

Safeguarding Children Policy

(Assessment Associate Version)

For internal and external use

October 2011

Issue 2.0

Regulation, Standards and Research

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Safeguarding Children Policy

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As part of our commitment to quality assurance Edexcel seeks to provide learners with guidance and support to help them achieve their learning and development goals while meeting any regulatory requirements. Our policies are reviewed on a yearly basis to ensure that they remain fit for purpose. This policy is about safeguarding children and vulnerable adults who Edexcel come into contact with. This document replaces the previous Safeguarding Children Policy created in 2009.

Scope of policy

This policy refers to all situations where Edexcel staff come into contact with children and vulnerable adults, whether directly or indirectly. This version of the policy is of interest to:

- Representatives of Edexcel (Assessment Associates)
- Centre staff
- Parents
- Students.

Policy Statement

Policy on safeguarding children and vulnerable adults

- The welfare of the child and/or vulnerable adult is paramount.
- Within this policy, Assessment Associates (AAs) will be referred to as 'representatives'.
- All children and vulnerable adults whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- A child is defined as a person under the age of 18 years (The Children Act 1989).

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Introduction

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the abuse of a child whether physical, psychological or sexual. Children can be abused within or outside their family, at school or in a sports or community environment. Vulnerable adults may also be subject to similar abuse.

- Edexcel value children, vulnerable adults and their protection.
- Edexcel wants to safeguard children and vulnerable adults on courses leading to Edexcel qualifications and on training programmes organised by Edexcel.
- Edexcel wants to fulfil its duty of care and provide a safe assessment environment.
- Edexcel wishes to give clear direction to its representatives in situations that may be distressing.
- Edexcel wishes to address and reduce any harm to which a child or vulnerable adult is being or may be subjected.

Edexcel representatives may participate in 'regulated activity' in their roles and they should never be in a position where they are left unsupervised with a child or vulnerable adult. 'Regulated activity' is a term that refers to specified activities relating to children and vulnerable adults (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent (at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight.

The company wishes to have a policy to cover those situations where its representatives do have contact with children or vulnerable adults. This contact may be direct, such as a telephone call to the call centre or indirect, for example through annotations or drawings on an examination script that give cause for concern and may constitute a cry for help from the candidate.

The Edexcel Safeguarding Children Officer (SCO) is:

David Hansell

Business Assurance Executive & Head of Operations (Hellaby)

Fretwell Road (off Hellaby Lane)

Hellaby Industrial Estate

Rotherham, South Yorkshire

S66 8HN.

Withdrawal of services

- Edexcel representatives should never be left on their own with children or vulnerable adults and **will withdraw their services rather than**

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find themselves in this situation. It is the responsibility of the centre to provide an environment where Edexcel representatives can carry out their duties without the likelihood of finding themselves left unsupervised with children or vulnerable adults.

Types of centre visit

- It is important to distinguish between different types of centre visits. Most centre visits would not have cause for an AA to be left unsupervised with children or vulnerable adults. In all instances, Edexcel would expect that centres have adequate procedures for signing visitors in and out of the building and that appropriate supervision is carried out as and where necessary. When on this type of visit, such as a BTEC verification visit, common sense precautions can be taken. For example, if you are verifying or assessing work in a classroom, insist that the door is locked or a sign is placed on the door for privacy, to avoid children or vulnerable adults entering the room to collect bags etc.

Oral examinations

- Oral examinations in particular may have previously presented situations where AAs could be left unsupervised with candidates. As a result of this policy, you should now discuss with your centre the need for them to make supervisory arrangements when you make initial contact. Prior to attending the centre you must confirm (at least 72 hours beforehand) that a responsible adult will be present on the day of your visit. Under no circumstances should an oral examination commence if there is not a responsible adult present in the room with you and the candidate. If for any reason a responsible adult is not available when you arrive at the centre, you are asked to inform the centre the examination cannot proceed. If a responsible adult cannot be found, the centre must conduct the examination themselves. In these cases the centre must be advised to change their entry from '*Externally Conducted*' and '*Assessed to Teacher Conducted-Externally Assessed.*' Alternatively, if you and the centre can arrange a new date to conduct the oral please do so. This date should be within the oral assessment window.

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Policy for reporting

- Edexcel staff will not undertake any investigations themselves, referring evidence instead to the appropriate authorities, such as Social Services, the Police or the NSPCC.
- Edexcel and its subsidiaries will maintain a full record of any reported incidents or suspicions, including the procedures followed, the feedback received and to whom the case was referred. All records will be protected in compliance with the Data Protection Act 1998.

Procedure if you suspect abuse perpetrated externally

- Edexcel representatives will be aware of what constitutes abuse and what should arouse suspicion by reference to government documentation: www.education.gov.uk
- Complete an Incident Report form, mark it 'CONFIDENTIAL' and send it to the nominated Safeguarding Children Officer (SCO) at Edexcel.
- If written scripts, coursework or artwork are cause for concern, photocopies (or photographs of art work) should be attached to the Incident Report.
- The SCO will consider any Incident Report (and any attachments) and if appropriate contact the Head of Centre in confidence, sharing the evidence as necessary and asking for a response within 5 working days. If a response is not received the SCO may follow up the referral or may contact Social Services.
- The SCO will inform the representative who submitted the Incident Form that the centre has been contacted. The SCO will not discuss the incident further with the representative, except for clarification.
- Support will be made available if the disclosing Edexcel representative is distressed by the incident or the reporting of it.
- The SCO will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedures followed and the outcome of advice given by Social Services, as appropriate.

Procedure if you suspect abuse perpetrated by an Edexcel member of staff or representative

- Reporting of allegations or suspicions must be through the SCO.
- The SCO will decide whether to refer the case to the relevant body (e.g. Social Services, the Police).
- The appropriate Director and Director of HR may need to be involved with any decision to re-allocate activities due to be carried out by the

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- person under investigation, before the outcome of the investigation is known.
- If a report is received from an anonymous source, the SCO will contact the Head of Centre in confidence, sharing the evidence if appropriate, asking for a response with 5 working days. If a response is not received, the SCO may follow up the referral or may contact the Social Services.
 - The SCO will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedures followed and the outcome of advice given by the Social Services, as appropriate.

Procedure for incidents arising on Edexcel premises or by Edexcel staff

- Any Edexcel representative who has concerns about the inappropriate behaviour of a member of staff who has access to any assessment materials or other materials should discuss their concerns immediately with their Line Manager.
- The Line Manager should consult the SCO immediately.
- The SCO will decide, in consultation with Human Resources, whether to contact the Police.
- Abuse of a child or vulnerable adult by a member of Edexcel staff constitutes gross misconduct under the HR disciplinary policy.

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<p>Appendix Guidance</p>	<p>A:</p> <p>Good practice</p> <ul style="list-style-type: none"> • Working in an open environment avoiding private or unobserved situations and encouraging open communication, including when on the telephone to a child or vulnerable adult • Treating all children and vulnerable adults equally with respect and dignity • Always putting the welfare of each child or vulnerable adult first • Maintaining a safe and appropriate distance with children and vulnerable adults • Being an excellent role model – this includes not smoking or drinking alcohol in the company of children and vulnerable adults • Keeping physical and professional distance • Being aware of the effect that your words and actions may have • Assessments should be scheduled to be within the normal working day of the institution • Ensuring training and work experience providers are fully briefed on CP issues and that they agree to a CP policy or appropriate control measures. <p>Practices to be avoided</p> <ul style="list-style-type: none"> • Spending excessive amounts of time alone with children or vulnerable adults away from others • Straying from the task in the specification or assignment • Being unnecessarily inquisitive – only ask for what is necessary to fulfil the requirements of the assessment or matter in hand • Saying anything that might make the child or
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	<p>vulnerable adult feel uncomfortable or debased</p> <ul style="list-style-type: none"> • Saying anything that could be interpreted as aggressive, hostile or impatient • Being drawn into personal conversations or introducing personal subjects • Sitting or standing too close to the child or vulnerable adult • Standing over the child or vulnerable adult or otherwise making them feel pressured • Meeting other than at the pre-arranged venue • Exchanging personal contact details • Making a call to a child or vulnerable adult on a telephone, including a mobile phone, in a place other than an office environment <p>Practices never to be sanctioned</p> <p>The following should never be sanctioned. You should never:</p> <ul style="list-style-type: none"> • Allow or engage in any form of inappropriate touching • Allow children or vulnerable adults to use inappropriate language unchallenged • Make sexually suggestive comments to a child or vulnerable adult, even in fun • Reduce a child or vulnerable adult to tears as a form of control • Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon • Promise a child or vulnerable adult that their confidences will be kept secret. • Make a telephone call to a child or vulnerable adult out of normal office hours
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<p>Appendix B : General principles for children (based on JCQ document)</p> <p>These principles also apply to vulnerable adults.</p>	<ul style="list-style-type: none"> • Every child, whatever their background or their circumstances, should have the support they need to: <ul style="list-style-type: none"> ○ be healthy; ○ stay safe; ○ enjoy and achieve through learning; ○ make a positive contribution to society; ○ achieve economic well-being. • The welfare of the child is paramount. • All children have equal rights to protection from abuse and exploitation. • All children should feel safe and supported if they have to raise issues associated with abuse. • All children should be encouraged to fulfil their potential. • Everybody has a responsibility to support the care and safeguarding of children. • Edexcel has a duty of care to all children with whom their permanent staff and representatives have contact.
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Appendix C: Helpful contacts

NSPCC	0808 800 5000	www.nspcc.org.uk
NSPCC Asian Child Protection Helpline	0800 096 7719	
ChildLine	0800 1111	www.childline.org.uk
The National Children's Bureau	020 7843 6000	www.ncb.org.uk
Criminal Records Bureau	0870 909 0811	www.direct.gov.uk
Churches Child Protection Advisory Service	0845 120 4550	www.ccpas.co.uk
Ofsted	0300 123 3155	www.ofsted.gov.uk

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Appendix D: Children and Vulnerable Adults Incident Report Form
CONFIDENTIAL

This form should be completed and returned to the Safeguarding Children Officer, David Hansell: david.hansell@edexcel.com

Name of examiner/EV: AA number: Contact details: Daytime telephone number:
Name of child/vulnerable adult/candidate: Candidate number: Centre number: Centre contact details:
Date incident discovered:
How was incident discovered? Details of incident/concerns raised:
Date reported to Edexcel Safeguarding Children Officer:

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Edexcel understands that the discovery and reporting of this incident may have caused some distress. If this is the case and you would like the opportunity to discuss this, please call your line manager.

Official: For the use of Edexcel only. To be complete by the Safeguarding Children Officer, Edexcel.

Action taken/reported to (centre/police/local child protection agency/social services)

Incident Closed:

Name of staff member closing:

Signature:

Date:

Safeguarding Children Officer: David Hansell

Signature:

Date:

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References

This policy addresses the following legislation:

Children, Schools and Families Act 2010

Safeguarding Vulnerable Groups Act 2006

Policy Review Date

April 2012

Useful Contacts

For more information on Edexcel qualifications please contact Edexcel Customer Services: Tel: 0870 240 9800

You can also visit the Edexcel website: www.edexcel.com

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