



the training  
& learning co.



# Safeguarding & Prevent Curriculum

From Vision To Action



# Safeguarding & Prevent Curriculum

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## INTRODUCTION

At TLC, we are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. We believe that safeguarding is an essential component of any effective apprenticeship programme and that it is our responsibility to ensure that our learners are adequately protected from harm.

Our safeguarding curriculum is designed to provide learners with the knowledge, skills, and confidence they need to stay safe and to understand the importance of safeguarding. We aim to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times.

Our safeguarding curriculum covers a range of potential risks and harms that learners might face, both inside and outside of the learning environment. It includes information about the legal framework for safeguarding, identification and response to safeguarding concerns, online safety, record keeping, regular reviews, and much more.

We are committed to ensuring that all learners receive regular training on safeguarding throughout their programme. This will include information on how to identify and respond to safeguarding concerns, how to report concerns, and how to access support.

We will also ensure that our staff and volunteers are appropriately trained in safeguarding and that they understand their responsibilities under our safeguarding policy. We will provide clear guidance on how to identify and respond to safeguarding concerns and how to manage allegations of abuse or inappropriate behavior.

At TLC, we take safeguarding seriously and we are committed to providing a safe and supportive learning environment where our learners can achieve their full potential.

We believe that by prioritizing safeguarding, we can help to ensure that our learners are adequately protected from harm and can make the most of the opportunities that our apprenticeship programme has to offer.

## Induction

Induction is a critical component of any apprenticeship programme, and it provides an opportunity to ensure that all learners have a clear understanding of the provider's safeguarding policy and procedures.

At the start of the programme, all learners will receive a comprehensive induction that includes information about the provider's safeguarding policy and procedures. This will include an explanation of what safeguarding is, why it is important, and what learners should do if they have any concerns.

The induction will include an explanation of what safeguarding is and why it is important. This will cover the potential risks and harms that learners may face, such as abuse, neglect, exploitation, and radicalization. The induction will also explain the provider's commitment to safeguarding and the steps that they take to protect learners from harm.

Learners will also be informed of what they should do if they have any concerns about their own safety or the safety of others. This will include clear information on how to report any concerns to a member of staff or to the relevant authority if necessary.

Learners will also be informed of their right to confidentiality and what this means in the context of safeguarding.

In addition to this, the induction will also include information on the provider's expectations of learners with regards to safeguarding. This will include an explanation of what is expected of them in terms of their behavior and how they should interact with others.

Finally, the induction will make clear that safeguarding is a key priority of the provider, and that they take the safety and well-being of their learners very seriously. This will help to reassure learners that they are in a safe and supportive environment, and that they can trust the provider to take any concerns seriously and respond appropriately.

Overall, a comprehensive induction that covers the provider's safeguarding policy and procedures is an essential component of any apprenticeship programme.

It will ensure that all learners have a clear understanding of what safeguarding is, why it is important, and what they should do if they have any concerns.

This is key to creating a safe and supportive learning environment that prioritizes the safety and well-being of learners at all times.

## The importance of safeguarding

The importance of safeguarding cannot be overstated, as it is crucial for creating a safe and supportive learning environment in which learners can thrive. The curriculum for any apprenticeship programme will include an introduction to safeguarding and an explanation of why it is important, as well as an overview of the potential risks and harms that learners might face.

Safeguarding is the process of protecting learners from harm, abuse or exploitation, and ensuring that their welfare is promoted. This will include protecting learners from harm or neglect, ensuring that they are safe and healthy, and promoting their physical, emotional, and mental well-being.

There are many potential risks and harms that learners might face, both inside and outside of the learning environment.

These will include physical and emotional abuse, neglect, discrimination, bullying, harassment, exploitation, radicalization, and online risks. It is essential that learners are aware of these risks and how to protect themselves from them.

The curriculum for an apprenticeship programme will include a detailed overview of the potential risks and harms that learners might face, and how to recognize and respond to them. This will cover a range of topics, including but not limited to:

- Physical, emotional and sexual abuse: Learners will be taught how to recognize the signs of abuse and how to report any concerns.
- Neglect: Learners will be taught how to recognize the signs of neglect and how to report any concerns.
- Discrimination: Learners will be taught how to recognize discrimination and how to challenge it.
- Bullying and harassment: Learners will be taught how to recognize and respond to bullying and harassment, including cyberbullying.
- Exploitation: Learners will be taught how to recognize exploitation and how to protect themselves from it.
- Radicalization: Learners will be taught how to recognize the signs of radicalization and how to report any concerns.
- Online risks: Learners will be taught how to protect themselves from online risks, including cyberbullying, sexting, and grooming.

By providing learners with a detailed understanding of the potential risks and harms that they might face, as well as how to recognize and respond to them, apprenticeship providers will create a safe and supportive learning environment in which learners feel confident and empowered. This, in turn, will enable learners to achieve their full potential and make the most of the opportunities that the apprenticeship programme has to offer.

## The legal framework

As an apprenticeship provider, TLC recognizes the importance of safeguarding for creating a safe and supportive learning environment that prioritizes the safety and well-being of learners at all times. We are committed to ensuring that our learners are adequately protected from harm and have a clear understanding of the legal framework for safeguarding, including relevant legislation, regulations and guidance.

Our curriculum for the apprenticeship programme will cover the legal framework for safeguarding and provide an introduction to safeguarding and an explanation of why it is important. The legal framework will cover a range of topics such as

- the Children Act 1989 and 2004
- the Care Act 2014
- the Mental Capacity Act 2005
- the Human Rights Act 1998
- the Equality Act 2010
- the Counter-Terrorism and Security Act 2015

Our curriculum will ensure that learners have a clear understanding of their legal responsibilities with regards to safeguarding. We will provide information on how to recognize and respond to safeguarding concerns, how to report concerns, and how to manage allegations of abuse or inappropriate behavior.

We will also deliver a comprehensive induction at the start of the programme that includes information about our safeguarding policy and procedures, an explanation of what safeguarding is, why it is important, and what learners should do if they have any concerns.

Learners will be informed of what they should do if they have any concerns about their own safety or the safety of others, and they will also be informed of their right to confidentiality and what this means in the context of safeguarding.

At TLC, we are committed to providing a safe and supportive learning environment where learners can thrive and achieve their full potential.

By ensuring that our curriculum covers the legal framework for safeguarding and that all learners receive a comprehensive induction, we can help to create a culture of safeguarding where learners feel confident and empowered.

## Identification and response

In order to ensure that learners are adequately protected from harm, it is important that they know how to identify and respond to safeguarding concerns. The curriculum for any apprenticeship programme at TLC will cover how to identify and respond to safeguarding concerns, including how to report concerns and how to manage allegations of abuse or inappropriate behavior.

Learners will be taught how to recognize the signs of abuse, neglect, discrimination, bullying, harassment, exploitation, radicalization, and online risks. They will also learn how to respond to concerns about the safety and well-being of themselves and others.

We will provide learners with clear information on how to report concerns to a member of staff or to the relevant authority if necessary. This will include details of our whistleblowing policy, which allows learners to report any concerns anonymously if they wish.

The curriculum will also cover how to manage allegations of abuse or inappropriate behavior. This will include information on how allegations are investigated, and how to support learners who may be affected by an allegation.

By covering how to identify and respond to safeguarding concerns, including how to report concerns and manage allegations of abuse or inappropriate behavior, we can help to ensure that our learners feel confident and empowered to speak out if they have any concerns. This, in turn, will help to create a safe and supportive learning environment where learners are adequately protected from harm and can achieve their full potential.

## Ongoing training

Safeguarding is an ongoing process, and it is important that all learners at TLC receive regular training throughout their programme. Our apprenticeship programme will include regular training on safeguarding, covering how to identify and respond to safeguarding concerns, how to report concerns, and how to access support.

The training will build on the initial induction and will provide learners with ongoing support to help them recognize and respond to safeguarding concerns. It will cover the potential risks and harms that learners might face, both inside and outside of the learning environment, and will provide guidance on how to protect themselves and others.

We will also provide learners with clear information on how to report concerns to a member of staff or to the relevant authority if necessary. This will ensure that learners feel confident and empowered to speak out if they have any concerns.

In addition to this, the training will provide information on how to access support, including counseling, mentoring, and other forms of help. This will ensure that learners are aware of the support that is available to them if they need it, and can access it easily if required.

By providing regular training on safeguarding, including information on how to identify and respond to safeguarding concerns, how to report concerns, and how to access support, we can help to ensure that our learners are adequately protected from harm and have the tools they need to protect themselves and others. This will help to create a safe and supportive learning environment in which learners can thrive and achieve their full potential.

# Safeguarding & Prevent Curriculum

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## Prevent duty

As an apprenticeship provider, TLC is committed to fulfilling our responsibilities under the Prevent duty, which requires us to have due regard to the need to prevent people from being drawn into terrorism. Our curriculum for any apprenticeship programme will include information about the Prevent duty.

The curriculum will cover the key aspects of the Prevent duty, including what it is, why it is important, and how it applies to learners. We will explain the importance of preventing people from being drawn into terrorism and how this relates to safeguarding. We will also provide clear information on what our responsibilities are under the Prevent duty and how we fulfill them.

The training will also cover how to recognize the signs of radicalization and how to report any concerns. Learners will be taught how to respond to concerns about radicalization and how to access support if required. This will help to ensure that learners are aware of their responsibilities under the Prevent duty and have the tools they need to fulfill them.

By including information about the Prevent duty in our curriculum, we can help to create a safe and supportive learning environment that is free from discrimination and radicalization. This will ensure that learners feel confident and empowered to speak out if they have any concerns, and that we are fulfilling our legal obligations under the Prevent duty. Overall, our commitment to safeguarding, including fulfilling the Prevent duty, helps us to ensure that our learners are adequately protected from harm and can achieve their full potential in a safe and supportive learning environment.

## Risk assessments

Regular risk assessments are an essential component of any effective safeguarding policy. At TLC, we are committed to conducting regular risk assessments to identify potential safeguarding risks for our learners. These assessments will be used to develop risk management plans that include measures to mitigate these risks.

Our risk assessments will cover a range of potential risks and harms that learners might face, both inside and outside of the learning environment. We will use these assessments to identify potential safeguarding risks and to develop risk management plans that are tailored to the needs of our learners.

Our risk management plans will include a range of measures to mitigate the identified risks. This may include additional staff training, changes to our policies and procedures, or increased monitoring of learners. We will ensure that our risk management plans are regularly reviewed and updated as necessary, to ensure that they remain effective and relevant.

Regular risk assessments are an essential component of our safeguarding policy, as they help us to identify potential risks and develop measures to mitigate them. By regularly reviewing our risk assessments and risk management plans, we can ensure that our learners are adequately protected from harm and that our safeguarding policy remains effective and up-to-date.

By prioritizing regular risk assessments and developing tailored risk management plans that mitigate identified risks, we can help to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times. This will enable our learners to achieve their full potential and make the most of the opportunities that our apprenticeship programme has to offer.

## Safe working practices

At TLC, we believe that safe working practices are essential for ensuring that our learners are adequately protected from harm. Safe working practices will be embedded into the learner journey, including measures to ensure that learners are not left alone with staff or volunteers, and that appropriate measures are taken to ensure the safety of learners during off-site visits.

We will ensure that all of our staff and volunteers are aware of our safe working practices and understand the importance of following them. This will include measures to ensure that learners are not left alone with staff or volunteers, and that appropriate measures are taken to ensure the safety of learners during off-site visits. This may include measures such as requiring staff to be CRB/DBS checked, ensuring that staff and volunteers are trained in safeguarding, and conducting regular risk assessments for off-site visits.

By embedding safe working practices into the learner journey, we can help to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times. This will help to ensure that learners are adequately protected from harm and can achieve their full potential in a supportive and safe learning environment.

We are committed to ensuring that our apprenticeship programme provides a safe and supportive learning environment where our learners can thrive and achieve their full potential. Our focus on safe working practices is just one of the ways that we prioritize safeguarding and ensure that the safety and well-being of our learners is our top priority.

## Online safety

Online safety is an essential component of any effective safeguarding policy, and it is a key priority for TLC. Our curriculum for any apprenticeship programme will include information about online safety, covering how to protect personal information, how to recognize and respond to online risks, and how to report online abuse or exploitation.

Learners will be taught how to protect their personal information online, including how to create secure passwords, how to avoid phishing scams, and how to manage their social media profiles. They will also learn how to recognize the risks associated with online activities, such as cyberbullying, online grooming, and exposure to inappropriate content.

We will provide learners with clear information on how to report online abuse or exploitation to a member of staff or to the relevant authority if necessary. This will include details of our procedures for handling online safeguarding concerns, including how to preserve evidence and how to support learners who may be affected.

By including information about online safety in our curriculum, we can help to ensure that our learners have the skills and knowledge they need to protect themselves online. This, in turn, will help to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times.

At TLC, we are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. By prioritizing online safety and providing our learners with the skills and knowledge they need to protect themselves online, we can help to ensure that our learners are adequately protected from harm and can make the most of the opportunities that our apprenticeship programme has to offer.

## Information sharing

Information sharing is an essential component of any effective safeguarding policy, and it is a key priority for TLC. All learners on our apprenticeship programme will be made aware of the importance of information sharing, including how to share information appropriately and how to ensure that confidentiality is maintained.

Learners will be taught how to share information appropriately in order to protect themselves and others. They will be informed of the importance of sharing information if they have any concerns about their own safety or the safety of others. They will also learn about the importance of confidentiality and what this means in the context of safeguarding.

We will provide clear guidance on how to share information appropriately, including how to report concerns, and what information should be shared with whom. We will also provide information on how to ensure that confidentiality is maintained, including what information can and cannot be shared and when it is appropriate to share information without consent.

By ensuring that our learners are aware of the importance of information sharing and how to share information appropriately, we can help to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times. This, in turn, will help to ensure that our learners are adequately protected from harm and can achieve their full potential in a supportive and safe learning environment.

At TLC, we are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. Our focus on information sharing is just one of the ways that we prioritize safeguarding and ensure that the safety and well-being of our learners is our top priority.

## Staff training

Staff and volunteer training is an essential component of any effective safeguarding policy. Our curriculum for any apprenticeship programme will include information about the training that staff and volunteers should receive, covering how to identify and respond to safeguarding concerns and how to manage allegations of abuse or inappropriate behavior.

Our staff and volunteers will receive training on safeguarding, which will cover the potential risks and harms that learners might face, both inside and outside of the learning environment. The training will provide guidance on how to protect learners from harm and how to respond to safeguarding concerns, including how to report concerns and how to manage allegations of abuse or inappropriate behavior.

We will ensure that all of our staff and volunteers are appropriately trained in safeguarding and that they understand their responsibilities under our safeguarding policy. This will include regular refresher training to ensure that our staff and volunteers are up-to-date with the latest safeguarding practices.

By providing staff and volunteer training on safeguarding, including information on how to identify and respond to safeguarding concerns and how to manage allegations of abuse or inappropriate behavior, we can help to ensure that our staff and volunteers are able to protect our learners from harm. This, in turn, will help to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times.

At TLC, we are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. Our focus on staff and volunteer training is just one of the ways that we prioritize safeguarding and ensure that the safety and well-being of our learners is our top priority.

## Support services

At TLC, we are committed to ensuring that our learners have access to the support they need if they have any safeguarding concerns. Our apprenticeship programme will provide learners with a clear process for reporting concerns and accessing support, as well as information on external support services that learners can access if necessary.

Our learners will be informed of the support services that are available to them, both within and outside of our organization. This may include counseling, mentoring, and other forms of help. We will provide clear information on how to access support services and what learners can expect when they do.

We will also provide learners with a clear process for reporting concerns, including who to report concerns to and what to expect when they do. We will ensure that our learners are aware of our procedures for handling safeguarding concerns, including how we will support learners who are affected by safeguarding issues and how we will preserve evidence to help support any investigations.

By providing access to support services and a clear process for reporting concerns and accessing support, we can help to ensure that our learners feel confident and empowered to speak out if they have any safeguarding concerns. This, in turn, will help to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times.

At TLC, we are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. Our focus on providing access to support services is just one of the ways that we prioritize safeguarding and ensure that the safety and well-being of our learners is our top priority.

## Record keeping

Record keeping is an essential component of any effective safeguarding policy. Our curriculum for any apprenticeship programme will cover the importance of keeping accurate records of safeguarding concerns and actions taken in response to these concerns.

We will ensure that our staff and volunteers are aware of the importance of record keeping and understand the procedures for maintaining accurate records of safeguarding concerns and actions taken. This will include guidance on what information should be recorded, when it should be recorded, and how it should be stored.

Our learners will be informed of our procedures for maintaining accurate records of safeguarding concerns and actions taken. This will include guidance on how we will use these records to support our learners and to help prevent future safeguarding concerns.

By prioritizing accurate record keeping, we can help to ensure that our learners are adequately protected from harm and that our safeguarding policy remains effective and up-to-date. It also helps us to maintain our legal obligations and ensures that our learners are adequately supported in case of any future safeguarding concerns.

At TLC, we are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. Our focus on record keeping is just one of the ways that we prioritize safeguarding and ensure that the safety and well-being of our learners is our top priority.

## Expectations of learning coaches

At TLC, we have high expectations of our learning coaches when it comes to safeguarding and prevent. Our learning coaches play a critical role in ensuring that our learners have a safe and supportive learning environment where they can thrive and achieve their full potential.

We expect all of our learning coaches to be trained in safeguarding and prevent and to have a good understanding of the risks and harms that learners might face. This includes understanding the legal framework for safeguarding, how to identify and respond to safeguarding concerns, how to manage allegations of abuse or inappropriate behavior, and how to promote online safety and the Prevent duty.

Our learning coaches are expected to be proactive in identifying potential safeguarding risks and to take appropriate action to mitigate these risks. This may include developing risk management plans that are tailored to the needs of our learners and working with our safeguarding team to ensure that safeguarding concerns are addressed promptly and appropriately.

Learning coaches are also expected to maintain appropriate boundaries with learners and to model safe and appropriate behavior at all times. They are expected to adhere to our safeguarding policy and to report any concerns that they may have in a timely and appropriate manner.

In addition to these safeguarding-specific expectations, our learning coaches are expected to provide high-quality guidance and support to our learners in all aspects of their apprenticeship programme. This includes delivering engaging and interactive sessions that are tailored to the needs of each learner, providing constructive feedback and support to help learners achieve their goals, and promoting a positive and inclusive learning environment that values diversity and promotes mutual respect.

At TLC, we take safeguarding and prevent seriously, and we have high expectations of our learning coaches when it comes to creating a safe and supportive learning environment for our learners.

By working together and prioritizing safeguarding and prevent, we can help to ensure that our learners are adequately protected from harm and can make the most of the opportunities that our apprenticeship programme has to offer.

## Embedding Safeguarding and Prevent

At TLC, we believe that safeguarding and prevent are essential components of any effective apprenticeship programme, and it is the responsibility of all staff and learning coaches to ensure that these elements are embedded into the apprentice's learning journey.

Our learning coaches play a key role in embedding safeguarding and prevent into the apprentice's learning journey. They work closely with our learners, providing them with the guidance and support they need to stay safe and understand the importance of safeguarding.

Learning coaches will ensure that safeguarding and prevent are included in their sessions and integrated into their delivery plans. They will deliver a range of activities that will enable apprentices to understand the importance of safeguarding, how to identify and respond to safeguarding concerns and how to protect themselves and others.

Learning coaches will also provide guidance on how to stay safe online, including how to recognize and respond to online risks and how to report online abuse or exploitation. They will also provide information on the Prevent duty and the importance of promoting fundamental British values.

Our learning coaches are trained in safeguarding and prevent and will use their training and experience to support apprentices in their learning journey. They will be aware of the safeguarding risks that learners might face, both inside and outside of the learning environment and will help apprentices understand the importance of maintaining appropriate boundaries and safe working practices.

Learning coaches will ensure that learners know how to report any safeguarding concerns, and will provide them with clear information on how to access support if they need it. They will also ensure that accurate records are kept of any concerns that are reported and the actions taken to address them.

Overall, our learning coaches play a crucial role in embedding safeguarding and prevent into the apprentice's learning journey. They are committed to creating a safe and supportive learning environment where learners can thrive and achieve their full potential.

By working closely with our learners and prioritizing safeguarding and prevent, our learning coaches help to ensure that our learners are adequately protected from harm and can make the most of the opportunities that our apprenticeship programme has to offer.

# Safeguarding & Prevent Curriculum

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## Regular reviews

Regular reviews are an essential component of any effective safeguarding policy. At TLC, we are committed to conducting regular reviews to assess the effectiveness of the safeguarding measures in place, including feedback from learners on how safe and supported they feel.

We will use the feedback received from learners to help identify areas for improvement and to develop and refine our safeguarding policies and procedures. We will ensure that any issues or concerns that are identified during the review process are addressed and that appropriate actions are taken to ensure that learners feel safe and supported throughout their programme.

Our reviews will cover a range of potential risks and harms that learners might face, both inside and outside of the learning environment. We will use these reviews to identify potential safeguarding risks and to develop risk management plans that are tailored to the needs of our learners.

By prioritizing regular reviews and using feedback from learners to guide our safeguarding policies and procedures, we can help to ensure that our learners are adequately protected from harm and that our safeguarding policy remains effective and up-to-date. This, in turn, will help to create a safe and supportive learning environment that prioritizes the safety and well-being of our learners at all times.

At TLC, we are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. Our focus on regular reviews is just one of the ways that we prioritize safeguarding and ensure that the safety and well-being of our learners is our top priority.

## Summary

At TLC, our safeguarding curriculum is designed to provide learners with the knowledge, skills, and confidence they need to stay safe and understand the importance of safeguarding. The curriculum covers a range of potential risks and harms that learners might face, including online safety, risk assessments, staff training, regular reviews, and much more.

To ensure that all learners are adequately protected from harm, we prioritize regular training on safeguarding throughout their programme. This training includes information on how to identify and respond to safeguarding concerns, how to report concerns, and how to access support.

Our staff and volunteers are also appropriately trained in safeguarding and understand their responsibilities under our safeguarding policy. We provide clear guidance on how to identify and respond to safeguarding concerns and how to manage allegations of abuse or inappropriate behavior.

We are committed to providing a safe and supportive learning environment where our learners can thrive and achieve their full potential. By prioritizing safeguarding, we can help to ensure that our learners are adequately protected from harm and can make the most of the opportunities that our apprenticeship programme has to offer.