

1.0 Policy

Advance Assessments is committed to safeguarding and promoting the welfare of all learners, employers, training providers, employees and contractors and any other stakeholders that it works with.

The company recognises that it has a statutory and moral duty to protect those that come into contact with Advance Assessments and expects all those in the employment of the company to recognise these duties. Advance Assessments considers the welfare of learners using its service to be paramount.

Safeguarding includes promoting the welfare of others, preventing impairment of the health and development of others and taking action to ensure the best outcomes for all.

All employees and contractors working for Advance Assessments will be required to hold a current and valid Disclosure Barring Service (DBS) certificate. Holding a current DBS certificate is a requirement of the Advance Assessments induction procedure. All employees and contractors are required to declare any changes to their record, including police cautions and criminal convictions immediately that change occurs.

All employees and contractors working for Advance Assessments will be required to complete a Safeguarding course. Successful completion of a Safeguarding course is a requirement of the Advance Assessments induction procedure. The course may have been delivered as part of an employment contract held elsewhere by the employee/contractor.

The Prevent Agenda is part of Advance Assessments safeguarding responsibilities. Under the Prevent duty, Advance Assessments is required to give due regard to the need to prevent people being drawn into terrorism. All employees and contractors working for Advance Assessments will be required to complete a Prevent course. Successful completion of a Prevent course is a requirement of the Advance Assessments induction procedure.

Any employee, contractor or other stakeholder witnessing abusive, exploitative or harmful behaviour, or what they consider could be such behaviour, or behaviour that could put a learner or other stakeholder in danger of being drawn into terrorism, should report this to the Managing Director immediately. This includes behaviour that has been observed online or in a virtual environment. When considering what to report employees, contractors or other stakeholders should be mindful of the context of the event and, in particular, any protected characteristics that those involved may have. If in doubt, please report the incident, in compliance with the procedure included in this document.

Advance Assessments will review all safeguarding and prevent incidents and, where necessary, update its operating procedures to improve safeguarding within the company and its work environment.

This policy will be reviewed annually, or in response to changes in legislation or significant events. The Managing Director of Advance Assessments is responsible for the implementation and maintenance of this policy.

graham.meek@advanceassessments.co.uk

Managing Director

2.0 Procedure

2.1 All employees and contractors working for Advance Assessments are responsible for implementation of this procedure.

2.2 **Contact between Advance Assessments' staff and learners.** Contact between Advance Assessments' staff and apprentices should not take place before or after the End Point Assessment activity. **Contact before EPA** may raise a Conflict-of-Interest concern, requiring a potential change of Assessor or Internal Verifier. The only exemption to this will be an 'introduction meeting' to familiarise the learner with the Assessor, it is Advance Assessments' policy that a representative of the Employer and/or the Training Provider must be present at this meeting. **Contact after EPA**, under the auspices of Advance Assessments, should not take place. The only exemption to this will be contact with adult learners for the purposes of gaining marketing information only, for example feedback commentary.

2.3 **Recognising Safeguarding and Prevent issues.** All employees and contractors to Advance Assessments are required to have completed both Safeguarding and Prevent training prior to or during their induction period, see policy and procedure: AA_OP_01_Recruitment_and_Induction_PolicyAndProcedure. Completion of these courses will equip employees and contractors with the skills and knowledge to recognise Safeguarding and Prevent issues.

2.4 Types of abuse and neglect

- 2.4.1 **Neglect:** The persistent failure to meet a person's basic physical and psychological needs, likely to result in the serious impairment of the apprentice's health or development.
- 2.4.2 **Emotional Abuse:** The persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on the person's emotional development.
- 2.4.3 **Physical Abuse:** Actual or likely physical injury to a person, or failure to prevent physical injury or suffering to a person including deliberate poisoning, suffocation or inducing illness
- 2.4.4 **Sexual Abuse:** Involves forcing, coercing or enticing a person to take part in sexual activities, whether or not the person is aware of what is happening. This includes Child Sexual Exploitation.
- 2.4.5 **Financial Abuse:** Financial abuse may take many forms, from denying someone access to funds, to making someone solely responsible for money while the other person is handling money irresponsibly. Money becomes a tool by which the abuser can further control the victim.

2.5 Definition of Radicalisation

- 2.5.1 Radicalisation is a process which somebody goes through in order to become involved in extremist activities or terrorism, from a starting point of having no particular strong opinions or being a moderate person through to holding some extremist views, and it can be a process that happens online or in meeting people, and their conversations and their opinions are gradually changed over time.

2.6 **Staff response to a Safeguarding or Prevent issue.** Should any contractor or employee of Advance Assessments receive a disclosure from an apprentice, or have a

concern about a staff member or apprentice, or witness an incident they MUST follow this guidance:

- 2.6.1 Take whatever action is required to ensure the immediate safety or medical welfare of the individual. If you judge there is an immediate danger to the individual or the public, you must inform the Police/Ambulance service using the emergency number: 999.
- 2.6.2 Remain calm, non-judgemental, sympathetic and attentive while the individual is communicating.
- 2.6.3 Do not attempt to determine whether a suspicion or claim is true; all instances must be taken seriously.
- 2.6.4 Give reassurance, but do not press for more detail or make promises.
- 2.6.5 Explain that you cannot keep information about alleged or suspected Safeguarding or Prevent issues confidential. Statutory guidance on the Care Act (2014) <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#chapter-3>) (14.43- 2) states: 'No professional should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the adult. If a professional has concerns about the adult's welfare and believes they are suffering or likely to suffer abuse or neglect, then they should share the information with the local authority and, or, the police if they believe or suspect that a crime has been committed.'
- 2.6.6 Make a record (written or otherwise) of the information you have been given or observed, include dates and times where available, but do not press the individual for, or specifically request these details. Your record should include the time and date you were informed.
- 2.6.7 Preserve any evidence that is potentially relevant and store this securely.
- 2.6.8 As soon as is practicable, inform the Advance Assessments Safeguarding Officer (Managing Director) by telephone.
- 2.6.9 Forward any evidence documents and records you have made to the Safeguarding Officer as soon as is practicable. You MUST ensure that files are encrypted and password protected before sending. The Safeguarding Officer will give advice on this. DO NOT include confidential details in a standard email.
- 2.6.10 Where there has been an emergency service response, pass the contact details for the Safeguarding Officer to the attending officers.

2.7 Safeguarding Officer response to Safeguarding or Prevent issue

- 2.7.1 For incidents where there has been an emergency service response, the Safeguarding Officer should contact the response service as soon as is practicable and provide any evidence requested.
- 2.7.2 For all learner-related incidents, the Advance Assessments Safeguarding Officer should contact the Safeguarding Officer at the apprentice's Training Provider and provide a written report of the incident as soon as possible. Provision of the report should be followed up within two days, to obtain written confirmation that the incident has been/is being processed within the Training Provider's Safeguarding procedure.
- 2.7.3 Where the Safeguarding Officer has concerns that an individual has Safeguarding issues that have not been addressed, the Safeguarding Officer should identify the appropriate service (for example Social Services) local to the individual, inform them and provide details as

requested. Where the individual is a learner, 'local' means local to the learner's employer or place of study. Advance Assessments does not collect details of learners' home addresses.

3.0 Forms associated with this procedure

3.1 None

4.0 Document Revision History

4.1 Following improvement identifications and review with colleagues, the Assessment Manager is responsible for revisions of this policy/procedure and completion of the table below, before issue of the amended policy/procedure.

Date (most recent first)	Revision(s)	Reason for revision(s)	New Version Number	Approved by (Initial)
02/04/2023	<p>Term 'apprentice' replaced by 'learner' throughout the policy and procedure.</p> <p>Added; 'The course may have been delivered as part of an employment contract held elsewhere by the employee/contractor.'</p> <p>Item 2.4.4 'coercing' added</p> <p>Item 2.7.3 'place of study' added</p>	<p>To accommodate learners that are not apprentices</p> <p>To accommodate training completed prior to employment.</p> <p>Clarity</p> <p>To accommodate learners that are not in employment.</p>	2024/01	G.M.
03/01/2023	None	Scheduled review	2023/01	G.M.
20/06/2021	None	Scheduled review	2021/01	G.M.
05/11/2020	1) Procedure added describing steps to take in raising and managing safeguarding concerns	1) Revision requested following review by Apprenticeship Assessment service	2020/01	G.M.