

## Safeguarding and Prevent Policy

FDQ is committed to following safeguarding and prevent good practice principles.

This policy details such principles, helps raise awareness and helps FDQ and its centres understand how to safeguard children and vulnerable adults, and to minimise avoidable risks.

The principles detailed in this policy are designed to help safeguard children and vulnerable adults taking assessments offered by FDQ. They also ensure that FDQ takes positive action in response to safeguarding concerns identified in the course of their work.

### Prevent

Prevent is the Government initiative that protects children from the risk of radicalisation and should be seen as part of the wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences

FDQ follows the nine principles recognised as essential steps in developing, implementing and maintaining a safeguarding policy.

#### Principle 1 A safeguarding policy

FDQ has a safeguarding and prevent policy in place.

#### Principle 2 Procedures and systems

FDQ has clearly defined reporting procedures and response mechanisms that ensure safeguarding responsibilities are met. FDQ has a designated Safeguarding Officer. At the same time, so far as this is possible given those safeguarding responsibilities, FDQ will ensure that obligations of confidentiality (re-assuring all concerned that the matter will be dealt with sensitively and appropriately) are respected.

#### Principle 3 Prevention

FDQ has measures in place to minimise the risk of abuse by any person it retains to engage in any activity in relation to its assessments.

#### Principle 4 Codes of behaviour

FDQ has in place codes of behaviour that set out acceptable standards of behaviour and good practice for staff and representatives.

### Principle 5 Implementation

FDQ gives clear guidance to permanent staff and representatives on how the safeguarding and prevent policy will be adapted and applied.

### Principle 6 Equality and inclusion

In accordance with equality legislation, in the exercise of its function of developing and awarding qualifications, FDQ has due regard to the need to combat discrimination and ensure procedures are equitably applied to all learners.

### Principle 7 Communication

FDQ makes their safeguarding policy publicly available [www.FDQ.org.uk](http://www.FDQ.org.uk). The policy is reviewed regularly, taking into account comments from appropriate stakeholders.

### Principle 8 Education and training

FDQ provides appropriate initial and refresher training and development opportunities to staff and representatives.

### Principle 9 Implementation and monitoring

FDQ monitors the implementation of this safeguarding policy.

### Disclosure Barring Service (DBS)

Staff and contractors must observe and comply with relevant policies including FDQ Safeguarding and Prevent policies. Some roles (permanent or contractors) require the candidate to complete a Disclosure Barring Service (DBS) check in compliance with FDQ's procedures.

### Safeguarding of children, young people and vulnerable adults

- Sexual relationships between staff or contractors and learner or apprentice where the former holds a position of trust over the learner or apprentice are strictly forbidden and may constitute a criminal offence
- Video footage or photographs used in assessment and quality assurance activities must not include any person unless authorised by the centre. The centre is

responsible for the necessary consent to use this material in external quality assurance activities.

- Staff and contractors must ensure any footage and/or audio is deleted from personal devices following upload of reports to FDQ
- Staff and contractors should be aware that persons may behave inappropriately. Any sanctions and approaches to discipline used must be appropriate to age and understanding. IEs should consult with centres in these circumstances.

### The FDQ safeguarding code of conduct for FDQ staff and contractors

#### Staff and contractors must:

- Act as a role model for the good practice conduct you wish others to follow
- Contribute to a culture where inappropriate behaviour is not tolerated
- Ensure that there is at least one adult present during your activities in a centre, or as a very minimum that you are in sight or hearing of other adults
- Report all allegations or suspicions of abuse by seeking support or guidance, including any allegation made against yourself or others
- Ensure that any concerns about inappropriate behaviour are reported promptly to FDQ Directors
- Not provide any personal information or share contact information with any child, young person or vulnerable adult
- Listen, respect and value everyone as an individual
- Encourage and praise achievement
- Involve apprentices and centre staff in decision making.

#### Staff and contractors must avoid:

- Being alone or out of sight of others, if privacy is required other adults should be informed and should be in hearing distance
- Entering a room where apprentices are changing clothes or are not fully dressed unless both their and staff permission has been obtained
- Having any unnecessary physical contact with apprentices or staff

- Engaging in or allowing inappropriate games or activities
- Making or permitting discriminating or suggestive remarks to or about apprentices or staff
- Meeting with children, young people or vulnerable adults outside of formal IE activities
- Participating in or tolerating bullying
- Transporting apprentices or staff by car alone.

### Summary

In conclusion, the principles and measures in this policy ensure that FDQ can develop and promote practice which safeguards children and vulnerable adults from abuse and exploitation. They additionally seek to meet regulatory and legislative requirements. These principles of safeguarding are the responsibility of designated staff within FDQ. FDQ will ensure that these specialists review the principles regularly and/or whenever there is a significant change at FDQ or in relevant protection legislation, policy or guidance.