

Safeguarding Policy

Purpose

Gateway Qualifications is actively committed to ensuring that the welfare of children and vulnerable adults that its employees, or anyone working on behalf of Gateway Qualifications, has direct contact with, in the course of their duties is safeguarded. All those employed by, or working on behalf of, the organisation have a duty to safeguard all children and vulnerable adults with whom they come into contact.

Although Gateway Qualifications does not routinely engage directly with learners/apprentices, we recognise our duty of care to ensure and maintain robust safeguarding standards. This includes ensuring that assessment environments are secure, and that any allegations of abuse or malpractice are addressed promptly and appropriately.

Scope

The scope of this Policy sets out our approach to safeguarding and applies to all aspects of our activities, including where:

- We have direct contact with children and / or vulnerable adults.
- A safeguarding concern is reported to or identified by Gateway Qualifications.

Audience

The intended audience of this Policy is:

- Recognised Centres (“Centres”) in relation to the offer of qualifications with exception of End-point assessment – including all Centre staff, associates, freelance staff and contractors
- Apprenticeship Training Providers (“Providers”) in relation to End-point assessment – including all staff, associates, freelance staff and contractors
- Apprentices
- Apprentices Employer
- Gateway Qualifications’ Board of Trustees and Committee members
- Gateway Qualifications’ Staff
- Gateway Qualifications’ Wider Workforce – including Consultants, Qualification Developers, Assessment Associates, External Quality Assurers, Markers, Independent End-point Assessors, Internal Quality Assurers, Centre and Subject Moderators.

Definitions

- **Children** - Individuals under the age of 18, regardless of the age of majority in their country of citizenship or residence, or in the country in which the interaction with Gateway Qualifications occurs.

- **DBS** - Disclosure and Barring Service – the Disclosure and Barring Service is required for employees or contractors if there is any unsupervised contact with children and/or vulnerable adults.
- **DSL** - Designated Safeguarding Lead - is the person responsible for overseeing and coordinating safeguarding practices to protect children, young people, and vulnerable adults involved in any Gateway Qualifications' activity.
- **DSO** - Designated Safeguarding Officer – is the person responsible for ensuring that all staff and wider workforce maintain standards and that they are embedded in Gateway Qualifications' operations, including assessment environments, examiner conduct, and learner interactions.
- **Vulnerable Adults/At Risk Adults** - Individuals aged 18 or over who may or do need extra support; or who are unable to take care of themselves and/or to protect themselves from harm or exploitation. They may, but do not necessarily, require community care services by reason of mental or other disability, age or illness.
- **Regulated activity** - In relation to children as defined in Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.
- In relation to vulnerable adults as defined in Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.
- **Regulated Activity Provider** - As defined in section 6 of the Safeguarding Vulnerable Groups Act 2006.
- **Situations** - There can be a range of situations in which a concern might arise during assessment activities, some of which are listed here:
 - learner/apprentice – tutor/assessor relationship
 - learner/apprentice - other adult relationship
 - abuse at home
 - indications of self-harm
 - behaviour between older / younger students or of a fellow examiner.

Responsibilities

Centre/Provider Responsibilities

Centres/Provider are required to:

- Inform Gateway Qualifications promptly of any safeguarding issues or concerns with any Gateway Qualification's staff, wider workforce or qualification.
- Ensure that a robust Safeguarding Policy is up to date and made available to staff and learners/apprentices.
- Ensure a Prevent agenda is included in the centre/provider's safeguarding policy to ensure they proactively address the risks of radicalisation and extremism, particularly in settings involving children, young people, or vulnerable adults.
- Ensure that the centre/provider's has a nominated DSO.
- Ensure that any allegations or concerns will be referred to the centre/provider DSO in the first instance and shared with Gateway Qualification if necessary.

Gateway Qualifications' Responsibilities

Gateway Qualifications will:

- Ensure that all staff and wider workforce are aware of, and understand, this Policy.
- Ensure that we will follow our own internal processes and procedures relating to the handling of safeguarding incidents.
- Undertake all necessary and proportionate measures to assess the suitability of staff and members of the wider workforce who may engage with young people or vulnerable adults.
- Make a referral to the Disclosure and Barring service when required in accordance with our own processes and procedures.
- Take all allegations or suspicions of abuse seriously and treated in accordance with the host centre, provider, or employer's safeguarding procedures.
- Ensure that when any employees or wider workforce contractors visit centres or providers that have occasional contact with children and vulnerable adults, they will abide by the centre or provider's safeguarding procedure and will always be under the supervision of another adult from the responsible organisation.
- Provide relevant safeguarding and Prevent training to staff including wider workforce
- Follow the '5Rs of Safeguarding' process:
 - **Recognise** the signs of abuse.
 - **Respond** and react accordingly.
 - **Record** the facts of the disclosure.
 - **Report** the disclosure to the DSL (or Deputy/Safeguarding Officers) immediately (raised within 24 hours).
 - **Refer** (to the emergency services or social services or through the Channel process) in situations where an individual may be at risk of immediate harm.

Related Policies and Documents

This Policy should be read alongside the following:

- Equity, Diversity and Inclusion Policy
- Feedback and Complaints
- Malpractice and Maladministration Policy

Equity, Diversity and Inclusion Statement

Throughout the development of the policies and processes cited in this document, we have given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it.

Safer Recruitment

Gateway Qualifications carries out a number of pre-employment checks in respect of all prospective employees and contractors. All roles are subject to satisfactory verification of

Title: Safeguarding Policy

Identity and Right to Work in the UK. All employees and relevant wider workforce working within End-point assessment, are required to have two satisfactory references which, for roles undertaken that may have unsupervised contact with apprentices or vulnerable adults, includes verification of suitability to work within children and/or vulnerable adults.

Under the guidance from the Disclosure and Barring Service, employees or contractors should only have a Disclosure and Barring Service (DBS) check if there is any, unsupervised contact with children and/or vulnerable adults. This does not apply to the majority of employees or wider workforce associates working on behalf of Gateway Qualifications and therefore there is no requirement for a DBS check.

The exception to this statement is Gateway Qualifications' Independent End Point Assessors (IEPA) and Internal Quality Assurers (IQA) who may have unsupervised contact with apprentices under 18 years of age and vulnerable adults. As it is not possible to determine whether an apprentice is under 18 or a vulnerable adult until they are registered for EPA and/or a reasonable adjustment is submitted, it is Gateway Qualifications' policy for all IEPAs and IQAs to have a basic DBS check completed before they carry out any assessments.

Reporting Concerns

Gateway Qualification Staff and Wider Workforce

Gateway Qualifications employees or wider workforce will follow procedures on how to report safeguarding concerns or disclosures arising from:

- a telephone call, email or other communication method.
- inappropriate activities observed at a centre / provider / employer premise.
- reviewing samples of learner or apprentice's assessment evidence.
- the actions or comments of a Gateway Qualifications representative.

This is not an exhaustive list.

Centre/Provider/Learner/Apprentice

The following procedure should be followed by anyone with a safeguarding concern:

Either call 01206911211 and ask to speak to our designated safeguarding officer or email safeguarding@gatewayqualifications.org.uk

Additional support:

Organisation	Phone Number	Website
Childline	0800 096 7719	https://www.childline.org.uk/
NSPCC	0808 800 5000	https://www.nspcc.org.uk/
Police	101 (non-emergency) 999 (emergency)	
Social Services		www.gov.uk/find-local-council

Review of Arrangements and Monitoring

Gateway Qualifications will periodically review this Policy and associated procedures and revise as necessary. As part of the review consideration will be given to feedback received and regulatory/legislative requirements.

If you would like to feedback any views on this Policy, please contact us via the details provided at the end of this document.

Gateway Qualifications' Finance and General Purposes Committee is responsible for monitoring the effectiveness of the application of this Policy. An annual summary is also submitted to the Board of Trustees for monitoring and ratification.

Legal and Regulatory References

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Gateway Qualifications' status as an awarding organisation will reference any conditions and criteria that they address.

This Policy addresses the following legislation and/or regulatory requirements:

Regulator or Relevant Governing Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: A6 – Identification and Management of Risks A8 – Malpractice and Maladministration C2 – Arrangements with Centres Condition G6 – Arrangements for Reasonable Adjustments Condition G7 – Arrangements for Special Consideration
Qualification Wales	Standard Conditions of Recognition	Condition A6 – Identification and Management of Risks Condition A8 – Malpractice and Maladministration

Title: Safeguarding Policy

		Condition C2 – Arrangements with Centres Condition G6 – Arrangements for Reasonable Adjustments Condition G7 – Arrangements for Special Consideration
Qualification Assurance Agency	AVA Licencing Criteria	Criteria No: 21, 25
Qualification Assurance Agency	AVA Licencing Criteria	Criteria No: [Specify Title]
Department of Education	Keeping children safe in education 2024	Keeping children safe in education - GOV.UK
The Charity Commission	Safeguarding for charities and trustees	https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees
The Home Office	Counter-Terrorism and Security Act 2015	https://www.gov.uk/government/collections/counter-terrorism-and-security-bill#the-act
The Home Office	Prevent duty guidance	Prevent duty guidance - GOV.UK The aim of Prevent is to stop people from becoming terrorists or supporting terrorism.
The Home Office	The Modern Slavery Act 2105	Modern Slavery Act 2015 - GOV.UK
The Home Office	The Children Act 2004	Children Act 2004 Working together to safeguard children
Department of Education	Statutory guidance on multi-agency working to help, support and protect children.	Working together to safeguard children - GOV.UK
The Home Office	The Protection of Freedoms Act	Protection of Freedoms Act 2012
The Home Office	Standard DBS check eligibility guide	Eligibility guidance for standard DBS checks - GOV.UK

Contact us

If you have any queries about the contents of the policy, please contact:

Telephone: 01206 911211

Email: enquiries@gatewayqualifications.org.uk

Post: Gateway Qualifications, Gateway House, 6 Tollgate Business Park, COLCHESTER, CO3 8AB

Title: Safeguarding Policy

Version: 3.0

Page 6 of 7

Document Controls

Document Name	Safeguarding Policy
Version	3.0
Approval Date	July 2025
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Owner	Director of Finance

Revision History

Revision Date	Version	Updated By	Summary of Changes
June 2025	3.0	Head of Quality and Standards	Policy transferred to new policy document template. Clarification regarding responsibilities and process to be followed.