

Safeguarding Policy

IWFM End-Point Assessment

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Introduction

This document specifies the Safeguarding policy of the Institute of Workplace and Facilities Management (“IWFM”) End-Point Assessment Organisation (EPAO). This policy is for use by everyone connected with the IWFM EPAO Service e.g. apprentices/employers/Assessors and outlines the IWFM position about the safeguarding of apprentices.

Review arrangements

IWFM will review the policy annually and revise it as and when necessary in response to customer and apprentice feedback, changes in operational practice, actions from the External Quality Assurance (EQA) body or other external agencies e.g. Institute for Apprenticeships (IfA) or changes in legislation.

To feedback any views please contact the IWFM via the details provided at the end of this policy.

Policy Statement

All young people (children) and vulnerable adults have the right to protection, to be listened to and to have their opinions heard. IWFM is committed to ensuring all apprentices who undertake an assessment with them have the best opportunity to be assessed in an informed and appropriate environment.

IWFM will ensure that the rights of young people (children) and vulnerable adults are respected regardless of race, gender, disability, religion, sexual orientation, family status, age and social background.

This Policy is implemented in conjunction with IWFM’s Equality and Diversity Policy.

Roles and Responsibilities

All IWFM employees and workers contracted by IWFM, who have primary contact for supporting and/or managing provision to an individual or individuals in their work and/or assessment environment, and those who have secondary contact, will be responsible for implementation of this Policy.

All IWFM employees and workers will abide by current UK legislation and follow procedures as set out in this Policy.

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It is not the responsibility of IWFM employees to decide or diagnose whether abuse or harm has taken place; however, it is their responsibility to report any concerns, no matter how minor, regarding abuse or harm to IWFM's Safeguarding Officer.

Reporting and Recording Procedure

All IWFM employees and workers have a duty to report any concerns they may have that a young person (child) or vulnerable adult may be at risk of harm or abuse, even if the young person (child) or vulnerable adult has asked for the incident to be kept confidential between themselves and the member of staff.

Employees are encouraged to report:

- if abuse or harm is suspected;
- if abuse or harm is witnessed;
- when an allegation of abuse or harm is made;
- when a young person (child) or vulnerable adult discloses abuse or harm.

IWFM reporting procedures (all records will be kept confidential):

1. Any suspected abuse or harm must be reported to IWFM's Safeguarding Officer who, if appropriate, will refer and liaise with all relevant parties.
2. Any disclosure or allegation must be recorded.
3. Individuals who report the allegation, or make the disclosure, are required to keep the matter confidential and only discuss it with IWFM's Safeguarding Officer or designated investigators and not the alleged victim/accused or any other members of staff.
4. If the allegation is reported by a sub-contracted Assessment Centre, the person who has designated safeguarding duties at the Assessment Centre will liaise with IWFM's Safeguarding Officer and any other relevant parties.
5. Staff based at Assessment Centres must inform IWFM's Safeguarding Officer of any incidents immediately.
6. If an allegation is reported by an Assessment Centre, the Centre Manager will liaise with IWFM's Safeguarding Officer. Information regarding the incident will be limited to staff responsible for assessing the apprentice.

IWFM's Safeguarding Officer will keep all relevant parties informed of the outcome if/as appropriate.

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IWFM will support the young person (child) and/or vulnerable adult at all times and ensure that they are signposted to the most appropriate organisation for guidance, information and counselling services. The young person (child) and/or vulnerable adult will be treated with dignity throughout this entire process.

Information Sharing

It is important to note that, when any suspicions or allegations of harm or abuse have been reported to IWFM's Safeguarding Officer, the information obtained may be shared with outside agencies to ensure the safety and welfare of the young person (child) or vulnerable adult, and to provide the most appropriate care or services needed to protect the individual who may be at risk of harm or abuse.

Storage of Information

Information recorded during any investigation/discussions etc must be kept confidential by IWFM's Safeguarding Officer. After a case has been closed, records will be held separately in a locked cabinet only accessible by IWFM's Safeguarding Officer.

Recruitment and Selection/IWFM Staff

IWFM will only recruit employees who have the required skills and experience and who have satisfactorily passed all of its recruitment vetting checks. These checks include, but are not limited to, identity, academic qualifications, professional references and previous employment history.

An Enhanced Disclosure and Barring Service (DBS) check and necessary approvals will be required for all employees coming into contact with young people (children) and vulnerable adults.

Radicalisation/Prevent – Counter-Terrorism

The Prevent Strategy is an integral part of the Counter Terrorism strategy and it aims to deter people from being drawn into, promotion or support of terrorism. Where an apprentice or a member of staff has been identified as being vulnerable or radicalised, IWFM will refer the individual to Prevent Coordinators via the Channel Programme for assessment and support.

Data Protection

IWFM stores and processes information in compliance with the Data Protection Act (1998) and the General Data Protection Regulation from May 2018.

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Complaints

For any complaints on how an incident has been handled or the process taken, including outcome, employees and workers are advised to follow the procedure outlined in the IWFM Complaints Policy. The complaint should be reported to the Head of Professional Development who will manage the complaint.

Definitions

Young Person (Child) is defined as a person under the age of 18 years old.

Vulnerable Adult is defined as a person aged 18 years old and over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability and learning difficulty, a sensory impairment, or have some form of illness.

Apprentice is defined as an apprentice or a learner on a traineeship.

Vulnerable Apprentice (for IWFM purposes) includes both young people and vulnerable adults from the age of 16 years onwards who have been identified as being vulnerable.

Abuse is defined as physical abuse, sexual abuse, emotional abuse, organised abuse, neglect and bullying. Depending on the nature of the abuse, this could lead to a criminal offence and conviction. Harm is defined as damage, injury or distress to a person, which can be either physical or psychological.

Outside Agencies (not limited to):

- Social Services/Social Care Team/Local Authority Designated Officer;
- Police;
- NSPCC;
- Schools;
- Colleges;
- Training Providers;
- Channel Programme

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Legislation

IWFM complies with all relevant legislation including, but not limited to, the following:

- Children Act (1989);
- United Nations Convention on the Rights of the Child (1989);
- Human Rights Act (1998);
- Sexual Offences Act (2003);
- Children Act (2004);
- Safeguarding Children Working Together for Positive Outcomes (Welsh Assembly Government 2004);
- What to Do if You're Worried a Child is Being Abused (HM Government 2006);
- Safeguarding Vulnerable Groups Act (2006);
- Protection of Freedoms Act (2012) Part 5 Chapters 1–3;
- Working Together to Safeguard Children (2015);
- Counter Terrorism and Security Act (2015);
- Apprenticeship, Skills and Learning Act (2009);
- Education Act (2011).

Safeguarding Policy

Contact us

Any queries about the contents of the policy should be addressed to:

Head of Professional Development
IWFM
Charringtons House
1st Floor South
The Causeway
Bishop's Stortford
Herts, CM23 2ER
E: epa@iwfm.org.uk

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