

24 September 2008

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Dear colleague,

### Edexcel Child Protection - Safeguarding Children Policy

Edexcel places the utmost emphasis on the protection and safety of children and vulnerable a undertaking:

- Courses leading to Edexcel qualifications
- Training/placement programmes organised by Trident.

To this end, we have developed a Safeguarding Children Policy, which is downloadable from our website, and which may be viewed at <http://www.edexcel.org.uk/about/policies/centrepolicies/>. We wish to ensure that all reasonable steps are taken to reduce, or prevent, the opportunities whereby harm, whether real or potential, may occur to a child or vulnerable adult.

In line with the above, we have decided that Edexcel staff or representatives of Edexcel may never be placed in a situation whereby they are on their own in a one to one situation with a child or vulnerable adult. Such situations include but are not limited to:

- Contact and interviews in centres with external verifiers, examiners or other representatives
- Drama and music performances
- GCE Modern foreign language oral examinations (French, German and Spanish) conducted by Edexcel Visiting Examiners; centres will be required to ensure a responsible adult is available to act as a chaperone for each oral examination held.

**We must therefore ask centres to ensure a responsible adult is available to accompany the Edexcel staff or representative in those circumstances as described above.**

Edexcel examiners, EVs, other staff and representatives will be briefed to this effect and will be advised not to carry out their task(s) where they consider doing so will be in breach of this policy. The policy is intended to protect Edexcel representatives as well as children. It will provide them with a secure environment to carry out their duties without any possibility of a compromising situation occurring.

Please note this policy will apply even where the Edexcel staff member has been Criminal Record Bureau (CRB) checked. Any failure to comply with this policy may be deemed centre or operational malpractice and will be dealt with in accordance with current practice.

We appreciate this policy may require your centre to reconsider its resource allocation to cover these situations. We hope you will agree however, that working together in this way will help us to reduce the opportunities for harm and assist us to better safeguard children and vulnerable adults in our care and/or with whom we work and support.

Yours sincerely,



**John Black**

Head of Compliance and Quality



INVESTOR IN PEOPLE