

Me, you, us...

Safeguarding is everyone's responsibility

September Safeguarding Bulletin

Content

Panic Attacks and phobias

Money, Gambling and Financial Exploitation

Work, Study and Life – how to achieve it all!

Book recommendation - The power of 'let them'

Sexual health awareness

Managing conflict and challenges in the workplace

Local risks

Warning

For some people, the information within this bulletin maybe difficult to read and may result in emotions, memories or experiences which are hard to manage.

If at any point, for any reason, you find reading this difficult, please do speak to someone you trust. That maybe your tutor, your manager, or a member of the safeguarding team.

Allison Collis
Safeguarding and Prevent lead

07741 743618

Janine Ridley
Deputy Safeguarding
and Pastoral lead
07771 672491

Rightsteps

Our new wellbeing hub can support you with any of the following challenges:

Mental Health
Physical Health
Drugs and Alcohol
Workplace Culture
Life Changes
Lifestyle
Financial Wellbeing

There is also a great self-assessment tool, to direct you exactly to the support you need.

**Available to Woodspeen/JTM learners and employees only
– find the link on Aptem or contact the Safeguarding team!**

Panic attacks and phobias Help is out there!

Panic attacks and phobias are both anxiety-related conditions that can have a significant impact on a person's wellbeing. While they are different in nature, they can also be closely connected and understanding them is important.

What is a Panic Attack?

A panic attack is a sudden, intense episode of fear or distress that can feel overwhelming. The body reacts as though it is facing immediate danger, even when no real threat is present.

Symptoms may include:

- Rapid heartbeat
- Shortness of breath or hyperventilation
- Sweating, shaking, or dizziness
- Chest pain or tightness
- A sense of losing control or impending doom

Panic attacks can come on unexpectedly and may last for several minutes. Although frightening, they are not physically harmful.

What is a Phobia?

A phobia is an intense, often irrational fear of a specific object, situation, or activity – such as heights, spiders, confined spaces, or flying. The fear is usually disproportionate to the actual risk, but it can still cause distress and lead to irrational and avoidance behaviours.

How are they different?

- Phobias are triggered by specific things or situations. The fear is ongoing and persistent.
- Panic attacks are sudden and can occur without warning, sometimes without a clear trigger.

How can they be linked?

Phobias can sometimes lead to panic attacks. Over time, fear of having another panic attack in a particular setting can also develop into a phobia – creating a cycle of avoidance and anxiety.

What to do if you experience a panic attack:

- Stay where you are if it is safe. Remind yourself that the symptoms, although frightening, are not dangerous.
- Focus on your breathing – take slow, deep breaths in through your nose and out through your mouth.
- Ground yourself – notice five things you can see, four you can touch, three you can hear, two you can smell, and one you can taste.
- Wait for the feelings to pass – panic attacks usually peak within 10 minutes.
-

What to Do if You Have a Phobia:

- Talk about it – sharing your fears with someone you trust can reduce isolation.
- Seek professional support – therapies such as Cognitive Behavioural Therapy (CBT) can help manage and reduce phobias.
- Gradual exposure – with guidance, slowly and safely facing the feared situation can lessen the anxiety over time.
- Look after your wellbeing – regular sleep, exercise, and relaxation techniques can all support emotional resilience.
-

How to help someone with a phobia or having a panic attack:

Respond with calm reassurance, provide a safe space, and **avoid minimising their feelings even if it seems a silly reaction to you**. Encouraging professional support and being patient can make a significant difference.

Useful links:

[What is a Panic Attack?](#)

[How to use exposure therapy to overcome phobias](#)

[10 quick anxiety relief techniques](#)

Money, Gambling and Financial Exploitation

Managing money can feel like one of the trickiest parts of adult life. Apprentices often face the challenge of balancing work, training, bills, social life, and sometimes caring responsibilities—all while possibly earning less than others in full-time jobs. This can make apprentices more vulnerable to financial pressures, gambling, or even financial exploitation.



Understanding the risks

1. Gambling

Gambling isn't just betting shops or casinos—it includes online betting apps, gaming loot boxes and spread betting. These can quickly become addictive and costly, with a serious impact on mental health and wellbeing. Many young people don't realise how fast 'just a little flutter' can spiral.

Football betting for example can seem harmless—just putting a small amount on your team to win—but it can quickly add up and become risky. With apps making it easy to bet anytime, it's tempting to keep 'having another go', especially when friends are doing the same. **The reality is the odds are stacked against you, and chasing losses can lead to money worries and stress.** If you enjoy football, try to keep it about the game, not the gamble—your wages are better spent on things that support your future, not on bets you're unlikely to win.

2. Financial Exploitation

This is when someone takes advantage of you financially, pressuring you to lend money, controlling your bank account, misusing your bank card, or tricking you into taking out loans or contracts in your name. It can happen within relationships, families, or even at work.

3. Money pressures

Worrying about money can affect sleep, concentration, and mental health. It can also make people more vulnerable to scams or risky behaviours like payday loans and gambling.

Spotting the Warning Signs

- Keeping secrets about money from family or friends.
- Borrowing money frequently or relying on payday loans.
- Feeling anxious when thinking about money.
- Feeling pressure to lend money or buy things for others.
- Struggling to pay bills or buy essentials due to gambling or lending.

What you can do

- Set boundaries – It's okay to say no if someone asks for money.
- Budget wisely – Knowing what's coming in and out helps you feel in control.
- Seek support early – If money, debt, or gambling is becoming a problem, reaching out quickly makes it easier to get back on track.

Remember – Financial exploitation is a safeguarding issue. If you feel unsafe or pressured, speak to your tutor, DSL, or another trusted adult.

Useful Support & Further Reading

- GamCare (Gambling Support): Free, confidential help and live chat for anyone worried about gambling.
👉 <https://www.gamcare.org.uk>
- Young Gamers & Gamblers Education Trust (YGAM): Information and resources about gambling risks and gaming.
👉 <https://www.ygam.org>
- MoneyHelper (Government Service): Free advice on budgeting, debt, and money management.
👉 <https://www.moneyhelper.org.uk>
- Citizens Advice: Practical support for debt, loans, benefits, and dealing with financial exploitation.
👉 <https://www.citizensadvice.org.uk>
- National Debtline: Free, confidential debt advice.
👉 <https://www.nationaldebtline.org>
- Victim Support: Help for anyone experiencing exploitation, scams, or financial abuse.
👉 <https://www.victimsupport.org.uk>



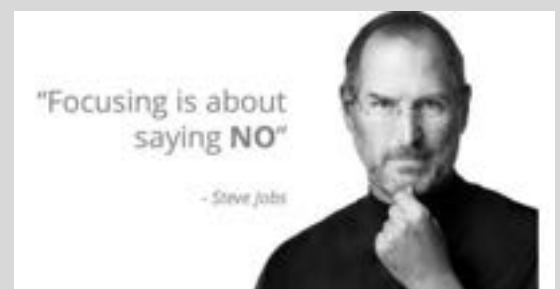
Work, Study and Life – How to achieve it all!



Balancing work, study, and life can feel like a constant juggling act, especially as an apprentice. You're building skills in the workplace, completing assignments for your programme, and still trying to make time for friends, family, and yourself. The good news? With the right strategies, you can achieve it all—without burning out.

How to keep balance

- **Plan your week** – Block out time for work, study, and downtime. Even short breaks make a big difference.
- **Prioritise** – using the planned week ahead, prioritise what is urgent and what isn't. The Eisenhower Matrix is a really useful tool!
- **Use small goals** – Break tasks into chunks so they feel manageable. Celebrate each step you tick off.
- **Protect downtime** – Time for hobbies, exercise, and rest is just as important as deadlines.
- **Stay organised** – Use calendars, apps, or reminders to keep track of deadlines and shifts.
- **Learn to say no** – it's important to know when you are at your limit. Learn to say no to requests put on you if you feel that things are starting to feel unmanageable.



By honing your ability to identify priorities, set targeted goals, and allocate your time purposefully, you'll pave the way for a balanced and successful work-study-life harmony.

Signs things are out of balance

- Constant tiredness or lack of good sleep.
- Struggling to focus on work or during study/OTJ time.
- Feeling stressed, anxious, or irritable.
- Dropping hobbies, social life, or things you usually enjoy.
- Putting off assignments until the last minute.

Who to speak to

If you notice these signs, don't wait until things feel unmanageable:

- Your tutor – they can help with workload, deadlines, or study support.
- Your manager at work – They can adjust tasks, clarify expectations, or provide extra guidance.
- Your safeguarding team– If stress or personal pressures are affecting your wellbeing, they can connect you with the right support.
- Friends and family – Talking it through often helps lighten the load.

Remember: achieving balance doesn't mean doing everything perfectly.

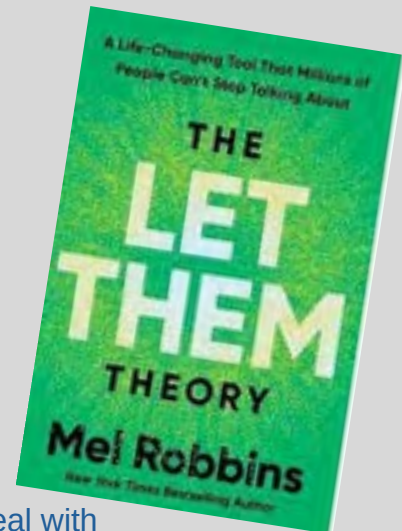
It's about making steady progress, keeping yourself well, and asking for help when you need it. That's how you really *achieve it all!*



Recommended read of the month

The extraordinary power of ‘Let them’

This month we introduce our self help book of the month feature – a recommended read (or audible) for self-improvement and better wellbeing.



Have you ever felt frustrated because people aren't behaving the way you want them to? Maybe a friend cancels plans last minute, a family member is criticising you or your partner, or a colleague doesn't pull their weight at work. It's easy to get caught up in anger or disappointment—but what if there was a calmer way to deal with it? That's where Mel Robbins' "Let Them Theory" comes in. What is the "Let Them Theory"?

The idea is simple: when people act in a way you don't like, instead of trying to control, change, or chase them—you **let them**.

- Someone doesn't invite you to an event? Let them.
- A family member criticises your choices? Let them.
- A colleague doesn't contribute fully? Let them.

It doesn't mean you agree with them or that bad behaviour is okay—it just means you stop wasting energy fighting what you can't control.

Why it matters

The 'Let Them Theory' is really about control—understanding what's yours to control and what isn't. It's a transformative approach that will rapidly improve your mental and physical health because when you stop fighting the behaviour of others, you save energy for your own goals, wellbeing, and the people who matter most.

The power of let them is not allowing people to walk over you – it's about allowing them to do their thing and deciding how you react! Let them.....and let me....

For further information:

[The ONE Trick You Need to Master to Live a Peaceful and Fulfilled Life | The Let Them Theory - YouTube](#)

[NEW UK The Let Them Theory :\) | eBay UK](#) (Cheap deal here!)

Sexual Health Awareness – Looking After Yourself and Others



Sexual health is about more than avoiding infections—it's about protecting your physical, emotional, and mental wellbeing in relationships. It's important to feel confident about making safe, informed choices when it comes to sex and relationships.

Why sexual health matters

- Protecting your health – Sexually transmitted infections (STIs) are common, but many are preventable and treatable if caught early.
- Preventing unplanned pregnancy – Understanding contraception helps you stay in control of your choices.
- Respect and consent – Healthy relationships are built on mutual respect and the right to say yes or no.
- Confidence and wellbeing – Feeling informed reduces worry and helps you make safe, positive decisions.

Looking after your sexual health

- Get tested – Regular STI checks are quick, free, and confidential at sexual health clinics.
- Use protection – Condoms protect against both infections and pregnancy.
- Talk openly – With partners, communication about boundaries, contraception, and consent is key.
- Look after mental health too – Relationships and intimacy affect emotions as much as physical health.

Spotting when something's wrong

- Feeling pressured into sex or a relationship.
- Pain, irritation, or unusual symptoms after sex.
- Worrying that you may have been exposed to an STI.
- Concerns about contraception or pregnancy.

If you ever feel unsafe, pressured, or unsure about a relationship or sexual situation, this is a safeguarding issue. Speak to your tutor, safeguarding team, or another trusted adult.

Useful Support & Advice

- NHS Sexual Health Services – Free, confidential advice and clinic finder: <https://www.nhs.uk/live-well/sexual-health>

- Brook – Support and information for young people under 25:
<https://www.brook.org.uk>
- FPA (Sexual Health Charity) – Information on contraception and STIs:
<https://www.fpa.org.uk>
- National Sexual Health Helpline – Call 0300 123 7123 for free, confidential advice.

Managing Conflict and Challenges in the Workplace



Workplaces are full of different people, personalities, and pressures, so it's normal for disagreements or challenges to arise from time to time. Learning how to handle these situations is an important part of your apprenticeship—and a key safeguarding issue when behaviours cross the line into bullying or harassment.

Understanding Conflict

Not all conflict is bad—sometimes healthy debate can spark new ideas. But when conflict turns personal, persistent, or aggressive, it can damage your wellbeing and your ability to succeed at work.

Inappropriate Behaviours and Bullying

Bullying isn't always obvious. It can be:

- Shouting, name-calling, or belittling comments.
- Excluding someone from conversations or opportunities.
- Spreading rumours or gossip.
- Overloading someone with unrealistic work.

If you experience or witness this, remember—it's not 'just part of work'.

Everyone has the right to a safe, respectful workplace.

Practical tips for managing conflict

- **Stay calm** – Take a breath before responding.
- **Focus on facts, not emotions** – Be clear about what happened and how it affects your work.
- **Use "I" statements** – Say "I feel concerned when..." instead of "You always..." to keep the focus on behaviour, not blame.
- **Seek resolution early** – Small disagreements are easier to resolve before they grow.

- **Know your rights** – Harassment, bullying, and discrimination are not acceptable in any workplace.

What to do if it doesn't stop

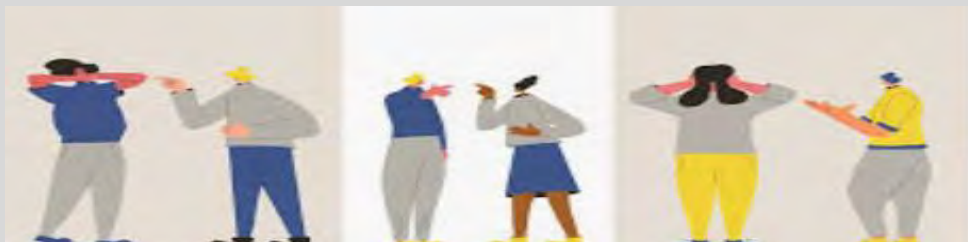
- Speak to your line manager – they have a responsibility to address issues.
- Talk to your tutor or safeguarding team – you should never feel alone in handling conflict.
- Use your HR team or policies – every workplace should have procedures for managing grievances and inappropriate behaviour.
- Seek independent advice – ACAS (Advisory, Conciliation and Arbitration Service) offers free, confidential help.

ACAS Advice on Workplace Conflict and Bullying: <https://www.acas.org.uk/if-you-have-a-problem-at-work>

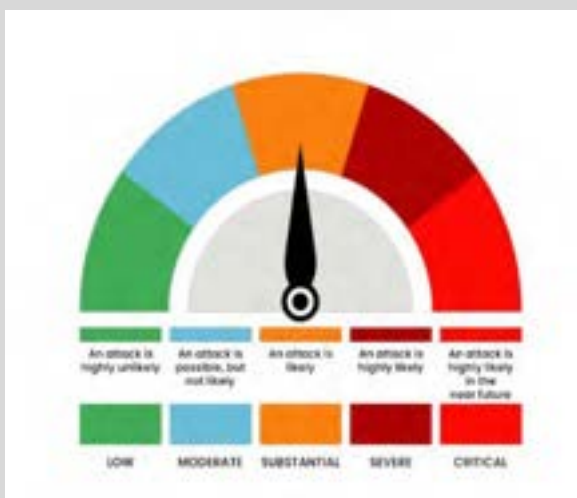
Remember:

Conflict is part of working life but bullying or harassment is never acceptable.

Reaching out for support shows strength—not weakness—and helps build the safe, respectful workplace every apprentice deserves.



Local risks



The current risk of an attack in the UK is **substantial**.

This means that vigilance is needed, and we should try to encourage everyone to support this.

It explains the context for various security actions around the country.

Local news to you:

[Statement on Palestine Action | Counter Terrorism Policing](#)

Manchester: [A man armed with a machete who assaulted members of the public has been sentenced | Counter Terrorism Policing](#)

Bradford: [Bradford man sentenced for possessing firearms manuals | Counter Terrorism Policing](#)

Essex: [Essex man who attempted to be Russian spy convicted of National Security act offence | Counter Terrorism Policing](#)



Be part of the solution

Our Vision — The Resilience in Unity Project

If you suspect terrorism-related activity or extremist involvement, it's crucial to act responsibly. Here's what you should do:

Immediate Danger

- If you believe an attack is imminent or there is an immediate threat, **call 999** (or your local emergency number) immediately.

Report to Prevent Lead (Allison Collis) 07741 743618

In the UK, you can report online via **Action Counters Terrorism (ACT)** or call the anti-terrorist hotline at **0800 789 321**.

Anonymous Reporting

You can report concerns anonymously via **Crimestoppers (0800 555 111)** if you are uncomfortable disclosing your identity.



October edition

Coping with pressures and deadlines

Gaming and online communities

Sexting, nudes and consent

Dyslexia awareness

Mindset – how changing the way you think can help you
achieve anything you want!