

ONBOARDING PROCESS:

- 1  **Application Form**
5 days to complete
- 2  **Eligibility Check**
Approximately 3-5 days from submission
- 3  **Eligibility Confirmation & Initial Assessment**
5 days to complete
- 4  **Trainer Contact**
Within 1 week of eligibility confirmation
- 5  **Meet the Trainer**
To be booked in line with availability of all parties – with consideration of cohort dates if appropriate
- 6  **Final Approval**
Internal process to enrol your details onto internal systems

Month 1-2

Principles of Safeguarding, Legislation and Guidance

Safeguarding principles, signs and indicators, legislation, guidance and professional responsibilities.

Month 3-4

Communication, Professional Development and Safeguarding Theory into Practice

Person centred communication, professional relationships, CPD and applying safeguarding theory in practice.

Month 5-6

Responding, Recording, Reporting and Referral Processes

Responding to concerns, recording information, reporting incidents and making referrals.

Month 11-12

Wellbeing, Personal Safety, Supervision and Safeguarding Culture

Wellbeing, personal safety, supervision models and safeguarding culture.

Month 9-10

Using Data, Inspections, Reviews and Audits

Data analysis, inspections, audits, reviews and quality improvement.

Month 7-8

Escalating Complex Cases and Managing Caseloads

Escalation procedures, complex cases, risk management and caseload management.

Month 13

Reflective practice, including lessons learnt

Reflective practice, lessons learnt and continuous improvement.

Month 14-15

Gateway Preparation & Portfolio Consolidation

Portfolio sign-off, employer confirmation, readiness checks

Month 16-18

End-Point Assessment

Professional discussion underpinned by a portfolio of evidence

PLUS:

Recognised Prior Learning

Fareport takes your prior learning into account, so you won't need to repeat training you've already completed.



One-to-ones With Your Trainer

Expert advice and guidance throughout your programme from industry expert trainers.



Additional Learning Support

Additional Learning Support (ALS) is tailored to your needs so you can make the most of your Apprenticeship.



Functional Skills Training

Learners under 19 who do not have exemptions will still be required to achieve Level 2 Functional Skills. If over 19 will have the option to opt in or out of Functional Skills training.



Safeguarding Support Officer

Level 3

14 Months + EPA

Overview

The Level 3 Safeguarding Support Officer Apprenticeship is designed to develop individuals who support statutory safeguarding responsibilities and help organisations protect individuals' health, wellbeing and human rights.

Safeguarding Support Officers operate across a wide range of public, private, and voluntary sector settings, working alongside Designated Safeguarding Leads (DSLs). They act as a first point of contact for safeguarding concerns, completing initial risk assessments, triaging information, maintaining accurate records, and signposting or referring cases appropriately within multi agency frameworks.

Training Requirements

This programme is suitable for those working in administrative or support roles with responsibilities relating to safeguarding processes. It is particularly relevant for employees who handle sensitive information, maintain case records, manage referrals or work alongside safeguarding leads and designated officers. The programme is also ideal for those looking to develop their safeguarding knowledge and skills and progress into more specialised safeguarding roles.

What's Received

- ✓ Safeguarding Support Officer Apprenticeship Standard Level 3
- ✓ Assessment Method
- ✓ Presentation with questions
- ✓ Professional discussion underpinned by a portfolio of evidence

Topics Covered

- ✓ Safeguarding legislation and procedures
- ✓ Equality, diversity and inclusion
- ✓ Risk assessment and management
- ✓ Recognising & responding to safeguarding concerns

Suitable For

- ✓ Safeguarding Assistant
- ✓ Safeguarding Coordinator
- ✓ Support Worker

