

# Guide to Keeping our Apprentices & Trainees Safe

## ORGANISATIONAL STATEMENT

NECA Education & Careers is committed to creating a culture that supports all apprentices and trainees through the duration of their apprenticeship/traineeship and provides them with a safe and inclusive environment.

## SCOPE

This policy applies to all staff and contractors employed by NECA Education and Careers.

## STATEMENT

Our team believe that any person who walks through our doors has the right to feel safe, know they are supported and will be treated with respect. As leaders in apprentice and trainee safety we have made a commitment to ensure all staff operate in accordance with the Child Safety Standards regardless of the age of the apprentice or trainee.

We understand that:

- Working here means we are in a position of power and we are not to take advantage of that position
- Safety is everyone's priority
- We all need to behave like adults
- Safety is not just signing SWMs
- We all need to think of the risks before we act
- We're not councillors – but we know brilliant places to refer people too
- If something does go wrong, or you think it might – report it immediately

Training and education is important to ensure that everyone in our organisation understands that the safety of apprentices & trainees is everyone's responsibility.

Our organisational culture aims for all staff to feel confident and comfortable in raising and reporting any allegations of apprentice/trainee abuse or safety concerns. We train our staff to identify, assess, and minimise risks of apprentice/trainee abuse and to detect potential signs of abuse and understand reporting requirements.

Our organisation takes all allegations seriously and has practices in place to investigate the allegations thoroughly and quickly. Our staff are trained to deal appropriately with allegations.

We work to ensure all staff know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

## PROCESS REVIEW

The process owner shall review this document twenty four (24) months after initial publication

## DOCUMENT REFERENCE

0294 – Apprentice & Trainee Safety Policy