

Safeguarding and Prevent Duty policy

General policy statement

Every apprentice at Juice Talent Development Ltd (hereinafter called Juice) deserves to be happy, safe, secure and free from harm and abuse during their time on programme and beyond. The company is wholly committed to ensuring this happens and is particularly mindful of safeguarding children and vulnerable adults with whom it engages in teaching, training and learning activities. It is our aim to ensure that all our apprentices and, where appropriate, their parents and carers have the utmost confidence that the company's employees are trustworthy, responsible and will do everything they can to keep children and vulnerable adults safe. The company has a policy of zero tolerance relating to any behaviour that may abuse or harm any of its learners or employees.

Juice is committed to its role and responsibilities, as an independent training provider, to supporting the UK government's Prevent Duty. This particularly impacts on our work with our staff, apprentices and their employers. In fulfilling this role, we work within the expectations of Section 26 of the Counter-Terrorism and Security Act 2015 in order to protect our staff, apprentices and employees, which stipulates we must have "due regard to the need to prevent people from being drawn into terrorism".

Allied to this, we also recognise our role in promoting a good understanding of British Values and our responsibility to encourage all apprentices, in particular, to become citizens who respect these values.

Purpose of this policy

This policy explains the steps we take to ensure that all our learners, including children and vulnerable adults, are safeguarded regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation by minimising risk and taking appropriate action to address concerns.

This policy provides specific information to apprentices, their employers, our staff and other stakeholders on:

- how we promote a greater understanding and awareness of safeguarding and Prevent Duty
- how we get commitment from others to support this policy
- how we train our staff
- how we protect our apprentices from abuse, harm, extremism and radicalisation including while online
- how we investigate and record any concerns
- how apprentices can seek support and/or guidance relating to safeguarding and Prevent Duty

Legislation

This policy has been written with due consideration to UK legislation that aims at protecting and keeping safe children, young people and vulnerable adults, namely:

- Keeping Children Safe in Education 2021
- Children Act 1989 and 2004
- Education Act 2002
- The Care Act (2014)
- Safeguarding Vulnerable Groups Act 2006 and The Protection of Freedoms Bill
- Counter Terrorism and Security Act 2015
- Equality Act 2010
- Human Rights Act (1998)
- The principles and aims of the Disclosure and Barring Service

What we mean by "harm and abuse":

The primary aim of this policy is to do everything possible to ensure apprentices are kept free from harm and abuse. This can take many forms including:

- emotional and mental stress and exploitation
- physical abuse and injury

- sexual abuse and exploitation
- bullying and harassment
- online bullying, trolling and abuse
- deception, deceit and fraud including financial exploitation
- neglect or omission
- grooming with the intent of physical, sexual or mental exploitation and abuse
- encouraging radicalisation and extremism
- misuse of drugs, medication and addictive substances
- other forms of threat, humiliation or discrimination

Any form of harm and abuse is a violation of an individual's human rights and might occur in either a home or work environment and might be either a single or repeated act.

How we promote safeguarding and Prevent Duty

We ensure our policy is effectively promoted through a range of measures including:

- training all staff in their responsibilities and legislative obligations and, particularly, how they can promote safeguarding, Prevent and British Values to apprentices and employers and recognise vulnerability and potential extremist behaviour and language, and to understand the dangers of radicalisation
- clear visibility and understanding of our processes that enable our staff, apprentices and employers to appropriately react to any concerns, including the right way to record and refer any issues to external authorities
- introducing apprentices to safeguarding, Prevent Duty and British Values at the beginning of their programmes and requiring them to take online courses in these topics
- visiting safeguarding, Prevent Duty and British Values regularly during delivery of our curriculum and during one-to-one progress reviews with apprentices
- helping apprentices maintain and build understanding through regular communications about world affairs that impact on the concept of safeguarding, Prevent Duty and British Values
- conducting an annual safeguarding and Prevent Duty risk assessment that indicates the areas we need to focus on to improve our approach

Policy commitment

Juice will gain commitment to this Safeguarding and Prevent Duty policy by:

- creating and promoting safe environments for apprentices to share information confidentially with our trained staff
- providing clear guidance on how to respond in the event of a safeguarding or Prevent Duty issue arising
- promoting our whistleblowing policy so that apprentices can raise concerns anonymously if preferred
- setting apprentices key assignments and tasks relating to safeguarding, Prevent Duty and British Values
- requiring apprentices to complete online modules in safeguarding, Prevent Duty and British Values
- recommending to apprentices wider reading and reflection opportunities relating to safeguarding, Prevent Duty and British Values to contextualise its importance in current affairs, changes of legislation and relevant news
- ensuring all employer safeguarding and wellbeing policies and procedures are examined and discussed, as appropriate, with employers
- including safeguarding, Prevent Duty and British Values in our regular reviews and discussions with employers
- offering staff specific qualifications in safeguarding, Prevent Duty and British Values to enhance their skills and knowledge
- collecting regular feedback from staff, apprentices and employers to check levels of understanding and individual ownership of safeguarding, Prevent Duty and British Values

Staff training

Safeguarding, Prevent Duty and British Values are permanent features of our staff continuous professional development arrangements. Specifically, we train staff in these areas by:

- mandatory initial training as part of induction for new staff
- ensuring that mandatory training includes how to understand, recognise and report abuse and what is considered appropriate physical contact with children and vulnerable adults
- ongoing internal training and refresher activities to improve their understanding of safeguarding, online safety, British Values and Prevent Duty
- accessing specialist and external provider courses and training sessions to enhance understanding and to stay abreast with accepted best practice
- regularly highlighting and reinforcing what would constitute a change in behaviour or language or where an apprentice or employee would appear vulnerable
- maintaining safeguarding, Prevent Duty and British Values as standard agenda items at all internal meetings
- monitoring our staff through our quality improvement and staff appraisal systems
- maintaining good contact, and building a productive partnership, with our Prevent Regional FE/HE Coordinator at the DfE and other specialist agencies
- attending local networking groups with other training providers where the focus is on safeguarding, Prevent and British Values
- using our qualified Safeguarding Officers to regularly disseminate information to staff members

Protecting our apprentices

Juice recognises and supports its responsibility to its staff and the apprentices and employers we work with, and will engage with them all to ensure that:

- our apprentices and employees know how to keep themselves safe from dangers including those of radicalisation and extremism
- the employers we work with understand how they can contribute to creating a safe environment that protects apprentices including from radicalising influences and dangers
- we check all potential staff prior to recruitment for identity, disclosure and barring issues, right to work, professional qualifications, and former employer references (where appropriate)
- our staff, apprentices and employers develop and maintain a good understanding of all forms of terrorism, including far right extremism and non-violent terrorist activities, so that they build effective resilience to such influences
- our staff, apprentices and employers are able to identify any signs of safeguarding issues and potential radicalisation, such as vulnerabilities and worrying changes in behaviour, and know how to respond if they have any concerns
- we provide effective and appropriate advice and support to help people experiencing a safeguarding issue and to prevent people being drawn into extremism, radicalisation and terrorism
- each apprentice completes a safety online course to help them stay safe and secure while using their personal or workbased IT equipment and communication devices
- our curriculum develops knowledge and critical thinking skills that help apprentices identify and resist radical and extreme influences
- we maintain a safe environment for staff, apprentices and employers to learn about responding effectively to extreme and radical influences and narratives without fear of intimidation or ridicule
- we collaborate with a range of appropriate specialist agencies to develop our skills and knowledge and, if necessary, to engage their support where a safeguarding issue or risk of radicalisation is identified

Investigating and recording concerns

Juice recognises that raising a concern about potential extremism, radicalisation, potential vulnerability or change in behaviour can be a difficult and potentially stressful time for the person reporting it. With this in mind, we want everyone to understand that we provide a safe and confidential environment for people to report any issues and concerns. It is essential that potential issues are addressed early for the safeguarding and Prevent Duty policy to be effective, and for apprentices and employers to benefit

from the protection and intervention that is available.

In the event of any concern being identified:

- in the first instance, telephone Juice's Designated Safeguarding Officer, Ginny Mappley, to discuss the circumstances that have led to the concern
- in the absence of the Designated Safeguarding Officer contact Kevin Culver, the Deputy Designated Safeguarding Person
- essential details of the concern will be recorded in the Safeguarding / Prevent Duty register
- the Safeguarding Officer will immediately discuss the matter with the Managing Director
- for concerns relating to Prevent Duty, and in line with our local agreement with the DfE, we shall immediately contact our Regional Prevent FE/HE Coordinator and, where appropriate, other specialist agencies to raise the concern
- for concerns relating to safeguarding, we shall engage with local specialist agencies and authorities as appropriate
- in all cases, we shall comply with the actions and instructions determined by the specialist authorities and shall fully cooperate with them and provide all information requested
- we shall evaluate our response to determine its effectiveness and to identify any improvements we can make to this policy and procedure, as well as explore how we can enhance our curriculum to reduce the chance of any repetition of the incident that led to the concern being raised

Seeking support and guidance

We encourage apprentices to contact our designated Safeguarding Officers in the first instance. They will determine the next steps and engage with specialist agencies and/or make recommendations to apprentices, as appropriate. Juice's main points of contact for support and guidance are:

Designated Safeguarding and Prevent Duty Officer

Name: Ginny Mappley, Head of Apprenticeships

Phone: 07720 757188

Email: gabby@juicetalentdevelopment.com

Deputy Designated Safeguarding and Prevent Duty Officer

Name: Kevin Culver, Managing Director

Phone: 07740 307342

Email: kevin@juicetalentdevelopment.com

Review of this Policy

The effectiveness and validity of this policy was last reviewed in January 2025 and revised as appropriate. This policy will expire 31st January 2026 and will be reissued 1st February 2026 after appropriate review.

Policy signed by:



.....
Matt Trott – CEO & Founder
January 2025