

Safeguarding Guide

for Learners in the workplace



Safeguarding a guide for Learners in the workplace

We want our apprentices to enjoy a safe, positive working and learning environment throughout their time with us. As a responsible organisation t2 group takes a pro-active view in this area.

When you begin your learning with t2 group we provide a thorough induction to your course to ensure that you know exactly where to access any advice and guidance.

We also:

- Check you are safe by inspecting your work premises
- Work with your employer to make sure you are treated in the right way
- Make sure that you have suitable support in your workplace
- Monitor and review your progress every month with you and your employer

One of the reasons we do this is to ensure your safeguarding, this means protecting you from any harm and to promote your wellbeing.

Our fully trained Safeguarding Team are available to offer their advice and guidance and ensure that anyone who is at risk is given the correct support.

If you are having trouble at work, at home, during your time training with t2, or anywhere else, don't hesitate to get in touch with one of our safeguarding officers below.



Our dedicated Safeguarding Officer is Anthea Rowley

You can contact Anthea Rowley at any time on Tel: **02920 819 505 / 07876 824 203**



If you can't contact Anthea then Stacy Preston is our Deputy Safeguarding Officer

You can contact Stacy at any time on Tel: **02920 819 546**



If you would prefer to speak to a male member of staff Dave Marr is our designated senior person for safeguarding across t2 group.

You can contact Dave at any time on 02920 819 530

So what is safeguarding and what types of things should you be protected from?

Safeguarding can cover many things, but some of the most common ones are listed below:

- Neglect
- Physical abuse
- Sexual abuse
- Psychological/emotional abuse
- Financial or material abuse
- Bullying, including on-line bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Radicalisation and/or extremist behavior
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behavior, for example sexting
- Teenage relationship abuse
- Substance abuse
- Gang activity and youth violence
- Domestic violence
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting

Staying safe on-line

One of the biggest safeguarding challenges today is e-safety. These days anyone can contact you on-line, pretend to be someone they are not and try to exploit you by gaining personal details for fraudulent purposes or to try to lure you into meeting them.

Here are our top tips for Internet safety:

- Never give out your real name
- Never tell anyone where you work
- Only meet someone from a chatroom in a public place with one of your parents or another adult. If they are genuinely who they say they are they will be happy about this
- Never give out your address or telephone number
- Never agree to meet someone from a chatroom on your own
- Tell an adult if someone makes appropriate suggestions to you or makes you feel uncomfortable online

Danger signs

- If the person tries to insist on having your address or phone number
- If the person emails you pictures which make you feel uncomfortable and which you would not want to show to anyone else
- If the person wants to keep their chats with you secret
- If the person tells you that you will get into trouble if you tell anyone else what has been going on
- If the person asks you to email them pictures of yourself or use a webcam in a way which makes you feel uncomfortable
- If the person shares information with you and tells you not to tell anyone else about it
- If the person wants to meet you and tells you not to let anyone know

What should you do if you have a Safeguarding issue?

Contact our Safeguarding Officer **Anthea Rowley** immediately on Tel: **02920 819 505 / 07876 824 203** or alternatively contact Stacy Preston our Deputy Safeguarding Officer on Tel: **02920 819 546** who will be happy to provide you with any help and support.

Or, if you are a young person in need of help and do not want to talk to us

If you have an urgent problem to talk about you can also call Childline on **0800 1111**.

At Childline, you can find someone who will listen to whatever you want to say, but will promise not to tell anyone else.

Have you visited the **www.t2knowledgebank.co.uk**, our interactive website with a wide range of support to help you in your learning?

Head Office: Melrose Hall, Cypress Drive, St Mellons, Cardiff, CF3 0EG

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