



**Accelerate
People**

Safeguarding and Prevent Policy

Classification: Confidential

Version History		
Version	Date Amended	Changes Made
1	March 2024	Document created due to annual review and to bring in line with current responsibilities and processes
2	Sept 2024	Annual review, added document classification and rebranding
3	April 2025	Updated to include revised Safeguarding contact and internal reporting process

Contents

1.	<u>SAFEGUARDING</u>	<u>4</u>
2.	<u>PURPOSE</u>	<u>4</u>
3.	<u>POLICY</u>	<u>5</u>
4.	<u>PROCEDURE</u>	<u>6</u>
5.	<u>PREVENT DUTY</u>	<u>8</u>
6.	<u>PURPOSE</u>	<u>8</u>
7.	<u>POLICY</u>	<u>8</u>
8.	<u>PROCEDURE</u>	<u>9</u>
9.	<u>MONITORING AND REVIEW</u>	<u>10</u>

1. Safeguarding

Accelerate People acknowledges that the welfare of young people and vulnerable adults is everyone's responsibility and expects all employees, freelance staff, centres, and learners to operate in an inclusive manner. As a regulated Awarding Organisation, we have a responsibility to maintain compliance with current legislation.

This policy will be updated regularly to take account of national legislative changes.

This policy and the procedures set within are based on the following principles:

- The welfare of young people and vulnerable adults is a primary concern.
- All young people, and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, social-economic status, religious belief, and/or sexual identity etc. have the right to be protected from abuse, harm, and neglect.
- It is everyone's responsibility to report potential radicalisation, abuse, harm, and neglect. In such instances, Accelerate People will act responsibly and where applicable, report concerns to the appropriate authorities.
- All incidents of alleged poor practice, misconduct, or abuse, whether reported via the whistle-blowing policy or otherwise, will be taken seriously and dealt with appropriately.
- All personal data will be processed in accordance with the requirements of The Data Protection Act 2018.

What is Defined as a Vulnerable Adult

Vulnerable adults are defined as a person aged 18 and over who are:

- Receiving a social care service.
- Receiving a health service.
- Receiving a service or participating in an activity targeted at older people, people with disabilities or with physical or mental health conditions.
- Living in sheltered accommodation.
- Detained in custody or under a probation order.
- Requiring assistance in the conduct of their affairs.

2. Purpose

This safeguarding policy for Accelerate People takes into account all those who are in receipt of or providing different services (irrespective of age and circumstance) on our behalf. This policy sets out the procedures that Accelerate People would expect to be used to:

- Ensure all Accelerate People employees and stakeholders are doing their utmost to protect young people, and vulnerable adults with whom they work.
- Ensure all Accelerate People employees and stakeholders protect themselves from harm and potential false allegations.

- Accelerate People designated senior officer(s) have responsibility for ensuring sufficient resources are in place and that procedures are correctly followed to support this policy and to champion safeguarding in the company.

As an End-point assessment organisation (EPAO), we offer a service to learners from the age of 16 and over. The company recognises that abuse is a violation of an individual's human rights that may occur in either a home or work environment and may take many forms. This policy ensures we have effective reporting procedures in place to safeguard and protect the welfare of all learners.

What is Defined as Abuse

Abuse occurs when a person or group of people, harms a child, young person, or vulnerable adult. The following are viewed by Accelerate People as being the main categories of abuse:

Neglect	Where a responsible adult (e.g., a parent or carer) fails to meet an individual's basic physical needs such as food, warmth, clothing, attention, and affection.
Physical abuse	Where a child, young person or vulnerable adult is hit, shaken, or injured in some way, or where a responsible adult (e.g., a parent/carers) fails to prevent such activities from happening.
Sexual abuse	Where a child, young person or vulnerable adult is forced to take part in sexual activity. Such activity can include any form of sexual behaviour e.g. inappropriate touching, penetrative and non-penetrative acts, exposure to pornographic material or to its production, prostitution, the use of explicit sexual language, and encouraging a child, young person, or vulnerable adult to behave in sexually inappropriate ways.
Emotional abuse	Where a child, young person or vulnerable adult is subjected to frequent threatening, taunting or sarcastic behaviour, bullying, the persistent withholding of affection, or extreme over-protection. Racist or sexist conduct and certain inappropriate initiation ceremonies fall within this category.
Financial abuse	Where a child, young person or vulnerable adult is exploited for the financial gain of an individual or organisation. Examples include identity theft and money laundering.

3. Policy

Accelerate People staff are all trained and aware of how to recognise any indications of abuse and follow a strict procedure in the event of being alerted to potential problems. This involves formally and confidentially recording and reporting any incidents.

As an EPAO we recognise our responsibility with the delivery of EPA to optimise the safety of learners during the process. These measures include:

- Taking up references for independent assessors from former or current employers.

- Not allowing new independent assessors any unsupervised contact with our learners until all safeguarding training and Disclosure and Barring Service (DBS) checks are completed.
- Annually reviewing our policies, procedures, and practices to ensure compliance with safeguarding legislation and best practice for all age groups, especially 16-18.
- Making clear to our independent assessors and other stakeholders how to access our policy, procedures and standards relating to safeguarding.
- Recording and reporting all incidents covered by this policy in an accurate and timely manner to the appropriate channels.
- Making sure all safeguarding issues and outcomes are communicated to the Senior Officers.
- Monitoring our independent assessors through our quality improvement and staff appraisal systems.
- Protecting and not misusing photographic images that may be taken during our activity.

Accelerate People is committed to taking prompt and appropriate action whenever a safeguarding or welfare issue is either suspected or identified.

This policy applies to all the company's permanent employees and freelance staff. The procedures for the recruitment of employees, and freelance staff, and for managing and recording any reported incidents are in place to ensure all allegations and records are managed sensitively and confidentially. The welfare of young people and vulnerable adults is paramount, confidential, and sensitive and will be dealt with the utmost urgency by the designated senior officer(s).

4. Procedure

Responding to Suspicions and Allegations of Abuse, Harm or Neglect

Safeguarding is the responsibility of every employee and freelance assessor. There is a further responsibility to recognise, respond, report, and record all suspicions of abuse, harm or neglect of young people, and vulnerable adults. Accelerate People is committed to responding to and reporting safeguarding concerns appropriately and trains its staff in accordance with this.

Accelerate People recognises that information received about a young person or vulnerable adult might fall into one of the categories below:

- Suspicion/allegation of abuse, harm, or neglect where an Accelerate People employee is the alleged perpetrator.
- Suspicion/allegation of abuse, harm, or neglect where a young person or vulnerable adult is the alleged perpetrator.
- Suspicion or allegation of abuse, harm, or neglect where a third party is the alleged perpetrator.
- Suspicion/allegation of inappropriate conduct (e.g., accessing pornographic images of under-18s).

All staff are expected to respond appropriately and must report any suspicion or allegation of abuse, harm, or neglect immediately to the compliance team by completing the [Risk & Incident form](#) (this form is available to Accelerate People employees and freelance colleagues only).

All safeguarding and wellbeing concerns and/or reports will be communicated with the relevant training provider safeguarding team to follow up and take appropriate action in line with their policies and procedures.

Safeguarding for Remote and Face to Face Assessments

Once registered in Gateway, all learners will be made aware of the Accelerate People safeguarding and email contact details, compliance@accelerate-people.co.uk.

Keeping learners and assessors safe during assessments is essential. When delivering remote and face to face assessments, assessors should be aware that the same principles set out in our policies will apply to both settings.

For face-to-face assessments that are scheduled to be held at Accelerate People offices in Scale Space, the learner will be greeted by the assessor and a member of the Senior Management Team, will follow the signing in process and be issued with a visitor's pass. The learner will be shown to the area where the assessment will take place. The assessor will carry out the necessary introductions and will check on the learner's wellbeing.

For remote assessments online, the assessor will greet the learner on the call and will carry out the necessary introductions and wellbeing checks.

If an occasion arises where a learner declares they are not at their best for an assessment and/or discloses a welfare concern, the assessor or Accelerate People employee will:

- Check whether the learner is okay to proceed with the session/assessment.
- Inform them they may reschedule the session/assessment.
- Ask if the learner would like someone present during the session/assessment, if so, a moderator may join to observe.
- Ask if the learner is receiving support from their workplace/home/training provider.
- Advise the learner of the next steps.
- Report the wellbeing concerns to the compliance team by completing the [Risk & Incident form](#) immediately so the matter can be escalated to the learners training provider to carry out a wellbeing/safeguarding check on the learner.

Safeguarding Contact

Accelerate People's compliance team are the main point of contact for safeguarding concerns, and Senior Officers are appointed as the Designated Safeguard Lead for escalation purposes.

All welfare and/or safeguarding concerns must be reported to the compliance team at compliance@accelerate-people.co.uk immediately so the matter can be dealt with in line with policy and/or be escalated to the Designated Safeguard Lead.

Confidentiality

Whilst respecting privacy and data protection, Accelerate People cannot guarantee confidentiality in all circumstances. If we discover anything that we believe should be communicated with an appropriate third party, we will do so believing it is the best interests of the individual involved.

Accelerate People take its obligations to report crime seriously and as a result will not remain confidential in the following situations:

- Where it is identified that a child or vulnerable adult is at risk of harm.
- Where we are told that a serious crime has been committed or is about to be committed.
- Where information regarding terrorism or drug trafficking is disclosed.
- Where we are instructed to disclose something by a court.

5. Prevent Duty

The prevent duty policy applies to all Accelerate People employees, and freelance staff.

This policy outlines Accelerate People's commitment to fulfilling our legal obligation to prevent individuals from being drawn into terrorism or supporting extremist ideologies.

The policy is in accordance with the Counterterrorism and Security Act 2015 and is designed to safeguard our employees, freelance staff and learners from the threats posed by radicalisation and extremism.

The prevent duty policy sets out the obligations that all Accelerate People employees and freelance staff have a responsibility to promote the welfare of young people, and vulnerable adults and to keep them safe. Accelerate People are committed to the training of employees, the welfare and pastoral care of all individuals and the safe use of IT to protect all from harm.

6. Purpose

The purpose of this policy is to:

- Raise awareness among all employees about the risks of radicalisation and extremism.
- Provide guidance on recognising signs of radicalisation and potential vulnerabilities.
- Outline procedures for reporting concerns and seeking appropriate support.
- Ensure compliance with legal obligations under the prevent duty.

7. Policy

As part of Accelerate People's approach to safeguarding, equality and diversity and the promotion of fundamental British values, we will:

- Promote fundamental British values by ensuring that there is a culture of openness within our EPAO.
- Challenge discrimination and promote cohesion.
- Operate a clear and consistent approach which challenges harassment, bullying and discrimination and enables learners and staff to feel safe and supported.
- Provide support, advice and guidance for learners and employees who may be at risk of radicalisation. This may include referral to Channel, the process by which multi-agency support is provided to individuals who are at risk of being drawn into terrorism.
- Ensure that staff are aware of their roles and responsibilities in preventing radicalisation and extremism.
- Have a leadership team which actively promotes the core values of shared responsibility and wellbeing for learners and employees.

Training and Awareness

Prevent training shall be made available electronically to all new employees (including freelance staff) at the point of induction to ensure that they are able to understand Prevent and how it may impact on their responsibilities.

Mandatory annual training shall be made available to all current employees, and freelance staff to update and raise awareness of safeguarding young people and vulnerable adults and prevent duty, equality and diversity, GDPR.

Recognising Signs of Radicalisation

All employees should be vigilant for signs of radicalisation, which may include changes in behaviour, expressions of extreme views, and isolation from peers or family. It is essential to consider the context and individual circumstances when assessing potential risks of radicalisation.

8. Procedure

Responsibilities

Senior Management:

- Ensure that the prevent duty is integrated into organisational policies and procedures.
- Allocate necessary resources for training and awareness-raising activities.
- Review and monitor the effectiveness of the prevent duty implementation.
- Act as the focal point for prevent-related matters within the organisation.
- Provide guidance and support to employees and freelance staff on prevent duty requirements.
- Liaise with external agencies and partners, as necessary.

Accelerate People Employees and Freelance Staff:

- Familiarise themselves with the organisation's prevent duty policy and procedures.

- Attend mandatory training sessions on recognising signs of radicalisation and extremism.
- Report any concerns or suspicions related to radicalisation promptly and according to established procedures.

Reporting Procedures

Any concerns or suspicions regarding radicalisation must be reported to the compliance team by completing the [Risk & Incident form](#) or the appropriate line manager immediately so the matter can be dealt with in line with policy.

Reports will be handled sensitively and confidentially, with consideration for the well-being of the individual involved.

Accelerate People's compliance team are the main point of contact for prevent duty concerns, and a Senior Officer is appointed for escalation purposes.

Support and Referral

Employees who raise concerns about radicalisation will be provided with appropriate support and guidance.

Where necessary, individuals identified as being at risk of radicalisation will be referred to relevant support services and agencies for further assessment and intervention.

Compliance

Failure to comply with the safeguarding and prevent duty policy may result in disciplinary action, in accordance with organisational policies and procedures.

Conclusion

The safeguarding and prevent duty policy reflects our commitment to promoting a safe and inclusive environment for all members of our organisation and the wider community. By working together and remaining vigilant, we can help prevent the spread of radicalisation and extremism and uphold the values of tolerance, diversity, and respect and keep individuals free from harm.

9. Monitoring and Review

This policy will be reviewed on an annual basis and, where appropriate, updated in response to input from consumers, results from internal and external monitoring arrangements, amendments in internal procedures, IfATE, Department for Education (DfE), and Ofqual actions or where developments in legislation occur.



Accelerate People