



## **Trailblazer Apprenticeship – Safeguarding Policy**

RWPN is committed to safeguarding its members, representatives and apprentices. As an End Point Assessor Organisation (EPAO) RWPN will have safeguarding responsibilities in regard to the conduct of staff or representatives of the organisation who come into contact with vulnerable adults through the assessment process. (The term “representative” will be taken, here, to mean an assessor)

RWPN does not work with children and any role as an EPAO will not involve work with apprentices who are under eighteen.

### **Definition of a vulnerable adult**

Using the definition set out by the Joint Council for Qualifications, a vulnerable adult is defined as a person who is aged eighteen years or over to whom a “regulated activity”, related to vulnerable adults (as set out in the Safeguarding of Vulnerable Groups Act 2006), is provided.

“Regulated activity” is a broad term, and in relation to adults, is likely to include: specified activities related to vulnerable adults (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent basis (as a general rule at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight. An activity is unlikely to be a regulated activity if it is supervised.

### **Nature of EPAO assessment**

The nature of the End Point Assessment (EPA) in relation to Apprenticeship Standard ST0431 Rehabilitation Worker (Visual Impairment), is such that representatives will only come into contact with an apprentice on the one day of their EPA. The EPA requires that all apprentices are assessed either in a group (case study component) or singly with two assessors (practical rehabilitation session).

### **Meeting the needs of individual apprentices**

Although the definition of a vulnerable adult in relation with this specific EPA would appear to create a relatively low risk environment for vulnerable adults, RWPN recognises its responsibility to ensure the welfare of any apprentice who is defined as a vulnerable adult.

Through the agreement that the employer makes with RWPN as an EPAO we will document the equality and access needs of any individual that the employer makes us aware of. Some access needs are not always apparent at the outset of training, so RWPN will liaise with the on-programme training body and employer at the point of gateway to the EPA.

### **Safe recruitment and selection**

All representatives will be subject to a recruitment process. In addition to professional requirements, a current DBS certificate (and proof thereof) will be mandatory.

## **Reporting a safeguarding concern**

Any apprentice or representative who wishes to report a safeguarding concern should be enabled to report their concern to a designated safeguarding contact at RWPN. The name of this person and their contact details should be clearly published on the apprenticeship page of the RWPN website.

Any representative and/or designated safeguarding contact at RWPN should record as much information about the situation as possible. This should include: · what has happened · where and when · who was involved · any contact details · what action, if any, has so far been taken. Staff and representatives must pass on what information they have, even if the informant has only divulged a little or will not give their details. The information may join up with reports from someone else. All information should be treated as confidential and staff and representatives must not talk about this information with anyone other than their agreed safeguarding contact as rumour spreads quickly, can be damaging and might even hinder any investigation that may result. This information should be passed immediately (within 5 working days).

The following guidance must be followed if a representative receives an allegation of vulnerable adult abuse or if a disclosure or allegation of abuse is being made to them by a vulnerable adult. The representative should: · listen to what is being said with an open mind · not ask probing or leading questions designed to get them to reveal more · never stop a person who is freely recalling significant events · check their understanding of the situation, without being investigative · explain that they cannot keep such information confidential, and that they have a responsibility to report what has been said to RWPN. It is important to record if the person has consented to having the information shared · make a note of the discussion, taking care to record the timing, setting and people present as well as what was said · ensure that any medical attention needed is addressed as a priority

## **Allegations against a representative of RWPN**

If an allegation of abuse is being made against a representative of RWPN · In all instances, representatives must inform RWPN · If RWPN receives an allegation against a representative, they will inform the representative in question and may suspend them from their contractual duties while the matter is investigated. Any allegation will be scrupulously investigated, having regard to confidentiality.

## **Awareness of safeguarding procedures**

All representatives will be required to have read this policy, abide by it and be familiar with the steps required to report a safeguarding concern.

Date of Policy: May 2018

Next review date: May 2019