of Speech.
  6. The Director of HR Services is responsible for ensuring safer recruitment which includes ensuring that Disclosure and Barring Service (DBS) checks are carried out for relevant staff. HR retain oversight of the creation and maintenance of a secure, confidential, single central file to record staff DBS certificate details safer recruitment details.
  7. Emergency contact information and learner data for apprenticeship programmes is held securely in our Student Records system which the Head of Student Administration has responsibility for.
  8. The Students’ Union at Bournemouth University (SUBU) is responsible for operation of their Safe Spaces Policy.
  9. The Prevent Management Group (Chaired by the Chief Operating Officer) are responsible for ensuring compliance with our Prevent Duty, identifying training needs, monitoring online activity that could indicate Prevent related activity.
  10. All staff involved in teaching or supporting Apprentices are responsible for being alert to potential safeguarding concerns and raising these in accordance with the procedures outlined in this statement. They are also responsible for engaging with appropriate training to ensure that they can understand and identify safeguarding and Prevent issues, and for ensuring that appropriate records are taken and held securely.

## LINKS TO RELEVANT BU DOCUMENTS

[Safeguarding Policy](https://intranetsp.bournemouth.ac.uk/policy/Safeguarding%20Policy.docx)

Vulnerable and [Potentially Vulnerable Groups Policy](https://intranetsp.bournemouth.ac.uk/policy/Potentially%20Vulnerable%20Groups.doc)

[Code of Practice on Freedom of Speech](https://intranetsp.bournemouth.ac.uk/policy/CodeofPracticeonFreedomofSpeech.pdf)

[Conflicts of Interest Policy and Procedure](https://intranetsp.bournemouth.ac.uk/policy/Conflicts_of_Interest_Policy_and_Procedures%20v4.doc)

[Disciplinary Procedure (staff)](https://intranetsp.bournemouth.ac.uk/policy/Disciplinary%20Procedure.docx)

[Engagement Monitoring and Withdrawal Procedure](https://intranetsp.bournemouth.ac.uk/pandptest/3K-Engagement-withdrawal-procedure.pdf)

[Equality and Diversity Procedure](https://www.bournemouth.ac.uk/sites/default/files/asset/document/dignity-diversity-equality-policy.pdf)

[Faith and Belief Policy](https://intranetsp.bournemouth.ac.uk/policy/BU%20Faith%20and%20Belief%20Policy.docx)

[Fitness to Practise Policy and Procedures](https://intranetsp.bournemouth.ac.uk/pandptest/11h-fitness-to-practise-procedure.pdf) (professional programmes only)

[General Conduct](https://intranetsp.bournemouth.ac.uk/policy/general-conduct.docx) (staff)

[Hate Crime Policy](https://intranetsp.bournemouth.ac.uk/policy/Hate%20Crime%20Policy%20V5.pdf)

[Information Sharing Protocol](https://www.bournemouth.ac.uk/sites/default/files/asset/document/Information%20sharing%20protocol%20in%20relation%20to%20significant%20student%20mental%20health%20concerns_May%202023.pdf)

[IT Acceptable Use Policy](https://intranetsp.bournemouth.ac.uk/policy/Acceptable%20Use%20Policy.pdf)

[Missing Student Procedure](http://intranetsp.bournemouth.ac.uk/policy/Missing%20Students%20Procedure.docx)

[Prevent Policy](https://intranetsp.bournemouth.ac.uk/policy/BU%20Prevent%20Policy.doc)

[Sexual Harassment and Sexual Misconduct Policy](https://intranetsp.bournemouth.ac.uk/policy/Sexual%20Harassment%20and%20Sexual%20Misconduct%20Policy.docx) (staff)

[Student Complaints Policy and Procedure](https://intranetsp.bournemouth.ac.uk/pandptest/11f-student-complaints-policy-and-procedure%20(2022-23).pdf)

[Student Disciplinary Procedures](https://intranetsp.bournemouth.ac.uk/pandptest/11K-student-disciplinary-procedure.pdf)

[Student Maternity, Adoption and Parents Policy](https://intranetsp.bournemouth.ac.uk/policy/Student-Adoption-Maternity-and-Parents-Policy.pdf)

[Student Welfare Policy](https://intranetsp.bournemouth.ac.uk/policy/Student-Welfare-Policy.pdf)

[Support to Study Policy and Procedure](https://intranetsp.bournemouth.ac.uk/pandptest/11j-Support-to-study-policy-and-procedure.pdf)

[SUBU Safe Spaces Policy](https://www.subu.org.uk/represented/dandc/equalopps/)

[Whistleblowing (Disclosure in the Public Interest) Policy](https://intranetsp.bournemouth.ac.uk/policy/Whistleblowing%20(Disclosure%20in%20the%20Public%20Interest)%20Policy%202020.docx)

## SUPPORT AVAILABLE TO APPRENTICESHIP STUDENTS

* 1. Early intervention is an important aspect of our approach to wellbeing and plays a key role within our approach to safeguarding. Apprentices are encouraged to seek support at the earliest opportunity, but we recognise that not all Apprentices will feel confident or comfortable in doing so.
  2. The [Safeguarding@bournemouth.ac.uk](mailto:Safeguarding@bournemouth.ac.uk) email address is a dedicated and confidential mechanism for Apprentices to use if they have a safeguarding concern any concern about the safety or wellbeing of themselves or others, or concerns about the conduct of an adult and wish to seek some advice or discuss these directly with the Safeguarding leads. For further information Apprentices should visit the University “Safeguarding” webpage and review the Safeguarding Policy, [Safeguarding | Bournemouth University](https://www.bournemouth.ac.uk/students/help-advice/important-information/safeguarding).
  3. Apprentices are able to access the wide range of support that is available to all BU students. This includes:

Study skills support through our Study Skills team within the Library services

Disability and Mental Health support via our [Additional Learning Support Team](https://www.bournemouth.ac.uk/students/learning/disability-additional-learning-support-als),

Wellbeing support and counselling via our [Student Emotional Wellbeing Service](https://www.bournemouth.ac.uk/students/health-wellbeing/health-wellbeing-services/student-wellbeing-service)

Careers support through our [Careers Service](https://www.bournemouth.ac.uk/students/help-advice/looking-support/careers-employability-support)

General support and advice though our [Achieve@BU team](https://www.bournemouth.ac.uk/students/health-wellbeing/achievebu-team)

Spiritual support through our [Faith and Reflection team](https://www.bournemouth.ac.uk/students/health-wellbeing/faith-reflection)

General health care by registering with our [GP Centre](https://www.bournemouth.ac.uk/students/health-wellbeing/medical-centre)

Serious and immediate welfare concerns can also be raised with our out of hours [Welfare Duty Officers](https://www.bournemouth.ac.uk/students/health-wellbeing/health-wellbeing-services/welfare-duty-officers-out-hours) which is operated 24/7

* 1. Additionally, those on apprenticeship programmes may access support from their Personal Tutor, Programme Support Officer or Programme Leader.
  2. The University also works closely with the local police, the Shores, Local NHS partners including the Retreat and a variety of other local statutory and voluntary agencies. Students who would like some support in accessing these services can do so via our [Achieve@BU team](https://www.bournemouth.ac.uk/students/health-wellbeing/achievebu-team)

## RAISING SAFEGUARDING AND PREVENT CONCERNS

* 1. If you think someone is in immediate danger or a crime is being committed, you should call the emergency services on 999. You should then inform the Lead Safeguarding Officer without delay.
  2. All concerns, no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’, must be reported to [safeguarding@bournemouth.ac.uk](mailto:safeguarding@bournemouth.ac.uk).The Lead Safeguarding Officer (or nominee in their absence) will carry out an initial risk assessment and decide on next steps, in consultation with the Director of Student Services or the Chief Operating Officer if necessary, and in accordance with the University’s Safeguarding Policy (in particular paragraph 10.0).
  3. If the Lead Safeguarding Officer determines that the incident or report meets or potentially meets the threshold for reporting a safeguarding concern, a referral will be made to the relevant local authority’s children’s services(if the concerns relate to welfare concerns about a child/ren), or to the LADO (where the concern relates to the conduct of an adult towards a child), reports will be made to the relevant local authority’s adults services(where concerns relate to an adult at risk) and regard will also be had to the Persons in Positions of Trust Protocol. It may be appropriate to make a referral to the Police in the event a crime has or may have been committed. The Lead Safeguarding Officer will be guided by the University’s safeguarding policies and procedures, and the advice and guidance of the relevant statutory agencies, where applicable.
  4. If these concerns relate to a member of Bournemouth University Staff, concerns will be referred to the Director of HR (alongside a referral to the relevant safeguarding body, where appropriate (which (depending on the nature of the concern) could include the LADO, the Police, and/or the DBS). See also section 10 regarding staff conduct.
  5. If the concerns referred to involve a child or young person, the Lead Safeguarding Officer will contact the local Multi Agency Safeguarding Hub, or the Local Children’s Safeguarding Board if appropriate, to discuss concerns and make a referral where appropriate.
  6. If the concerns referred to involve an adult safeguarding issue, the Lead Safeguarding Officer will contact the the local Authority Safeguarding Adults team, to discuss concern and make a referral where appropriate.
  7. Any referral which involves concerns relating to Prevent will be referred to the Dorset Counter terrorism police unit, part of the South-West team.
  8. Some situations may indicate that the student may benefit from additional support from university or external services. In this case the Lead Safeguarding Officer will refer the case to [Achieve@BU](mailto:Achieve@BU) (with appropriate confidentiality) to follow up with the student and ensure that support is offered, and put in place if the student agrees.
  9. If the referrer does not feel their concerns have been considered or are unhappy with the action taken, concerns should be escalated to the Director of Student Services in the first instance, and in their absence, the Chief Operating Officer
  10. Apprentices will be directed to the BU Whistleblowing policy if their concern relates to alleged malpractice on the part of the University or a failure to follow this (or other) policies or procedures. If an Apprentice has concerns about the conduct of an adult or their suitability to work with children or vulnerable adults, these should be reported to the Lead Safeguarding Officer without delay.
  11. Apprentices who remain dissatisfied may make a complaint in line with the [Student Complaints Policy and Procedure](https://intranetsp.bournemouth.ac.uk/pandptest/11f-student-complaints-policy-and-procedure%20(2022-23).pdf)

## SAFER RECRUITMENT

## 8.1 The University is committed to safer recruitment and will take steps to ensure that individuals who are unsuitable to work with children or vulnerable adults will not do so. The University will carry out appropriate vetting and criminal record checks including DBS checks at the appropriate level. Reference should be had to paragraph 7.0 of the Safeguarding Policy and the University’s Recruitment and Selection Procedures.

## RISK ASSESSMENTS

## 9.1 The University will ensure that appropriate risk assessments are carried out in relation to any activities involving Apprentices in accordance with 6.0 of the University’s safeguarding policy.

## STAFF CONDUCT

* 1. All staff are expected to carry out their duties in accordance with the General Conduct, University Rules, Regulations, Policies and Procedures. This includes Whistleblowing, Acceptable Use of Information Technology and Social Media.

## Staff are expected to conduct themselves in a professional and appropriate manner (including online).

* 1. In accordance with the Conflicts of Interest Policy “*where a member of staff has a personal relationship with a student or potential student with whom they also have a professional relationship or responsibility (for example where that member of staff is in any way involved in that student’s admission, assessment, teaching, supervision or progression either directly or indirectly)* [this must be declared]*. This applies to all students whether undergraduate or postgraduate*.”
  2. Any action or behaviour by university staff, including allegations of inappropriate relationships, that may raise safeguarding concerns must be reported as soon as possible to [safeguarding@bournemouth.ac.uk](mailto:safeguarding@bournemouth.ac.uk).The allegation will be logged and passed to the Director of Human Resources Services for investigation in accordance with the Staff Disciplinary Procedure. If, at the outset and/or during or at the conclusion of the investigation, it is felt that there is or may be a risk to children or vulnerable adults, then the Director of Human Resources Services will liaise with the Lead Safeguarding Officer without delay to assess whether any referrals should be made to the LADO, or any other applicable statutory agency, including the Safeguarding Adults team, or the DBS, as appropriate.
  3. Concerns from students in relation to staff as outlined in the [Student Complaints Policy](https://intranetsp.bournemouth.ac.uk/pandptest/11f-student-complaints-policy-and-procedure%20(2022-23).pdf) are dealt with via the relevant staff policy.

## CONCERNS RELATING TO THE EMPLOYMENT SETTING

* 1. All apprenticeship employers are required to have their own reporting processes and this will be outlined to apprenticeship students during their induction. Any concerns relating to the workplace setting should be reported via the employers reporting process and shared with the University during the regular tri-partite meetings.
  2. Where an Apprentice feels unable to raise the issues direct with the employer they can report their concerns to the Lead Safeguarding Officer (via [safeguarding@bournemouth.ac.uk](mailto:safeguarding@bournemouth.ac.uk)) who will contact the Apprentice to discuss these in more detail and agree next steps.
  3. Apprenticeship students who are employed by the NHS will be signposted to, and encouraged to contact, their Freedom to Speak Up Guardian within their organisation. Apprenticeship students in other organisations will be provided with the name of the safeguarding contact as part of their induction.
  4. The University will work with employers to promote best practice safeguarding.

## PEER ON PEER CONCERNS

* 1. On occasion an apprenticeship student may wish to raise safeguarding concerns arising from the behaviour of a fellow student. This may relate to conduct in-person or online and may include concerns relating to harassment and sexual misconduct (on which see below). Peer on peer concerns will be taken seriously and responded to promptly and appropriately.
  2. All concerns should be raised via the [safeguarding@bournemouth.ac.uk](mailto:safeguarding@bournemouth.ac.uk) email either by the Apprentice, or by a tutor or other member of staff acting on the apprentice’s behalf if they do not feel able to raise these themselves.
  3. To avoid conflict of interest and to ensure fairness for all involved, concerns will be considered in line with the Student Disciplinary Policy by the Conduct team who will support the Safeguarding Lead to carry out a risk assessment to see if any immediate action, such as suspension, needs to be taken pending the outcome of the investigation.
  4. Any immediate safeguarding concerns will be reported to the appropriate external agency as outlined in section 7.
  5. The employer for the Apprentices involved will, if appropriate, be notified of the concerns being raised and actions being taken.
  6. All parties will be offered support by the Achieve@BU team whilst any investigation is undertaken.

## HARASSMENT AND SEXUAL MISCONDUCT

* 1. The University will not tolerate harassment or sexual misconduct of any kind.
  2. In line with the Office for Students *“Expectations for Preventing and Addressing Harassment and Sexual Misconduct*” the University has adopted a [Support and Report](https://www.bournemouth.ac.uk/students/help-advice/safety-personal-security/sexual-assault-harassment) approach.
  3. Reports can be made by any person including a member of staff or apprenticeship student, anonymously if preferred, via our [online reporting form](https://forms.bournemouth.ac.uk/ReportingCrimes). All reports are followed up by our Sexual Misconduct Lead who will liaise with the Lead Safeguarding Officer if any safeguarding concerns are identified.
  4. Apprenticeship students who are employed by the NHS will be signposted to, and encouraged to contact, their Freedom to Speak Up Guardian within their organisation. Apprenticeship students in other organisations will be provided with the name of the safeguarding contact as part of their induction.

## MISSING STUDENTS

14.1 The absence of an Apprenticeship student may be an indicator of a safeguarding risk. Where a student has not attended as expected, either in the University or workplace setting, the [Missing Student Procedure](http://intranetsp.bournemouth.ac.uk/policy/Missing%20Students%20Procedure.docx) should be invoked by contacting the Director of Student Services or their nominee.

14.2 In accordance with the Missing Students Procedure, if safeguarding concerns arise due to the student’s absence the Director of Student Services will alert the Lead Safeguarding Officer without delay so that any appropriate and timely action can be taken.

## CONFIDENTIALITY AND INFORMATION MANAGEMENT

15.1 All information relating to safeguarding allegations and investigations will be stored securely and only processed and shared in accordance with applicable data protection law with those that need to know, which may include a limited number of key university staff or relevant external agencies.

15.2 Safeguarding concerns will be shared on a confidential, ‘need to know’ basis with the Safeguarding leads within the Apprentice’s employment organisation.

15.3 Where safeguarding concerns indicate that an Apprentice student may be a risk to self, others or at risk from others, the identified concerns may need to be escalated to a third party or their nominated emergency contact, including in certain situations without their consent. For further details see the Information Sharing protocol linked in Section 5.

## KEY CONTACTS, FURTHER INFORMATION AND RESOURCES

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| --- | --- |
| Lead Safeguarding Officer | safeguarding@bournemouth.ac.uk |
| University Safeguarding Leads | Kerry-Ann Randle & Mandi Barron  Safeguarding@bournemouth.ac.uk |
| For urgent welfare issues | 01202 962222 (24/7/365) |
| Head of Student Support and Wellbeing | Kerry-Ann Randle |
| Support in relation to sexual assault or harassment | Achieve@bournemouth.ac.uk |
| General enquiries | [AskBU@bournemouth.ac.uk](mailto:AskBU@bournemouth.ac.uk);  01202 969696 |
| Bournemouth Children’s Services | 01202 123[334](tel:01202%20123%20334)[childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk) |
| Bournemouth LADO | 01202 817600  [LADO@bcpcouncil.gov.uk](mailto:LADO@bcpcouncil.gov.uk) |
| Bournemouth Adults Services | 01202 123654  [Contact Adult Social Care (bcpcouncil.gov.uk)](https://www.bcpcouncil.gov.uk/ASC-and-health/ASC-contact/Contact-Adult-Social-Care.aspx) |

* 1. Information about support available, both within the university and from external agencies, is available on our [Health and Wellbeing](https://www.bournemouth.ac.uk/students/health-wellbeing) webpages.
  2. This policy takes into consideration the guidance outlined in:
* [Keeping Children Safe in Education (KCSIE) 2023](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf)
* Working Together to Safeguard Children (2022)
* [The Revised Prevent Duty Guidance: for England and Wales (April 2021)](https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales)[Care and Support Statutory Guidance (June 2023)](https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1)
* Safeguarding Vulnerable Groups Act 2006
* [DBS checks: guidance for employers (July 2022)](https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers)
* [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf).
  1. The Bournemouth, Christchurch and Poole Adults Safeguarding Policy and Procedure can be found at [www.bcpsafeguardingadultsboard.com](http://www.bcpsafeguardingadultsboard.com)
  2. The Bournemouth, Christchurch and Poole Children Services Procedures Manual can be found at [Contents (proceduresonline.com)](https://www.proceduresonline.com/bcp/contents.html)