

## **1st for EPA Ltd Safeguarding Policy**

### **1. Policy purpose**

This policy is to inform everyone connected with 1st for EPA Ltd's end point assessment (EPA) service, and with whom it contracts or comes into connection with, of our position with regard to the safeguarding of apprentices.

1st for EPA Ltd recognises its responsibility to safeguard the welfare of all apprentices undertaking EPA, by commitment to practice that protects them and looks to minimise potential harm. 1st for EPA Ltd is committed to safeguarding and promoting the welfare of apprentices undertaking EPA and expects all apprentices and 1st for EPA Ltd staff and contractors involved in EPA to share this commitment.

The policy document was developed to implement a set of principles that we have adopted to guide our safeguarding approach when providing EPA for apprentices.

### **2. Safeguarding principles**

- The best interests of the Apprentice undertaking the EPA are paramount and shall be the primary consideration in our approach.
- Equality of protection to ensure that all apprentices undertaking EPA have the same positive opportunity and engage in our EPA activities safely regardless of their gender, ability, race, sexuality, ethnicity, circumstances or age.
- Children and vulnerable adults require particular attention in order to optimise their safety needs whilst undertaking EPA activities.
- We take responsibility to meet our obligations regarding our duty of care to all of apprentices undertaking EPA activities.
- We reject the use of child or forced labour in our business activities and in our business relationships.
- We make clear our standards to all Assessors and will ensure they have Safeguarding training, in particular to concerns in relation to children and vulnerable adult protection risks and incidences.
- We will take prompt action where we believe that a child or vulnerable adult is at risk of abuse or harm or has been harmed.
- We recognise and acknowledge an element of risk can exist in many learning situations, and while we may never be able to eliminate this completely, we will do all we can to reduce or limit its impact.
- We are honest and transparent in our approach and publicly disclose both this Policy and the way we work to try and protect all of our apprentices and in particular young people and vulnerable adults.
- We will work with others to protect children and vulnerable adults. This could include law enforcement or child welfare agencies where necessary.
- We require incidents relevant to this policy in respect of all apprentices undertaking EPA to be reported in a timely way both internally and to the appropriate authorities, linked to proper recording of the relevant details.
- All apprentices undertaking EPA have the right to be assessed in a safe and caring environment and where their welfare is paramount.
- Bullying in any form is strictly unacceptable.
- Racist, homophobic and sexist language or behaviour is strictly unacceptable.
- Any form of discrimination is strictly unacceptable.
- Adopting robust safeguarding guidelines through procedures and a code of conduct for apprentices, staff and volunteers.



- Sharing information about concerns with agencies that need it, and involving apprentices, and their parents/carers as appropriate.
- Ensuring all apprentices have a ready point of contact, referral or support, such as the designated lead and their main assessor.

### **3. Safeguarding Purpose**

The purpose of this policy and its supporting documents will be to:

- Provide protection for apprentices using the 1st for EPA Ltd EPA service.
- Provide 1st for EPA Ltd staff and contractors with guidance on procedures they should adopt in the event that they suspect an apprentice may be experiencing, or be at risk of harm or abuse.
- Provide staff with training, guidelines and a policy.

Safeguarding is intended to keep children safe from a range of potential harm and looks at preventative action, not just reaction. It is protecting children from maltreatment; preventing impairment of children's health and development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. (Keeping Children Safe in Education 2015). 1st for EPA Ltd's EPA service extends its responsibilities to vulnerable adults.

Safeguarding defines how we will respond to:

- Child and Vulnerable Adult Protection.
- Protection from maltreatment (abuse, neglect, exploitation or victimisation) or risk of harm where the perpetrator is a member of the apprentice's family, the wider community, another apprentice or a member of 1st for EPA Ltd staff.
- Welfare support needs.
- Responding to an apprentice (of any age) via either direct intervention, advice and guidance or sign posting where an issue exists within their day to day lives (including the workplace) which could impact upon their ability to complete the EPA.
- For learners under 18 this includes providing early help.

### **4. Who we safeguard**

The term 'child' means anyone who has not yet attained the age of 18 and the term 'vulnerable adult' means a person, aged 18 or over, who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation.

1st for EPA Ltd is mindful that a number of other situations may render a person 'vulnerable', such as victims of domestic violence, migrants, living in a drug-misusing family, living in areas of high crime, being likely to face racism or having caring responsibilities.

### **5. What are we safeguarding from?**

In line with Working Together to Safeguard Children 2015,

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf), safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of a child's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

The following should therefore be considered when delivering EPA to apprentices:

- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect



- Exploitation e.g. financial, sexual, forced marriage
- Neglect
- Grooming behaviour
- Domestic violence
- Bullying including cyber bullying, bullying in the workplace
- Victimisation (race, sexuality, gender, disability etc.)
- Accidents (road, home, in the workplace)
- Self-harm
- Unsafe activities and environments
- Crime
- Unsuitable housing/homelessness
- Extremism

### 5. Levels of Responsibility

Working Together to Safeguard Children 2005 states that 'all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced'.

1st for EPA Ltd is committed to supporting all staff to understand the requirements placed upon them and the various pieces of safeguarding legislation. This is done through a variety of ways including information, advice and guidance, training and the provision of support resources.

All 1st for EPA Ltd staff and contractors have responsibility for safeguarding in the provision of EPA services, and have a duty to act to ensure that the welfare of the learner is paramount.

### 6. Information and support for learners

All learners will have access to this Safeguarding Policy when using our EPA services.

Apprentices can expect that they will be treated sensitively and with dignity should a safeguarding incidence/concern occur or an allegation of abuse be made.

1st for EPA Ltd requires staff to treat such matters confidentially, notifying colleagues only on a 'need to know' basis under the direct guidance of the owner.

### 7. Confidentiality

Whilst respecting privacy and data protection, the 1st for EPA Ltd End Point Assessment Service cannot guarantee confidentiality in all circumstances. If we discover anything that we believe parents/carers, social services or the police should be informed of, we will do so believing it is the best interests of the individual involved.

1st for EPA's end point assessment service takes its responsibilities to report crime seriously and as a result will not afford confidentiality in the following situations:

- Where it is identified that a child or vulnerable adult is at risk of harm.
- Where we are told that a serious crime has been committed or is about to be committed.
- Where information regarding terrorism or drug trafficking is disclosed.
- Where we are instructed to disclose something by a court.

### 8. Relevant legislation

This document reflects the following key pieces of legislation:



**1st for EPA**

End Point Assessment made easy

Keeping Children safe in Education (2015)  
Working Together to Safeguard Children (2015)  
Education Act (2002) · Children Act (1989)  
Children Act (2004)  
Safeguarding Children (2006)  
Information Sharing (2015)

## **9. Policy Review**

This policy was last updated 21 January 2021. It will be reviewed annually and as legislation requires.