

		
ISSUED BY: Head of EPA Caroline Walton	End-Point Assessment POLICIES & PROCEDURES	ISSUE DATE: OCTOBER 2022 REVIEW DATE: OCTOBER 2023
	EPA Safeguarding Policy	ISSUE : v4

Scope and Purpose

This Policy is for the attention of employers, training providers and apprentices using Explosive Learning Solutions (ELS) End-Point Assessment (EPA) services. ELS is committed to ensuring that appropriate Safeguarding measures are implemented into the EPA services we deliver. Setting out ELS procedures and responsibilities, this policy details the ELS approach to Safeguarding.

Aims

The aim of this policy is to outline the processes and protective measures that are in place to ensure the safe conduct of EPA for Apprentices. ELS' priority is that apprentices feel safe, and that they are supported and fairly treated throughout their learning journey.

ELS is inclusive of the 9 protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Safeguarding outlined and defined

Safeguarding refers to the process of protecting individuals from potential risks of harm, discrimination, exclusion or mistreatment. The ELS Safeguarding Policy considers the following behaviours as unacceptable and practices a zero tolerance approach;

- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect
- Exploitation
- Grooming
- Crime
- Bullying including cyber bullying
- Victimisation (race, sexuality, gender, disability etc.)
- Accidents (road, home, in the workplace, assessment locations etc.)
- Unsafe activities and environments

Policy

ELS recognizes its responsibility in ensuring that our EPA services are delivered safely and fairly for all learners.

ELS promotes the welfare of apprentices and expects all staff, customers and third parties to comply with the following principles:

- As an EPAO, ELS has a duty of care to all apprentices undertaking their EPA with us
- Acting within the best interest(s) of the Apprentice is always ELS's chief priority
- Prompt action will be taken should ELS be made aware of any occurrences of the behaviours detailed above, or potential incidents taking place.
- ELS remains focused on acting swiftly, honestly and transparently with regards to any actions taken or decisions made throughout the EPA process

ELS completes safe recruitment processes and ensures that all required checks are completed in line with the Disclosure and Barring Service requirements (DBS).

Responsibility

ELS have a responsibility to ensure that children, young people and adults at risk are protected and understand how to seek help. We ensure that all concerns are dealt with in a timely and appropriate way. All staff are trained to understanding what constitutes a safeguarding or welfare concern and how to escalate a concern.

Procedure

To report an incident or potential incident of maltreatment, please write a statement detailing the following:

- The individual or group believed to be treated unfairly
- Details of others who may have been involved
- When the incident occurred
- Where the incident occurred
- Contact details for ELS to respond to/get in touch
- Any other detail(s) that might be deemed relevant to the incident

Contact Information

Email: epaenquiries@explosivelearningsolutions.com

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