




Safeguarding, Prevent, British Values and EDI for Apprentices

Apprentice Handbook

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Safeguarding, Prevent, British Values and EDI for Apprentices

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About this handbook


The purpose of this handbook

The purpose of this handbook is to equip you with the essential knowledge you need to understand and apply key principles around Safeguarding, the Prevent Duty, British Values, and Equality, Diversity and Inclusion (EDI) during your apprenticeship. As an apprentice, you are not only developing technical and professional skills — you are also expected to learn how to stay safe, treat others with respect, and contribute positively to your learning and workplace environments.

This handbook will help you:

- Understand your responsibilities in keeping yourself and others safe
- Recognise and respond to signs of harm, abuse, or radicalisation
- Appreciate and apply the core values that underpin life in modern Britain
- Promote inclusion, respect, and fairness for all in your work and learning

By working through the sections and completing the tasks, you'll build your confidence in these important areas and be better prepared to meet the expectations of your training provider, your employer, and wider society.





Introduction

As you begin your apprenticeship journey, it's important that you develop your professional skills and understand how to keep yourself and others safe. Whether learning in the workplace, online or in a training environment, you play a key role in creating a secure and inclusive space for everyone.

This handbook is designed to give you a clear understanding of:

- Safeguarding – protecting people from harm, abuse and neglect
- The Prevent Duty – spotting and responding to signs of radicalisation
- British Values – supporting a respectful and inclusive society
- Equality, Diversity and Inclusion (EDI) – recognising and celebrating difference while challenging unfair treatment

By developing your awareness in these areas, you'll gain knowledge and confidence to act responsibly and speak up when something doesn't feel right. This is more than just a box-ticking exercise, it's about creating safer environments for everyone. Let's get started.

This handbook aims to help you understand your responsibilities concerning safeguarding, the Prevent Duty, British Values, and Equality, Diversity and Inclusion (EDI). These substantial legal and moral obligations are key to creating a safe, respectful and inclusive environment for everyone.

As an apprentice, you may find yourself in situations where you notice signs that someone is at risk of harm, abuse or exploitation. This handbook will give you the knowledge and confidence to recognise those signs and what to do next.



Learning Outcomes

By the end of this handbook, you will be able to:

- **Explain what safeguarding is and why it is important**
- **Recognise different types of abuse and how to respond**
- **Understand the Prevent Duty and what radicalisation looks like**
- **Identify how British Values support safety and inclusion**
- **Recognise the importance of Equality, Diversity, and Inclusion**
- **Know how to report concerns appropriately and confidently**




Your Role as an Apprentice

As an apprentice, you have a responsibility not only to protect yourself but also to look out for the safety and well-being of others. You are part of both a learning environment and a workplace, which means you may come into contact with vulnerable people or face situations where you must act.

Your role includes:

- **Being aware of potential risks to yourself and others**
- **Recognising signs of abuse, neglect or radicalisation**
- **Knowing how and when to raise concerns**
- **Promoting respectful, inclusive behaviour in your setting**

Safeguarding is everyone's responsibility – your awareness could make a real difference.



Safeguarding, Prevent, British Values and EDI for Apprentices

Part 1: Safeguarding



Safeguarding:

Introduction

Safeguarding is fundamental to keeping people safe in education, training and the workplace. Everyone has the right to feel protected and supported, including you. This section will help you understand how safeguarding applies to your role as an apprentice and why it matters in every environment in which you learn or work. You'll explore how to recognise the signs that someone might be at risk, what harm or abuse can occur and how to take appropriate action. Awareness of safeguarding principles helps create a culture of trust, respect and safety for all, whether in the classroom, online or in the workplace.

What is Safeguarding?

Safeguarding means protecting people's health, well-being and human rights and enabling them to live free from harm, abuse and neglect. It's about taking proactive steps to ensure that everyone, especially vulnerable individuals, is safe and supported in the environments where they live, learn and work.

In the context of apprenticeships, safeguarding applies to both young people and adults. It involves:

- Creating safe learning and working environments
- Being alert to signs that someone may be at risk
- Knowing how to report concerns appropriately
- Taking action to prevent harm before it happens

Safeguarding is not just the responsibility of designated professionals, it's everyone's responsibility, including yours. Even small concerns can make a big difference if raised early and appropriately.



Safeguarding also refers to the broader legal and organisational framework in place to protect individuals. It includes areas such as:

- Preventing abuse and exploitation
- Promoting health and well-being
- Maintaining safe environments
- Acting when a concern arises

It is closely linked to child protection, which is part of safeguarding and refers specifically to the processes used to protect children and young people from abuse and neglect.

Relevant legislation includes:

- The **Children Act 1989** and **2004**
- **Working Together to Safeguard Children** (statutory guidance)
- The **Care Act 2014** (for adults)
- **Keeping Children Safe in Education** (KCSIE) (for education providers)

By understanding safeguarding, you help create a culture of safety, respect, and responsibility, at work, in learning, and on the broader community.

Type of Abuse and Harm

Abuse and harm can take many forms, and it's essential to understand what they look like so you can recognise when someone may be at risk. Abuse isn't always physical, it can also be emotional, psychological, financial or even digital.

Here are some of the main types of abuse and harm:

- **Physical Abuse** – Causing physical harm through hitting, shaking, burning, or other forms of violence.
- **Emotional Abuse** – Repeatedly causing emotional distress, such as bullying, threats, humiliation or controlling behaviour.
- **Sexual Abuse** – Any unwanted sexual activity, including touching, assault, exploitation or pressure to share explicit images.
- **Neglect** – Failing to provide basic needs such as food, shelter, medical care or emotional support.
- **Financial Abuse** – Taking control of someone's money or resources unfairly, often affecting vulnerable adults.



Type of Abuse and Harm (Cont...)

- **Discriminatory Abuse** – Treating someone unfairly or abusively based on characteristics like race, gender, disability, religion or sexuality.
- **Online Abuse** – Harmful behaviours carried out through the internet or social media, such as grooming, cyberbullying or coercion.

Abuse can happen anywhere, at home, in the workplace, online or in learning settings. Being aware of the different types helps you spot the signs and respond responsibly.

Safeguarding in the Workplace

As an apprentice, you're not just learning, you're also part of a professional environment. That means safeguarding responsibilities don't stop at the classroom door. Every workplace has a duty to keep its staff, including apprentices, safe from harm.

In the workplace, safeguarding includes:

- Promoting a respectful and inclusive culture
- Ensuring health, safety and wellbeing are prioritised
- Preventing bullying, harassment and discrimination
- Supporting mental health and emotional wellbeing
- Making sure there are clear policies for raising and responding to concerns

This also links closely to the Prevent Duty, British Values, Equality, Diversity and Inclusion (EDI), and health and safety standards, all of which work together to create a safe working and learning environment.

Workplaces must have clear safeguarding and whistleblowing procedures. You should know:

- Who the **Designated Safeguarding Lead (DSL)** is at your training provider
- Who to contact at your **employer** if you have concerns
- How to escalate a concern if it's not taken seriously the first time

You also have a role to play. If you notice inappropriate behaviour, signs that a colleague or peer may be at risk, or unsafe situations, it's essential to speak up.

Safeguarding is not just about responding to serious incidents. It's also about **actively contributing to a safe, respectful, and supportive environment** where everyone can thrive.



Online Safety and Digital Awareness

The internet is a powerful tool for learning, communication, and socialising, but it also carries risks. As an apprentice, it's essential to understand how to stay safe online and know the dangers in digital spaces.

Key online risks include:

- **Cyberbullying** – Using online platforms to harass, intimidate or threaten others
- **Online grooming** – When someone builds trust online with the intent to exploit, abuse or radicalise
- **Sharing personal information** – Risking identity theft or exposing yourself to harm
- **Inappropriate content** – Being exposed to harmful material, including extremist or violent content
- **Sexting and image sharing** – Sharing or receiving explicit images can have legal and emotional consequences
- **Scams and phishing** – Online frauds that attempt to steal information or money

To stay safe online:

- Use privacy settings and strong passwords
- Think before you share – assume anything you post is permanent
- Don't accept friend requests or messages from people you don't know
- Report anything that feels threatening, inappropriate, or suspicious

Being digitally aware is a vital part of safeguarding in today's world. If something feels wrong online, **trust your instincts and tell someone.**



How to Report a Concern

If you ever feel that you or someone else is at risk of harm, abuse or exploitation, it's essential that you know how to report your concerns. You don't need to have all the details or be absolutely sure, **if something doesn't feel right, it's always better to say something.**

Who to tell:

- Your Designated Safeguarding Leads (DSL). Every training provider and employer should have one. For the Academy it is John Patterson (j.patterson@academylm.co.uk) and Daniel Bourne (d.bourne@academylm.co.uk)
- A trusted member of staff, such as your tutor, manager, or HR representative
- Safeguarding team or helpline. Some organisations have dedicated contacts or phone lines
- Emergency services. If someone is in immediate danger, call 999

When reporting a concern:

- Share what you've seen, heard or been told
- Stay calm and factual, avoid making assumptions or judgments
- Don't promise confidentiality. Explain that you have a duty to pass it on to the right people
- Report it as soon as possible. Delays can put someone at further risk

Remember: **you're not expected to investigate or solve the problem**, just pass the concern on to someone who can help. Safeguarding is a team effort, and raising a concern shows courage and care.



Safeguarding Contacts and Resources

Knowing who to contact and where to find support is a vital part of safeguarding. Every organisation, whether a training provider or an employer, should have clear procedures and named individuals responsible for dealing with safeguarding concerns.

If you ever feel unsafe, witness something worrying, or are concerned for someone else, you must speak to the appropriate person as soon as possible.

Key contacts may include:

- Your **Designated Safeguarding Lead (DSL) For the Academy** it is **John Patterson** (j.patterson@academylm.co.uk) or **Daniel Bourne** (d.bourne@academylm.co.uk)
- A **trusted tutor, mentor, or line manager**
- Your organisation's **Human Resources (HR)** or **Welfare/Support team**
- Named **Safeguarding Officers** within your training provider or employer
- Your **local authority's safeguarding team** or **Multi-Agency Safeguarding Hub (MASH)**

If you are not comfortable raising a concern internally, or if immediate support is needed, you can also turn to external agencies for help.

Useful external resources:

- **NSPCC (National Society for the Prevention of Cruelty to Children)** - 0808 800 5000 nspcc.org.uk
- **Childline** - 0800 1111 childline.org.uk
- **CEOP (Child Exploitation and Online Protection)** - Report online abuse or exploitation: ceop.police.uk
- **Samaritans** - 116 123 (Free, confidential emotional support 24/7) samaritans.org
- **ACT Early (Prevent support)** - actearly.uk

Your training provider or employer should give you a list of **internal safeguarding contacts** during your induction. **Keep these contact details safe and accessible**, you never know when you or someone else might need them.

Remember: if in doubt, always speak up. **You're never alone.**



Whistleblowing and Safe Working Practice

Safeguarding isn't only about recognising and reporting abuse—it's also about helping to create safe, respectful environments through the way we work and behave. This includes understanding safe working practices and the importance of whistleblowing.

What is Whistleblowing?

Whistleblowing is when you raise a concern about something you've seen or heard that may indicate wrongdoing, poor practice, or unsafe behaviour—particularly when it involves the conduct of a colleague, manager, or organisation.

This could include:

- A colleague behaving inappropriately towards a learner or vulnerable person
- Concerns about how a safeguarding issue has been handled
- Unsafe or unethical behaviour being ignored or covered up

Whistleblowing is protected by law under the Public Interest Disclosure Act 1998. You won't be penalised for speaking up in good faith—even if it turns out to be a misunderstanding.

Why It Matters

- It helps prevent harm before it escalates
- It reinforces a culture of openness and accountability
- It protects others who may be vulnerable or unable to speak up themselves

If something doesn't feel right—it probably isn't. You should always speak up, even if you're unsure whether it qualifies as a formal concern.



Safe Working Practice

Safe working practice refers to the ways in which staff, apprentices, and professionals behave to minimise risks and protect both themselves and others from harm or misunderstanding.

Examples include:

- Maintaining appropriate boundaries with learners and colleagues
- Avoiding one-to-one contact in isolated spaces (e.g. closed-door offices)
- Keeping records of safeguarding conversations or disclosures
- Using work-approved communication channels—not personal phones or social media
- Being alert to personal conduct and how it may be perceived

Your provider and employer should have a Code of Conduct or guidance on safe working—make sure you're familiar with it.

If You Need to Whistleblow

1. Raise the concern with your line manager, DSL, or another trusted senior member of staff.
2. If you feel unable to speak to someone internally, you can contact:
 - The NSPCC Whistleblowing Advice Line (0800 028 0285)
 - Your local authority safeguarding team
 - Protect (formerly Public Concern at Work): protect-advice.org.uk

You have a right, and a duty, to raise concerns when something seems unsafe or inappropriate. Whistleblowing and safe practice protect everyone, including you.



Safeguarding Summary


Safeguarding is about more than just reacting to serious situations, it's about building a culture of safety, respect and awareness in everything you do. As an apprentice, you must recognise when something isn't right and speak up.

In this section, you've learned:

- What safeguarding means and why it matters
- The different types of abuse and harm people may face
- How safeguarding applies in the workplace and online
- Who to contact and how to report a concern

Remember: **you don't have to be an expert**, you just need to be aware, alert and ready to take action when needed. Even the slightest concern could help protect someone from serious harm.

Safeguarding is everyone's responsibility. By taking it seriously, you're helping to create safer spaces for yourself and those around you.



Safeguarding, Prevent, British Values and EDI for Apprentices

Part 2: Prevent



Prevent Introduction

The Prevent Duty is part of the UK government's counter-terrorism strategy. It's designed to stop people from being drawn into extremist views or radicalisation that could lead to harm, either to themselves or others.

As an apprentice, you might not think this applies to you, but radicalisation can happen to anyone, in any setting, including schools, workplaces and online. It often begins subtly, through manipulation, isolation or exposure to harmful ideas disguised as truth.

This section will help you:

- Understand what the Prevent Duty is
- Recognise how radicalisation happens
- Spot early warning signs
- Know what to do if you're concerned about someone

Prevent isn't about judging people or restricting free speech, it's about protecting individuals from being exploited by dangerous ideologies, and keeping our communities safe.



Prevent

Understanding the Prevent Duty

The Prevent Duty is part of the UK government's counter-terrorism strategy. It requires organisations—including education providers and employers—to help prevent people from being drawn into terrorism or extremist activity.

This doesn't mean you're expected to be a counter-terrorism expert. It means being aware of the signs that someone may be vulnerable and knowing what to do if you're concerned.

Why does Prevent exist?

Prevent is about safeguarding. Just like we aim to protect people from abuse, neglect or exploitation, we also have a duty to protect people from the risks of radicalisation.

The Prevent Duty applies to:

- Schools, colleges, universities and training providers
- Employers and work-based learning providers
- Public services like health and local government

Your role as an apprentice: As someone working and learning in a public or professional setting, you may come across people who are vulnerable to extreme ideas. You don't need to make judgments—just raise concerns if you think something feels wrong.

What is the aim of Prevent?

- To safeguard individuals from being radicalised
- To support people at risk before harm happens
- To challenge extremist ideas in a safe, constructive way



Prevent

Understanding the Prevent

Duty

Extremism is when someone holds views that go against core British values and may threaten the rights or safety of others. This can include far-right ideologies, religious extremism, or conspiracy-driven beliefs.

Prevent doesn't target any one group, faith, or opinion. It's about safeguarding people from all forms of radicalisation, including:

- Islamist extremism
- Far-right nationalism
- Anti-government or conspiracy-led radicalisation
- Other ideologies that promote violence or hatred

British Values such as democracy, tolerance, and the rule of law are important tools in building resilience to radicalisation. These are explored in more detail in Section 3. Prevent is about identifying concerns early and knowing how to raise them, just like with any other safeguarding issue. You're not expected to investigate, only to notice and report when something doesn't feel right.



Prevent

What is Radicalisation and Extremism?

Radicalisation is the process by which a person comes to adopt extreme views or beliefs that could lead them to harm others or themselves. It often happens gradually and can be influenced by personal, social or political issues.

Extremism refers to holding ideas or beliefs that are significantly outside of mainstream values, especially when those ideas promote hate, violence or rejection of democracy and human rights.

Someone may be vulnerable to radicalisation due to factors such as:

- Feeling isolated, rejected or misunderstood
- Struggling with mental health or identity
- Personal experiences of discrimination or trauma
- Being influenced by others, online or in person
- Exposure to extremist material, often through social media

Extremist ideologies can come from any background, far-right, far-left, religious or other political movements. Radicalisation isn't always obvious and it can happen to anyone, regardless of age, background or beliefs.

Understanding these concepts is the first step in being able to spot the signs and take action to keep yourself and others safe.



Prevent

Recognising the Signs of Radicalisation

Radicalisation can be subtle and gradual, so it's important to be alert to changes in behaviour or attitudes that might suggest someone is being influenced by extremist ideas.

While not every change is a sign of radicalisation, some common warning signs include:

Behavioural changes:

- Becoming withdrawn, secretive or isolated from family and friends
- Suddenly showing strong political or religious views
- Expressing anger or intolerance toward others
- Justifying the use of violence to achieve a cause
- Rejecting previous friendships or beliefs

Online activity:

- Visiting extremist websites or engaging with radical content
- Posting or sharing messages that promote hate or division
- Becoming secretive about internet use or using encrypted apps to chat

Changes in appearance or routine:

- Adopting new clothing or symbols associated with extremist groups
- Frequently talking about conspiracy theories or ideologies
- Making plans to travel to conflict zones or attend unknown events

It's important not to jump to conclusions, but if you're ever concerned, it's safer to raise the concern with a safeguarding lead or someone you trust.

Recognising and reporting concerns early can help prevent someone from being drawn into harm.



Prevent Online Radicalisation and Grooming

The internet is one of the most common ways people become radicalised. Extremist groups use social media, gaming platforms, chat rooms and websites to target vulnerable individuals, build trust and slowly influence their beliefs. This process is often referred to as **online grooming**.

Just like with other grooming forms, the targeted person may not realise what's happening until it's too late. It can start with friendly messages or engaging content, but over time, it can lead to isolation, manipulation and encouragement to support or even carry out extremist actions.

Common tactics used online include:

- Sharing persuasive or emotional videos and memes
- Promoting conspiracy theories or blaming certain groups for world events
- Offering a sense of belonging or purpose
- Encouraging secrecy or cutting off contact with others
- Gradually introducing extreme views, often framed as "truths" or "hidden knowledge"

Warning signs of online grooming and radicalisation might include:

- Sudden changes in online activity or language
- Becoming fixated on specific issues or groups
- Being secretive about who they're talking to online
- Expressing extreme anger or hatred toward others

If you or someone you know may be at risk of online radicalisation, it's vital to report it, early intervention can prevent serious consequences.



Prevent

How to Respond to Concerns About Extremism

If you're worried that someone is being influenced by extremist views or at risk of radicalisation, it's important to know how to respond safely and appropriately. You don't need to investigate or confront anyone, your role is to notice, record and report. Here's what to do:

1. Stay calm and objective

- Avoid judging or challenging the person directly. Focus on what you've observed or heard rather than your personal opinion.

2. Record your concerns

- Note what was said or done that raised your concern. Be specific and factual. Avoid guessing or assuming intent.

3. Report it to the right person

- Speak to your Designated Safeguarding Lead (DSL), tutor or line manager as soon as possible. If someone is in immediate danger, call 999.

4. Don't try to deal with it alone

- Prevent concerns are sensitive and complex. It's not your job to investigate, just to pass the concern to someone trained to handle it.

5. Trust your instincts

- Even if you're unsure, it's better to raise a concern than ignore something that feels wrong.

Raising a concern shows that you care about the safety and well-being of others. You might be the only person who's noticed something and taking action could make all the difference.



Prevent

Prevent Reporting Pathways

If you're concerned that someone may be at risk of radicalisation or being drawn into extremist activity, it's important to act. You are not expected to investigate, but you are expected to speak up.

This is a safeguarding issue, and it should be treated in the same way as any other concern about someone's welfare.

Step 1: Raise the concern

Start by speaking to someone you trust and who is responsible for safeguarding. This could be:

- Your Designated Safeguarding Lead (DSL) For the Academy it is John Patterson (j.patterson@academylm.co.uk)
- A line manager, tutor, or safeguarding officer
- Your employer's or training provider's safeguarding team

Explain what you've noticed and why it has raised concern. Even if you're not sure, it's better to raise a small worry than ignore something serious.

Step 2: Internal response and escalation

Once a concern is raised, the DSL or safeguarding lead may:

- Speak to the person involved (if safe and appropriate)
- Review other information or patterns of behaviour
- Decide whether a referral should be made to a Prevent team or Channel

You may not be told what happens next for confidentiality reasons—but know that it will be taken seriously and handled professionally.



Prevent

Prevent Reporting Pathways

Step 3: Channel referral (if needed)

Channel is a national programme that provides early, confidential support to people at risk of radicalisation. It is:

- Voluntary
- Confidential
- Safeguarding-focused, not criminal

The Channel process involves a multi-agency panel (including education, health, and social care) working to understand the individual's needs and provide support—such as mentoring, mental health help, or education.

Where to get help or make a referral:

- Your training provider or employer's DSL or safeguarding contact
- Police (non-emergency): Call 101 and ask for the Prevent team
- ACT Early: www.actearly.uk
- Crimestoppers (anonymous): 0800 555 111

Key message:

If you notice something that concerns you—changes in behaviour, speech, online activity, or attitudes—don't ignore it. Report it. You're not getting anyone in trouble. You're helping someone stay safe.



Prevent Summary


The Prevent Duty is part of the UK's approach to safeguarding. It focuses on protecting people from the risks of radicalisation and extremism in the same way we protect them from other forms of harm.

As an apprentice, you play a vital role in recognising early signs that someone may be vulnerable to extreme ideas or being influenced by others. You don't need to investigate or confront, just speak up if you're concerned.

Here's a summary of the key things you've learned:

- **Prevent** is about safeguarding. It aims to stop people from being drawn into terrorism or extremist activity before any crime has been committed.
- **Radicalisation** can affect anyone. It often happens gradually, through friendships, online influence, or emotional struggles.
- You may notice changes in someone's behaviour, beliefs, or views that seem extreme or concerning.
- **Extremism** includes a range of harmful ideologies, such as religious, political, or anti-democratic beliefs that reject British Values.
- **Online radicalisation** is a major risk, especially through social media, forums, or encrypted apps.
- If you're concerned, speak to your Designated Safeguarding Lead (DSL) or another trusted person. You are not expected to deal with it alone.
- **Channel** is a confidential, voluntary support programme that helps individuals at risk of radicalisation. It is not a criminal process.

Prevent is not about judging beliefs, it's about safeguarding people from harm. By staying alert, reporting concerns, and promoting respectful values, you help protect others and contribute to a safer learning and working environment.



Safeguarding, Prevent, British Values and EDI for Apprentices

Part 3: British Values



British Values Introduction

British Values are a set of principles that help create a fair, respectful and inclusive society. They are promoted in all schools, colleges and training providers in the UK to support personal development and community cohesion and to safeguard against extremist influences.

Understanding and living by these values helps apprentices and all citizens contribute positively to society while respecting the rights and beliefs of others. These values also play an important role in supporting the aims of both safeguarding and Prevent. The four core British Values are:

- **Democracy**
- **The Rule of Law**
- **Individual Liberty**
- **Mutual Respect and Tolerance**

In this section, you'll explore each value in more detail and learn how they relate to your everyday actions, both in the workplace and wider community.



British Values

Democracy

Democracy means that everyone has a voice and the right to be heard. It's about making decisions together, whether in government, the workplace or your training environment.

In a democratic society, people have the right to:

- Vote in elections and influence decisions
- Express opinions freely and respectfully
- Be involved in shaping the systems that affect them
- Challenge decisions in appropriate and peaceful ways

As an apprentice, you may experience democracy through:

- Taking part in group discussions or surveys
- Giving feedback on your course or placement
- Being consulted about changes that affect your learning or work
- Respecting the views and contributions of others

Understanding democracy encourages active, engaged and respectful participation in your community and your organisation. It also helps protect against extremism by promoting open dialogue, tolerance and shared responsibility.



British Values

The Rule of Law

The Rule of Law means that laws apply equally to everyone and are in place to protect our rights, ensure fairness and maintain a safe society. It ensures that no one is above the law and that justice is applied consistently.

Key principles include:

- Everyone must follow the law
- Laws are designed to protect people and their freedoms
- There are clear consequences for breaking the law
- Legal systems must be fair and accountable

In your role as an apprentice, this may relate to:

- Following workplace rules and health and safety procedures
- Understanding employment rights and responsibilities
- Treating others fairly and professionally
- Reporting behaviour that breaks the law or puts others at risk

Respecting the rule of law helps to build a culture of trust and responsibility. It also plays a crucial role in safeguarding and Prevent by reinforcing that violence, discrimination and abuse have no place in a lawful society.



British Values

Individual Liberty

Individual liberty is about the freedom to make your own choices, express your beliefs and live your life without fear, provided those choices do not harm others or break the law.

In the UK, we are all free to:

- Hold our own opinions and beliefs
- Make decisions about our lives and futures
- Express ourselves in a respectful and lawful way
- Access education, healthcare and other public services equally

As an apprentice, individual liberty applies to you when you:

- Choose your career path and learning opportunities
- Share your ideas in a respectful learning or work environment
- Make decisions about your own wellbeing and boundaries
- Feel safe to speak up without fear of judgment or retaliation

Promoting individual liberty also means respecting the rights of others to make their own choices. It encourages tolerance and helps protect against radical or extremist ideologies that aim to take freedoms away.



British Values

Mutual Respect and Tolerance

Mutual respect and tolerance mean recognising that people come from different backgrounds, have different beliefs and lifestyles and treat everyone with dignity and understanding, regardless of those differences.

This value encourages us to:

- Listen to and learn from others, even when we disagree
- Respect different cultures, faiths and identities
- Challenge discrimination, prejudice and hate
- Promote inclusion in education, work and society

In your apprenticeship, this might look like:

- Working respectfully with colleagues and customers from diverse backgrounds
- Being open-minded in group discussions or team settings
- Avoiding offensive language or jokes
- Supporting a welcoming and safe environment for everyone

Mutual respect and tolerance are at the heart of preventing extremism and promoting safeguarding. By creating inclusive environments, we help protect others from isolation, hate and exploitation.



British Values

How British Values Support Prevent and Safeguarding

British Values promote a safe, inclusive and respectful society. They are not just ideas to learn about, they are guiding principles that help protect individuals and communities from harm, discrimination and extremist influences.

Here's how British Values support safeguarding and the Prevent Duty:

- Democracy encourages open dialogue, fairness and participation, helping individuals feel heard and valued.
- The Rule of Law promotes a safe and just environment where harmful behaviour has consequences.
- Individual Liberty empowers people to make their own choices and seek help when something doesn't feel right.
- Mutual Respect and Tolerance help create inclusive communities where people feel safe, supported and accepted for who they are.

By upholding these values in your workplace, training and everyday life, you help reduce the risks of bullying, abuse, radicalisation and discrimination. They are essential in creating environments where everyone can thrive and feel protected.



British Values Summary

British Values are more than just policies or lessons, they are the foundations of a fair and inclusive society. As an apprentice, understanding and applying these values helps you contribute positively to your workplace, your community and the wider world.

In this section, you've learned about:

Democracy

- everyone having a voice and being involved in decision-making

The Rule of Law

- respecting laws that protect rights and promote fairness

Individual Liberty


- having the freedom to make choices and express yourself

Mutual Respect and Tolerance

- accepting and valuing people from all walks of life

By embracing these values, you support efforts to prevent radicalisation, promote safeguarding and create inclusive environments where people feel safe and respected.

These values are not just part of your learning. They're part of your responsibility as a member of a diverse and modern society.



Safeguarding, Prevent, British Values and EDI for Apprentices

Part 4: Equality, Diversity and Inclusion



Equality, Diversity & Inclusion Introduction

Creating a safe and respectful environment starts with understanding and embracing Equality, Diversity, and Inclusion (EDI). These principles are essential in any setting, whether you're learning, working or part of a wider community.

- **Equality** means ensuring everyone has equal access to opportunities and is treated fairly, regardless of their background or characteristics.
- **Diversity** recognises, values and celebrates the differences between people.
- **Inclusion** means actively creating environments where everyone feels respected, supported and able to participate fully.

This section will help you:

- Understand why EDI matters
- Recognise how discrimination can impact individuals and communities
- Link EDI to safeguarding and Prevent
- Learn how to promote fairness and inclusion in your role as an apprentice

Practising EDI is about more than compliance, it's about making a positive difference in the lives of others and helping to create safer, stronger and more respectful places to live and work.



Equality, Diversity & Inclusion

What is EDI and Why It Matters?

Equality, Diversity and Inclusion (EDI) are key principles that help ensure everyone is treated fairly, respected and given the opportunity to thrive, regardless of their background, identity or circumstances.

- **Equality** means giving everyone the same chances and removing barriers that may prevent some people from reaching their potential.
- **Diversity** is about recognising and valuing the differences between people, including culture, race, gender, disability, sexuality, religion and more.
- **Inclusion** means creating an environment where everyone feels welcome, accepted and able to contribute without fear of judgment or exclusion.

EDI matters because it:

- Reduces discrimination and inequality
- Encourages respect and understanding
- Helps people feel safe and supported
- Improves wellbeing and mental health
- Strengthens teams and communities by valuing different perspectives

As an apprentice, you'll work with a wide range of people. Understanding EDI helps you build positive relationships, promote fairness and challenge attitudes or behaviours that exclude or harm others.



Equality, Diversity & Inclusion Protected Characteristics (Equality Act 2010)

The Equality Act 2010 is a key piece of UK legislation that protects people from discrimination, harassment and victimisation in the workplace, in education and in broader society.

It sets out nine protected characteristics, which are aspects of a person's identity that are legally safeguarded. It is against the law to treat someone unfairly because of any of the following:

1. **Age**
2. **Disability**
3. **Gender reassignment**
4. **Marriage and civil partnership**
5. **Pregnancy and maternity**
6. **Race (including colour, nationality, ethnic or national origin)**
7. **Religion or belief**
8. **Sex (gender)**
9. **Sexual orientation**

Everyone has at least some of these characteristics, which means the law protects everyone.

Understanding the protected characteristics helps you recognise when discrimination might be taking place and gives you the confidence to speak up or support someone if needed. As an apprentice, you're expected to treat others fairly and with respect and you're entitled to the same in return.



Equality, Diversity & Inclusion

Challenging Discrimination and Prejudice

Discrimination happens when someone is treated unfairly or differently because of a protected characteristic. **Prejudice** is an unfair and often negative opinion about someone based on who they are rather than what they do.

Both can have profound impacts on individuals' mental health, confidence and sense of safety and they have no place in inclusive learning or work environments.

As an apprentice, you may witness or experience things like:

- Offensive language, jokes or slurs
- Stereotyping or assumptions about someone's background or ability
- Unequal treatment in tasks, opportunities or support
- Exclusion from social or learning activities
- Harassment or bullying based on someone's identity

If you see or experience discrimination or prejudice:

- Don't ignore it, report it to your tutor, manager or safeguarding lead
- Offer support to anyone affected
- Lead by example by treating everyone with respect and fairness
- Speak up in a calm, respectful way if you feel safe doing so

Challenging discrimination isn't always easy, but it's essential for building safer, more equal environments. Your actions can help change attitudes and protect others from harm.



Equality, Diversity & Inclusion

Linking EDI to Safeguarding and Prevent

Equality, Diversity and Inclusion (EDI) are deeply connected to safeguarding and the Prevent Duty. When people feel excluded, judged or unsafe because of who they are, they are more vulnerable to harm, discrimination and even radicalisation.

Here's how EDI supports safeguarding and Prevent:

- Safeguarding is about protecting people from harm. Discrimination, bullying and exclusion can all be forms of harm, mainly if they're based on someone's identity. Promoting EDI helps create a culture where everyone feels respected, reducing these risks.
- Prevent aims to stop people from being drawn into extremist views. Extremists often target people who feel isolated or excluded. Promoting inclusion and respect makes it harder for extremist ideologies to take hold.

When EDI is part of your everyday behaviour, how you speak, how you treat others and what you stand up for, it strengthens the systems that keep people safe.

As an apprentice, promoting equality and inclusion isn't just the right thing to do. It's a vital part of helping others feel seen, supported and protected.



Equality, Diversity & Inclusion

Creating Inclusive Work and Learning Environments

An inclusive environment is one where everyone feels valued, respected and able to participate fully, regardless of their background, identity, or personal circumstances. As an apprentice, you play a key role in helping create and maintain that space, both in your training and the workplace.

You can help build an inclusive environment by:

- Treating everyone with fairness and respect
- Being aware of your own biases or assumptions
- Listening to different perspectives and learning from others
- Making sure everyone has a voice in group discussions or activities
- Challenging inappropriate behaviour or language when it's safe to do so
- Supporting colleagues or classmates who may feel excluded

Inclusivity is not about being perfect, it's about being aware, open-minded and willing to do better. Inclusive environments reduce the risk of harm, increase well-being and confidence and help everyone reach their potential.

When people feel included, they're more likely to stay safe, speak up and succeed. That benefits individuals, teams and the wider community.



Equality, Diversity & Inclusion Summary


Equality, Diversity and Inclusion (EDI) are essential to creating safe, supportive and respectful environments in training, the workplace or society.

In this section, you've learned:

- What EDI means and why it matters
- The nine protected characteristics under the Equality Act 2010
- How to recognise and challenge discrimination and prejudice
- How EDI connects to safeguarding and the Prevent Duty
- Ways you can contribute to inclusive learning and working spaces

Promoting EDI isn't about ticking a box, it's about creating a culture where everyone feels they belong. You play a vital role in building that culture by being aware of your actions, standing up for others and treating people with fairness and respect. Inclusivity strengthens teams, protects people and helps everyone succeed,

Including you.



Safeguarding, Prevent, British Values and EDI for Apprentices

Appendices - Key Takeaways



Key Take-Aways

As you near the end of this handbook, it's important to pause and reflect on everything you've learned. **Safeguarding**, the **Prevent Duty**, **British Values** and **Equality, Diversity & Inclusion** (EDI) are all essential parts of building safe, respectful and inclusive environments.

This section will help you:

- Summarise the key messages from the handbook
- Understand your ongoing responsibilities
- Know where to go for help or advice
- Reflect on how you can apply what you've learned in real life

Remember, this knowledge doesn't stop here. Staying aware, speaking up and showing respect for others are everyday actions that help keep you and those around you safe.



Key Take-Aways Your Responsibility Moving Forward

Now that you've completed this handbook, you have the knowledge to recognise risks, respond to concerns and promote a safer and more inclusive environment, wherever you are learning or working.

Your responsibility moving forward includes:

- Staying alert to signs of abuse, harm or radicalisation
- Treating others with respect and fairness, even when they're different from you
- Speaking up if something doesn't feel right, even if you're unsure
- Encouraging a positive, inclusive culture in your workplace or training setting
- Knowing where to find support if you or someone else needs it

You're not expected to have all the answers, but you are expected to take safeguarding, Prevent and inclusion seriously.

By doing so, you're helping to build a community where **everyone feels safe, valued and able to thrive.**



Key Take-Aways

Where to Go for Support

If you ever feel unsafe, unsure or concerned about someone else's well-being, it's important to know where you can turn for help. You're never alone, support is always available.

Within your training provider or workplace:

- Designated Safeguarding Lead (DSL) – Your first point of contact for any safeguarding or Prevent concerns
- Tutor, line manager or HR representative – Someone you trust and feel comfortable speaking to
- Welfare or pastoral support teams – Many providers offer wellbeing services for apprentices

External organisations that can help:

- NSPCC – 0808 800 5000 / [nspcc.org.uk](https://www.nspcc.org.uk)
- Childline – 0800 1111 / [childline.org.uk](https://www.childline.org.uk)
- Samaritans – 116 123 (available 24/7) / [samaritans.org](https://www.samaritans.org)
- CEOP – Report online exploitation or abuse: ceop.police.uk
- ACT Early (Prevent support) – [actearly.uk](https://www.actearly.uk)

In an emergency:

- Call **999** if someone is in immediate danger or a crime is taking place.

Knowing where to go for support empowers you to act when it matters most. Keeping these contacts accessible and encouraging others to do the same can help protect lives.



Key Take-Aways

Feedback and Reflection


Taking time to reflect on what you've learned helps you embed the knowledge and apply it in real-world situations. This isn't just a handbook to complete. It's guidance for how to contribute to safer, more respectful environments throughout your apprenticeship and beyond.

Take a moment to consider:

- What key messages stood out to you?
- How confident do you feel about recognising and reporting concerns?
- What will you do differently in your role after completing this handbook?
- How can you help promote inclusion, respect and safety in your setting?

Your feedback also helps improve learning for future apprentices. If you have thoughts on what worked well or what could be improved, share them with your tutor, employer or training provider.

Reflection helps turn awareness into action. Keep asking questions, stay informed and remember that your actions can make a real difference to those around you.



Safeguarding, Prevent, British Values and EDI for Apprentices

Appendices - Acknowledgements and Further Resources



Acknowledgements and Further Resources

The content in this workbook is accurate and up to date as of April 2025. The Academy reviews and updates its safeguarding and Prevent learning on an annual basis, or sooner if any significant changes occur in legislation, guidance, or best practice.

We encourage all apprentices to revisit this periodically and to stay informed of developments in safeguarding practice and policy.

If you are interested in learning more or would like to deepen your understanding, the following free and publicly available resources are suggested:

UK Government Prevent Duty Awareness E-Learning

- www.support-people-susceptible-to-radicalisation.service.gov.uk

Keeping Children Safe in Education (KCSIE) – Simplified Guide

- www.gov.uk/government/publications/keeping-children-safe-in-education--2

Working Together to Safeguard Children (GOV.UK)

- www.gov.uk/government/publications/working-together-to-safeguard-children--2

NSPCC Learning Hub

- <https://learning.nspcc.org.uk>

ACT Early (Prevent Support – Home Office)

- <https://actearly.uk/>

NSPCC Learning Resources

- <https://learning.nspcc.org.uk/searchterm=Safeguarding+courses&sortBy=Relevance>

CEOP – Online Safety for Young People

- www.ceopeducation.co.uk/

By continuing to build your awareness, you contribute to a safer learning, working, and community environment, for yourself and for others.



Congratulations

You have now completed the handbook.





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