

Safeguarding Policy

Introduction

This policy sets out British Marine's approach to safeguarding with a particular emphasis on Children or Vulnerable Adults/At Risk Adults. The policy's aims are to:

- Promote and prioritise the safety and wellbeing of Children or Vulnerable Adults/At Risk Adults when interacting with British Marine;
- Ensure that everyone understands their responsibilities with respect to safeguarding;
- Ensure that timely and appropriate action is taken in the event of allegations or suspicions regarding harm to Children or Vulnerable Adults/At Risk Adults as a result of, or reported during, interaction with British Marine, whether on British Marine premises, at British Marine events or elsewhere.

Scope

This policy applies to all key stakeholders engaged with the End-point Assessment activities on behalf of British Marine and any person who can influence the outcomes of End-point Assessment. This includes Employers, Contractors, Partner Organisations, and British Marine employees and volunteers.

For the avoidance of doubt, this policy applies whether work is being undertaken directly for British Marine or via one of its subsidiaries.

Definitions

Children:

Individuals under the age of 18, regardless of the age of majority in their country of citizenship or residence, or in the country in which the interaction with British Marine occurs.

Vulnerable Adults/At Risk Adults:

Individuals aged 18 or over who may or do need extra support; or who are unable to take care of themselves and/or to protect themselves from harm or exploitation. They may, but do not necessarily, require community care services by reason of mental or other disability, age or illness.

Regulated Activity:

In relation to children as defined in Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.

In relation to vulnerable adults as defined in Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.

Regulated Activity Provider:

As defined in section 6 of the Safeguarding Vulnerable Groups Act 2006.

Appropriate Behaviours

When working with Children and vulnerable adults, British Marine's representatives are expected to always:

- Dress in a way that is appropriate to the role and tasks being undertaken;
- Work in an open environment;
- Treat all equally and with respect and dignity;
- Be sensitive to the appearance, race, culture, religious belief, sexuality, gender or disability of Children and at risk adults;
- Understand the difference between friendliness and familiarity;
- Model good and appropriate behaviour;
- Ensure that whenever practicable someone normally responsible for the Children or at-risk adults (e.g. teachers, guardians, parents) are present during activities or that more than one adult is always present;
- Recognise and respect that all have a right to personal privacy;
- Avoid physical contact with Children and at-risk adults whenever possible;
- Bear in mind that actions, including but not limited to physical contact including horseplay, can be misinterpreted, regardless of the underlying intention;
- Adhere to the highest level of care, skill, diligence and standard of service in accordance with industry best standards;
- Challenge any unacceptable behaviour observed, whether it is from Children, at risk adults or other British Marine representatives; and
- Report all allegations and/or suspicions of abuse.

Inappropriate Behaviours

When working with Children or Vulnerable Adults/At Risk Adults, the British Marine's representatives should NOT:

- Dress in a way that could be considered inappropriate, politically controversial or culturally insensitive;
- Spend time alone with Children or at-risk adults in private or unobserved situations;
- Engage in or allow inappropriate physical or verbal contact;
- Do things of a personal nature for Children or at-risk adults that they can do for themselves;
- Allow Children to use inappropriate language unchallenged;
- Allow bullying to go unchecked;
- Make sexually suggestive or derogatory remarks or gestures, even in jest, in front of Children;
- Show favouritism;
- Become complacent or think that 'it could never happen to me'; and
- Allow any allegations to go unreported or unrecorded.

While the same basic principles apply to working with Children or Vulnerable Adults/At Risk Adults, some adjustments may be made, as appropriate, to recognise the at-risk adults' relative maturity.

Safeguarding issues are not limited to direct interactions and care must be taken not to put Children or Vulnerable Adults/At Risk Adults in danger or at risk in other ways such as:

- Leaving Children unsupervised;
 - Encouraging or allowing to go unchecked any inappropriate behaviours from Children or Vulnerable Adults/At Risk Adults
 - that are inappropriate, may intimidate others or put them at physical, sexual or emotional risk;
- or

Allowing access to inappropriate material in the real world or online.

DBS Checks

Anyone within the UK who regularly works with Children or Vulnerable Adults/At Risk Adults on behalf of British Marine must have a valid certificate from the Disclosure & Barring Service (DBS)/Disclosure Scotland/Access Northern Ireland. In this context, 'regularly' is considered to be once a week or more, four or more occasions in a 30-day period or overnight (02:00-06:00).

British Marine requires that all End-point Assessors acting on its behalf undertake a standard or enhanced DBS check (as applicable) before undertaking any Regulated Activity.

Those based overseas are expected to avail themselves of any similar checks available or required by local law as appropriate. Regardless, they are expected to abide by guidance on in/appropriate behaviours and reporting and other requirements laid out in this policy, to the fullest extent permitted by the law in their locality.

Risk Assessments

For any British Marine activities at which a significant number of Children or at-risk adults are expected to be in attendance, care should be taken to ensure that the activity will be age appropriate, properly managed and supervised. In addition, an up-to-date risk assessment, specific to the planned activity and venue, must be carried out and explicitly identify any safeguarding risks in addition to any other risks evaluated, such as health and safety considerations.

Once the risk assessment has been completed, consideration should be given to the effectiveness of mitigation measures. If extreme or major risks are identified and cannot be satisfactorily mitigated to an acceptable extent (usually moderate level), the viability of the planned event itself should be reviewed in light of the information contained in the risk assessment.

The risk assessment should be conducted by the employer and discussed with the assessor before EPA.

Reporting requirements and processes

The overall lead for Safeguarding is Blue Davies, Head of Training at British Marine.

Reporting allegations or concerns of abuse

British Marine representatives who have any welfare concerns and/or identify indicators of possible abuse or neglect should notify the relevant safeguarding lead and formally report the concern or incident to the overall lead for safeguarding.

If an apprentice discloses to you that they (or indeed another child/young person or vulnerable adult) have been, or are being abused/radicalised:

DO

- Do listen very carefully to what they tell you.
- Do take what is said seriously and accept what you are told.
- Do stay calm and reassure the student that they have done the right thing in talking to you.
- Do write down as soon as you can exactly what you have been told.
- Do tell them that you must pass this information on but that only those that need to know will be told. Tell them to whom you will report the matter.

DO NOT

- Do not panic.
- Do not promise to keep things secret. You have a duty to refer a child/young person or vulnerable adult who is at risk.
- Do not lie or say that everything will be fine now that they have told.
- Do not criticise the abuser, especially if it is a parent/carer
- Do not ask lots of detailed or leading questions such as: 'What did he do next?' Instead, ask open questions such as: 'Anything else to tell me?', 'Yes', or 'And...?'. Do not press for answers the student is unwilling to give.

It is important that the person to whom disclosure is made does not investigate or question the person concerned except to clarify what they have heard. This is particularly important in cases of sexual abuse.

It is very important to record, as accurately as possible, what was said to you when you received the disclosure of abuse. Clearly all written records should be handled confidentially.

If a child/young person or vulnerable adult discloses to you that they or another child have been abused, or if you suspect from what you observe that they are being abused, you **MUST REPORT THIS**.

Allegations against British Marine personnel including volunteers

All British Marine personnel including volunteers should take care and action not to place themselves in vulnerable positions with Children or Vulnerable Adults/At Risk Adults. Always conduct any one-on-one work in the view or presence of other adults. However, it is recognised that an allegation may still be made by a child or at-risk adult against a British Marine representative, regardless of the level of care taken to avoid such situations.

Any allegation should ideally be made directly to the relevant safeguarding lead in the first instance. Should an allegation come initially to the attention of another British Marine representative, that individual must ensure that the relevant safeguarding lead is immediately notified.

British Marine and its Board may discuss the content of the allegation with the relevant authorities and will seek to provide appropriate support to all parties involved in any incidents or allegations.

Abuse or violence from a child or at-risk adult toward each other or British Marine representatives

Ensuring the safety of all those involved, including any other Children or at-risk adults present, should always be the primary concern. First aid or medical attention should be sought for anyone injured. Once the child or at-risk adult is calm, opportunity for them to reflect on the incident should be provided if appropriate and the relevant parents or carers informed as quickly as possible. A formal debriefing should be undertaken with any other adults involved or affected by the incident and an incident report filed with the relevant safeguarding lead.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned and information will be handled or circulated on a strict need-to-know basis only. However, no one should ever promise to keep secret any information which might compromise the safety or well-being of the child, at risk adult or other party.

Training

All End-point Assessors working on behalf of British Marine will be required to undertake yearly safeguarding and prevent training, and any other training required by British Marine.

Monitoring the Policy

This policy will be reviewed annually to ensure that its provisions continue to meet the legal obligations of British Marine and reflect best practice.

Questions about the content or application of this policy should be directed to Blue Davies, Head of Training at adavies@britishmarine.co.uk or 07584 563343.