

Introduction to Safeguarding during your Apprenticeship

Safeguarding at EMA Training

Protecting health, wellbeing and human rights. Enabling a person to live free from harm, abuse and neglect.



- Empowerment: People being supported and encouraged to make their own decisions and informed consent.
- Prevention: Identifying risks and taking action before harm occurs.
- Proportionality: Responding with the least intrusive response, appropriate to the risk, which meets the needs of apprentices.

Prevent

The Government's strategy that aims to safeguard people from becoming terrorists or supporting terrorism

British Values

Democracy, Rule of Law, Individual Liberty, Mutual respect and tolerance of different faiths and beliefs

Welfare

Material well-being
Relationships
Emotional health
Physical health
Online Safety

Personal Development

Raising self-awareness, self-esteem, increase skills, raising and fulfilling aspirations

Prevent - [Watch Here](#)
British Values - [Watch Here](#)

Safeguarding and Prevent



Paula
(DSO)

Jordan
(DSO)

Beckie
(DSL)

Laura
(DSO)

If you require any further information or support on Mental Health, Wellbeing, or any other safeguarding issue please discuss with your Mentor, Trainer or contact the Designated Safeguarding Officers at:

safeguarding@ematraining.co.uk

01332 371666 - Option 1

Designated Safeguarding Lead

Rebecca Perkins

Deputy Safeguarding Officers

Paula Gregory

Laura Barber

Jordan Ward

Code of Conduct and British Values

Learners must abide by the Code of Conduct

Relating to British Values, the 4 headings are:

- Mutual Respect
- Rule of Law
- Democracy
- Individual Liberty

Mutual Respect



- To listen to and respect each other's values and beliefs without judgement.
- To embrace diversity.
- To understand the importance of religion, traditions, cultural heritage and preferences.
- To prevent stereotyping, labelling, prejudice and discrimination.

- Use of inappropriate behaviour or violence will not be tolerated.
- No use of inappropriate language.
- To follow the agreed ways of working, policies and procedures and codes of conduct.
- To understand how the law protects you and others.

Rule of Law



Democracy



- The right for healthy debates without personal judgement.
- To be involved in decision making.
- To have the right to protest and petition.
- To Receive and give feedback.

- The right to feel safe, including:
- Equality and Human Rights.
- Personal Development.
- Rights, choice, consent and individuality.
- Values and principles.

Individual Liberty



Attendance and Lateness

You must let your Trainer know if you will be late or absent from the hub within 15 minutes of the class start time! If you do not inform EMA, your Trainer records your absence as unknown which triggers the Missing in Education Policy.

The Missing in Education policy involves:

- Speaking to the learner via phone
- Speaking to the Employer
- Contacting Parents and/or Guardian if apprentice aged 16-18 years old
- Contacting Next of Kin if unable to contact apprentice
- If no contact has been made within 30 minutes we will contact the Local Authority and Police



If you're going on holiday, please inform us by sending the dates to registers@ematraining.co.uk or scan QR code found below or in your classroom



Key Contacts and Information

Head of Delivery:

Paula Gregory

paula.gregory@ematraining.co.uk

Director of Apprenticeships:

Laura Barber

Laura.barber@ematraining.co.uk

Safeguarding Team:

Safeguarding@ematraining.co.uk

Additional Learning Support:

Rebecca Perkins

ALS@ematraining.co.uk

Appeals and Complaints:

Laura Barber

laura.barber@ematraining.co.uk

IT Team:

it@ematraining.co.uk

Once your apprentice has completed their apprenticeship and passed their end-point assessment, their end-point assessment organisation will request their certificate from the Department for Education.

If your apprentice's certificate is incorrect, damaged, or lost, they can request a replacement certificate, by contacting the National Apprenticeship Helpline:
Call: 0800 0150 400

Email:

nationalhelpdesk@apprenticeships.gov.uk

To note, certificates can take up to 3 weeks to arrive



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Derby Head Office:

2 Siddals Road, Derby, DE1 2PW

Nottingham Office:

Regus, 6th Floor, City Gate East Tollhouse Hill, Tollhouse Hill, Nottingham, NG1 5FS

Leicester Office:

Regus St George's House, 6 St George's Way, Leicester, LE1 1QZ