

# Safeguarding Policy

## Policy

### Introduction

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.

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 regular, unsupervised contact with children and/or vulnerable adults. This guidance 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 are 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. It is difficult to predict the type of apprentices who would need an IEPA/IQA assessment and therefore the policy decision is for all IEPAs and IQAs to have a basic DBS check before they carry out any assessments.

### Purpose

The purpose of this policy is to outline our approach to Safeguarding.

### Scope

This policy applies to all employees and wider workforce – including consultants, qualification developers, assessment associates, external quality assurers, markers, independent end-point assessors, internal quality Assurers, centre and subject moderators.

### Audience

The intended audience of this Policy is:

- Gateway Qualifications' staff and wider workforce
- Recognised Centre management and staff
- Apprentices undertaking End Point Assessment services from Gateway Qualifications

## Requirements for all employees and wider workforce

Gateway Qualifications' employees do not carry out regulated activities<sup>1</sup> and do not have unsupervised contact with children or vulnerable adults.

If employees or wider workforce contractors visit centres or providers and have occasional contact with children and vulnerable adults, they will ensure that 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.

As employees or wider workforce contractors are not involved in regulated activity, it is not a requirement to have enhanced checks under the Disclosure and Barring Service. Please see the additional requirements for Independent End Point Assessors and Internal Quality Assurers section below for requirements for End Point Assessment Associates.

The Recruitment and Selection Policy ensures Identification, right to work in the UK and references are obtained and employment history checks are verified as part of routine recruitment practices. Please refer to the Recruitment and Selection Policy for further information.

All employees and wider workforce contractors will receive training on a regular basis regarding how to deal with disclosures which is detailed below.

## Dealing with concerns or disclosures

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 and younger students
- behaviour of fellow examiner.

All allegations or suspicions of abuse must be taken seriously and treated in accordance with the host centre, provider, or employer's safeguarding procedures. In all cases, this will include informing the host centre, provider or employer's Designated Safeguarding Officer (DSO).

Gateway Qualifications expects centres / providers to provide details of their DSO and to keep this contact detail up to date on PRISM

There are written procedures to follow if employees or wider workforce are concerned. The procedures cover the following:

- concerns or disclosure arising from a telephone call
- concerns or disclosures arising from inappropriate activities at a centres / providers / employers premises

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<sup>1</sup> As defined in 'Regulated activity in relation to children: scope Factual note by HM Government', Link [Department for Education \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)

- concerns arising from the actions or comments of a Gateway Qualifications representative in which case the matter must be reported to and will be dealt with by the Director of Awarding and HR Manager and will be dealt with in line with Safeguarding and/or Public Interest Disclosure (Whistleblowing) and/or disciplinary policies and/or procedures.

## Additional Requirements for Independent End Point Assessors and EPA Internal Quality Assurers

Independent End Point Assessors (IEPAs) may undertake assessments with individuals who may be under the age of 18 or classed as a vulnerable adult.

The assessments may involve regular contact with an individual over a period of time as stipulated in the apprenticeship standard assessment plan. This contact may be online or face-to-face and is likely to be unsupervised. Some assessment methods (e.g. Professional Discussion, Presentation, Interview, knowledge test) take place in a controlled environment, with contact between the apprentice and the IEPA being unsupervised.

We recognise that we do not wish to undertake unnecessary DBS and safeguarding checks but wish to ensure that when allocating the IEPA and IQA that the person is suitable to work with children and vulnerable adults. For this reason, all IEPAs and EPA IQAs will be required to complete safeguarding checks before being assigned to an apprentice.

The safeguarding checks are as follows:

- Identity Check confirming Right to Work in the UK
- References from 2 previous employers
- Basic DBS check

## Obtaining a DBS

If the IEPA/IQA already has a DBS and has signed up to the DBS update service or has registered for an online services account, we will ask for confirmation of the number and check the record online.

If they are not on the DBS update service or do not have an online services account, they will need to provide a Basic DBS check issued within the last 3 months and references need to show continuous employment.

If the IEPA/IQA does not have the required DBS, the organisation can initiate the DBS check on their behalf, or the individual can arrange themselves. The IEPA/IQA will be asked to reimburse Gateway Qualifications for any fees incurred.

HR will maintain a single central record to retain the safeguarding information.

## Safeguarding training

All IEPAs and EPA IQAs will receive safeguarding training as part of their induction and before they are allocated an apprentice.

## Monitoring

Gateway Qualifications will review this Policy and its associated procedures annually as part of its self-evaluation arrangements and revise it, when necessary, in response to staff feedback, findings from internal and external monitoring arrangements, changes in internal practices, actions from the regulatory authorities or other external agencies, or where there may be changes in legislation. Gateway Qualifications' Finance and General Purposes Committee is responsible for monitoring the effectiveness of the application of this Policy.

## Contact us

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

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<b>Ofqual, General Conditions of Recognition</b>
n/a
<b>Qualifications Wales Standard Conditions of Recognition</b>
n/a
<b>QAA licensing criteria</b>
n/a