



Safeguarding Policy

Contents

The Purpose of the Policy	2
Policy Statement	2
Policy Principles	2
Prevent.....	3
British Values Statement.....	4
Responsibilities of Staff.....	5
Safeguarding Officers Contact Details	6
Recruitment and Selection Procedures	8
Implementation, Review and Evaluation of the Policy and Procedures.....	8
Other Relevant Policies and Procedures.....	9

The Purpose of the Policy

Skills Assessment recognises its responsibility to safeguard the welfare of its staff and all apprentices undertaking EPA, by commitment to practice that protects them and looks to minimise potential harm.

The purpose of this policy is to:

1. To confirm the organisation's commitment and obligations in respect of safeguarding and promoting the welfare of staff members and apprentices.
2. To ensure the organisation complies with relevant Government guidance in relation to safeguarding apprentices.
3. To ensure staff are aware of their responsibilities in dealing with safeguarding issues.
4. To ensure staff are adequately briefed and trained in the implementation of the organisations Safeguarding Policy and Procedures.
5. To ensure the roles and responsibilities of the designated Lead Safeguarding Officer and other key staff are known and understood by all..

Policy Statement

At Skills Assessment, the safety and welfare of our staff and apprentices is of the utmost importance.

The organisation has a duty of care to all its staff and apprentices and a legal obligation to safeguard and promote the welfare of all its learners and to respond immediately if there is a suspicion that an apprentice or staff member may be a victim of bullying, harassment, abuse (including physical, sexual, and emotional) or neglect.

All adults working in the organisation must protect apprentices from abuse and be aware that any apprentice may be the victim of harm of abuse or at risk of harm or abuse.

The organisation recognises that all staff need to have basic training that equips them to recognise and respond to welfare concerns. All staff will receive adequate training to familiarise them with protection issues and responsibilities in addition to the organisation's procedures and policies, undertaking annual refresher training.

Policy Principles

Skills Assessment takes responsibility in relation to our duty of care to all staff and apprentices who undertake end point assessment activities

We make our standards clear to all independent end point assessors and will provide safeguarding training together with annual refresher training

Independent end point assessors employed by Skills Assessment will undertake enhanced DBS checks prior to commencing any EPA activity

Document Title	SA Doc. Ref.	Version	Created on	Review By
Safeguarding policy	SGP - 01	02	Sept 19	January 2022

All apprentices undertaking EPA have the right to be assessed in a safe and caring environment where their welfare is paramount

We ensure that all apprentices undertaking EPA have the same positive opportunity and engage in EPA activities safely regardless of their gender, ability, race, sexuality, ethnicity, circumstances or age.

We will take immediate action where we believe that an apprentice or staff member may be at risk of being harmed or abused or has been harmed.

Skills Assessment is honest and transparent in our approach to safeguarding and publicly disclose both this policy and the way we work to try and protect all of our apprentices.

We share information about concerns appropriately with relevant agencies parents, carers and apprentices and work with others to ensure protection.

Any form of discrimination, bullying in any form, homophobic and sexist language or behaviour is strictly unacceptable

We ensuring all staff members and apprentices have a point of contact, referral or support.

The following areas should be considered when delivering EPA to apprentices:

- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect
- Exploitation e.g. financial, sexual, forced marriage
- Neglect
- Grooming behaviour
- Domestic violence
- Bullying including cyber bullying, bullying in the workplace
- Victimisation (race, sexuality, gender, disability etc.)
- Accidents (road, home, in the workplace)
- Self-harm
- Unsafe activities and environments
- Crime
- Unsuitable housing/homelessness
- Extremism

Prevent

In February 2008, the Government published guidance to local partners including colleges on preventing violent extremism. The guidance was aimed at reducing the risk of radicalisation of vulnerable people by other groups, including some Animal Rights Groups and Far Right Groups. Children, learners and vulnerable adults are particularly targeted by extremist groups who may promote violent extremist narrative and activity.

Since 2010, when the Government published its Prevent Strategy, there has been increased awareness of the specific need to safeguard children, young people and vulnerable adults from radicalisation and violent extremism. Skills Assessments seeks to protect staff members and apprentices as well as children, young people, and vulnerable adults against all messages of violent

Document Title	SA Doc. Ref.	Version	Created on	Review By
Safeguarding policy	SGP - 01	02	Sept 19	January 2022

extremism including, but not restricted to, those linked to Islamist ideology, far right/Neo Nazi/White Supremacist ideology, and extremist animal rights movements.

Section 21 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies, including schools and colleges, listed in Schedule 3 to the Act, to have “**due regard to the need to prevent people from being drawn into terrorism**”.

The Designated Safeguarding Officers will liaise with Deputy Chief Executive and the relevant Prevent engagement officer from the local police force over matters related to students and combating radicalisation and violent extremism, including referrals through the Channel process.

Any safeguarding concerns concerning radicalisation and extremist views must be recorded in writing and reported to the Lead Safeguarding Officer who will liaise as appropriate with the local Prevent Engagement Officer, following the agreed referral and Channel process.

The organisation will provide appropriate and timely support including referral via the Channel process to any student at risk of radicalisation and violent extremism.

British Values Statement

Skills Assessment recognises the multi-cultural, multi-faith and ever-changing nature of the United Kingdom. It also understands the role it has in ensuring that groups or individuals within the organisation are not subjected to intimidation or radicalisation by those wishing to unduly, or illegally, influence them.

Skills Assessment follows equal opportunities guidance which guarantees that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status, or similar. Skills Assessment is dedicated to preparing students for their life beyond the formal, examined curriculum and ensuring that it promotes and reinforces British values to all its students.

The government set out its definition of British values in the 2011 Prevent Strategy.

The five key British Values are:

Democracy

The rule of law

Individual liberty

Mutual respect

Tolerance of those of different faiths and beliefs

The examples that follow show some of the ways Skills Assessment seeks to instil British Values.

Democracy

Skills Assessment will act on the views of its learners and stakeholders through the regular collection of learner and employer feedback.

The Rule of Law

Skills Assessment is committed to develop law abiding citizens by publishing the End Point Assessment handbook that every apprentice will sign and adhere to

Individual Liberty

Document Title	SA Doc. Ref.	Version	Created on	Review By
Safeguarding policy	SGP - 01	02	Sept 19	January 2022

Skills Assessment promotes the individual's liberty by emphasising Skills Assessment anti-bullying policy.

Mutual Respect

It is important that learners know their behaviour has an effect on their own rights and the rights of others. Treating each other with respect is actively promoted through the code of conduct and the aims of Skills Assessment.

Tolerance of Those of Different Faiths and Beliefs

Skills Assessment is not a faith organisation and does not actively promote one faith or belief system over another

Skills Assessment promotes tolerance to different faiths and beliefs through emphasising the equality policy.

The organisation will conform to security standards during recruitment of staff, include statements of intention toward DBS clearance within all internal and external recruitment advertisements and regularly train staff on Safeguarding issues within the post 16 contexts. No staff members will have unaccompanied visits with apprentices until enhanced DBS clearance has been received by Skills Assessment.

RESPONSIBILITIES OF SKILLS ASSESSMENT STAFF

The Role of the organisation

The Safeguarding Lead is committed to ensuring that the organisation:

- Raises awareness of issues relating to safeguarding and promoting the welfare of apprentices.
- Provides a safe environment in which apprentices are end point assessed.
- Identifies apprentices who are suffering, or at risk of suffering, significant harm and takes appropriate action to see that such apprentices are kept safe.
- Have procedures for reporting and dealing with allegations of abuse against members of staff.
- Operates safe recruitment procedures.
- Designates a member of staff with sufficient authority to take lead responsibility for the protection of apprentices.
- The Quality Manager will approve and annually review organisation policies and procedures.

The Safeguarding Lead

The Safeguarding Lead is responsible for matters regarding the protection of apprentices including:

- Ensuring that Skills Assessment has procedures and policies which are consistent with the Local Safeguarding Procedures.

Document Title	SA Doc. Ref.	Version	Created on	Review By
Safeguarding policy	SGP - 01	02	Sept 19	January 2022

- Ensuring that the organisation considers the policy on the protection of apprentices each year .
- Ensuring that each year the organisation is informed of how the organisation and its staff have complied with the policy including, but not limited to, a report on the training that staff have undertaken and that such training is recorded on staff members individual records of training.

The Safeguarding Lead is responsible for:

- Reporting on matters relating to safeguarding
- Providing first-line advice to staff members.
- Knowing how to make an appropriate referral and then to liaising with protection officers in local authorities to see advice on how best to deal with a specific case.
- Agreeing and implementing actions relating to individual apprentice protection cases.
- Advising on any improvements that should be introduced to improve the procedures relating to apprentice protection.
- Supporting the processes of briefing and training of staff on matters relating to apprentice protection.

Safeguarding Lead Contact Details

Name	Contact No	Email Address
Irene Dawodu	020 8968 4873	Irene@skillsepa.co.uk

To assist in the duties, the Safeguarding Lead shall receive appropriate training in line with Local Authority Safeguarding procedures.

The Safeguarding Lead has been designated with the overall responsibility for the protection of staff members and apprentices.

The Safeguarding Lead is responsible for the management of the organisation’s overall policy and procedures. The Safeguarding Lead will have received training in young/vulnerable person protection issues and inter-agency working and will receive refresher training at least every 2 years. The Safeguarding Lead will keep up to date with developments in young and vulnerable person protection issues.

More specifically has the responsibility for:

- Liaising with Adult Services, Social Services and other agencies to refer individual cases of suspected or identified abuse, neglect or such allegations.
- Acting as the key contact person within the organisation.
- Being responsible for co-ordinating action with the organisation.
- Where appropriate liaising with staff to share information, but only on a ‘need to know basis’, to protect rights of apprentices to confidentiality.

Document Title	SA Doc. Ref.	Version	Created on	Review By
Safeguarding policy	SGP - 01	02	Sept 19	January 2022

- Representing the organisation at meetings and being a member of a core group is required.
- Raising awareness about the protection of apprentices and ensuring all staff are familiar with this Policy and Procedure and receive basic training in safeguarding and protection issues.
- Providing advice and support to other staff on issues relating to safeguarding and protection
- Maintaining a record of any referral, complaint or concern (even where that concern does not lead to a referral).
- Liaising with organisations which send apprentices to the organisation to ensure that appropriate arrangements are made for the apprentices.
- Where an inter-agency protection plan is in place, ensuring the organisation is involved, if necessary, in the preparation of the plan and ensuring the organisation's role is clearly defined. This will include any involvement with the Multi-Agency Public Protection Arrangement (MAPPA).
- Ensuring that there are effective arrangements for liaising with employers and training organisations that receive apprentices from the organisation on placements to ensure that appropriate safeguards are put in place.
- Ensuring that staff receive basic training in protection issues and are aware of the organisation's protection procedures.
- Reporting annually to the board of the organisation on how the organisation has discharged its duties. The designated staff member is responsible for reporting deficiencies in procedure identified internally or by outside agencies to the board at the earliest opportunity.

The Safeguarding Lead is responsible for:

- Reporting on matters relating to safeguarding
- Providing first-line advice to staff and apprentices on protection of learner's matters.
- Knowing how to make an appropriate referral and then to liaising with protection officers in local authorities to see advice on how best to deal with a specific case.
- Dealing with individual cases, including attending case conferences and review meetings as appropriate.
- Agreeing and implementing actions relating to individual cases.
- Advising on any improvements that should be introduced to improve the procedures relating to protection.
- Supporting the processes of briefing and training of staff on matters relating to apprentices protection.
- Undertaking training in protection issues and inter-agency working

Recruitment and Selection Procedures

The organisation has recruitment procedures in place which will ensure that every care is taken to ensure staff and apprentices are protected.

The recruitment procedures will apply to all staff within the organisation who may work with apprentices including young people or vulnerable adults. The recruitment procedures will include the following:

- Registration/checks with the Independent Safeguarding Authority (ISA)
- Identity check
- The post or role will be clearly defined
- The key selection criteria for the post or role will be identified

Document Title	SA Doc. Ref.	Version	Created on	Review By
Safeguarding policy	SGP - 01	02	Sept 19	January 2022

- The requirement to produce documentary evidence of academic/vocational qualifications
- Obtaining professional and character references
- Verification of previous employment history
- DBS disclosure whilst maintaining sensitive and confidential use of the applicant's disclosure.
- Enhanced DBS check where necessary
- Use of a variety of selection techniques (e.g. Qualifications, previous experience, interview, reference checks).

Implementation, Review and Evaluation of the Policy

All Skills Assessment staff should be aware of and must observe the above policy at all times.

How the policy and the procedures are implemented and monitored?

- The Managing Director is responsible for implementing the policy and procedures.
- The Safeguarding Lead is responsible for advising, updating and informing all members of staff on young people protection matters.
- All staff will have access to this policy and procedures. All new staff will be given information about this.
- The Safeguarding Lead will ensure that all staff are trained and regularly updated (with refresher training at least every year) on matters relating to safeguarding and ensure that they are familiar with this policy and procedures.
- The Safeguarding Lead will ensure that the operation of the policy and procedures is effectively implemented and monitored.

How the policy will be reviewed and evaluated

The Quality Manager will ensure that the policy is reviewed and evaluated on an annual basis.

The policy will be reviewed with particular attention paid to ensuring that:

- The requirements of relevant legal frameworks and guidance are being met.
- The processes and procedures are clearly described and are still relevant.
- The arrangements for briefing and training staff are being implemented and are effective.
- The cases relating to apprentices including young/vulnerable person protection have been effectively managed or that lessons have been learnt where they have not been effectively managed and any necessary changes have been implemented.

Document Title	SA Doc. Ref.	Version	Created on	Review By
Safeguarding policy	SGP - 01	02	Sept 19	January 2022