

 **FIREBRAND** | Apprenticeships

# Firebrand - Wyboston Centre Standards

## Introduction:

This document contains a statement of standards to safeguard and promote the welfare of apprentices participating in leaning activities and for whom accommodation is provided by Firebrand whilst at the Wyboston centre. This document sits alongside the main company Safeguarding Policy and reporting process.

## How the Standards work:

Firebrand may be inspected against the Standards in order to determine whether there is satisfactory compliance with the legal obligation to safeguard and promote the welfare of apprentices. In the event of an inspection, the role of the inspectorate is to determine the extent to which the Firebrand promotes and safeguards the welfare of all apprentices, rather than its compliance with structures and systems.

These Standards mean that Firebrand should be able to demonstrate that it either complies with the good practice and guidance, or has considered the guidance and has reflected this in its policy and procedure.

## Standard 1 - Statement of Principles and Practice

Firebrand's principles and practice is available to apprentices and staff as below:

***Visits and residential experiences provide apprentices with valuable and challenging learning experiences as well as offering fun and a change of environment.***

***All visits and residential involve an element of risk. Staff cannot give absolute guarantees of safety to apprentices, but it is nevertheless essential that all possible precautions are taken to reduce the possibility of accidents and minimise risk.***

***It is acknowledged that all staff and apprentices have a legal duty of care concerning matters of health, safety, safeguarding and welfare.***

## Standard 2 - Induction and Support

**2.1** There is an appropriate process of induction and guidance for apprentices.

**2.2** Apprentices are informed of staff to whom she/he can turn for support or for help with a personal problem or concern

**2.3** Firebrand identifies at least one person outside the Wyboston centre who apprentices may contact directly about personal problems or concerns at the centre. The school ensures that apprentices know who this person is, and how to contact them. Apprentices are also provided with a 24-hour helpline to ring in case of problems or distress.

**2.4** Apprentices are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.

## Standard 3 - Health and Wellbeing

**3.1** Firebrand has and implements appropriate policies for the care of apprentices who are unwell. These include first aid, care of those with conditions and disabilities and dealing with medical emergencies.

**3.2** Suitable accommodation, including toilet and washing facilities, is provided in order to cater for the needs of apprentices.

## Standard 4 – Accommodation

- 4.1** Suitable sleeping accommodation is provided for apprentices.
- 4.2** Suitable accommodation is provided for apprentices for the purposes of private study outside training hours and for social purposes.
- 4.3** Accommodation provided for apprentices is appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for those with restricted mobility.

## Standard 5 – Safety of Apprentices

- 5.1** Firebrand has a written policy on compliance with relevant health and safety laws which is effectively implemented.
- 5.2** Firebrands premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of apprentices are ensured.

## Standard 6 – Provision and Preparation of Food and Drinks

- 6.1** All apprentices, including those with special dietary, medical or religious needs, are provided with meals which are adequate in nutrition, quantity, quality, choice and variety.
- 6.2** Suitable accommodation is provided for the hygienic preparation, serving and consumption of meals.

## Standard 7 – Management

- 7.1** There is clear management and leadership with effective links between staff.
- 7.2** Staff have an adequate level of experience and/or training.
- 7.3** Firebrand operates a safe recruitment procedure and vets staff in line with the regulatory requirements

## Standard 8 – Equal Opportunities

- 8.1** Apprentices do not experience inappropriate discrimination because of differences arising out of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic ability.
- 8.2** Firebrand has a clear Equality Policy and operates within legislation requirements and is reviewed annually.

## Standard 9 – Complaints

- 9.1** Firebrand has a comprehensive Complaints Policy that is accessible for all apprentices and staff.

## Standard 10 – Feedback

- 10.1** Apprentices have an opportunity to contribute views to the operations and satisfaction of the centre, are able to raise concerns and make complaints, and their views are given appropriate weight in management decisions.

## Appendix 1

### List of Policies and Documents

1. Safeguarding Policy
2. Prevent Policy
3. British Values Guidance
4. Anti Bullying and Harassment Policy
5. Complaints Policy
6. Whistleblowing Policy
7. Health and Safety Policy
8. Equality Policy
9. Apprentice Induction
10. Apprentice Welcome to Wyboston Checklist
11. Apprentice Declaration
12. Statement of Principles and Practise

## Appendix 2

### List of Records

1. Safeguarding concerns and logs
2. Logs of Complaints and conclusions
3. Logs of accidents
4. Logs of incidents
5. Risk assessments
6. Fire drills and evacuations
7. DBS Checks
8. Staff CV's and Qualifications

## Appendix 3

### List of records to be monitored by the centre.

1. Records of complaints and their outcomes
2. Records of Safeguarding concerns
3. Records of Prevent Concerns
4. Records of major sanctions
5. Systems and management of apprentices' welfare
6. Records of significant accidents
7. Records of all risk assessments carried out
8. Action taken in response to all risk assessments carried out
9. Analysis of feedback and actions on the back of feedback.

## Authorisation & Document Control

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### Version History

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Draft	Barbara Turner	November 17	Updates on Principles – Section 1
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