



End-Point Assessment

End-Point Assessment Safeguarding Policy



Revisions and Amendment Register

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1. Introduction

SFJ Awards Policy on Safeguarding is related to and should be read in conjunction with the SFJ Awards End-Point Assessment Prevent Policy.

We recognise that although our exposure to apprentices is limited nevertheless, through the conduct of EPA, our independent assessors or staff may identify issues that pertain to Protect.

2. Safeguarding and Equality

We all have a responsibility to safeguard and protect children, young people and vulnerable adults.

Safeguarding concerns learners under the age of 18 and those that are considered to be vulnerable adults due to being unable to care for themselves, or are considered more vulnerable to abuse due to a disability or mental health condition.

It is the responsibility of the employers and training providers to have in place suitable 'Prevent1', 'safeguarding', and 'equality' policies for their apprentices, undergo appropriate training, and make apprentices aware of those policies and procedures.

1 <https://www.gov.uk/government/publications/prevent-duty-guidance>

SFJ Awards are responsible for ensuring that its staff and all Independent Assessors, employed or contracted by SFJ Awards, that come into contact with apprentices, are fully aware of 'Prevent', 'safeguarding', and 'equality' duties and what to do if they have concerns.

All SFJ Awards representatives are required to familiarise themselves with SFJ Awards' End-Point Assessment policy on safeguarding.

Safeguarding – the act of putting policies, procedures, training and appropriate people in place to minimise the possibility of abuse and to deal appropriately with abuse if it occurs. Safeguarding aims to protect the welfare of apprentices and young people from sexual, physical or emotional harm or abuse.

Prevent defines the government's requirements of all providers of education and training in promoting and ensuring the sustainability of 'British Values' for all individuals irrespective of whether they are employees, trainers, visitors or volunteers. The Prevent duty is part of the safeguarding duty for providers but one that extends to all learners of all age groups (and also staff).

The **Equality Act (2010)** protects people from discrimination on the basis of 'protected characteristics'. The Act protects against unfair treatment.

All Independent Assessors employed by SFJ Awards:

- are expected to comply with SFJ Awards Fair Access and Equality of Opportunity Policy.
- who will be in contact with apprentices aged 16 or 17/vulnerable adults during End-Point Assessment, will undertake safeguarding awareness training.
- who will be in contact with apprentices aged 16 or 17/vulnerable adults during End-Point Assessment, will undertake Prevent training:
<https://www.elearning.prevent.homeoffice.gov.uk/>
- who will be in contact with apprentices aged 16 or 17/vulnerable adults during End-Point Assessment, are required to provide a current Disclosure Barring Service (DBS) check (from within the past 3 years), be willing to apply for a Disclosure Barring Service check, or can prove appropriate exemption (for example, employer carried out a Disclosure Barring Service check at time of recruitment of staff working with children or vulnerable adults). All staff are expected to comply with any Disclosure and Barring Service (DBS) check request.

We all have a responsibility to minimise the risk of allegations against Independent Assessors and other staff.

Representatives who come into contact with children and vulnerable adults must:

- listen to, value and respect everyone as an individual
- appropriately involve learners in decision making
- actively contribute to an organisational culture where inappropriate behaviour is not tolerated ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others, not give out personal information, or share email addresses, mobile phone numbers etc with any child, young person or vulnerable adult report all allegations/suspicions of abuse by seeking further support and guidance, including any allegation made against yourself or other staff
- ensure that any concerns about inappropriate behaviour are quickly and appropriately reported on to SFJ Awards
- be aware that some children and vulnerable adults may behave inappropriately. Any sanctions and approaches to discipline used must be appropriate to age and understanding.

Representatives who come into contact with children and vulnerable adults must always avoid:

- being alone or out of sight of others. Where privacy is required, the door should be left ajar having ensured that others have been informed and are within earshot
- transporting learners by car on one's own
- having unnecessary physical contact
- engaging in or allowing sexually provocative games or activities
- making or permitting suggestive or discriminating remarks to/or about children or vulnerable adults
- meeting children or vulnerable adults outside of organised/formal interaction

SFJ Awards will consider safeguarding risks with respect to all data for administration, registration and verification of apprentices, and, in particular, photographs or digital images of children, young people and vulnerable adults which may be retained by us e.g. as part of

identification checks at the Gateway point prior to an End-Point Assessment will be held securely in line with our data security policy and current data protection legislation.

3. Review of the Policy

This policy will be reviewed by SFJ Awards on a regular basis as part of SFJ Awards' self-evaluation arrangements and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from the Qualifications Regulators.

If you have any queries about the content of the policy or you wish to give feedback, then please contact SFJ Awards Tel: 01142 841970 or email info@sfjawards.com.

4. Location of the Policy

A copy of this policy can be downloaded from ACE360, or from the SFJ Awards website: www.sfjawards.com/policies.

5. Copyright

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