

## **Prevent and Safeguarding policy**

### **Introduction**

This policy is to inform everyone connected within ICME End-Point Assessment Service, and with whom it subcontracts or comes into connection with, of our position with regards to the safeguarding of Apprentices. ICME is committed to not only to provide a safe working environment for all of its Apprentices but for employees. Within ICME we aim to exemplify British values of “democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs” into our practice at all times.

ICME recognises its responsibility to safeguard the welfare of all Apprentices undertaking End-point Assessment, by commitment to practice that protects them and looks to minimise potential harm. ICME is committed to safeguarding and promoting the welfare of Apprentices undertaking EPA and expects all Apprentices and ICME staff involved to share this commitment and ethos.

The government Counter-Terrorism and Security Act 2015, places a duty upon all education providers to have regard to the need to prevent people from being drawn into terrorism. This Prevent Duty forms part of the wider governments CONTEST counter terrorism strategy:

- Prevent terrorism – stop people becoming terrorists
- Pursue terrorism – disrupt and stop terror attacks
- Protect against terrorism – strengthen UK protection
- Prepare to deal with terrorism – mitigate impact of attacks that can't be stopped.

As a nation we continue to prioritise according to the threat posed to our national security; the allocation of resources will be proportionate to the threats we face. There has been an increase in lone acts of terror opposed to mass organised terror activities, the government strategy now includes ways in which to identify risk of these instances.

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The Prevent strategy has three specific strategic objectives:

1. Respond to the ideological challenge of terrorism and the threat we face from those who promote it
2. Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
3. Work with sectors and institutions where there are risks of radicalisation that we need to address.

This policy document was developed to implement a set of principles that we have adopted to guide our Prevent and Safeguarding approach when providing End-point Assessment for Apprentices.

All permanent and/or contracted staff within ICME will receive an induction to this policy and will always be required to abide by it.

## **Review arrangements**

At ICME we shall review the policy annually as part of our self-evaluation arrangements to ensure that it is fit for purpose and that it continues to reflect current legislation and regulations.

However, a review will be commissioned earlier should any issues arise in relation to an actual or potential Safeguarding issue and/or in response to employer, apprentice or EQA body/regulator feedback.

In addition, management within ICME have a clear responsibility to monitor its activities in order to ensure the effectiveness of our arrangements to manage and mitigate Safeguarding issues in accordance with this policy.

### Document Version History

Issue Date	Author	Summary of Changes	Date of next Review
05/11/20	A Worrallo	Creation of Policy	November 2021

## **ICME Prevent & Safeguarding Principles**

- The best interests of the Apprentice undertaking the EPA are paramount and shall be the primary consideration in ICME's 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 Independent Apprentice Assessors and will provide initial Safeguarding training, to concerns in relation to children and vulnerable adult protection risks and incidences. We will provide annual refresher training
- All Independent Apprentice Assessors engaged by ICME will be DBS checked prior to commencing any EPA services on our behalf
- 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 are 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 if applicable, linked to proper recording of the relevant details
- All Apprentices undertaking EPA have the right to be assessed in a safe and caring environment 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 this policy and applicable procedures for Apprentices, partners and staff
- Sharing information about concerns with agencies that need it, and involving Apprentices, and their parents/carers appropriately
- Provide ICME staff 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
- Ensuring all Apprentices have a ready point of contact, referral or support, such as the designated safeguarding lead.

### **Extremism and Radicalisation**

An arm of the safeguarding policy includes being aware of individuals who may be vulnerable to being radicalised or exposed to extremist views and acting appropriately to protect them. This extends further to any concerns we may have when interacting with our partners and apprentices. We take very seriously our responsibility to protect individuals and the wider community from extremist views and terrorism.

It is important to remember that in line with Equality law and Diversity principles we must respect others' faiths and beliefs.

**Radicalisation** - is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo.

**Terrorism** – an act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.

**Extremism** - an ideology that is far outside the mainstream attitudes of society, including, vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calls for the death of members of the British armed forces.

There are a number of behaviours which may indicate an individual, particular a young person is at risk of being radicalised or exposed to extreme views. These include:

- Spending increasing time in the company of other suspected extremists
  - Changing their style of dress or personal appearance to conform with the group
  - Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause
  - Loss of interest in other friends and activities not associated with the extremist ideology, group or cause
  - Possession of materials or symbols associated with an extremist cause
  - Attempts to recruit others to the group/cause
  - Communications with others that suggests identification with a group, cause or ideology
  - Using insulting to derogatory names for another group
  - Increased intolerance of difference towards any group
  - Anti- Western or Anti-British views
  - Promotion of extremist views on personal social media accounts
- Increase in prejudice-related incidents committed by that person which may include:

- Physical or verbal assault
- Provocative behaviour
- Damage to property
- Derogatory name calling
- Possession of prejudice-related materials
- Prejudice-related ridicule or name calling
- Inappropriate forms of address
- Refusal to co-operate
- Attempts to recruit to prejudice-related organisations
- Condoning or supporting violence towards others

(If you have a concern relating to an individual then they should be reported, in confidence, to the Confidential Anti-Terrorist Hotline on 0800 789 321)

The following will therefore be considered within ICME 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.)
- Self-harm
- Unsafe activities and environments (including anti-social behaviour, criminal behaviour, organised crime groups or gang associations)
- Unsuitable housing/homelessness

- Extremism
- Modern slavery, trafficking or any other form of exploitation
- Family circumstances presenting challenges on the individual (including but not limited to drug misuse, alcohol misuse and mental health issues)
- Has special education needs (Has a statutory educational health care plan)
- Honour based violence
- Female Genital Mutilation (FGM)
- Forced Marriage

### **Definition of Safeguarding**

In line with Working Together to Safeguard Children 2018, safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

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.

ICME is mindful that a number of other situations may represent a person 'vulnerable' such as - victims of domestic violence, migrants, living in a drug-misusing family, living in areas of high crime, being victim or vulnerable to radicalisation or extremism, being likely to face racism or having caring responsibilities to name a few situations.

Safeguarding is intended to keep children and vulnerable adults in particular 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. ICME extends its responsibilities not only to vulnerable adults but to all Apprentices undertaking EPA with us.

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/Staff member or a member of ICME 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 they may require

### **Reporting Concerns**

Whilst ICME works to adhere to the GDPR legislation and confidentiality with Apprentices, ICME cannot guarantee confidentiality in all circumstances, should we discover or be made aware of anything that we believe parents/carers, social services or police should be informed of we will do so believing it is in the best interests for the individual involved. ICME takes its responsibilities to report any crime seriously and cannot guarantee confidentiality in the following situations:

- Where it is identified that a child/vulnerable adult/individual 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

For internal reporting of concerns please see Appendix 1 of this policy.

### **Apprentice Awareness**

All Apprentices will receive Safeguarding information once they have passed through the EPA Gateway from ICME.

This policy will also be published on the ICME website for Apprentices and partners to view.

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

ICME expects and requires staff to treat such matters confidentially, notifying colleagues only on a 'need to know' basis under the direct guidance of the Designated Safeguarding Lead.

### **Responsibility**

The ultimate responsibility for the Safeguarding policy, dissemination of the policy and management of potential and actual Safeguarding concerns/issues rests with the EPA Quality Manager.

All staff involved in End-point Assessment have a duty to act to ensure that the welfare of the Apprentice is paramount.

### **Advice and guidance**

Any required guidance, interpretation or support with Safeguarding concerns on potential should be directed to the EPA Quality Manager.

### **Contact us**

To submit an appeal, please email it to [epainfo@icme.org.uk](mailto:epainfo@icme.org.uk), call the EPA Manager on 0121 752 1810 or post it to:

ICME EPA

The National Foundry Training Centre

ECMS

Tipton Road

Tipton

West Midlands

DY4 7UW

## **GDPR**

We may need to access confidential information, ICME will ensure that such information is kept secure and only used for the purposes of the investigation in line with relevant GDPR legislation. ICME will not normally disclose the information to third parties unless required to do so in instances such as with regulators/awarding bodies or law enforcement. For more information, please access our Privacy Statement at our website or view our Privacy Policy.

## **Privacy Statement**

It is necessary for us to collect and hold personal information about you in order to manage complaints and/or appeals correctly. We will hold the information you provide to us securely and use it to help us handle and process any conflict of interests. For more information, please access our Privacy Statement at our website.

## **What personal data do we collect and who has access to it**

We will ask for your name, contact details, organisation's name and dates of employment, if relevant. To ensure ICME manages conflicts of interest correctly, all conflicts of interest will be forwarded to the EPA Quality Manager for recording and action. Your information will be shared internally with limited ICME staff/trustees in relevant departments.

## **Advice and guidance**

Any required guidance or interpretation on our appeals policy or wish to give feedback, please contact the EPA Quality Manager on 0121 7521810 or email [epainfo@icme.org.uk](mailto:epainfo@icme.org.uk)

**Appendix 1**

**Safeguarding Disclosure Form**

<b>Apprentice Name</b>	
<b>Location</b>	
<b>ICME Representative Name</b>	
<b>Date of Disclosure</b>	
<b>Details of Safeguarding concern (Please include any supporting evidence)</b>	
<b>Action (For the use of Designated Safeguarding lead)</b>	

**ICME Representative Signature:** \_\_\_\_\_

**Date submitted to Safeguarding Lead:**

**Safeguarding disclosure form is to be submitted to the designated Safeguarding lead within 24 hours of disclosure**