

## Safeguarding children, young people and adults at risk and Prevent Policy

In the development and delivery of assessments FDQ is committed to ensuring the welfare of learners or apprentices taking their assessments. FDQ is also committed to following Safeguarding and Prevent good practice principles in the protection of children, young people and vulnerable adults.

### Safeguarding definition

Measures taken to protect the health, well-being and human rights of individuals, specifically children, young people and vulnerable adults.

### Prevent definition

Prevent is the Government initiative that protects children from the risk of radicalisation and should be seen as part of the wider safeguarding duties and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

### Policy

This policy details FDQ's safeguarding principles, designed to prevent incidents relating to safeguarding and how to report and action such incidents. It helps raise awareness for those working with FDQ. It supports FDQ and its centres understand how to safeguard children, young people and vulnerable adults, and to minimise avoidable risks.

FDQ adheres to the following principles in developing, implementing and maintaining a safeguarding policy.

**Principle 1** FDQ has a safeguarding policy in place.

The policy is implemented as advice, guidance and operational procedures across FDQ's activities.

The policy applies to FDQ employees and others engaged by FDQ as Examiners, External Quality Assurance Consultants, Moderators, qualification developers etc to complete activities on behalf of FDQ.

**Principle 2** FDQ has procedures and systems in place to support implementation of this policy.

FDQ has clearly defined reporting procedures and response mechanisms that ensure safeguarding responsibilities are met.

FDQ has in place a Designated Safeguarding Lead.

FDQ requires FDQ Approved Centres to have in place, a Designated Safeguarding Lead and a Safeguarding Policy

FDQ has in place a Whistleblowing policy, that can be utilised if required when dealing with Safeguarding issues. In addition, when dealing with allegations etc and as far as this is possible FDQ will ensure that obligations of confidentiality (re-assuring all concerned that the matter will be dealt with sensitively and appropriately) are respected.

FDQ's Safeguarding policy applies to face to face interactions and also any data collated and stored by FDQ for administration, assessment and quality assurance purposes. More specifically it includes photographs or digital images of children, young people and vulnerable adults which may be retained by us e.g. as part of moderation.

Where a safeguarding issue requires it would be reported to a proper authority.

**Principle 3** Prevention and codes of behaviour

FDQ has measures in place to minimise the risk of abuse by any person it retains, to engage in any activity in relation to its assessments and wider work activities.

FDQ has clear recruitment processes, including mandatory checks prior to working with children, young people or vulnerable adults. Once recruited, induction and initial training sessions include safeguarding training. Codes of behaviour are in place that set out acceptable standards of behaviour and good practice when working with FDQ.

The documented codes of behaviour provide advice and guidance to FDQ employees and others working with FDQ around acceptable and unacceptable behaviour when acting for FDQ.

With respect to the development and implementation of assessment FDQ is committed to ensuring assessments are appropriate and do not undermine any Safeguarding obligations.

#### Principle 4 Implementation

FDQ gives clear guidance to employees and others working with FDQ on how the Safeguarding and Prevent policy, procedures and codes of behaviour should be adapted and applied. FDQ clearly communicates Safeguarding policy and procedures to employees and others working with FDQ, via induction, raising awareness events, training days, standardisation events and handbooks.

FDQ makes its safeguarding policy, publicly available [www.FDQ.org.uk](http://www.FDQ.org.uk). The policy is reviewed regularly, taking into account comments from appropriate stakeholders.

FDQ's communications clearly specify the actions to be taken where an allegation relating to the safeguarding policy is made by any individual or organisation working with FDQ. Safeguarding allegations are directed to FDQ's Designated Safeguarding Lead.

#### Disclosure Barring Service (DBS)

Employees and contractors must observe and comply with relevant policies including FDQ Safeguarding and Prevent policies. FDQ requires some roles (permanent or contractors) to complete a Disclosure Barring Service (DBS).

**When working with children, young people and vulnerable adults, the following code of practice is included in relevant employee and guidance documents.**

#### FDQ Code of Practice

- Sexual relationships between employees or contractors and learner or apprentice, where the former holds a position of trust over the learner or apprentice, are strictly forbidden and may constitute a criminal offence
- Video footage or photographs used in assessment and quality assurance activities must not include any person unless authorised by the centre. The centre is

responsible for gaining the necessary consent to use this material in external quality assurance activities.

- Employees and those working with FDQ must ensure any footage and/or audio is deleted from personal devices following upload of reports to FDQ
- Employees and those working with FDQ should be aware that apprentices at an EPA or learners at a centre may behave inappropriately. EQACs and IEs should consult with centres in these circumstances. Any actions arising from this, sanctions and approaches to discipline used must be appropriate to age and understanding.

#### Employees and others working with FDQ must:

- Act as a role model for the good practice conduct you wish others to follow
- Contribute to a culture where inappropriate behaviour is not tolerated
- Where an examiner, EQAC or other completes activities with a learner or apprentice, ensure that there is at least one adult present during your activities in a centre, or as a very minimum that you are in sight or hearing of other adults
- Report all allegations or suspicions of abuse by seeking support or guidance, including any allegation made against yourself or others
- Ensure that any concerns about inappropriate behaviour are reported promptly to FDQ Directors or FDQ's Designated Safeguarding Lead
- Not provide any personal information or share contact information with any child, young person or vulnerable adult
- Listen, respect and value everyone as an individual.

#### Employees and other working with FDQ must avoid:

- Being alone or out of sight of others, if privacy is required other adults should be informed and should be in hearing distance.  
For example EQACs should request a chat with a small group of learners or complete the chat in an open coffee shop or corridor.  
For example IEs completing a professional discussions in a private room should be within hearing distance of other adults.

- Entering a room where apprentices are changing clothes or are not fully dressed unless both their and employee's permission has been obtained
- Having any unnecessary physical contact with apprentices or employees
- Engaging in or allowing inappropriate games or activities
- Making or permitting discriminating or suggestive remarks to or about apprentices or employees
- Meeting with children, young people or vulnerable adults outside of formal FDQ activities
- Transporting learners or apprentices by car on one's own
- Participating in or tolerating bullying
- Transporting apprentices or employees by car alone.

The principles and measures in this policy ensure that FDQ can develop and promote practice which safeguards children, young people and vulnerable adults from abuse and exploitation.

The following links include government guidance across England, Wales and Northern Ireland:

### England

*Keeping children safe in education – Statutory guidance for schools and colleges* (Department for Education, September 2022) **and** *Keeping children safe in education for school and college staff* (part 1) **and** *Working together to safeguard children*:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

### Wales

The roles and responsibilities of centres **in Wales** are defined in Keeping Learners Safe:

<https://gov.wales/keeping-learners-safe>

### Northern Ireland

The roles and responsibilities of centres **in Northern Ireland** are defined in the Department of Education's Publications on General Child Protection Issues:

<https://www.education-ni.gov.uk/articles/publications-and-guidance-child-protection-issues-schools>

## Monitoring the Safeguarding and Prevent policy

The policy is managed and monitored as follows:

- a) Actual and potential incidents are investigated, recorded and kept under review as part of the remit of both the FDQ Governance Committee and FDQ S&QG.
- b) Reports are made to the FDQ S&QG and ultimately to the FDQ Governance Committee as part of the self-evaluation procedure
- c) Guidance from the Regulators is reviewed, and the policy is updated when appropriate to comply with best practice, legislation and to ensure it remains up to date.

Information from monitoring activities will be made available to Regulators as part of FDQ's self-evaluation procedures and on request.