Shaping Lives

# Shaping your tomorrow, today.

## Safeguarding Practitioner in Early Years and Education Level 3 Apprenticeship



Education & Skills Funding Agency

Ofsted Good Provider

# Safeguarding Practitioner in Early Years and Education

## Level 3 Apprenticeship

Making the right choice about your next step is key to unlocking your potential and setting yourself up for a bright future. This overview is here to give you all the essential info about the apprenticeship—how they benefit you, and why it's the perfect route for practical learners like you.

**Ready to shape your tomorrow? Let's dive in.**

**Meet Arti**, our brand mascot



**This Level 3 apprenticeship is a specialised, work-based professional development programme designed to build a resilient, technically competent, and regulatory-compliant safeguarding infrastructure within educational institutions. Structured to tackle the rapid evolution of modern child protection risks, the curriculum explicitly balances hands-on case administration with mental health resilience.**

Crucially, the programme is mapped to most recently updated KCSIE guidance, moving beyond basic compliance to embed a "whole-school safeguarding culture" that satisfies rigorous Ofsted inspection frameworks. It integrates cutting-edge updates, including managing AI risks (such as deepfakes and smart technology), navigating complex multi-agency "Family Help" transitions, and managing statutory requirements regarding mobile-phone-free environments and single-sex provisions.

**For Learners:**

Upgrades practical on-the-ground experience into a formally recognised Level 3 qualification, opening definitive career progression pathways into senior DSL and leadership roles.

Teaches staff how to systematically "park" the heavy emotional burden of safeguarding, differentiating clinical, peer-supported reflection from top-down line management conversations.

Gives practitioners the technical legal vocabulary and digital confidence to audit filtering/monitoring software, counter modern online coercion, and handle sensitive parental disputes safely under the law.

**For Employers:**

Upgrades practical on-the-ground experience into a formally recognised Level 3 qualification, opening definitive career progression pathways into senior DSL and leadership roles.

Teaches staff how to systematically "park" the heavy emotional burden of safeguarding, differentiating clinical, peer-supported reflection from top-down line management conversations.

Gives practitioners the technical legal vocabulary and digital confidence to audit filtering/monitoring software, counter modern online coercion, and handle sensitive parental disputes safely under the law.

**Duration:**

15 months + 3 months for EPA

**Level:**

3

**End-Point Assessment Organisation :**

FUTURU

**Who is it for:**

The qualification is strategically targeted at operational, frontline safeguarding and pastoral staff who manage day-to-day child protection administration but may not yet hold a senior leadership title. It is suitable for:

- Schools & Colleges: Deputy Designated Safeguarding Leads (DDSLs), pastoral support officers, year governors, attendance officers, family liaison workers, HLTA, Level 5 TA and dedicated safeguarding administrators.
- Early Years (Nurseries & Preschools): Nursery room leaders, nursery managers, and setting deputies managing the complex intersection of the EYFS Statutory Framework (Welfare requirements) alongside standard KCSIE parameters.

# What will be covered?

## Knowledge.
## Skills.
## Behaviours.



Here's what apprentices will gain through the programme:

Understanding the hidden privacy, GDPR, and data control risks of smart wearables and AI voice/data harvesting on international servers.

Grasping the legal definitions surrounding self-generated intimate images, AI-altered deepfakes, and online coercion.

Distinguishing the clear model of professional, reflective safeguarding supervision from standard line management.

Knowing statutory parameters regarding gender-questioning pupils and mandatory biological sex-based facility guidelines.

Understanding the statutory DfE mobile phone guidance and its impact on reducing cyberbullying and distraction.

Understanding the two-tier local authority structure shifting from universal Early Help to targeted Family Help.

Recognising the critical need to transfer comprehensive student safeguarding records securely, when a child moves settings.

Mastering the dual requirements of EYFS Section 3 (Welfare) and how it applies alongside standard KCSIE parameters.

Understanding statutory early years expectations for paediatric first aid, safer eating, and choking prevention.

Recognising indicators of neglect or abuse in infants/toddlers before standard verbal intervention thresholds are reached.

For employers, this programme supports the development of a highly skilled and confident workforce equipped to safeguard and support vulnerable individuals effectively. For learners, it offers the opportunity to build a rewarding career in safeguarding, gaining the knowledge and skills needed to protect and promote the welfare of children, young people, and vulnerable adults. Together, we can strengthen safeguarding practice and create safer environments for those who need it most.

# What will be covered?

Knowledge.
Skills.
Behaviours.



Here's what apprentices will gain through the programme:

Auditing and updating school ICT and mobile policies to explicitly cover emerging recording eyewear.

Enforcing internal digital safety protocols and handling cases involving non-consensual image sharing among youth.

Executing structured peer-reflection and trauma containment sessions to process vicarious trauma within the safeguarding team.

Managing compliant risk assessments for single-sex spaces, sports, toilets, and residential settings.

Implementing setting-wide phone protocols while embedding essential accessibility exemptions for EAL or SEND medical needs.

Navigating inter-agency thresholds and executing timely, accurate referrals to the MASH, LADO or children's social care.

Managing secure, confidential shared mailboxes and holding vital verbal DSL-to-DSL danger-handover conversations.

Managing compliance overlaps for children aged 0–5 in school-based nurseries and early years environments.

Auditing early years kitchen, dining, and classroom settings to ensure strict food safety and allergy compliance.

Authoring and supervising legal, dignity-focused intimate care policies for diapering and sanitary assistant needs.

By investing in this apprenticeship, employers can strengthen their safeguarding capability by developing a knowledgeable and skilled workforce. At the same time, learners gain the practical expertise and confidence needed to work effectively in safeguarding roles, supporting and protecting children, young people, and vulnerable adults. Together, we can strengthen your team, support your career development, and help create safer environments for those in your care.

# What will be covered?

# Knowledge. Skills. Behaviours.



Here's what apprentices will gain through the programme:

Maintaining a proactive, digitally vigilant approach to evolving classroom and visitor technologies.

Showing non-judgmental, immediate, and sensitive containment during high-stress online abuse incidents.

Demonstrating emotional resilience and committing to personal wellbeing boundaries to mitigate professional burnout.

Balancing absolute compliance with legal equality duties and objective, inclusive care for all students.

Ensuring firm, consistent policy application while constructively engaging with resistant parents or visitors.

Operating collaboratively and transparently with social workers, health professionals, and police partners.

Maintaining rigorous thoroughness and strict confidentiality to prevent vulnerable children from slipping through gaps.

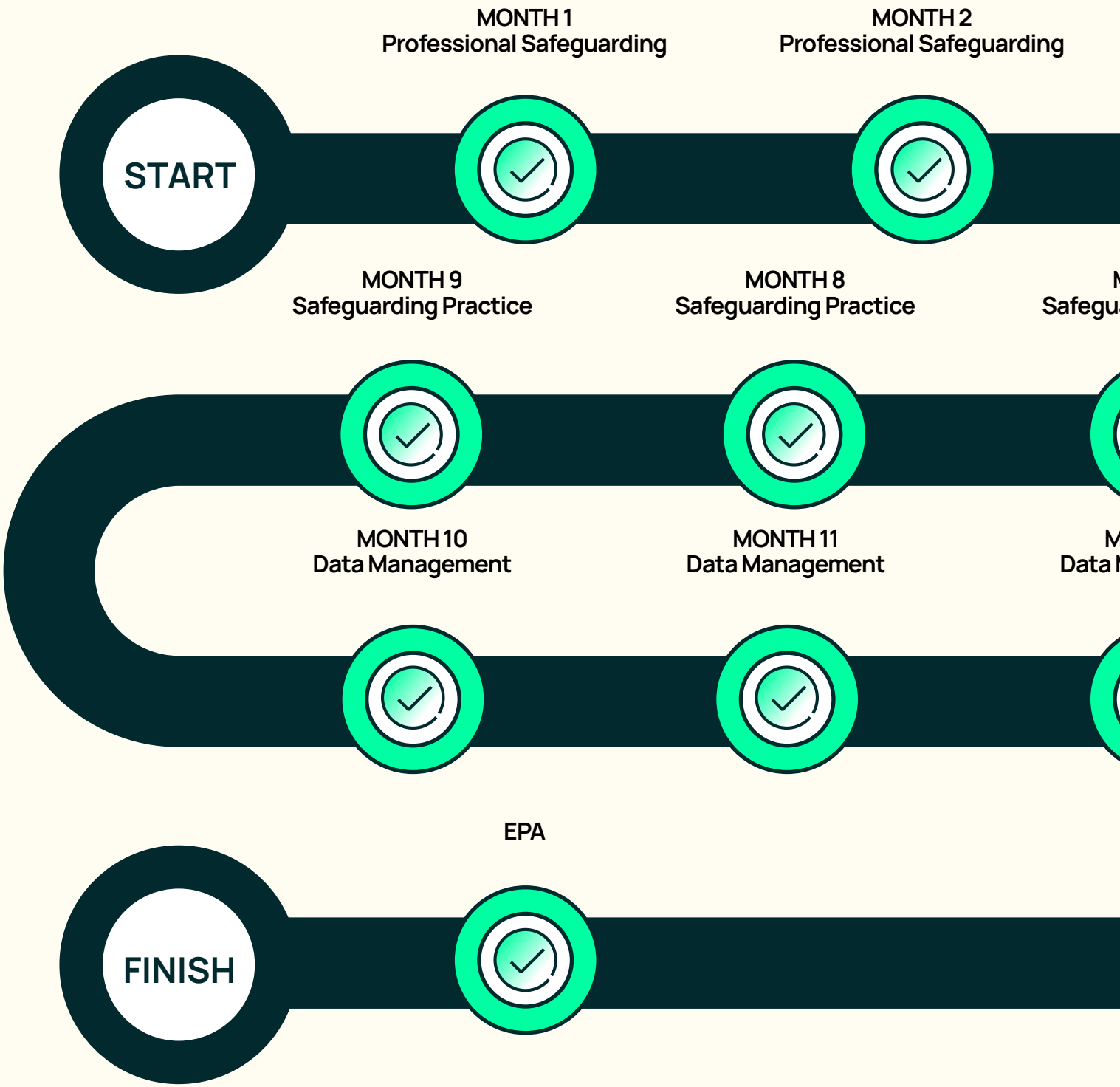
Maintaining a unified, holistic child protection outlook that spans across different age-group legislations.

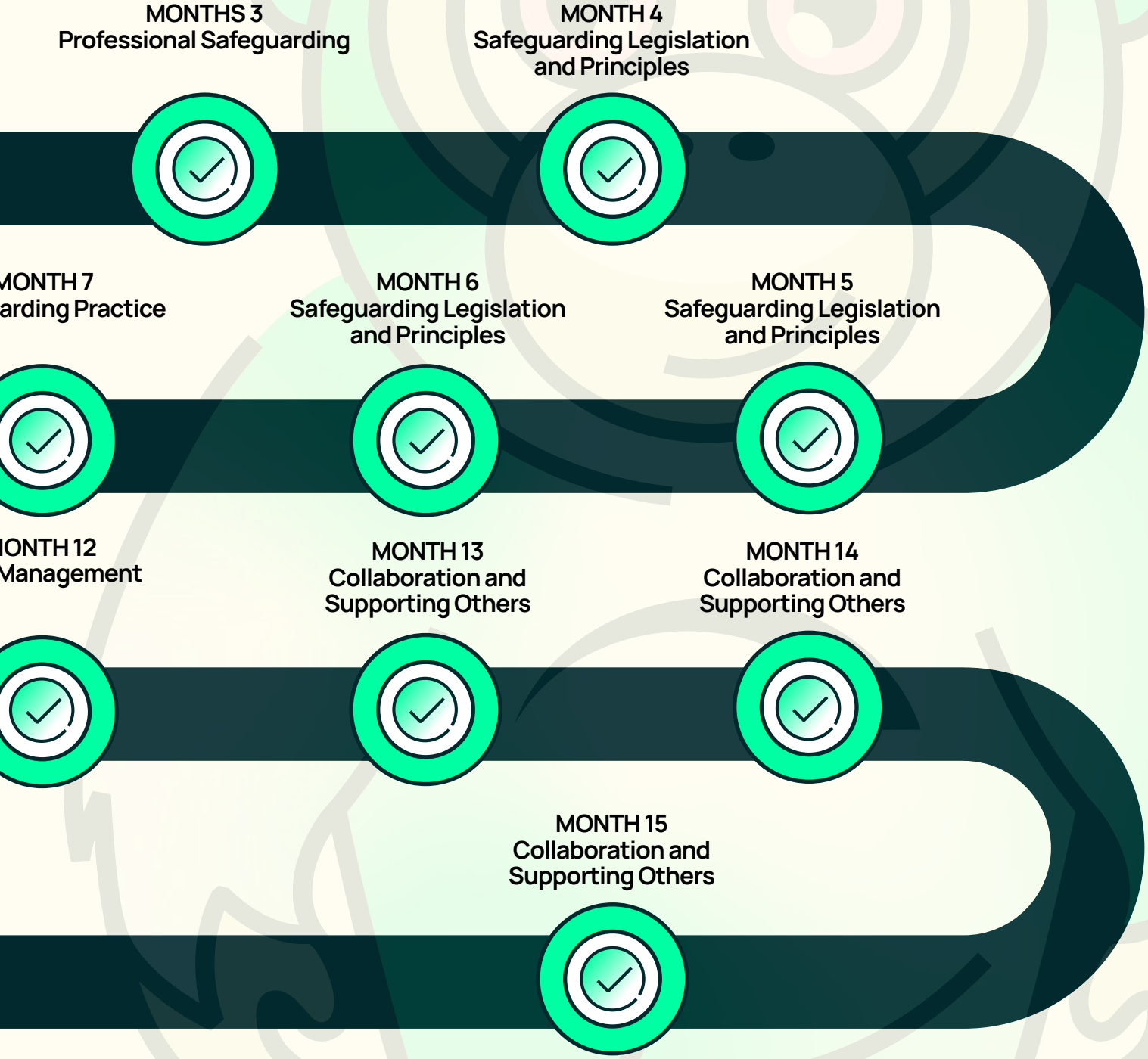
Exercising meticulous attention to detail regarding physical hazards in the immediate learning environment.

Upholding the highest standards of child dignity, respect, and protective professional boundaries at all times.

By embracing these behaviours, learners will strengthen their professional practice and contribute positively to safeguarding within their organisation. For employers, investing in these behaviours helps develop a confident, ethical, and effective workforce committed to protecting and promoting the welfare of children, young people, and vulnerable adults. Together, we can build safer environments and stronger communities for those we support.

# Learner journey.




MONTHS 3
Professional Safeguarding
MONTH 4
Safeguarding Legislation
and Principles
MONTH 5
Safeguarding Legislation
and Principles
MONTH 6
Safeguarding Legislation
and Principles
MONTH 7
arding Practice
MONTH 12
Management
MONTH 13
Collaboration and
Supporting Others
MONTH 14
Collaboration and
Supporting Others
MONTH 15
Collaboration and
Supporting Others

# Exciting pathways to learning: What's involved.

**eLearning**
Our fully interactive eLearning modules are designed to fit seamlessly into the busy lives of your apprentices. They can learn at their own pace while covering essential knowledge for each module. With a blend of digital resources, engaging videos, interactive quizzes, scenarios, and case studies, we cater to various learning styles, ensuring everyone can thrive.

Modules include:

- Engaging digital resources
- Videos
- Interactive quizzes
- Scenarios and case studies
- Knowledge checks

This flexible approach supports all learning styles and encourages deeper understanding before workshops.

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**Workshops**
Our dynamic Elevate workshops offer a fantastic opportunity for learners to enhance their skills and tackle new challenges. Each two-hour session focuses on a specific module, creating an interactive space where apprentices can deepen their understanding while connecting with peers from diverse backgrounds. This interaction enriches their learning experience and broadens their career perspectives.

Each session:

- Lasts approximately two hours
- Is led by a sector expert
- Includes activities such as role-play, case studies, research tasks, quizzes, and presentations
- Develops both technical knowledge and essential soft skills

Apprentices do not need to complete eLearning before attending workshops.

**One-to-One Online Session with a Personal Tutor**
Each apprentice will benefit from personalised online one-to-one sessions with their dedicated Personal Tutor. This tailored support ensures that every learner receives the attention and encouragement they need to excel. Tutors assess learning, provide individual feedback, conduct progress reviews, and prepare apprentices for their end-point assessment (EPA). Our flexible approach allows us to adapt to each learner's unique needs, with easy access to tutors via email, phone, and the online platform, Bud.

Their tutor will:

- Conduct regular progress reviews
- Provide personalised feedback
- Support portfolio development
- Prepare apprentices for End-Point Assessment (EPA)
- Be accessible via remote sessions, email, phone, and the Bud learning platform

Our approach is supportive, flexible, and tailored to individual needs.

# Key roles in your learning success.

At Shaping Lives, several dedicated professionals work together to ensure your success throughout your apprenticeship. Here's how each role contributes to your journey:



**Business Development Managers (BDM)**
Our Business Development Managers (BDMs) play a crucial role in guiding you smoothly through the enrolment process. They begin by collecting learner nominations and carefully verifying the information to ensure eligibility criteria are met. This thorough review streamlines the next steps. Once you're set to enrol, BDMs collaborate closely with the Customer Success team (CST) to facilitate enrolment meetings, eligibility verification, and initial assessments. They manage the entire process, ensuring contractual and funding compliance is maintained.



**Learning Enrolment Tutor**
Your journey kicks off with the Learning Enrolment Tutor, who meets with you to gather final enrolment details and conducts a skill scan to assess your prior learning. After this initial meeting, they lead a group workshop, marking the exciting start of your learning experience. While it may be the same tutor who conducted your meeting, another team member might also take on this role.



**Functional Skills and Learning Support Tutor**
At the beginning of your programme, you'll complete initial assessments in English and maths, which will help shape your Functional Skills pathway. We offer workshops to build foundational skills, and if you need more tailored support, especially if you have Additional Learning Needs (ALN), our one-to-one sessions are here for you. We work closely with your personal tutors to provide the resources, advice, and guidance necessary for you to feel prepared and confident for your Functional Skills exams.



**Personal Tutor**
After your first day of learning, you'll be assigned a personal tutor who will support you throughout your apprenticeship. They're there to assist with your individual needs, help consolidate your learning for your diploma, and prepare you for your End Point Assessment (EPA). You can meet with your personal tutor remotely via platforms like Teams or face-to-face, which may include observations. They are your primary contact for any support you need during your apprenticeship.



**Workshop Tutor**
As you attend group workshops for each of your modules, a workshop tutor will be by your side to facilitate your activities and learning. These sector experts guide you through engaging sessions, and after each workshop, they provide feedback to you and your personal tutor, helping to foster your development.



**Quality Improvement Coach**
While you may not interact directly with a Quality Improvement Coach, their role is essential. They sample the work you complete for your Diploma to ensure it meets the required standards. Additionally, they support the professional development of your personal tutor and may occasionally join one of your sessions to provide further insights.



**Independent End-Point Assessor**
Your Independent End-Point Assessor comes from an organisation separate from Shaping Lives. Their role is to assess your learning and conduct your final assessments. You will meet this assessor after completing your on-programme learning, just as you're ready to go through the gateway process for your final assessments.



**Additional Learning Support Coach**
As you start your programme, we'll reach out to discuss your Cognassist assessment or any declared needs. We'll determine if you require extra support and develop a plan so your personal tutor knows how to best assist you. Ongoing mentoring and support are available throughout your programme, and we also provide your personal tutors with continuous training, advice, and guidance to help them support you effectively.

# Understanding the End-Point Assessment (EPA).

**The apprentice delivers a formal presentation based on a pre-submitted written case review that highlights how they responded to a safeguarding concern, navigated multi-agency partnerships, and applied statutory guidelines. Following the presentation, an Independent End-Point Assessor (IEPA) conducts a rigorous question-and-answer session to probe their technical knowledge, decision-making rationale, and adherence to policies like KCSIE.**

**Duration:** The entire assessment lasts for 50 minutes. This typically consists of a 20-minute presentation by the apprentice, followed immediately by a 30-minute Q&A session with the assessor. The assessor has the discretion to extend the session by up to 10% (5 minutes) if required to allow the apprentice to finish an answer.



**Professional Discussion (Underpinned by a Portfolio of Evidence):** This method is a structured, two-way professional dialogue between the apprentice and the independent assessor.



**What Happens:** The session is underpinned by the portfolio of evidence compiled by the apprentice during their 15 months on the programme. The assessor uses this portfolio to anchor the conversation, asking a minimum of 6 structured, open-ended questions. The discussion probes the apprentice's deeper understanding of the curriculum's core themes—including handling digital harms, executing safe file transfers, managing vicarious trauma, and maintaining inclusive, compliant environments.

**Duration:** This discussion lasts for 60 minutes. The assessor has the discretion to extend the time by up to 10% (6 minutes) to allow the apprentice to fully complete their responses.

Because safeguarding live cases involves highly sensitive data, strict confidentiality, and vulnerable children, observing a live incident or parental intervention is neither ethical nor safe under UK GDPR and child protection laws. Instead, practical competence is fully verified and assessed safely through the Case Review Presentation and the Portfolio-underpinned Professional Discussion.

## What Goes into the Portfolio?

Both apprentices and employers should be mindful that the portfolio must:

- **Show Competence:** Include a variety of evidence (for example, lesson plans) to cover all areas of the apprenticeship standards.
- **Be Authentic:** All work must be the apprentice's own, genuinely reflecting their skills.
- **Demonstrate Variety:** Evidence should come from different tasks and activities, showing the apprentice's full range of abilities.
- **Link Clearly:** Each piece of evidence should connect directly to the apprenticeship standards.

Specific Requirements

- **Leadership and Management:** Provide evidence showcasing your leadership skills, strategic planning, and team management abilities.
- **Professional Development:** Demonstrate a commitment to continuous professional growth.
- **Inclusive Practice:** Show an understanding of inclusive practices and the ability to support children with additional needs.
- **Research-Informed Practice:** Include evidence of research-informed practice and your ability to critically evaluate information.

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## Professional Discussion: A Key Element

The professional discussion is your chance to showcase your understanding of the apprenticeship standards and how you apply your knowledge in practice.

Key Areas of Discussion

- **Portfolio Evidence:** Explain how the evidence in your portfolio demonstrates your competence.
- **Apprenticeship Standards:** Discuss your understanding of these standards and how you've met them.
- **Case Studies:** Talk about your analysis of case studies and the decisions you've made.
- **Professional Development:** Share your commitment to ongoing professional development and how you've enhanced your skills.
- **Challenges and Achievements:** Reflect on challenges you've faced, how you overcame them, and your achievements during the apprenticeship.

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## For Learners and Employers Alike

By fully preparing for the End Point Assessment, apprentices can ensure they complete their qualification successfully, while employers benefit from confident and capable team members who are ready to take on more responsibility and contribute even more to the success of your setting.

# Supportive, flexible, and tailored training for Safeguarding Apprentices.

**At Shaping Lives, we believe that every learner deserves the best support possible. That's why each of our apprentices is paired with a dedicated Personal Tutor. Think of them as their guiding star throughout their journey—available for remote one-on-one sessions right from their workplace!**

Their Personal Tutor isn't just there to check in; they'll be their mentor, helping them learn, tracking their progress, and preparing them for their end-point assessment (EPA). We pride ourselves on our flexible approach to training, tailoring our support to suit their individual needs.

Here's how it works:

**One-on-One Sessions**: Connect with their Personal Tutor through remote sessions. This means they can learn at their own pace, in a way that suits them best.

**Self-Study:** They'll have access to our fantastic social learning platform, Bud, where they can dive into self-study materials at their convenience.

**Always Accessible:** Their Personal Tutor is just a message away! Whether it's via email, our learner portal, or good old-fashioned phone calls, we're here to help them every step of the way.

### Specialist Learning Portal

Our learning portal, Bud, strikes the perfect balance between performance and usability. Designed in collaboration with Paragon Skills, it places the learners' needs at its core, ensuring flexibility across multiple platforms with simplicity as a priority. The hard work of managing apprenticeships is taken care of, allowing Bud to guide them through the process step by step—from enrolment and gathering evidence to preparing for audits, end-point assessments, and funding.

### Functional Skills

As part of the apprenticeship, learners will need to provide evidence of achieving a grade A–C in English and maths at GCSE level (or an equivalent higher level). If they can't provide this evidence, or if they have an exemption, they'll undertake functional skills training alongside their apprenticeship.

Functional skills are seamlessly integrated into their programme, enabling them to work towards their qualification while developing these essential skills. At the end of their functional skills training, they'll complete an assessment, which can be in the form of online tests or a professional discussion.

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### Ongoing Support

Learners will receive full support from our experienced Client Services and Operations teams before, during, and after their apprenticeship journey. Our team is dedicated to helping them measure the impact of their apprenticeship programme, providing regular progress updates, and inviting them to exclusive events—all to ensure they maximise the benefits of their apprenticeship.

We go beyond the job role by offering pastoral support, along with valuable advice and guidance. With a strong focus on care and social responsibility, we empower our learners to progress through our programmes, building their confidence to tackle any challenges they may face.



Shaping Lives

# Why choose Shaping Lives?

**Shaping Lives is a trusted national training provider, delivering high-quality apprenticeship programmes. Our focus on education is paramount, as we understand the critical role it plays in shaping young lives and laying the foundation for future success.**

Our dedicated Personal Tutors work closely with your business, providing tailored support to ensure your employees thrive in their roles. We are deeply committed to fostering an outstanding learning experience, empowering both our learners and employers to make a meaningful impact in education. Together, we can cultivate the next generation of leaders in this vital field.

## Contact us


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