

Version 6

Date : March 2022

1. Our Commitment

e-Qualitas is committed to safeguarding and promoting the welfare of all trainees to whom we provide tuition and assessment services (referred to as 'trainees' throughout this policy) in accordance with the DfE's statutory guidance 'Keeping Children Safe in Education' (as updated from time to time), 'Working together to safeguard children (DfE 2018) and the Safeguarding Vulnerable Groups Act 2006 (as amended). e-Qualitas also has a responsibility to minimise the risk of allegations against our personnel.

2. Objectives

The aim of the policy is to ensure that all personnel and trainees:

- are aware of, and understand their responsibilities in relation to safeguarding;
- can recognise signs that there might be a safeguarding concern; and
- are aware of the reporting procedures for all safeguarding issues.

3. Scope

This policy applies to all personnel of e-Qualitas, including senior managers and the Board, employees, paid workers (including agency staff), tutors, volunteers, contractors and anyone working on behalf of e-Qualitas (collectively referred to as 'personnel' throughout this policy). It covers the safeguarding of children and adults at risk to whom e-Qualitas provides services including trainees. Furthermore, we expect our partner organisations to demonstrate practices and culture which meet with the standards laid out within this policy.

4. Levels of Responsibility

The e-Qualitas ITT Board is responsible for ensuring that we have effective policies in place in relation to safeguarding children and vulnerable adults, and to ensure policies are implemented and followed, and sufficient time and resources are allocated to personnel to carry out their responsibilities. This policy is reviewed annually by the ITT Board of e-Qualitas. Safeguarding is a fixed agenda item for all ITT Board Meetings.

The Safeguarding Manager is responsible for:

- implementing this policy in the context of the training service provision and advising the ITT Board on the implementation and effectiveness of this policy and any necessary changes;
- planning and implementing training for personnel;
- maintaining links with Local Safeguarding Children's Boards;
- carrying out investigations where appropriate into welfare concerns reported and liaising with external bodies such as safeguarding boards where appropriate;
- the overall recording and management of safeguarding issues and reporting to ITT Board on any issues that arise; and
- maintaining CPD to ensure their role can be fulfilled competently.

All personnel have a responsibility to ensure that:

- they have to have a good understanding of what constitutes a safeguarding or welfare concern and how

to provide support and guidance in such instances and the channels for escalating a concern;

- all concerns are dealt with appropriately and in a timely manner;
- they comply with this policy, attend training, and read all guidance and literature issued by e-Qualitas relating to this policy;
- they comply with the IT and Communications Policy and are aware the usage of the IT systems (including the internet) operated by eQualitas is monitored.

In addition, tutors must:

- check the safety and welfare with all trainees at each visit/communication;
- provide support and guidance to trainees in relation to any safeguarding matter (seeking advice from the Safeguarding Manager if necessary);
- ensure that trainees complete all safeguarding-related learning activities within their programme including reading the DfE's statutory guidance 'Keeping Children Safe in Education' and the eQualitas Social Media Guidelines;
- advise trainees that they should familiarise themselves, and comply, with the safeguarding / child protection policies and procedures of each school at which they work.

All members of personnel involved in the delivery of services to trainees have to comply with our pre-engagement background vetting checks prior to providing services.

The topic of safeguarding can be very sensitive due to the content and may be difficult for personnel to discuss. If personnel have any concerns over issues raised, they should contact the Safeguarding Manager as quickly as possible.

5. e-Qualitas Guidance and Handbooks

Personnel should familiarise themselves with the handbooks and guidance produced by e-Qualitas which contain some of the detailed procedures, processes, rules and best practice operated by e-Qualitas in order to give effect to this policy.

6. Definitions

Safeguarding

Safeguarding is the protection of children and adults at risk from abuse and neglect, promoting health and development, ensuring safety and care, and ensuring optimum life chances. There is a wide range of potential safeguarding risks including:

- Abuse (physical, emotional, financial, institutional, sexual, organisational)
- Self-neglect
- Discrimination
- Child sexual exploitation
- Bullying AND cyberbullying
- Domestic abuse
- Substance misuse
- Fabricated or induced illness
- Faith abuse
- Forced marriage

- Gang and youth violence
- Private fostering
- Female genital mutilation (FGM)
- Gender based violence
- Radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking and modern slavery
- Mental health concerns

A child is defined as anyone under the age of 18. An adult at risk is defined as any person over the age of 18 who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation.

e-Qualitas expects all personnel to follow the '5R's' procedure in relation to safeguarding : recognition, response, record, report and referral.

7. Protection of apprentices

eQualitas will ensure that trainees are protected and will prevent abuse towards trainees by:

- ensuring that appropriate background vetting checks are carried out in relation to all staff involved in the delivery of training and / or tutoring;
- monitoring IT usage where appropriate;
- having in place regular update visits, during which the trainee will be asked about any concerns including in relation to health, wellbeing and the work / training environment;
- working with partner employing schools to ensure that any concerns relating to abuse are identified and acted upon without delay;
- training personnel to recognise and take action in relation to potential abuse of trainees;
- operating a Helpdesk for trainees, whereby any concerns can be raised and actioned accordingly;
- the appointment of a Wellbeing Lead, who will support trainees in relation to any concerns relating to health and wellbeing.

8. Safer Recruitment

e-Qualitas carries out a safe recruitment process and ensures that all appropriate checks are carried out, and updated as appropriate, in respect of all members of personnel who will work or come into contact with children and adults at risk in line with the Disclosure and Barring Service requirements and the DfE's statutory guidance 'Keeping Children Safe in Education'.

9. Reporting a Concern

All safeguarding concerns relating to trainees should be reported by the person identifying the concern to the Safeguarding Manager immediately using the Safeguarding Reporting Form at Appendix 1. The Safeguarding Manager will then decide investigate the concern, and decide the appropriate course of action, and whether a referral outside the organisation is appropriate. It is important personnel do not pass any information to other parties, or try to investigate the concern themselves. Personnel should be mindful of confidentiality as all trainees

aged 16 and above and of employed status are deemed to be adults, and therefore no information should be passed to parents or carers without prior consent to do so from the trainee.

If a trainee reports a safeguarding issue to a member of personnel which relates to pupils at a partner / employer school, the trainee must be advised to follow the school's reporting procedures under its safeguarding policy. Where this is not possible or appropriate, the trainee should be guided towards the school's whistleblowing procedures in line with statutory guidance. Personnel may support the trainee in speaking to the appropriate individuals within the partner school.

Records of safeguarding issues will be maintained centrally by the safeguarding team and shared where appropriate in accordance with legislation and DfE statutory guidance.

10. Training

In line with the DfE's statutory guidance 'Keeping Children Safe in Education' (as updated from time to time) we are committed to providing all personnel with safeguarding training which will cover the elements defined within the statutory guidance. The content of training will be reviewed on a regular basis to ensure its appropriateness and relevance. Initial training will be provided to all e-Qualitas personnel (including tutors) upon the commencement of their engagement or employment. This will then be supported through the provision of formal annual refresher training. Periodic updates surrounding key safeguarding concepts are communicated to personnel via the internal communication channels.

e-Qualitas will provide trainees with opportunities to explore safeguarding in a safe environment and in a way that is relevant to their learning programme with the aim of improving their knowledge, confidence and awareness of safeguarding. This will be done using the approved resources provided by e-Qualitas.

Individuals involved in both trainee recruitment and staff recruitment complete an in-house safer recruitment training course.

11. Contacts

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|----------------------|---|---------------|
| Programme Director | Paula Gladwin Paula@e-qualitas.co.uk | 0208 051 8774 |
| e-Qualitas ITT Board | ITTBoard@e-Qualitas.co.uk | 0208 051 8774 |
| Safeguarding Manager | Safeguarding@e-Qualitas.co.uk | 0208 051 8774 |

Associated Policies

- Equality and Diversity Policy
- Prevent Policy
- Whistleblowing Policy

- Complaints and Appeals Policy
- Recruitment of Ex-offenders Policy
- IT and Communications Policy

APPENDIX 1

Safeguarding Concern Form

Please use this form to record an incident or concern of abuse, neglect or potential vulnerability of any trainee on your training programme or member of e-Qualitas personnel. It is vital that e-Qualitas maintains records of any concerns and shares them, if appropriate, with external agencies. Please send this form by secure, confidential means to the Safeguarding Manager.

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| Name & full contact details if possible. |
| Concern or Incident |
| Date, time & Location |
| Action Taken |
| Follow up by e-Qualitas: |

Name:

Signature:

Date: