



SAFEGUARDING

Keeping Apprentices Safe



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An introduction from the Director of Professional Education and Online Learning

At Leeds Trinity University, we consider the safety of our community of paramount importance. Each apprentice has a right to learn and feel safe both on their apprenticeship programme and in their workplace. We strive to provide an outstanding experience for apprentices, and we are committed to working with apprentices' employers to achieve this, through their support and engagement. As well as having a designated safeguarding officer, we have training and resources for all staff and apprentices to ensure that they understand safeguarding information and how they could report issues or request support. We also ensure that throughout the apprenticeship journey we discuss and share any updates and training around safeguarding and welcome discussion topics during regular progress reviews held with employers and apprentices.

Paula Reynier

Director of Professional Education and Online Learning

Centre for Apprenticeships, Work-based Learning and Skills

Safeguarding

Safeguarding describes the protection of individuals' right to live in safety, free from abuse and neglect. All parties involved in an apprenticeship must take reasonable action to minimise risks to apprentices, both in the workplace and at the University. Types of abuse that are considered under Safeguarding include but are not limited to:

- Physical abuse.
- Domestic violence or abuse.
- Sexual abuse.
- Psychological or emotional abuse.
- Financial or material abuse.
- Modern slavery.
- Discriminatory abuse.
- Organisational or institutional abuse.

How does LTU ensure they implement safeguarding regulations and keep apprentices safe?

Leeds Trinity University is committed to working with employers to ensure that they are aware of their obligations in relation to safeguarding. We provide apprentices with a thorough induction so that they understand what safeguarding is and how they can access support from both their employer and Leeds Trinity University. All apprentices have access to online resources about Prevent, safeguarding and British Values, and there is opportunity to discuss these within each tripartite progress review (the meeting held between the apprentice, the line manager and a member of the academic team). Staff from the University have regular account management meetings with employers to ensure that any issues or concerns are shared and addressed. The University provides information to all apprentices to visit which provide details of the support available to students and how to access support. The University has a clear commitment to safeguarding, which is overseen by the Nominated Officer. Their role is to promote and implement the Safeguarding Policy, ensuring that it is reviewed regularly and acted upon. Additionally, all members of University staff undertake mandatory Safeguarding and Prevent training and have access to additional information, advice and training when appropriate

The Safeguarding and Prevent Committee at Leeds Trinity are committed to meeting quarterly to ensure all regulations and policies regarding Safeguarding and Prevent are adhered to on and appropriate actions taken. Training, best practice and discussion around new legislation and events are shared and discussed to ensure all Designated Safeguarding Leads are provided with the knowledge and understanding about how to best support apprentices and their employers.

Prevent

Prevent relates to safeguarding and preventing individuals from radicalisation. Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. The University adheres to the Prevent Duty, which places a legal requirement on the University to minimise the risk of individuals being drawn into terrorism and to ensure vulnerable individuals receive timely and appropriate support.

How does LTU ensure they implement the Prevent Duty and keep apprentices safe?

Leeds Trinity University provides training to staff and apprentices about Prevent so that they understand what it is and how they can manage issues. The University ensures that any issues raised are addressed and the employer is kept informed of what's happening and how it is being dealt with. It is vital that the University provides the apprentices a safe environment in which they can express their views, ensuring that their views are not extremist.

British Values

British Values refers to a set of values which span democracy, the rule of law, individual liberty, and mutual respect and tolerance. Each of these is considered a fundamental British Value by the UK Government. An essential part of the Prevent duty is the promotion of British Values. As part of the Ofsted monitoring of apprenticeships, the embedding of British Values is rigorously assessed. All employers are required to adhere to the requirements of the Equality Act 2010.

How does LTU ensure they implement British Values information and keep apprentices safe?

Leeds Trinity University introduces information to apprentices on British Values in the induction to the programme and it is embedded throughout the teaching and learning and there is opportunity to discuss these within each tripartite progress review. The University builds excellent relationships with employers to ensure that there is regular communication, and issues can be discussed and addressed.

Online safety

It is important to ensure that apprentices are provided with information on how to stay safe online. Examples of problems apprentices could encounter include phishing, malware and other security issues.

How does LTU ensure they provide information for apprentices about keeping safe online?

Leeds Trinity University provides measures to assist apprentices to stay safe online. Examples of measures implemented include ensuring the use of strong passwords and using a secure password manager and a 2-step verification system. The University has current and credible antivirus and security software to reduce the amount of cyber security issues experienced and has achieved Cyber Essentials certification.

Wellbeing

Our friendly Student Support and Wellbeing teams are here to help you with a range of personal and academic issues. In-person appointments are available at both campuses, with additional support provided through phone, email and virtual appointments.

Our services include:

- Disability Services
- The Mental Health and Wellbeing Service, including a broad range of one-to-one and group therapeutic support
- Student Support Duty Managers for general support
- Money Advice, including support with student finance issues.

The University is committed to supporting the wellbeing of apprentices. The apprenticeships teams have regular tutorials with apprentices to check how they are getting on. This will allow the apprentices to raise any issues and find out where and how to access support. The University works closely with employers to ensure that any issues raised are addressed and closely monitored. In addition to one-to-one sessions and resources, our students are also able to access free 24/7 support through [Togetherall](#).

Healthy Relationships

Healthy relationships are crucial during apprenticeships, fostering learning, support, and overall well-being. Building strong connections with mentors, peers, and colleagues provides valuable feedback, guidance, and a sense of community, aiding in personal and professional development. Here at Leeds Trinity University we welcome open communication and mutual respect to ensure a positive and productive learning environment.

Sexual Misconduct

The office for students is implementing from August 2025 that Leeds Trinity University must maintain a single comprehensive source of information which sets out policies and procedures on subject matter relating to incidents of harassment and sexual misconduct, including intimate personal relationships between relevant staff members and students. Leeds Trinity University is committed to fostering a culture and environment where every member of our community feels safe from all forms of abuse, bullying and harassment, and sexual misconduct. However, we do recognise that situations can arise where students, colleagues and members of the public might be subjected to such treatment and may require support, advice and guidance.

The University affirms that it does not tolerate any form of abuse, bullying, harassment or sexual misconduct. All reported incidents will be investigated, provided sufficient information is presented.

Further information can be found here: [Bullying Harassment and Sexual Misconduct Guidance and Support - About - Leeds Trinity University](#)

Raising a concern

Leeds Trinity University is fully committed to safeguarding the welfare of students, staff, and other vulnerable adults.

These policies available below are for the reference of Leeds Trinity University staff and students, and any member of our partnership or apprenticeship communities. They provide information on issues that are considered within the Safeguarding and Prevent spaces and give guidance on how to report concerns related to these topics.

In the first instance, concerns should be raised via email to safeguarding@leedstrinity.ac.uk. In most instances, queries will receive a response within two working days. Please note that in order to fulfil our moral and legal responsibilities, we may need to share concerns with the relevant external agencies.

Information Sources

University Safeguarding and Prevent Policies: <https://www.leedstrinity.ac.uk/about/public-information/safeguarding/>

Office for Student safeguarding and wellbeing information: [Student wellbeing and protection - Office for Students](#)

Key Contacts

Nominated Officer

Caroline Thomas: c.thomas@leedstrinity.ac.uk

Designated Safeguarding Leads

Jo Hynes: j.hynes@leedstrinity.ac.uk

Kate Harvey: k.harvey@leedstrinity.ac.uk

Director of Professional Education and Online Learning

Paula Reynier: p.reynier@leedstrinity.ac.uk

Local Safeguarding Lead – Apprenticeships and Apprenticeships Compliance Manager

Kay Mellanby: k.mellanby@leedstrinity.ac.uk

Local Safeguarding Lead – School of Social Sciences and Head of School of Social Sciences

Tony Blockley: t.blockley@leedstrinity.ac.uk

If you have any questions or concerns regarding Safeguarding or Prevent, please contact safeguarding@leedstrinity.ac.uk.

The information in this publication can be supplied in alternative formats.

Please call [0113 283 7150](tel:0113 283 7150) or email hello@leedstrinity.ac.uk

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