



Training Qualifications UK

Safeguarding

2019



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| Policy Owner | Head of Quality and Compliance |
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| Contact Phone Number | 03333583344 |
| Approved By | Senior Management Team |
| Policy Relates to: | End-Point Assessment Provision, Awarding Provision, Endorsed Provision, Corporate |
| Policy is for the use of: | Training Providers, Recognised Centres, TQUK Employees, Third Parties |
| Should be read in conjunction with: | Complaints Policy |

Introduction

TQUK is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. Staff recognise and accept their responsibilities to develop the awareness of the risk and issues involved in safeguarding.

Although TQUK employees do not, on a regular basis, work with children, young people or vulnerable adults, TQUK will seek to ensure, where reasonably practicable, that the outcomes set out in 'Every Child Matters' are extended to work-related learning and work-based situations, in particular that activities contribute to children and adults:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic Well-Being

TQUK also recognises that it has a responsibility to protect staff from unfounded allegations of abuse.

Internal Responsibility

The Managing Director is responsible for the maintenance and compliance of this policy. If the Managing Director is absent, the Senior Management Team will appoint another member of the Senior Management Team to ensure all of TQUK's actions and activities are in line with the content of this policy.

Review Arrangements

We will review the policy annually as part of our self-evaluation process and revise it as and when necessary, in response to feedback, trends from our internal monitoring arrangements, analysis of monitoring data, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

The annual review of this policy will be undertaken by the Quality Assurance Department approximately four weeks prior to the submission of TQUK's Statement of Compliance to Ofqual. Any amendments or updates to this policy will be approved by TQUK's Senior Management Team.

Where the regulators notify TQUK of failures that have been discovered in the safeguarding procedures of another awarding organisation, TQUK will review whether or not a similar failure could affect our arrangements and take action to amend this policy where necessary.

Communication of the policy

It is important that staff involved in the management, assessment and quality assurance of our qualifications, Learners undertaking qualifications and courses with us and Apprentices undertaking End-Point Assessment where TQUK is the End-Point Assessment Organisation, are aware of the contents of the policy. It is a requirement that staff at TQUK access, read and understand the policy during their induction, and that Learners registering for TQUK qualifications or End-Point Assessment are shown where to access the policy.

Definitions

For the purposes of this policy and procedures, children are defined in the Children Act of 2005 as a person under the age of 18 years. The Safeguarding Vulnerable Groups Act 2006 defines a 'vulnerable adult' as a person aged 18 and over and:

- receiving a social care service
- receiving a health service
- living in sheltered accommodation
- detained in custody or under a probation order
- requiring assistance in the conduct of his/her affairs
- receiving a service or participating in an activity targeted at older people, people with disabilities or which physical or mental health conditions
- any other adults whose particular circumstances make them vulnerable at a particular time

Accountability and Responsibility

Staff members are responsible for monitoring and managing incidents or concerns and liaising with the relevant safeguarding agencies when appropriate.

TQUK is responsible for ensuring that the Safeguarding Policy and procedures are in place, and that they are available for scrutiny by the relevant authorities.

TQUK is accountable for the overall Safeguarding Policy of the organisation and we will act in accordance with the statutory and legislative guidance to safeguard and protect the welfare of Learners, Apprentices and our employees.

Staff Training

TQUK has a duty to promote safeguarding issues and measures to staff and ensure that they:

- analyse their own practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations. Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- follow the guidelines for staff
- undertake training on safeguarding to raise awareness of current issues and legislation
- complete DBS checks where required

Learners/Apprentices

The company has a responsibility to ensure safe recruitment and employment practices. Any new and existing staff who will frequently or intensively work with children, young people and vulnerable adults in training, supervision, advice, etc will be checked through the Home Office for criminal record information. All potential new employees will be subjected to pre-employment checks.

Statutory Framework

TQUK aims to meet legislative requirements and good practice in safeguarding. The statutory framework under which we operate includes the Children's Act 1989. This provides a legal framework for the protection of children and young people in the UK. The Protection of Children Act 1999 requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children. The Safeguarding Vulnerable Groups Act 2006 sets out the type of activity in relation to children and vulnerable adults for which employers and individuals will be subject.

From 2008 Ofsted inspectors make a judgement on procedures for safeguarding learners

meeting current government requirements. They comment on policy, procedures, vetting and training as impact on learners dictates.