	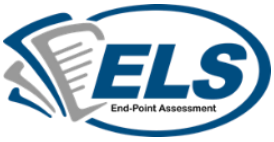	
ISSUED BY: Director of EPA, Caroline Walton	End-Point Assessment POLICIES & PROCEDURES	**ISSUE DATE:** September 2024 **REVIEW DATE:** September 2025
	Explosive Learning Solutions End-Point Assessment (EPA) Prevent Duty Policy	**ISSUE:** V5

Policy Statement

The ELS End Point Assessment Organisation (EPAO) is cognisant of its responsibilities under the Counter Terrorism & Security Act 2015 in operating to facilitate the prevention of individuals of all ages being radicalised or drawn into terrorism. There are robust safeguarding arrangements in place across all End Point Assessment (EPA) teams and practices, which are regularly reviewed to ensure all our apprentices and staff remain as safe as possible.

Scope

This Prevent Duty policy covers the safeguarding of children and adults at risk, both our apprentices and those persons in settings where we EPA, which fall into the category of *child or adult at risk*. It is inclusive of specific highlighted safeguarding agenda areas, as defined by law, and in the wider context, all our apprentices undertaking EPA. This policy also aligns ELS' compliance with the UK Government's Prevent Strategy.

A child (as defined in the UK Government's Working Together 2018 guidance) is anyone under the age of 18 including unborn children right up to teenagers. An *adult at risk* (previously referred to as a *vulnerable adult*) is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

Legal frameworks:

Safeguarding Vulnerable Groups Act 2006

This Act was passed to help avoid harm, or threat of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from

gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act.

Amended by the Protection of Freedoms Act 2012

The Protection of Freedoms Act (PoFA) provides for the destruction, retention, use and other regulation of certain evidential material. The Act imposes consent and other requirements in relation to certain processing of biometric information relating to children.

Counter-Terrorism and Security Act 2015

The Counter-Terrorism and Security Act 2015 details the legal responsibility placed on schools, colleges, and other specified authorities, to practice due regard to the need to prevent people from being drawn into terrorism.

Children Act 1989 (Amended by Children Act 2004)

The Children Act 1989 details the allocation of duties to local authorities, courts, parents, and other agencies in the UK, to ensure the safeguarding of children, and the promotion of their welfare. The term "Safeguarding" refers to the process of protecting vulnerable members of society from abuse and neglect.

Safer Recruitment

- All staff are DBS checked and are put through Security Clearance (SC) when they are employed or contracted to work for and on behalf of the ELS EPAO.
- All new staff (core staff based at ELS offices and associates) complete mandatory Safeguarding and Prevent Duty training at the beginning of their employment while going through induction and on-boarding. This gives them the knowledge and confidence to identify apprentices and staff at risk of being drawn into terrorism, and to challenge extremist ideas, which can be used to legitimise terrorism and are shared by terrorist groups.
- All staff have read The Prevent Duty Guidance; a copy of this is present in the ELS Offices and is stored within the ELS SharePoint.
- All staff have read the DFE Keeping Children safe in Education Policy. A copy of this document is also in the ELS office and stored within the ELS SharePoint. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Documents used to record any safeguarding incidents are kept on ELS' Internal Safeguarding Log, which is password encrypted. The Designated Safeguarding Lead (who is currently also the ELS EPAO Responsible Officer) is responsible for the Safeguarding Log stored within our secure SharePoint.

The Designated Safeguarding Lead and the Senior Management Team (Heads of Departments) carry out investigations where appropriate into welfare concerns reported and liaise with external bodies where appropriate.

The Designated Safeguarding Lead records and manages safeguarding issues raised.

- As part of the apprentice induction to our end-point assessment process safeguarding is also covered in the apprentice induction.
- Our Independent End-Point Assessors (IEPAs) promote safeguarding and wellbeing with apprentices when undergoing external visits.
- Safeguarding within the ELS also includes online safety, Prevent, Health & Safety and Wellbeing.
- All EPA activities and resources required prior to any EPA taking place are requested in advance to ensure the content is suitable for the environment.
- ELS has a duty to inform the parent or guardian of any apprentice aged 16 to 18 who commences EPA activities, that ELS has a continued commitment to the protection of young people. Furthermore, they are informed that ELS staff are fully aware of their roles and responsibilities regarding the protection of young people, and that this crucial obligation is afforded the highest importance.

Disclosure and Barring Service Checks

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office whose primary purpose is to help employers make safer recruitment decisions and trustworthy post appointments. By conducting checks DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those under 18 years old) or adults at risk.

Depending on the type and regularity of contact with children or adults at risk involved in a role, employers are entitled to make appropriate enquiries about a job applicant's criminal record, and to seek a formal disclosure through a DBS check.

When and What Type of DBS Check is Appropriate?

Even where a post holder requires some direct contact with children or adults at risk, the definition of regulated activity may not be fully satisfied. However, to safeguard our apprentices, any unsupervised contact with apprentices will result in an enhanced DBS check with the Children's Barred List (formerly List 99). The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) defines what types of activities involving children and adults at risk are regulated, and therefore require a formal check of the Children's Barred List.

Regulated activity is a term that defines activities that an individual may need to be engaged in, and it is work that a barred person must not do. The criteria for regulated activity differs for children, as detailed below:

Children

- Regular activity (once per week or four times over the course of one month)

- Unsupervised activity; including teaching, training, assessing, mentoring based activities; working intensively and closely with a child
- Within a specified setting.

Keeping Staff Safe

Maintaining personal safety is also encouraged and the following activities are **strictly prohibited:**

- Befriending apprentices on personal social media sites or distributing personal telephone numbers.
- Visiting apprentices at home or transporting apprentices to and from locations.
- You will naturally build a rapport with apprentices through the apprenticeship EPA contact, and the apprentices may see you as confidant and support, but be sure to maintain professional boundaries whenever carrying out work on behalf of ELS's EPAO.
- Avoid spending time alone with apprentices in a closed environment. If this is unavoidable, for example during a formal EPA, ensure a member of the site staff knows your whereabouts and is able to monitor this.
- Be careful when giving apprentices advice as this is based on your opinion. Focus support on information (facts) and guidance (signposting).
- If at any point, you feel unsafe in an apprentices' company inform the site manager, your line manager, the designated safeguarding officer and leave the premises.

Contact details

Lead Designated Safeguarding Officer and Prevent Facilitator: Caroline Walton

Our Safeguarding Officer and Prevent Facilitator can be contacted on *01235 861805* or *cwalton@explosivelearningsolutions.com*

Useful contacts

CEOP	0870000 3344	www.ceop.police.uk
Childline	0800 1111	www.childline.org.uk
NSPCC	0808 800 5000	www.nspcc.org.uk
Internet Safety	0344 800 2382	www.saferinternet.org.uk
Promotion of Terrorism or Extremism	999	www.gov.uk/report-terrorism