

# **Safeguarding Children Policy**

**(Edexcel Staff Version)**  
**For internal and external use**

**October 2011**

**Issue 2.0**

Regulation, Standards and Research

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### **Safeguarding Children Policy**

Author: Nicholas Rooney, AA Relations Advisor. Owner: Nicola Cox, AARM Manager.

Authorised by Responsible Officer <20.10.2011>

October 2011, version 2.0

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

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

- Edexcel staff
- Centre staff
- Parents
- Students.

## Policy Statement

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### **Policy on safeguarding children and vulnerable adults**

- The welfare of the child and/or vulnerable adult is paramount.
- 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 staff 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 staff may be required to participate in 'regulated activity' as part of 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 staff 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.

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**Policy for staff**

- Wherever staff are required to have contact with children or vulnerable adults, Edexcel and its subsidiary companies will only recruit or appoint staff who are deemed suitable to work with children and vulnerable adults, based on their declarations of unspent and exempt convictions, in accordance with the Rehabilitation of Offenders Act, 1974.
- Edexcel staff working with children or vulnerable adults will be issued with a copy of this policy. Any member of Edexcel staff found in breach of the guidance will be subject to disciplinary procedures in accordance with the Edexcel disciplinary policy.
- Edexcel staff who engage in external placements for work experience and training programmes are required to ensure that placement providers are reminded of their obligations under the Criminal Justice and Court Services Act 2000 and that they are aware of child protection issues.

**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.

**Training**

- Specific training is available for Edexcel staff as required; please liaise with your manager for further information.

**Procedure if you suspect abuse perpetrated externally**

- Edexcel staff will be aware of what constitutes abuse and what should arouse suspicion by reference to government documentation: [www.education.gov.uk](http://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.

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- 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 member of staff who submitted the Incident Form that the centre has been contacted. The SCO will not discuss the incident further with the member of staff, except for clarification.
- Support will be made available if the disclosing member of staff 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 (eg 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 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 member of Edexcel staff or representative who has concerns about the inappropriate behaviour of another member of staff who has access to any assessment materials or other materials should discuss their concerns immediately with their Line Manager.

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- 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.

### **Guidance for particular situations arising for Edexcel staff**

#### **1. Working with a child or vulnerable adult on a one to one basis, either in a meeting or on the phone.**

The member of staff must be accompanied by a responsible adult, where a responsible adult is defined as a person over 18 years of age, but not a sixth form student, or a member of the candidate's family. The responsible adult may be selected by the centre (or school) and must be present for the complete duration of the meeting or telephone call. The Edexcel member of staff must be CRB checked.

#### **2. Member of Edexcel staff delivering a health and safety talk to a group of children or vulnerable adults**

The member of Edexcel staff must always be accompanied throughout the meeting by a responsible adult (as defined above). If the responsible adult has cause to leave the meeting, then the Edexcel member of staff should do likewise. The Edexcel member of staff does not need to be CRB checked.

#### **3. Member of Edexcel staff delivering training to a group of children or vulnerable adults, where no teacher is present**

The Edexcel member of staff must be CRB checked. There must be a minimum of **five** children in the group. If there are fewer than five children, the training cannot proceed without a responsible adult present for the duration of the session.

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<p><b>Appendix A: Guidance</b></p>	<p>Good practice</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Treating all children and vulnerable adults equally with respect and dignity</li> <li>• Always putting the welfare of each child or vulnerable adult first</li> <li>• Maintaining a safe and appropriate distance with children and vulnerable adults</li> <li>• Being an excellent role model – this includes not smoking or drinking alcohol in the company of children and vulnerable adults</li> <li>• Keeping physical and professional distance</li> <li>• Being aware of the effect that your words and actions may have</li> <li>• Assessments should be scheduled to be within the normal working day of the institution</li> <li>• Ensuring training and work experience providers are fully briefed on CP issues and that they agree to a CP policy or appropriate control measures.</li> </ul> <p>Practices to be avoided</p> <ul style="list-style-type: none"> <li>• Spending excessive amounts of time alone with children or vulnerable adults away from others</li> <li>• Straying from the task in the specification or assignment</li> <li>• Being unnecessarily inquisitive – only ask for what is necessary to fulfil the requirements of the assessment or matter in hand</li> <li>• Saying anything that might make the child or</li> </ul>
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	<p>vulnerable adult feel uncomfortable or debased</p> <ul style="list-style-type: none"> <li>• Saying anything that could be interpreted as aggressive, hostile or impatient</li> <li>• Being drawn into personal conversations or introducing personal subjects</li> <li>• Sitting or standing too close to the child or vulnerable adult</li> <li>• Standing over the child or vulnerable adult or otherwise making the them feel pressured</li> <li>• Meeting other than at the pre-arranged venue</li> <li>• Exchanging personal contact details</li> <li>• Making a call to a child or vulnerable adult on a telephone, including a mobile phone, in a place other than an office environment</li> </ul> <p>Practices never to be sanctioned</p> <p>The following should never be sanctioned. You should <b>never</b>:</p> <ul style="list-style-type: none"> <li>• Allow or engage in any form of inappropriate touching</li> <li>• Allow children and vulnerable adults to use inappropriate language unchallenged</li> <li>• Make sexually suggestive comments to a child or vulnerable adult, even in fun</li> <li>• Reduce a child or vulnerable adult to tears as a form of control</li> <li>• Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon</li> <li>• Promise a child or vulnerable adult that their confidences will be kept secret.</li> <li>• Make a telephone call to a child or vulnerable adult out of normal office hours</li> </ul>
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**Appendix B :  
General principles  
for children (based  
on JCQ document)**

These principles also apply to vulnerable adults.

- Every child, whatever their background or their circumstances, should have the support they need to:
  - 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	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
NSPCC Asian Child Protection Helpline	0800 096 7719	
ChildLine	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
The National Children's Bureau	020 7843 6000	<a href="http://www.ncb.org.uk">www.ncb.org.uk</a>
Criminal Records Bureau	0870 909 0811	<a href="http://www.direct.gov.uk">www.direct.gov.uk</a>
Churches Child Protection Advisory Service	0845 120 4550	<a href="http://www.ccpas.co.uk">www.ccpas.co.uk</a>
Ofsted	0300 123 3155	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>

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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

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This policy addresses the following legislation:

Children, Schools and Families Act 2010
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Safeguarding Vulnerable Groups Act 2006
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## Policy Review Date

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April 2012

## Useful Contacts

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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](http://www.edexcel.com)

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