Safeguarding Policy

As part of our commitment to quality assurance PerpetuityARC Training seeks to provide learners and other persons with guidance and support to help them achieve their learning and development goals while meeting any regulatory requirements.

This policy is about safeguarding children and vulnerable adults who PerpetuityARC may come into contact with.

Scope of policy

This policy refers to all situations where PerpetuityARC staff come into contact with children, whether directly or indirectly. This version of the policy is of interest to:

- Representatives of PerpetuityARC
- PerpetuityARC staff
- Parents
- Students

Policy Statement

Policy on safeguarding children

- The welfare of the child and/or vulnerable adult is paramount. Within the context of this policy 'child' and 'children' can also be taken to cover vulnerable adult(s).
- Within this policy, PerpetuityARC employees will be referred to as 'representatives'
- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- A child is defined as a person under the age of 18 years (The Children Act 1989).

Introduction

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the abuse of a child whether physical, psychological or sexual. Children can be abused within or outside their family, at school or in a sports or community environment. Vulnerable adults may also be subject to similar abuse.

- PerpetuityARC value children and their protection.
- PerpetuityARC wants to safeguard children on courses leading to qualifications and on training programmes organised by PT.
- PerpetuityARC wants to fulfil its duty of care and provide a safe assessment environment.
- PerpetuityARC wishes to give clear direction to its representatives in situations that may be distressing.
- PerpetuityARC wishes to address and reduce any harm to which a child is being or may be subjected.

PerpetuityARC representatives may participate in 'regulated activity' in their roles and they should never be in a position where they are left unsupervised with a child. 'Regulated activity' is a term that refers to specified activities relating to children and vulnerable adults (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent (at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight.

The company wishes to have a policy to cover those situations where its representatives do have contact with children. This contact may be direct, such as a telephone call to the call centre or indirect, for example through annotations or drawings on an examination script that give cause for concern and may constitute a cry for help from the candidate.

The PerpetuityARC Safeguarding Children or Vulnerable Adults Officer (SCO) is: Christina Kent, Director of Support Services, Perpetuity Training Ltd.

Vulnerability

PerpetuityARC representatives should never be left on their own with children and will not put themselves in this situation. It is the responsibility of the venue to provide an environment where PerpetuityARC representatives can carry out their duties without the likelihood of finding themselves left unsupervised with children.

It is important to distinguish between different types of contracts.

Most contracts would not create the issues where staff would be left unsupervised with children. For example, trainers would work with another adult when dealing with children or vulnerable adults, Security Officers and Event Stewards will work in teams. In all instances, PerpetuityARC would expect that venues have adequate procedures for signing visitors in and out of the building or event and that appropriate supervision is carried out as and where necessary.

Policy for reporting

- PerpetuityARC staff will not undertake any investigations themself, referring evidence instead to the appropriate authorities, such as Social Services, the Police or the NSPCC.
- PerpetuityARC and its subsidiaries will maintain a full record of any reported incidents or suspicions, including the procedures followed, the feedback received and to whom the case was referred. All records will be protected in compliance with the Data Protection Act 2018.
- Procedure if you suspect abuse perpetrated externally
- PerpetuityARC representatives will be aware of what constitutes abuse and what should arouse suspicion by reference to government documentation: www.education.gov.uk
- Complete an Incident Report form, mark it 'CONFIDENTIAL' and send it to the nominated Safeguarding Children Officer (SCO) at PT.
- If written scripts, coursework or artwork are cause for concern, photocopies (or photographs of art work) should be attached to the Incident Report.
- The SCO will consider any Incident Report (and any attachments) and if appropriate contact the Head of Centre in confidence, sharing the evidence as necessary and asking for a response within 5 working days. If a response is not received the SCO may follow up the referral or may contact Social Services.
- The SCO will inform the representative who submitted the Incident
- Form that the centre has been contacted. The SCO will not discuss the incident further with the representative, except for clarification.
- Support will be made available if the disclosing PerpetuityARC representative is distressed by the incident or the reporting of it.
- The SCO will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedures followed and the outcome of advice given by Social Services, as appropriate.
- Procedure if you suspect abuse perpetrated by an PerpetuityARC member of staff or representative
- Reporting of allegations or suspicions must be through the SCO.
- The SCO will decide whether to refer the case to the relevant body (e.g. Social Services, the Police).
- The appropriate Director and Director of HR may need to be involved with any decision to re-allocate activities due to be carried out by the person under investigation, before the outcome of the investigation is known.
- If a report is received from an anonymous source, the SCO will contact the client in confidence, sharing the evidence if appropriate, asking for a response with 5 working days. If a response is not received, the SCO may follow up the referral or may contact the Social Services.
- The SCO will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedures followed and the outcome of advice given by the Social Services, as appropriate.
- Procedure for incidents arising on BCA premises or by BCA staff

- Any PerpetuityARC representative who has concerns about the inappropriate behaviour of a member of staff who has access to any assessment materials or other materials should discuss their concerns immediately with their Line Manager.
- The Line Manager should consult the SCO immediately.
- The SCO will decide, in consultation with Human Resources, whether to contact the Police.
- Child abuse by a member of PerpetuityARC staff constitutes gross misconduct under the HR disciplinary policy.

Appendix A:
Guidance Good practice

- Working in an open environment avoiding private or unobserved situations and encouraging open communication, including when on the telephone to a child
- Treating all children equally with respect and dignity
- Always putting the welfare of each child first
- Maintaining a safe and appropriate distance with children
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children
- Keeping physical and professional distance
- Being aware of the effect that your words and actions may have
- Assessments should be scheduled to be within the normal working day of the institution
- Ensuring training and work experience providers are fully briefed on CP issues and that they agree to a CP policy or appropriate control measures.

Practices to be avoided

- Spending excessive amounts of time alone with children away from others
- Straying from the task in the specification or assignment
- Being unnecessarily inquisitive – only ask for what is necessary to fulfil the requirements of the assessment or matter in hand
- Saying anything that might make the child feel uncomfortable or debased
- Saying anything that could be interpreted as aggressive, hostile or impatient
- Being drawn into personal conversations or introducing personal subjects
- Sitting or standing too close to the child
- Standing over the child or otherwise making the child feel pressured
- Meeting other than at the pre-arranged venue
- Exchanging personal contact details
- Making a call to a child on a telephone, including a mobile phone, in a place other than an office environment

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Promise a child that their confidences will be kept secret.
- Make a telephone call to a child out of normal office hours

Appendix B :

General principles for children (based on JCQ document)

- Every child, whatever their background or their circumstances, should have the support they need to:
  - be healthy;
  - stay safe;
  - enjoy and achieve through learning;
  - make a positive contribution to society;
  - achieve economic well-being.
- The welfare of the child is paramount.
- All children have equal rights to protection from abuse and exploitation.
- All children should feel safe and supported if they have to raise issues associated with abuse.
- All children should be encouraged to fulfil their potential.
- Everybody has a responsibility to support the care and safeguarding of children.
- PerpetuityARC has a duty of care to all children with whom their permanent staff and representatives have contact.

Appendix C: Helpful contacts

NSPCC 0808 800 5000 www.nspcc.org.uk
NSPCC Asian Child Protection Helpline 0800 096 7719
ChildLine 0800 1111 www.childline.org.uk
The National Children's Bureau 020 7843 6000 www.ncb.org.uk
Criminal Records Bureau 0870 909 0811 www.direct.gov.uk
Churches Child Protection Advisory Service 0845 120 4550 www.ccpas.co.uk
Ofsted 0300 123 3155 www.ofsted.gov.uk

Appendix D: Children and Vulnerable Adults Incident Report Form

CONFIDENTIAL

This form should be completed and returned to the Safeguarding Children Officer

Name of staff member:

Number:

Contact details:

Daytime telephone number:

Name of child/vulnerable adult/candidate:

Candidate number:

Client:

Client contact details:

Date incident discovered:

How was incident discovered?

Details of incident/concerns raised:

Date reported to PerpetuityARC Safeguarding Children Officer:

PerpetuityARC understands that the discovery and reporting of this incident may have caused some distress. If this is the case and you would like the opportunity to discuss this, please call your line manager.

Official: For the use of PerpetuityARC only. To be completed by the Safeguarding Children Officer, PT.

Action taken/reported to (centre/police/local child protection agency/social services)

Incident Closed:

Name of staff member closing:

Safeguarding Children Officer: Christina Kent

Signature: X Date:

References

This policy addresses the following legislation acts:

Children, Schools and Families Act 2010

Safeguarding Vulnerable Groups Act 2006