

The University of Cambridge and the Institute of Continuing Education (ICE) are committed to ensuring the safety and wellbeing of your apprentice during his/her studies on his/her 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 all students, including apprentices during his/her 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 the apprentice’s course of study.

Employer & University Duty

Employers who are partners of the University for apprenticeship programmes have a duty to comply with the UK legislation and statutory responsibilities. Therefore, employers are required take responsibility for an apprentice’s welfare whilst at work, seeking appropriate advice and support if it is considered that the apprentice may be at risk in their personal lives. Please ensure your apprentice is aware of your organisation’s Safeguarding policies and practices and who to contact if required.

University Duty

Similarly, the University has a duty of care for the apprentices when they are on site at the University. Therefore, on these occasions, the university is responsible for the apprentice's welfare and should seek appropriate advice and support if it is considered that the apprentice is at risk.

If your apprentice is on a study block at the University you should contact:

- Their Course tutors (you can find a list of contact names and details in your course handbook)
- The Designated Safeguarding Lead, Dr Holly Tilbrook, at studentwelfare@ice.cam.ac.uk
- ICE Senior Leadership Team can be contacted at ICESLT@ice.cam.ac.uk
- If your apprentice is an MSt Apprentice you can speak to their 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