Safeguarding End Point Assessment Policy

Statement of Intent

iPET Network believes that it is unacceptable for a child, young person, or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of children within our training environments and those who encounter our organisation.

Section heading	Section content
1. **Introduction**	iPET Network makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Although iPET Network do not, on a regular basis work with children, young people and / or vulnerable adults the outcomes set out in the 'Every Child Matters' are extended to work-related learning, work-based situations, and activities that contribute to young people and adults: • Being Healthy • Staying Safe • Enjoying and Achieving • Making a Positive Contribution • Achieving Economic Well-Being iPET Network understands its responsibility to protect staff from unfounded allegations of abuse. This policy seeks to ensure that iPET Network undertakes its responsibilities regarding protection of children, young people and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.
2. **Communication of policies**	It is a requirement that staff at iPET Network can access, read and understand the policy during their induction, along with all iPET Network staff involved in the management, assessment and quality assurance of the qualifications, learners undertaking qualifications and courses with us and Apprentices undertaking End-Point Assessment by where iPET Network are the EPAO will have an understanding of the organisation policy. Linked Organisations, are aware of the contents of the policy. It is a requirement that they access, read and understand the policy during their audits and that Learners registering for iPET Network qualifications or End-Point Assessment are shown where to access the policy.
3. **Legislation**	The principal legislations governing this policy are: The Children's Act 1989 & 2004 • Children and social work Act 2017

		• General Data Protection Regulation (GDPR) 2018
		• Sexual Offences Act 2003 (Amended 2018)
		• Counter Terrorism Act and PREVENT duty 2015 (PREVENT 3 Updated 2018)
		• Working Together to Safeguard Children 2018
		• Keeping Children Safe in Education 2020.
		• Protection of vulnerable Adults scheme 2004
		• Sexual violence and harassment between children in education. (Advice 2018)
		• Guidance for educational providers on youth-produced sexual imagery. (Advice 2016)
4.	**Definitions**	Safeguarding is about embedding practices throughout the organisation, at iPET Network we embed a culture for; 1. Empowerment 2. Prevention 3. Proportionality 4. Protection 5. Partnership 6. Accountability Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child). Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who: • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless

5.	Responsibilities	**All staff** (paid or unpaid) have a responsibility to follow the guidance provided in this policy and related policies, and are responsible for monitoring and managing incidents or concerns and liaising with the relevant safeguarding agencies when appropriate.
		We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.
		iPET Network 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.
		Additional specific responsibilities
		The designated safeguarding officers' responsibilities are to ensure:
		• The policy is in place and appropriate • The policy is accessible • The policy is implemented, monitored and reviewed • The welfare of young people and vulnerable adults is promoted • Staff (paid and unpaid) have access to appropriate training/information • Staff concerns about safeguarding are responded to appropriately • The EPAO are up to date with local arrangements for safeguarding and DBS
6.	Implementation Stages	The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include: Anti-Bribery Policy, Data Protection Policy, Drugs Policy, Dignity at Work policy, Prevent Policy, Fraud and Financial Irregularity Policy, Whistleblowing, GDPR, social media Policy and Remote Working
		Safe recruitment
		iPET Network ensures safe recruitment through the following processes: Documentary evidence checks to confirm nationality, residency and "right to work" status Organisational induction, Documentary evidence of qualifications.
		We also reserve the right to refuse to employ staff who we believe may pose a risk to young people and vulnerable adults.
		Disclosure and Barring Service Gap Management The organisation commits resources to providing Disclosure and Barring Service checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.
		In order to avoid DBS gaps, the organisation will when required apply for a Basic DBS check via a registered supplier. This will be conducted during the recruitment and onboarding process. Any assessors or quality assurance contractors will not conduct any assessments or sampling until the DBS check has been returned. Should any

		evidence of convictions or criminal activity then the organisation will deal with it appropriately.
		In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place, all DBS checks will be renewed every 3 years.
		A 3-year rolling program of re-checking DBS's is in place for holders where deemed necessary
		Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults maybe subject to a DBS check.
		Service Delivery contracting and sub-contracting
		There will be systematic checking of safeguarding arrangements of partner organisations.
		Safeguarding will be a fixed agenda item on any partnership reporting meetings.
		Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures.
7.	**Communications training and support for staff**	iPET Network commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding
		Induction will include Organisational overview, roles and responsibilities, reporting processes, safeguarding training.
		Training All staff will access safeguarding training relevant to their roles and responsibility. iPET Network expect staff to establish 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
		• complete DBS checks where required
		Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: Team Meetings, Individual appraisals, Executive Meeting
		Support We recognise that involvement in situations where there is risk or actual harm can be stressful for the staff concerned. The mechanisms in place to support staff include:

		Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. Signposting to the relevant support.
8.	**Professional boundaries**	Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place. iPET Network expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to: Anti Bribery Policy, Dugs Policy, and Receipt of Goods Policy. If professional boundaries and/or policies are breached this could result in disciplinary procedures.
9.	**Reporting**	The process outlined below details the stages involved in raising and reporting safeguarding concerns at iPET Network. Communicate your concerns with your immediate manager ↓ Seek medical attention for the vulnerable person if needed ↓ Obtain permission to make referral if safe and appropriate ↓ Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact. ↓ Ensure that feedback from the Local Authority is received and their response recorded All staff have a duty to: • Listen carefully - don't show disbelief or shock. • Ask open questions. • Ask questions to clarify their understanding. • Be clear about what happens next. • Seek advice if they have any concerns • Don't panic; accurately record what was said as soon as possible. • Don't make any promises about confidentiality.
10.	**Allegations Management**	iPET Network recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows: First step: Any member of staff (paid or unpaid) from (insert name of organisation) is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.

	Second step- contact local authority for advice. Third step – follow the advice provided iPET Network recognises its legal duty to report any concerns about unsafe practices by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document.
11. Monitoring	The organisation will monitor the following Safeguarding aspects: • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Training – register/ record of staff training • Monitoring whether concerns are being reported and actioned • Checking that policies are up-to-date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post.
12. Managing information	Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy. All staff must be aware that they have a professional duty to share information with other agencies in order to young people and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis. All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.
13. Conflict resolution and complaints	iPET Network is aware of the Complaint policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy and if necessary this will be taken forward by a Senior Manager. Conflicts in respect of safety of vulnerable adults will be taken forward by a Senior Manager.
14. Communicating and reviewing the policy	iPET Network will make clients aware of the Safeguarding Policy by uploading it to the website This policy will be reviewed a minimum of annually and updated where necessary, and in line with statutory guidelines.

Definitions of Abuse
APPENDIX A DEFINITIONS AND INDICATORS OF ABUSE (Extracted from the NSPCC 'First Check' publication)

What is abuse and neglect?
It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (HM Government 2005 and National Assembly for Wales 2000);

Protecting Children – A Shared Responsibility (Scottish Executive 1998). Co-operating to Safeguard Children (NI 2002) and the Regional ACPC Policies and Procedures (2005) have slightly different definitions.

Physical Abuse
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Emotional abuse
Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all other types of ill-treatment or abuse, though it may occur alone.

Sexual Abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and Girls can be sexually abused by males and/or females, by adults and by other young people. This covers people from all walks of life.

Neglect
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of harm.

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