

ARBTA Safeguarding Policy

POLICY STATEMENT

ARBTA recognises its overarching responsibility to keep candidates safe, whether children or vulnerable adults.

To achieve this ARBTA will:

- support its representatives and members to understand and follow this policy;
- require its representatives and members to adopt this policy;
- respond to any allegations or declarations;
- monitor and evaluate this policy;
- ensure all examiners/independent assessors are DBS checked.

Definitions and Interpretation

Abuse ~ may be physical, emotional, sexual or neglect of a child or vulnerable person, either by inflicting harm or not preventing harm, by another child(s) or adult(s).

Adult ~ a person over the age of 18 years.

Assessment Sessions ~ a period whereby a candidate is being examined or assessed.

Candidates ~ students of any age undergoing a course of study leading to an 'examination' or 'assessment'.

Centre ~ where the specification is taught and examined or assessed.

Concern ~ in the sense when there might be a safeguarding issue.

Child ~ a child or young person below the age of eighteen years.

Designated Safeguarding Officer (DSO) ~ an officer of ARBTA whose responsibility is to deal with any reported concerns or disclosures of safeguarding.

Disclosure ~ in the sense when a potential breach of safeguarding is declared.

Document ~ policy, procedures, processes, guidance.

Head of Centre ~ it is the responsibility of the 'Head' of Centre to ensure that appropriate safeguarding practices are in place in their centre.

Journals ~ worked material provided by candidates.

LADO ~ Local Authority Designated Officer.

Materials ~ source material provided by the Awarding Organisation to provide a stimulus for candidates work ~ **response material** provided by the candidate for assessment/examination purposes.

Prevent ~ government policy to prevent extremism and radicalisation as steps towards terrorism.

Representative ~ ARBTA employers, officers, examiners, independent assessors, consultants.

Radicalisation ~ influences which cause a person to support extremism and terrorism.

Safeguarding ~ policies, procedures, proforma, training and dedicated people in place which minimise abuse and deal with it.

Safeguarding Responsibility ~ ARBTA has a responsibility for its representatives to adhere to safeguarding practices.

Vulnerable Adult ~ a person aged over 18 who is considered vulnerable.

PROFESSIONAL CONDUCT

Representatives should:

- uphold the highest levels of professional conduct when in contact with candidates;

- avoid physical, verbal or other conduct that could be construed as abusive;
- avoid placing themselves in contexts where they are open to false allegations;
- avoid placing themselves in contexts where others may be abused.

Representatives when in contact with candidates should:

- treat all candidates fairly, with respect and dignity;
- be approachable and encouraging, but not familiar;
- be alert, co-operative and open-minded;
- listen to what candidates say;
- be aware of the impact of your actions and words;
- keep a physical and professional distance;
- ensure centre staff are always aware of where you are whilst on their premises;
- work in an environment which is accessible, avoiding being isolated;
- withdraw from an uncomfortable or difficult situation.

Representatives should never:

- get involved in other matters than the task in hand;
- ask for personal details or exchange personal contact details;
- do or say anything to make a candidate uneasy;
- be irritable or impatient;
- be drawn into personal conversations;
- make comments that could be misinterpreted;
- comment upon personal appearance which is not directly in relation to the examination;
- sit or stand too close to, or stand over, the candidate;
- arrange assessments at times, or venues, that fall outside the normal pattern;
- allow assessment sessions to take place in isolated areas;
- allow candidates to swear, use sexualised or extreme radicalised language.

Source and Response Material

Some specifications require the use of text, images and audio materials, either as 'examination sources' or 'candidate responses'. The context of the candidates must be considered. Materials which may be controversial should be referred to the ARBTA's Designated Safeguarding Officer (DSO).

Care must be given to the choice of materials used as source material and to response material to avoid offence, e.g:

- offensive language,
- gratuitous violence,
- promoting abuse,
- promoting criminal behaviour,
- promoting inequality such as racism,
- promoting extremism and radicalisation, or the support of terrorism,
- being sexually explicit.

Recording Evidence

- Consent should be gained from the candidate, or from their parent, guardian or advocate.
- Where the subject of the study is a child, young person or vulnerable person, specific

written consent must be obtained from the parent, guardian or advocate.

- The consentee must be made aware of how the recordings will be used and who will have access to them.
- The parent, guardian or advocate and candidates should be informed that recorded evidence may be used for training and as well as for assessment.
- Recordings are confidential, and access must be restricted to those that have a legitimate reason to see them.
- Recordings must never be placed on the internet or included in emails.

SAFEGUARDING DISCLOSURES

A range of circumstances might lead to a disclosure e.g:

- student-teacher relationship;
- student-other adult relationship;
- abuse at home;
- indications of self-harm;
- behaviour between older and younger students;
- behaviour of fellow examiner/assessor.

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 health 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.

Making a Referral.

A 'Concern' or 'Disclosure' could be made to you, by a candidate, or by a representative of a Centre or of ARBTA.

'Concerns' or 'Disclosures' could come from a range of sources:

- from 'written' or 'visual' work;
- through verbal communication;
- as a result of observation;
- from a staff member of a Centre or ARBTA.

1. Do not intervene in any way.
2. Remain non-emotional by being calm and clear in any limited communication.
3. Write down what is being said to you, noting names, centre, date and time.
4. If necessary encourage the person to speak to a trusted or designated person.
5. Refer any 'Concern' or 'Disclosure' matter to the ARBTA Designated Safeguarding Officer (DSO).
6. ARBTA's Designated Safeguarding Officer (DSO) may undertake one or more of the following actions:

- make arrangements for an investigation;
- contact the Centre's Designated Safeguarding Lead;
- contact the LADO at the Local Safeguarding Children's Board for the Centre's Local Authority;
- contact ARBTA's Local Safeguarding Children's Board.

During any process of 'Concern' or 'Disclosure' the following officers **only will be kept informed:**

- Gypsy Booth – President of ARBTA.
- Samantha Ewen - Designated Safeguarding Officer (DSO).
- Tamara Vile – Operations Director of ARBTA.

The other Directors of ARBTA **will not be informed** of any details of the alleged 'Concern' or 'Disclosure'. This is to maintain their independence should the Directors be required to conduct further investigation as a consequence of any disciplinary action and or upon appeal by an individual. This follows the concept of 'due diligence'.

After closure of any such 'Concern' or 'Disclosure' the Designated Safeguarding Officer will log the matter onto ARBTA's Risk Register without breaching any confidentiality.

References

- Keeping Children Safe In Education (DfE).
- Working Together to Safeguard Children (DfE).
- Government Prevent Strategy.
- Keeping Children Safe During Community Activities, After School Clubs, and Tuition (Code of Practice DfE)
- Your Council's Local Safeguarding Children's Board.
- National Society for the Prevention of Cruelty to Children (NSPCC)

Advice Received	GQAL	2022
Approved	Management Committee	2022
Reviewed	Board of Directors	2024
Reviewed	Management Team	2026
Next Review 2027		

