

Apprentice & Learner Wellbeing Handbook 2023-2024

***Actively Transforming
Lives***



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This booklet aims to support all students who may need a little or a lot of additional learner support.

It also aims to give clear information on a variety of topics which support us all to connect with in our community.

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RUN HIDE TELL

PERSONAL SUPPORT EMOTIONAL HEALTH AND WELL BEING

Achievement Training aim support to all our learner's emotional well-being needs and will do whatever we can to enable you to complete your course and support you.

If you have any difficulties or challenges that affect your life inside or outside of your education, if you need any advice, guidance or would like individual one off or continued support, please let us know.

We offer support with life challenges you may face such as low self-esteem, low confidence, mental health, drugs or alcohol misuse, bullying, housing, finance, personal, peer, family relationships and sexual health or anything that is affecting your life.

We will listen to when you need to talk or can refer or signpost you to appropriate support organisations for additional help when and if required.

Anything bothering you is worth talking about!

Contact Paul Ebanks Learner Support Manager on;

01752 202263 M: 07497413181

paulebanks@achievementtraining.com



Megan Kirby SEN / Youth worker 07707967932

megankirby@achievementtraining.com



SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Achievement Training is committed to helping you feel safe; if you have any concerns about your own safety or anyone else's please let us know.

Safeguarding means protecting a person's health, wellbeing and human rights, enabling them to live free from harm, abuse and neglect. Safeguarding children, young people and adults is all our responsibility.

Abuse is mistreatment by any other person or persons that causes another person or person's significant harm.

Achievement Training Safeguarding Officers

Paul Ebanks

Linda Friend

Jackie Vincent

We all deserve to feel free and safe from abuse or harm.

MENTAL HEALTH

Being mentally healthy does not mean you may not develop have a mental health problem. ***We all have mental health!***

Some people call mental health 'emotional health' or 'well-being' and it is just as important as good physical health.

- Mixed anxiety & depression is the most common mental disorder in Britain, with **7.8%** of people meeting criteria for diagnosis.
- **4-10%** of people in England will experience depression in their lifetime.
- Mixed anxiety and depression has been estimated to cause **one fifth** of days lost from work in Britain.
- **One adult in six** had a common mental disorder.

<https://www.mentalhealth.org.uk/statistics/mental-health-statistics-most-common-mental-health-problems>

EMOTIONAL WELL BEING

Mental health affects all our lives. We all have times when we feel low, anxious or stressed. Most of the time those feelings pass, but sometimes they develop into a more serious problem and could happen to anyone.

Everyone is different. You may bounce back from a setback while someone else may feel weighed down by it for a long time. Your mental health does not always stay the same. It can change as circumstances change and as you move through different stages of your life.

Sometimes some of us might feel uncomfortable and do not talk much when we are feeling low. Many people don't even feel comfortable talking about their feelings. However, it's healthy to know and say how you're feeling.

It is just as important to support those around you who maybe experiencing a period of low mental health.

If you or someone you know is having difficulties with their mental health go straight to your GP, a trusted professional or friend for support.

www.mentalhealth.org.uk



SAFEGUARDING INFORMATION

PREVENT (safeguarding people at risk)

Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved in or supporting terrorism.

Radicalisation: The process where someone is exploited and manipulated towards committing a crime or terrorism, most often by someone else who has his or her own negative objectives.

What to do: If you are concerned about someone who is behaving in an unusual way, they could just need help and support. If you are concerned, it is usually as simple as a gut feeling that a friend might be in need of some support or help.

Talk to someone for support.

***The risk of someone being radicalised is very rare,
It's not one we can ignore!***

What to do in the unlikely event of a terrorist attack:

Firearms and weapons attacks are **very rare, having a plan and being** conscious of your surroundings when out and about will help you stay safe and could save your life.

Guidelines to follow if you find yourself in a firearms or weapons attack.

There are three key steps to keeping safe during an attack:

Run

- If there is a safe route, run.
- Leave your belongings behind

Hide

- If you can't run, hide.
- Find cover
- Lock and move away from the door, barricade yourself in.
- Be very quiet and silence your phone.

Tell

- Dial 999 when you are safe.
- Give your location and as much information as you can
- Can you safely stop others from entering the area?

EMERGENCY LOCKDOWN PROCEDURES

In the event of an emergency, please follow the procedures below:

- Remain calm, immediately cease all activity and listen to instructions from staff.
- Stay low, away from windows and doors and barricade door(s) if possible; use furniture or desks as cover. Sit on the floor or crouch under or behind bookshelves where possible.
- Immediately put all cell phones into "Vibrate" or "Silent" mode, be as quiet as possible.
- DO NOT respond to anyone at the door until you get "all clear" text message or if you are certain it is safe to do so (i.e. if police are at the door).
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions.
- Do not attempt to leave the building until told to do so by police or official personnel.

EVACUATION

Remember the chances of this happening is very small, however if an emergency were to occur for *anything else other than a fire*, the designated safe meeting point will be the safest point as instructed by the emergency services or ATL staff

The current threat level for a terrorist incident in the UK is substantial which means an attack is 'likely' and, however small the risk, it helps to be prepared if you find yourself in this situation.



SUSPICIOUS ITEMS

H.o.t or H.o.t.t procedure **H**idden, **O**bvious, **T**ypical, **T**hreat

A suspicious item is one that has unusual appearance or placement and looks out of place.

- **Hidden** - i.e. placed where they will not be easily seen or noticed as unusual
- **Obviously** suspicious, not typical of what you would normally expect to find in that environment
- **Typical** of what you would normally expect to find in that environment - If you are concerned that an item might be suspicious please contact a member of staff immediately
- **Threat** Note: If the item is believed from the outset to pose an immediate threat to life, police advice will be to move people at least 100m away.

Remember a threat of this kind is highly unlikely!

Email: safe@achievementtraining.com

Phone: 01752 202263/6 Mobile: 07497413181

Externally: PREVENT TEAM Telephone: 01392 452555

E-mail: prevent@devonandcornwall.pnn.police.uk

Anti-terrorist hotline: 0800 789 321

Crime stoppers: 0800 555 111 Local Police: 101 Emergency calls: 999

www.direct.gov.uk/reportingonlineterrorism

www.citizenaid.org

ProtectUK

BRITISH VALUES

- Democracy
- The rule of law
- Individual liberty
- Tolerance of those with different faiths and beliefs/non beliefs



TO:

- Help you improve your self-knowledge, self-esteem and self-confidence.
- Distinguish right from wrong and respect British law.
- Accept responsibility for your behaviour and to show initiative.
- Contribute positively to your local community and society as a whole.
- Gain a broad general knowledge of and respect for public institutions and services in Great Britain.
- Further tolerance and harmony between different cultural traditions, to gain an appreciation for and respect for their own and other cultures.
- Encourage respect for other people, and democracy.



EQUALITY/DIVERSITY & INCLUSION

The Equality Act 2010 This act simplifies strengthens and harmonises the current legislation to provide Britain with discrimination law, which protects individuals from unfair treatment and promotes a fair and equal society.

Equality Act 2010

The nine protected Characteristics

- **Age**
- **Disability**
- **Marriage or in a civil partnership**
- **Pregnancy or maternity**
- **Race including colour, nationality, ethnic or national origin**
- **Religion/belief or-belief**
- **Sex**
- **Sexual orientation**
- **Transgender**



The Equality Act sets out the different ways in which it is unlawful to treat someone, such as direct and indirect discrimination, harassment, victimisation or failing to make a reasonable adjustment for a person with a disability.

DIVERSITY: Diversity aims to recognise, respect and value people's differences to contribute positively to our society and promote an inclusive culture for all.

DISCRIMINATION: Treating a person or particular group of people differently from others.

INCLUSION: is to embrace all people irrespective of race, gender, disability, medical or other need.

PREJUDICE: Usually a negative judgment or opinion formed beforehand of a particular type of person or group.

RACISM: Hatred or intolerance of another ethnic group or groups.

STEROTYPING: When people "label" a type of group or individual based on what they think the person or people should be like.

SOME OF THE WORLDS LARGEST RELIGIONS, BELIEFS OR BELIEF of NONE

AGNOSTIC

Someone who does not know, or believes that it is impossible to know, if a God exists.

ATHEISM

The absence of belief in any Gods or spiritual beings.

BUDDHISM

A way of living based on the teachings of Siddhartha Gautama.

CHRISTIANITY

The world's biggest faith, based on the teaching of Jesus Christ.

HINDUISM

A group of faiths rooted in the religious ideas of India.

ISLAM

Revealed in its final form by the Prophet Muhammad.

JUDAISM

Based around the Jewish people's covenant relationship with God.

RASTAFARI

A young religion founded in Jamaica in the 1930s.

SHINTO

Japanese folk tradition and ritual with no founder or single sacred scripture.

SIKHISM

The religion founded by Guru Nanak in India in the 15th Century CE.

TAOISM

An ancient tradition of philosophy and belief rooted in Chinese worldview.



USEFUL INFORMATION

Financial support

You may be eligible for support with travel costs, a meal allowance or support for equipment.

- 16-18 Discretionary Support Fund
- 19+ Discretionary Learner Support Fund
- 19+ Advanced Learner Loans Discretionary Learner Support Fund

A vulnerable bursary is available to those who are in care or a care leaver.

For further information contact:

Paul Ebanks - Learner Funding Support Phone: 01752 202263

Mobile: 07497 413181 E-mail: dls@achievementtraining.com

The hourly rates are for the National Living Wage and Minimum Wage
Wage band Current rate (from 1 April 2023)

Age 23 or over (National Living Wage £10.42)

Age 21 to 22 £10.18

Age 18 to 20 £7.49

Under 18 £5.28– From April 2024- £6.40

Apprentice £5.28 – From April 2024- £6.40

Alcohol: Men and women are advised not to regularly drink more than

Fourteen units of alcohol per week.



Sexual Health: The C-Card is a condom distribution scheme aimed at 13-24 year olds living and working in Plymouth. Young people are seen and registered by a trained professional (under 16s will be assessed for competency to consent) who may then issue a C-card this recognised in over 50 places; this includes youth services, pharmacies, GP surgeries, clinics and more.

Voting: When you are 18, you need to be on the electoral register to vote in elections and referendums. You will need your National Insurance number or your passport if you're a British citizen living abroad.

USEFUL TERMINOLOGY

Child/Adult Protection: Protecting children, young people or vulnerable adults who are suffering, or are likely to suffer, significant harm.

County Lines

Disability: A physical or mental characteristic that means people find an alternative way of carrying out daily activities.

Ethnicity: The cultural characteristics that connect a particular group or groups of people to each other.

Emotional Health and Well-Being: The combination of a person's physical, social, mental and emotional state.

LGBT: A term that collectively refers to people who are "lesbian, gay, bisexual, and transgender".

Manipulation: The process where a vulnerable person is exploited and groomed to commit extremist acts.

Safeguarding: Pro-active steps taken beforehand to reduce the possibility of harm or abuse.

Sexuality: A person's preference or orientation, for example homosexual, heterosexual, bi-sexual, pansexual or asexual.

Sexual abuse: Is sexual touching of another person without their consent, with any part of the body or with anything else. This includes unwanted kissing, touching, or being forced/coerced to perform sexual acts.

Sexual harassment: is violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Trans: An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, cross dresser, genderless, agender, nongender, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

www.stonewall.org.uk/help-advice/glossary-term



SAFEGUARDING & ADVICE SUPPORT SERVICES

The Gateway: Phone: 01752 668000 E-mail: gateway@plymouth.gov.uk

Plymouth Out of Hours Service: 01752 346984

E-mail: adviceandassessment@plymouth.gov.uk (Social Services)

Child Line: 0800 1111 **NSPCC Child Protection Helpline:** 0800 800 500

Police: 101 **Emergency:** 999

USEFUL ORGANISATIONS / LINKS FOR INFORMATION AND ADVICE

www.plymouthonlinedirectory.com

Citizens Advice Bureau: 0344 411 1444 www.plymouthcab.org.uk

FRANK: 0300 123 6600 www.talktofrank.com/contact-frank

Harbour: 01752 434343 / 434567

The Samaritans: 116 123 or email jo@samaritans.org

Kooth: www.kooth.com

(Free, safe and anonymous online support for young people)

Qwell: Qwell counselling (online counselling and well-being for adults)

Devon Mind: 01752 512280 Email: hello@devonmind.com

Intercom Trust: 0800 612 3010 www.intercomtrust.org.uk
(LGBT+ information)

Plymouth & Devon Racial Equality Council: 01752 224555
plymouthanddevonrec.org.uk

Young people's service The Zone: 01752 206626
enquiries@thezone.co.uk

SHiP: Sexual Health in Plymouth Tel: 01752 431124 <https://yourship.uk/>

Plymouth Domestic Abuse Service (PDAS): Refuge support and protection from abuse call 01752 252033 or the Plymouth Refuge on 01752 562286.



FOR FURTHER INFORMATION PLEASE CONTACT:

Paul Ebanks – (Learner Support Manager): Tel: 01752 202263

M: 07497413181

paulebanks@achievementtraining.com or

safe@achievementtraining.com

TheLearner Support Hub



Please scan the QR code for support organisations that may be able to help you.

Actively Transforming Lives

info@achievementtraining.com
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