

Safeguarding Children and Vulnerable Adults Policy

For use by our staff, Assessment Associates, contractors and suppliers
working with children and vulnerable adults on behalf of Pearson

For internal and external use

June 2014

Issue 4.2

Quality, Standards and Research

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Safeguarding Children and Vulnerable Adults Policy

Owner: AARMD Manager. Authorised by the Responsible Officer

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The key role of Pearson Education Ltd (Pearson) is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards and therefore protecting learners, Pearson provides guidance and support to help centres and their learners achieve their learning and development goals. Pearson also ensures that any regulatory requirements our regulators impose on us are met, and that we support centres to meet those requirements.

Pearson regulatory policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. They are reviewed annually to ensure that they remain fit for purpose. These regulatory policies apply to Pearson business units where UK regulated qualifications are developed, implemented or delivered.

This policy is about safeguarding children and vulnerable adults with whom Pearson, or those acting on our behalf, come into contact. This document replaces the previous policy *Safeguarding Children and vulnerable adults Policy* (For use by our staff, Assessment Associates, contractors and suppliers working with children and vulnerable adults on behalf of Pearson) 2013.

Scope of policy

This policy relates to all situations in both UK and international, including online, in which Pearson staff, Assessment Associates, contractors and suppliers instructed by and acting on Pearson's behalf, come into contact with children and vulnerable adults.

Policy statement

In several of our activities, particularly relating to education, Pearson may come into contact with those who are vulnerable, perhaps because of their age, physical or mental ability or ill health. We are responsible for ensuring that children and other vulnerable adults are not harmed in any way through contact with Pearson. We have a legal duty to act prudently and this means that we will take all reasonable steps within our power to ensure the safeguarding of children and vulnerable adults.

What is safeguarding?

Safeguarding means:

- taking all reasonable measures to ensure that the risks of harm to the welfare of children and vulnerable adults are minimised
- where there are concerns about children and vulnerable adults' welfare, taking immediate and appropriate action to address those concerns.

A learner is defined by the UK qualifications regulators as a:

- "candidate, student, individual undertaking a SQA accredited qualification" (SQA Accreditation's Regulatory Principles 2014)

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- “a person who is registered to take a qualification and to be assessed as part of that qualification” (Ofqual General Conditions of Recognition, September 2013)

A child in the UK (as agreed by England, Wales, Northern Ireland and Scotland) can be defined as:

- anyone who has not yet reached their 18th birthday.

A ‘vulnerable adult’ can be defined as:

- An individual aged 18+ who may be in need of care services by reason of mental or other disability, age or illness. For these reasons, the individual may need safeguarding services to protect them against significant harm or exploitation.

Examples of this may include adults with learning difficulties, mental health problems, older people or individuals with a physical disability or impairment.

Abuse is defined as, a form of maltreatment of a child or vulnerable person. Abuse may be caused by neglect, the infliction of harm or by the failure to act to prevent harm. Abuse may occur within the family setting, an institutional (by professionals and peers) or community setting. This may be inflicted by those known to them, or more rarely, by others (e.g. via the internet).

Any concerns should be raised as soon as possible, to your line manager (for Assessment Associates, the AA Relations and Development team) or the SCO, as outlined by the procedures in this policy.

Safeguarding Children Officer

The Safeguarding Children Officer (SCO) for Pearson Education Ltd is:

Elliott Gibbons
Investigations Manager
190 High Holborn
London
WC1V 7BH
0845 543 0245

How Pearson will implement this policy

Wherever Pearson staff, Assessment Associates, contractors and suppliers instructed by and acting on Pearson’s behalf are required to have direct and supervised contact with children, through visits to centres, we will require them to make sure that they are accompanied at all times by a responsible adult representing that centre. If no accompanying adult is present the member of staff or Assessment Associate must not proceed with any activity involving

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unsupervised contact with children. This is also applicable to staff participating in Pearson sponsored voluntary schemes involving contact with children and vulnerable adults, for example Book Time.

Pearson will implement Safeguards against poor practice, harm and abuse to protect vulnerable adults. Staff, Assessment Associates and Contractors will be provided clear information about how to report issues such as bullying and abuse and provided any necessary support in doing so.

Wherever Pearson staff, Assessment Associates, contractors and suppliers instructed by and acting on Pearson's behalf are required to have direct and possibly unsupervised contact with children or vulnerable adults, Pearson and its subsidiary companies will recruit or appoint staff or contractors who are deemed suitable to work with children and vulnerable adults, based on their declarations of unspent and exempt convictions. We will not knowingly place an employee in a position that causes him or her to come into contact with children where the employee has been accused and/or convicted of crimes against children, child abuse, or child neglect.

A communication will be issued instructing all staff, our Assessment Associates, contractors and relevant suppliers to read this policy. Staff, Assessment Associates and contractors found in breach of this policy will be subject to disciplinary action. Suppliers may be subject to legal action.

We will fully comply with all relevant legislation in responding to a breach of this policy. Breaches will be reported to the appropriate authorities. We will maintain a full record of any reported incidents or suspicions, including the procedures followed, the feedback received and to whom the case was referred.

What to do if you suspect abuse

Any concerns should be discussed with the Safeguarding Children Officer (SCO) which will be recorded and if a referral is needed it will be made within 24 hours using the format provided below.

Compile a report about the incident, marking it 'CONFIDENTIAL' and send it to the nominated SCO using the email address safeguarding@pearson.com. In the report include:

- *Name of person reporting the incident*
- *Position of person reporting the incident*
- *Place of work of person reporting the incident*
- *Contact phone number of person reporting the incident*

- *Name of child or vulnerable adult*
- *Address/ phone number of child or vulnerable adult*
- *Date of birth of child or vulnerable adult*
- *Other relevant details (for example, family circumstances of a child)*
- *Parent/ Guardian/ Carer details*

- *Date and time of incident*
- *Details of the incident/ allegations/ suspicions*
- *Details of any action(s) taken to date*

The SCO will consider any report, seeking legal advice where necessary, and will take action which may involve referral of the incident to the appropriate authorities within 24 hours. If the SCO considers that there is any immediate danger then immediate action will be taken. The SCO will report any allegations involving children and vulnerable adults to the children's services and concerns about staff behaviour will be reported to the Local Authority Designated Officer.

The SCO will inform the person reporting the incident that action has been taken. The SCO will not discuss the incident further, except for clarification. If any assessment associates have any concerns about the action being taken they can escalate issues to the AA Relations and Development team.

Support will be made available if a disclosing member of staff is distressed by an incident or the reporting of it.

The SCO will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedures followed and the outcome of advice given by Social Services, as appropriate.

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Useful contacts

NSPCC	0808 800 5000	www.nspcc.org.uk
ChildLine	0800 1111	www.childline.org.uk
Child Exploitation and Online Protection Centre	+ 44 (0)870 000 3344	http://ceop.police.uk/
The National Children's Bureau	020 7843 6000	www.ncb.org.uk
Disclosure and Barring Service	08718 727 800	http://www.disclosuresdbs.co.uk/
Churches Child Protection Advisory Service	0845 120 4550	www.ccpas.co.uk
Ofsted	0300 123 1231	www.ofsted.gov.uk
Disability Rights UK	Tel: 020 7250 8181	http://www.disabilityrightsuk.org/
MENCAP	Tel: 020 7454 0454	http://www.mencap.org.uk/
Respond	Tel: 0207 383 0700	http://www.respond.org.uk/

References

This policy addresses the following legislation and guidance:

Children, Schools and Families Act 2010
Co-operating to safeguard children (NI, 2003)
National guidance for child protection in Scotland 2014
Safeguarding Vulnerable Groups Act 2006
Working together to safeguard children (England, Mar 2013)

Policy review date

June 2015

Useful contacts

For more information on Pearson qualifications and services please visit the website: qualifications.pearson.com

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