

The University of Cambridge and the Institute of Continuing Education (ICE) are committed to ensuring your safety and wellbeing during your studies on your Higher and Degree Apprenticeship (HDA) programme.

What is Safeguarding?

Safeguarding at ICE is defined as the protection of apprentices and promotion of a positive student welfare. There are four areas covered by the term Safeguarding:

1. Protection from maltreatment or significant harm;
2. Preventing impairment of health or development;
3. Ensuring all apprentices have the opportunity to experience circumstances consistent of safe and effective care;
4. Take action to enable people to achieve the best outcome.

What is Prevent?

The University of Cambridge, and ICE specifically, have a duty of care for you during your studies and are required to comply with the Prevent Duty. This policy emerged from the Statutory Guidance of Section 29 of the Counter-terrorism and Security Act 2015 and requires the University to have “due regard to the need to prevent people (staff, students and visitors of the University) from being drawn into terrorism.”

A key aspect of the Prevent Duty is the promotion of British Values. These are the expected standards that shape our society and are enshrined in law through various legislation including the Equality Act, 2010. The British Values are:

- Democracy;
- The rule of law;
- Individual liberty;
- Mutual respect and tolerance for those with different faiths and beliefs, and no faith or belief.

British Values are explored in the Higher and Degree Apprenticeship programme and are contextualised to your course of study.

Who to contact

This depends on where you are when a safeguarding concern arises. When at work your employer is expected to take responsibility for your welfare. When on a study block, then the University is expected to take responsibility.

If you are on a study block at the University you should contact:

- Your Course tutors (you can find a list of contact names and details in your course handbook)
- Or you can contact the Safeguarding Designated Lead, Dr Holly Tilbrook, at studentwelfare@ice.cam.ac.uk
- The ICE Senior Leadership Team can also be contacted at ICESLT@ice.cam.ac.uk
- If you are an MSt Apprentice you can speak to your College Tutor or contact the Porter's Lodge in an emergency
- Other sources of information can be found on the VLE: Course: 2021-22 Student information, Section: Student wellbeing and safeguarding (cam.ac.uk)

For further information about our Safeguarding and Prevent policy, advice and guidance and a summary of our collective roles and responsibilities please see the University of Cambridge HDA Safeguarding Guidance Notes and HDA Safeguarding Statement attached to this email.