



NET Safeguarding Policy

Document History

Version History

Issue Date	Author	Summary of changes	Date of next review
08/12/2017	J Dicken	Reviewed	08/12/2018
01/07/2019	W Lockyer	Reviewed	01/07/2020



Contents

1	Introduction	3
2	Policy Statement	3
3	Key Principles	3
4	Review	6
5	Contact Us	6
6	About NET	7
7	Equality and Diversity.....	7

1 Introduction

This Safeguarding Policy is designed to be part of and to supplement official NET standard policies for the purposes of the operation and functions of NET and the assessments it owns, develops, administers and licenses.

This document must not be taken in isolation or considered to replace the official documents of NET, or those of NET licensed centres or other facilities used by NET. Although by its very nature of the assessments that NET administers through its Licenced Centres, the likelihood of any apprentice being under the age of 18 is extremely small, NET must consider the fact that there could be vulnerable adults that may be involved with the assessment process.

2 Policy Statement

All young people (children) and vulnerable adults have the right to protection, to be listened to and to have their opinions heard. NET is committed to ensuring all apprentices on its scheme have the best opportunity to train and work in an informed and appropriate environment.

NET will ensure that the rights of young people (children) and vulnerable adults are respected regardless of race, gender, disability, religion, sexual orientation, family status, age and social background.

This Policy is implemented in conjunction with other NET Policies.

Roles and Responsibilities

All NET employees and workers contracted by NET, who have primary contact for supporting and/or managing provision to an individual or individuals in their work and/or learning environment, and those who have secondary contact, will be responsible for implementation of this Policy.

All NET employees and workers will abide by current UK legislation and follow procedures as set out in this Policy.

It is not the responsibility of NET employees to decide or diagnose whether abuse or harm has taken place; however, it is their responsibility to report any concerns, no matter how minor, regarding abuse or harm to NET's Safeguarding Officer.

3 Key Principles

All NET employees and workers have a duty to report any concerns they may have that a young person (child) or vulnerable adult may be at risk of harm or abuse, even if the young person (child) or vulnerable adult has asked for the incident to be kept confidential between themselves and the member of staff.

Employees are encouraged to report:

- if abuse or harm is suspected;
- if abuse or harm is witnessed;
- when an allegation of abuse or harm is made;
- when a young person (child) or vulnerable adult discloses abuse or harm.

NET reporting procedures (all records will be kept confidential):

1. Any suspected abuse or harm must be reported to NET's Safeguarding Officer who, if appropriate, will refer and liaise with all relevant parties.
2. Any disclosure or allegation must be recorded using the incident reporting facility on the NET system.
3. NET's Safeguarding Officer will notify (if appropriate) the CEO.
4. Individuals who report the allegation, or make the disclosure, are required to keep the matter confidential and only discuss it with NET's Safeguarding Officer or designated investigators and not the alleged victim/accused or any other members of staff.
5. If the allegation is reported by a NET Licensed Centre, the person who has designated safeguarding duties at the Licensed Centre will liaise with NET's Safeguarding Officer and any other relevant parties.
6. Staff based at NET Licensed Centres must inform NET's Safeguarding Officer of any incidents immediately.
7. If an allegation is reported by a NET Licensed Centre, the Centre Contact will liaise with NET's Safeguarding Officer. Information regarding the incident will be limited to staff responsible assessing the learner. NET's Safeguarding Officer will keep all relevant parties informed of the outcome if/as appropriate.

NET will support the young person (child) and/or vulnerable adult always and ensure that they are signposted to the most appropriate organisation for guidance, information and counselling services.

The young person (child) and/or vulnerable adult will be treated with dignity throughout this entire process. Information Sharing It is important to note that, when any suspicions or allegations of harm or abuse have been reported to NET's Safeguarding Officer, the information obtained may be shared with outside agencies to ensure the safety and welfare of the young person (child) or vulnerable adult, and to provide the most appropriate care or services needed to protect the individual who may be at risk of harm or abuse.

Storage of Information

Information recorded during any investigation/discussions etc. must be kept confidential at all times by NET's Safeguarding Officer. After a case has been closed, records will be held separately in a locked cabinet/secure digital storage and only accessible by NET's Safeguarding Officer.

Recruitment and Selection/NET Staff

NET will only recruit/approve staff who have the required skills and experience and who have satisfactorily passed all its recruitment vetting checks. These checks include, but are not limited to, identity, academic qualifications, professional references and previous employment history. An

Enhanced Disclosure and Barring Service (DBS) check and necessary approvals will be required for all employees meeting young people (children) and vulnerable adults.

Filming and Photography

Assessment staff are equipped with iPads and one of their functions will be to capture the apprentice's photo ID for NET's internal record system, JIB Registration only.

Visitors to NET

All visitors to NET offices or NET Licensed centres must sign in at the reception and must wear a visitor's badge at all times. Visitors must be accompanied by a NET representative.

E-Safety

As an End Point Assessment Organisation, NET acknowledges that e-safety is one of the integral components to keeping staff and learners safe.

Downloading and forwarding copyright information or materials that may be considered defamatory, racist, homophobic, incites hatred or violence or sexually explicit will be treated as gross misconduct.

Emails received and/or passed on that contain jokes or a sexual or racial nature or jokes that cause offence and can be considered as harassment should be reported.

Radicalisation/Counter-Terrorism

The Prevent Strategy is an integral part of the Counter Terrorism strategy and it aims to deter people from being drawn into, promotion or support of terrorism. Where a candidate or a member of staff has been identified as being vulnerable or radicalised, NET will refer the situation to the Safeguarding Officer for relevant support.

Information Sharing Complaints

For any complaints on how an incident has been handled or the process taken, including outcome, employees and workers are advised to follow the procedure outlined in the Complaints Policy.

- Young Person (Child) is defined as a person under the age of 18 years old.
- Vulnerable Adult is defined as a person aged 18 years old and over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability and learning difficulty, a sensory impairment, or have some form of illness.
- Candidate is defined as an apprentice or individual completing an End Point Assessment or Assessment of Competence.
- Vulnerable Learner (for NET purposes) includes both young people and vulnerable adults (from the age of 16 years onwards) who have been identified as being vulnerable.
- Abuse is defined as physical abuse, sexual abuse, emotional abuse, organised abuse, neglect and bullying. Depending on the nature of the abuse, this could lead to a criminal offence and conviction.
- Harm is defined as damage, injury or distress to a person, which can be either physical or psychological.

Outside Agencies (not limited to):

- Social Services/Social Care Team/Local Authority Designated Officer;
- Police;
- NSPCC;
- Schools;
- Colleges;
- Training Providers.

Legislation

NET complies with all relevant legislation, in particular, but not limited to, the following:

- Children Act (1989);
- United Nations Convention on the Rights of the Child (1989);
- Human Rights Act (1998);
- Sexual Offences Act (2003);
- Children Act (2004);
- Safeguarding Children Working Together for Positive Outcomes (Welsh Assembly Government 2004);
- What to Do if You're Worried a Child is Being Abused (HM Government 2006);
- Safeguarding Vulnerable Groups Act (2006);
- Protection of Freedoms Act (2012) Part 5 Chapters 1–3;
- Working Together to Safeguard Children (2015);
- Counter Terrorism and Security Act (2015);
- Apprenticeship, Skills and Learning Act (2009);
- Education Act (2011).

Safeguarding Officer

Lin Ozdal, Equality and Diversity Officer
NET CAN Mezzanine 49-51 East Road London N1 6AH
Tel: 0207 250 8511
Email: info@netservices.org.uk

In the absence of the Safeguarding Officer, please refer any concerns to the CEO.

4 Review

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice in line with overall NET operations.

5 Contact Us

If you have any queries about the contents of this policy, please contact NET on 0207 250 8511 or via email to info@netservices.org.uk or submit in writing to NET, CAN Mezzanine, 49-51 East Road, London, N1 6AH



6 About NET

National Electrotechnical Training (NET) is an independent charity (Registered charity number: 1068863), which provides End Point Assessments for apprenticeship standards and assessments of occupational competence (AOC) in support of industry recognised qualifications utilised by the electrical installation, electrical maintenance and electrical engineering industries throughout the UK. More information about NET and its activities can be found on our website www.netservices.org.uk

7 Equality and Diversity

A copy of our equality and diversity policy statement is available on our website.