

Tutors & Exams



Safeguarding: The Protection of Children and Adults at Risk Guidance

Issued October 2022

Approval / Review

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|-----------------------------|-----------------------|
| Approved/reviewed by | |
| Claire Coleman | |
| Date of next review | September 2023 |

This plan is reviewed annually to ensure compliance with the current regulations of awarding Organisations and the JCQ.

Record of Amendments 2021 - 2023

| Date of Update | Document Reference | Section Amended / Details of Change |
|-----------------------|---------------------------|--|
| October 2022 | Document | Document created |
| | | |
| | | |

Key staff

| Key staff involved in the escalation process | |
|--|-----------------|
| Role | Name(s) |
| Head of Centre | Chris Spraggett |
| Exams Officer Line Manager (Senior Leader) Senior Exam Centres Manager | Claire Coleman |

Contact Numbers/Emergency contacts

| | Phone number |
|---------------|---------------|
| Main Number | 024 7622 1008 |
| Mobile Number | |

Contents

| | |
|---|---|
| Approval / Review..... | 1 |
| Record of Amendments 2021 - 2023 | 1 |
| Key staff..... | 2 |
| Contact Numbers/Emergency contacts..... | 2 |
| Contents..... | 3 |
| PRINCIPLES..... | 4 |
| Code of Conduct | 4 |
| Dealing with Concerns or Disclosures | 5 |
| Things to look out for as signs of a possible issue include: | 5 |
| Events that would NOT normally constitute a Safeguarding issue unless other signs are present are:..... | 6 |
| Concerns or Disclosures Arising from a Script or Coursework | 6 |
| Safeguarding during Examinations | 6 |
| APPENDIX 1 - Safeguarding Cause for Concern | 8 |

PRINCIPLES

This guidance is designed to help you understand your responsibilities in relation to safeguarding and child protection when working as a user or employee of Tutors & Exams (T&E) also identified as The Company.

For the purposes of this policy, and its enforcement, the following terms used are defined as:

Safeguarding means protecting the health, wellbeing and human rights of children and adults at risk, enabling them to live safely, free from abuse and neglect.

Child - a child is anybody who has not yet reached the age of 18.

Adult at Risk - an adult at risk is defined as a person who is aged 18 years or over whom a 'regulated activity' relating to adults at risk (as set out in the Safeguarding of Vulnerable Groups Act 2006) is provided. Adults aged 18+ who may be in need of care services by reason of mental or other disability, age, or illness.

Abuse - abuse may be specific mistreatment or neglect of a child or adult at risk. Somebody may abuse a child or adult at risk by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused by an adult or adults, or by a child or children. Abuse and exploitation may result from single or multiple acts of sexual exploitation, physical abuse, emotional abuse, neglect, harm from bad practice or undue pressure that affects the child or adult at risks independence or personal development.

Safeguarding - the act of putting policies, procedures, training, and appropriate people in place to minimise the possibility of abuse and to deal appropriately with abuse if it occurs.

T&E Representative - any company user or employee or any other person whose activities and/or reason for coming into contact with vulnerable groups is substantively identified by The Company.

Radicalisation - the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Code of Conduct

When you are working with children, young people, or adults at risk you need to demonstrate the highest level of professional conduct. This includes:

- Avoiding physical contact
- Avoiding verbal or non-verbal expression, or other behaviour, that could be construed as intimidating

- Avoiding placing yourself in situations where you are open to false allegations
- Protecting vulnerable individuals from possible abuse by others.

To put candidates at their ease, you should appear friendly, open-minded, and relaxed, without becoming too familiar.

Dealing with Concerns or Disclosures

There can be a range of possible ways in which a concern might arise during your activities:

- a candidate's script or coursework
- student-teacher or other-adult relationship
- indications of self-harm
- behaviour between older and younger students
- behaviour of a fellow assessor
- social media

All allegations or suspicions of abuse must be taken seriously and treated in accordance with safeguarding procedures.

Things to look out for as signs of a possible issue include:

- threats or accounts, direct or inferred, of self-inflicted harm
- threats or accounts, direct or inferred, of harm to others
- indications that the individual is being physically, sexually or emotionally threatened or harmed by others
- indications that the mental state of the individual may be impaired
- indications that the individual is being bullied or taken advantage of
- use of indecent or violent images
- indications that individual(s) are being radicalised or aiming to radicalise others.
- Self-neglect

These signs could take the form of answers to questions, other narrative on a question paper, graphic drawings, emails or any other form of correspondence. References to previous incidents or experiences, as well as immediate issues, should be identified to your manager and your supervising assessor in the case of NEA. Please complete the form included in this document (appendix 1).

Events that would NOT normally constitute a Safeguarding issue unless other signs are present are:

- a failure to answer any questions in an examination
- isolated uses of indecent language
- generic doodles

Concerns or Disclosures Arising from a Script or Coursework

If the concern arises as the result of any **written communication** the course of action should be the same.

DO NOT contact the candidate or try to intervene yourself identify by email the documentation to your manager and senior assessor (in the case of NEA material. Please complete email the form included in this document (appendix 1).

Safeguarding during Examinations

1. CANDIDATE CARDS are placed on the examination desk of each candidate. (an example is included in Appendix 2)

This information will be checked by Invigilators at the start of each examination.

Centre Managers will ensure that they record contact details of parents / guardians / primary carers for candidates subject to safeguarding before the start of the examination.

Invigilators will use this information to identify candidates that are under 16 years of age and therefore subject to safeguarding.

Centre Management will make Invigilators aware of any vulnerable adults in the examination room.

2. Be aware of the actions of candidates during the examination.
3. Be aware of material created by candidates on their examination script.
4. At the end of the examination / should a candidate wish to leave the examination:
 - a. If it is the correct end time for the examination and the candidate is over 16 they are free to go.

If it is before the end time for the examination, and the candidate is over 16 and insist on leaving they are free to go but this will be recorded by the Invigilator on the Examination Room Log.

- b. If it is the correct end time for the examination and the candidate is under 16 (or a vulnerable adult) they will need to be handed over to parent / guardian / carer
- c. If it is before the end time for the examination and the candidate is under 16 (or a vulnerable adult) we will request, they stay until the end of the examination.

If they continue to insist on leaving the examination. The Invigilator will record the event on the Examination Room Log and contact the Centre Manager. The Centre Manager will attempt to contact the candidate's parents / guardians / primary carers to ensure they are collected.

- d. Should a candidate that is under 16 (or a vulnerable adult) just leave the examination room, the Candidate DOB will be checked by the Invigilator. The Invigilator will record the event on the Examination Room Log and contact the Centre Manager. The Centre Manager will attempt to contact the candidate's parents / guardians / primary carers to ensure they are collected.

APPENDIX 1 - Safeguarding Cause for Concern

Discuss initially with your manager and supervising assessor (in the case of NEA).

- Complete this form capturing exactly what you were told by the candidate including their name, address, date of birth and contact telephone number but do not investigate/probe for more details
- Do not store hard copies within learner's/ staff member's personal files.
- Ensure all electronic copies are deleted from your computer including your outlook account
- Email the form to your manager and supervising assessor (as appropriate)

| Your details | | | |
|--------------|--|------------|--|
| Name | | T&E Centre | |

| Details of Safeguarding Issue | |
|---|---------------|
| Name | Date of Birth |
| Subject | |
| Form of assessment | |
| Name of parent / guardian / primary carer | |
| Name | Relationship |
| Contact details | |

| Incident | |
|--|----------------------|
| Date and time took place | Location of incident |
| Date and time reported to you | |
| All people present at time of disclosure: | |
| Exact details reported to you/exact details of concern | |

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