

## **BIIAB Qualifications Ltd Safeguarding Policy**

### **Purpose**

The purpose of this policy is to ensure that BIIAB Qualifications Ltd has a process in place to raise awareness, mitigate and manage potential and actual safeguarding issues in relation to the development, delivery and awarding of qualifications, assessments and end point assessments.

### **Statement**

BIIAB Qualifications Ltd has been established for over 20 years as an Awarding Organisation and provides a range of funded and commercial vocational qualifications, assessments and learner support materials for delivery in a regulated market in the UK. BIIAB Qualifications Ltd is an Awarding Organisation recognised by Ofqual, SQA Accreditation, Qualifications Wales and CCEA and as such can operate in the regulated markets of England, Scotland, Wales, and Northern Ireland

BIIAB Qualifications Ltd is committed to helping to safeguard children and vulnerable adults who undertake qualifications, assessments and end point assessments developed, delivered and awarded by BIIAB Qualifications Ltd, in line with the requirements of the Safeguarding of Vulnerable Groups Act 2006, Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

We are committed to provide clear guidance to our staff, associates and Centres on acceptable behaviour and expectations and to take action where an issue or potential issue has been identified.

### **Definitions**

- Children are those under the age of 18
- Vulnerable adults are those over the age of 18 who are unable to protect themselves due to physical or mental illness, disability or as a result of age related care needs

### **Principles**

- The welfare of the child is paramount
- Staff and associates should understand their responsibilities to safeguard and promote the welfare of children and vulnerable adults
- Staff and associates are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff and associates should work, and be seen to work, in an open and transparent way
- Staff and associates should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded

- Staff and associates should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff and associates should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff and associates should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.

## **Scope**

The policy applies to everyone at BIIAB Qualifications Ltd, employed or contracted. It is the responsibility of each individual to understand their responsibilities in relation to safeguarding children and vulnerable adults and to notify their line manager should they identify a potential safeguarding issue to ensure that it can be managed effectively through the incident management process and procedure.

Examples of activities covered include:

- Using appropriate language in the content of assessments, qualifications and support material
- Invigilation of onscreen and paper based knowledge tests
- Observations in the workplace to demonstrate competence
- Discussing candidate evidence for example portfolios of work
- Professional discussions
- Interviews,
- Presentations and question and answers sessions.

Or other situations where staff or associates may be in face-to face contact with children or vulnerable adults.

We will also require that all approved BIIAB Qualifications Ltd Centres have in place safeguarding policies and procedures which cover the delivery of BIIAB Qualifications Ltd's qualifications and assessments.

## **Responsibilities**

- We will risk assess the development, delivery and awarding of qualifications and assessments and end point assessment activity and provide guidance to staff and associates of any relevant safeguarding issues.

- We will promote good practice to ensure that children and vulnerable adults' are treated with respect, that they are treated equally, promoting a fair environment in which they are able to perform successfully and are given encouragement to do so.
- We will ensure that we check DBS information when recruiting people for roles which may involve them being into contact with children and vulnerable adults as a result of the work that they undertake for BIIAB Qualifications Ltd. If there is no DBS registration, we may request that this is a requirement. According to their website 'The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children'.
- We provide clear guidance on acceptable behaviour and what is expected from all of our staff and associates as part of induction and on-going training and standardisation activities.
- We will ensure that all staff and associates are aware of the reporting processes and procedures should an issue or the potential for an issue arise. This will include what, how, when and where the issue happened, who was involved, who else was present or witnessed what happened.
- We will deal with issues reported within our incident management policy and procedure, where necessary maintaining confidentiality. All staff and associates should be aware that the resulting investigation may lead to disciplinary or legal action.
- We will require all approved Centres to implement their safeguarding processes and procedures and to report any issues which impact on their approval with BIIAB Qualifications Ltd.
- We will review any incidents as part of the overall risk management strategy, reporting through the Executive team and Management meetings which occur on a monthly basis.