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**To me, my apprenticeship has been about growth and exploration** - both in my career field, as a person and generally as a creative professional.

-Yssis McKen, ITV, Junior Content Producer

# Information and Guidance

Keeping every learner safe

# Health and Safety

Your safety and welfare is our priority, whether you are learning with Bauer Academy for a short time or many months. We can provide signposting for any safety or personal welfare issues that you encounter.



## Useful Contacts

### Bauer Academy Safeguarding Team

Your designated safeguarding lead is Heidi Walker

Phone: 0203 227 4013

Email: [safeguarding@baueracademy.co.uk](mailto:safeguarding@baueracademy.co.uk)

This number is monitored during normal working hours

For concerns relating to your training:

Email: [redflag@baueracademy.co.uk](mailto:redflag@baueracademy.co.uk)

**For other urgent issues or out of hours help, you can get in touch with the following external agencies:**

#### Samaritans

Phone: 116 123

Website: [www.samaritans.org](http://www.samaritans.org)

**NAPAC** Supporting recovery from childhood abuse

Phone: 08088 010331

Website: <https://napac.org.uk/>

#### Terrorism/extremism

Website:

<https://www.gov.uk/guidance/get-help-if-youre-worried-about-someone-being-radicalised>

#### Galop

LGBTQ+ Nation domestic abuse helpline

Phone: 0800 999 5428

Website: <https://galop.org.uk>

#### Refuge

National domestic abuse helpline for women and children

Phone: 08082000247

Website: [www.refuge.org.uk](http://www.refuge.org.uk)

#### Respect

National domestic abuse helpline for men

Phone: 08088010327

Website: [mensadvice.org.uk](http://mensadvice.org.uk)

## Diversity

We aim to ensure that equality and diversity is at the heart of everything we do. We want our learners to be their true selves during their training with us, and we value the richness that authenticity and difference bring.

All Bauer Academy staff must act in accordance with our Equality and Diversity Policy, available on request .

## Inclusion

Inclusion is at the core of our values.

This means that we do everything we can to ensure equality of opportunity for everyone. We work hard to level the playing field for those from under-represented groups (including, but not limited to, those from Minority Ethnic Groups, those who have a disability or mental health challenge and those from a lower socio-economic background).

# E-safety Tips



## Think before you reveal

Think twice before posting anything that could damage your reputation or that may embarrass or hurt you in the future



## Protect your devices

Never leave your laptop or PC open or unattended in a public place or office



## Shop safely

Use only reputable retailers and marketplaces and use a safe and trusted payment method when purchasing online



## Spot the difference

Generally, secured sites have URLs that start with https:// and usually have a padlock icon in the browser frame or a green highlight in the address bar



## Outsmart 'phishing' attempts

Never provide any personal or financial information to an unsolicited email, SMS, phone call or website, even if they appear to be legitimate. If in doubt, contact the company directly by phone to see if they sent the message



## Keep it private

Learn how to use privacy settings on social media, to help protect personal information while networking



## Never

Never post personal information like your address, email address or mobile number on social media sites



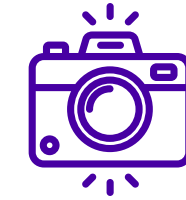
## Choose smart passwords

Don't use the same password for multiple accounts



## Remember

Not everyone online is who they say they are - do not befriend people online you don't know



## Think

Take care posting pictures or videos of yourself. Once it is online, it's not just yours anymore and most people can see or download it



## Check the URL

It might look OK in a message or email but it may take you to a page designed to extract personal information. It is always best to type a URL into a web browser instead of clicking on a link



## Be aware

If you see something online that makes you feel uncomfortable, unsafe or worried, leave the website and report it to your manager, HR or Safeguarding Team

# British Values

## Tolerance of different faiths and beliefs

We value diversity

## Mutual respect

We work together to help one another

## Individual liberty

We can make our own choices

## Democracy

We choose who represents us

## Rule of law

We understand and follow codes of conduct

# Neurodiversity Support



There are a number of neurodivergencies, and at Bauer Academy we strive to ensure you are supported no matter what your needs are. Some examples of neurological differences are Autism, ADHD, Dyslexia and Dyspraxia.



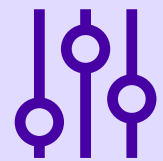
## Neurodiversity

Noun: the range of differences in individual brain function and behavioural traits



## Neurodiverse

Adjective: describes the diversity and variation of cognitive functioning in people



## Neurodivergence

Noun: divergence in mental or neurological function from what is considered 'typical'



## Neurodivergent

Adjective: describes people who have a neurodivergence

## More information:

[Getting support for learning disabilities](#)

[Signs of a learning disability in adults](#)

[Dyslexia](#)

[Dyscalculia](#)

[Autism](#)

[ADHD](#)

