

Wellbeing

Version: 1.4, effective from August 2017

Policy Summary: The Wellbeing Overarching policy document acts as a summary of the Cheynes Training approach to all matters relating to the wellbeing of apprentices on our programmes.

Introduction

There are five major policy areas covered by our Wellbeing Overarching Policy, these are:

- Health & Safety
- Equality
- Every Child Matters
- Safeguarding
- The Prevent Duty

The table below shows the various policy documents associated with each major area along with relevant control documents, the manager responsible and the effective date.

Major Area	Policy Area	Control Document	Owner	Effective
Wellbeing	Wellbeing O/Arch	?	William Howarth	August 2017
Health & Safety	Health & Safety		Melanie Mitchell	August 2017
		Salon Health Check	Melanie Mitchell	
		Skin Care Policy	Melanie Mitchell	August 2017
		General Risk Assessment	Melanie Mitchell	
		Young Person's Risk Assmt	Melanie Mitchell	
		Travel Risk Assessment	Melanie Mitchell	(Aug 2013)
Equality	Equality		William Howarth	August 2017
	Anti-harassment		William Howarth	August 2017
	Public Disclosure		William Howarth	August 2017
Every Child Matters	Every Child Matters		Melissa Birch	August 2017
	IAG	Information, Advice and Guidance Policy	Melanie Mitchell	August 2017
		TVR Report	Melanie Mitchell	May 2017
		Telephone Surveys	Melanie Mitchell	
		Apprentice Complaints	Pam Runciman	
		Leaver Questionnaires	Pam Runciman	
Safeguarding	Safeguarding		Melissa Birch	August 2017
	Public Disclosure		Melissa Birch	August 2017
		DBS Register	Tricia Thomson	(Jan 2014)
		Declaration Register	Tricia Thomson	
		S/guard Record of Concern	Tricia Thomson	
	Business Ethics		William Howarth	August 2017
Prevent Duty	Prevent Duty		Melanie Mitchell	August 2017

In addition, there are associated areas that link into the Wellbeing Policy, these include: Candidate at Risk system, Apprentice Enrichment and Celebrating Success

Health & Safety – Melanie Mitchell

The objective of Cheynes Training is to ensure no apprentice on our programme is exposed to any hazard we could have helped prevent. We need to be aware of all actual and potential health and safety issues relating to apprentices and intervene if there is a clear identifiable risk.

- 1 Melanie Mitchell's role is to lead on health and safety and, where appropriate, liaise with Jim Reid, the Cheynes Training competent person, the Programme Direction Group, Regional Training Advisors, Heads of Centre, employers, apprentices, the Cheynes Training head office team and, where appropriate, external agencies in order to co-ordinate any intervention activity designed to ensure no apprentice is exposed to a health and safety hazard, but if they are, they receive the correct level of protection and support.
- 2 Melanie Mitchell will also continually review and make recommendations regarding our health and safety practice and procedures and keep under constant review the following key documents:
 - Health and Safety Policy
 - Salon Health Check
 - General Risk Assessments
 - Young Person's Risk Assessment
 - Travel Risk Assessment

Please refer to the **Cheynes Training Health and Safety Policy** document for a complete understanding of our approach.

Equality – Melanie Mitchell

Cheynes Training will maintain a strong line on equality issues including diversity; it is our policy to maintain equality of opportunity for all those involved with Cheynes Training. This includes apprentices, employees and representatives of Cheynes Training and the employees and representatives of the academy partners we work with.

- 1 Melanie Mitchell's role is to ensure that individuals and teams at Cheynes Training think carefully about the likely impact of their work so that we build equality considerations into everything we do at an early stage of development.
- 2 Melanie will also keep equality (and diversity) high on the Cheynes Training agenda and report all potential issues to the Programme Director.
- 3 Melanie will also keep under review and make recommendations regarding the following closely associated policies:
 - Anti-harassment
 - Public Disclosure

Please refer to the **Cheynes Training Equality Policy** document for a complete understanding of our approach.

Every Child Matters – Melissa Birch

Cheynes Training understands the rationale for the Every Child Matters initiative (which we often refer to as 'Every Candidate Matters') and fully support the programme.

- 1 Melissa Birch's role is to ensure that individual Candidates are fully aware of the initiative through regular briefings to the Cheynes Training team, articles in bi-monthly newsletters, posts on the Cheynes Training Facebook site and information placed on the Cheynes Training website.
- 2 Melissa Birch will keep Every Child Matters high on the Cheynes Training agenda and report all issues to the Programme Director.
- 3 Melanie Mitchell will keep under review and make recommendations regarding the following associated control documents:
 - TVR Reports
 - Telephone Surveys
 - Leaver Questionnaires
 - Apprentice Complaints

Please refer to the **Cheynes Training Equality Policy** document for a complete understanding of our approach.

Safeguarding – Melissa Birch

Cheynes Training's objective is to evidence the effective safeguarding of all apprentices, especially those under the age of 18 and vulnerable adults, and to act as a safety net to ensure no apprentice on our programme comes to any harm that we could have helped prevent. We therefore need to be aware of all actual and potential safeguarding issues relating to apprentices and intervene if there is a clear and identifiable risk.

- 1 Melissa Birch's role as the designated person is to take a lead on safeguarding and, where appropriate, liaise with the Programme Direction Group, Regional Training Advisors and Heads of Centre, apprentices, the Cheynes Training head office team and, where appropriate, external agencies in order to co-ordinate intervention activity designed to ensure any Candidate affected by a safeguarding issue receives the correct level of protection and support.
- 2 Melissa Birch will also continually review and make recommendations regarding our safeguarding practice and procedures and keep under constant review the following key documents:
 - a. Safeguarding Policy
 - b. Safeguarding Declaration forms
 - c. Safeguarding Record of Concern

Please refer to the **Cheynes Training Safeguarding Policy** document for a complete understanding of our approach.

The Prevent Duty – Melanie Mitchell

The Cheynes Training Prevent Duty policy identifies Melanie Mitchell, Technical Director, as the lead person.

The Prevent Duty incorporates the Cheynes Training approach to Fundamental British Values

Please refer to the **Cheynes Training Prevent Duty Policy** document for a complete understanding of our approach.

Associated Areas

Candidate at Risk System – Melanie Mitchell

A Candidate at Risk is any apprentice who, for whatever the reason, is considered to be in danger of not completing their apprenticeship framework in a timely manner.

- 1 Melanie Mitchell's role is to lead on Candidates at Risk and, where appropriate, liaise with the Programme Direction Group, Regional Training Advisors, Heads of Centre, employers, apprentices, the Cheynes Training head office team and external agencies in order to advise on and co-ordinate all intervention activity designed to ensure any apprentice identified as a Candidate at Risk has the necessary guidance, support and resources needed to complete their apprenticeship programme.
- 2 Melanie will also continually review the online CAR Notes to ensure confidentiality is maintained on sensitive issues.

Apprentice Enrichment – Melanie Mitchell (to devolve to Melissa at a future date)

Apprentice enrichment is the practice of using stretch and challenge to broaden the apprenticeship experience for each apprentice in order to enable them to think beyond their current role.

- 1 Melanie Mitchell's role is to lead on Apprentice Enrichment, and where appropriate, to liaise with the Programme Direction Group, Regional Training Advisors and Heads of Centre, employers and apprentices in order to broaden the range of enrichment activities that apprentices engage in.
- 2 To ensure that all enrichment activity that takes place is recorded in order to create an evidence base held by each salon or centre that is available for Ofsted to inspect.

BKSB Systems – Pam Runciman / Melanie Mitchell

The BKSB system is designed to identify the basic skills abilities of apprentices at the start of their programme and to signpost effective support for those in need of additional basic skills teaching and learning.

- 1 Pam Runciman's role is to monitor all online BKSB results and identify any apprentice who is working below the required level of basic skills and to flag this up on the CAR Notes system and, using standard letter/email systems, inform the Programme Direction Group, the Regional Training Advisor and the Head of Centre of the action to be taken.
- 2 Melanie Mitchell's role is to lead on BKSB monitoring for all apprentices identified and, where appropriate, liaise with the Programme Direction Group, Regional Training Advisors, Heads of Centre, apprentices, the Cheynes Training head office team and external agencies to ensure effective action is being taken to support the apprentice.

William Howarth, Programme Director. June 2017