

1.0 Safeguarding policy statement

1.1 Statement of intent

Pearson College recognises its responsibility to promote and safeguard the welfare of children, young people and adults at risk. It is unacceptable for a child, young person or an adult at risk to experience any form of harm or abuse. Pearson College therefore adopts the highest standards and takes all reasonable steps to protect the safety and welfare of children, young people and adults at risk who interact with Pearson College staff and students.

Pearson College works in partnership with the children, young people and adults at risk, together with parents, carers and other agencies in order to promote and safeguard their welfare. Where Pearson College staff or students interact with children or young people, the College does not act “in loco parentis” and ultimate responsibility rests with the parents and guardians concerned.

1.2 Purpose

The purpose of this policy is:

- a. To safeguard the welfare of children, young people and adults at risk who interact with Pearson College staff and students.
- b. To provide staff and students with guidance on procedures they should adopt in the event that they suspect a child, young person or adult at risk is being harmed or is at risk
- c. To set out a series of guidelines for Pearson College staff and students who may work with children, young people or adults at risk.

1.3 Scope

This policy will:

- a. Describe how Pearson College aims to safeguard children, young people and adults at risk
- b. Apply to all staff and students of Pearson College
- c. Describe how Pearson College approves and monitors work-based learning settings to ensure that compatible policies are in place
- d. Comply with all applicable statutory requirements and good practice
- e. Be reviewed and revised as necessary and, as a minimum, on an annual basis
- f. Identify the organisational and management structures in place to ensure implementation of the policy
- g. Be compatible with, and read in conjunction with, the Pearson UK Safeguarding Children and Vulnerable Adults policy as amended from time to time.

1.4 Definitions

The following definitions apply in this policy:

Child is a person who has not yet reached their 18th birthday

Young person is a person aged 16 or 17

Adult at risk describes an adult who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Regulated Activity is defined in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006

2.0 Aim and Principles

The aim of this policy is:

- to identify those areas of activity where Pearson College staff and students may interact with children, young people and adults at risk
- to describe Pearson College's approach to safeguarding the welfare of these groups
- to set out a code of practice for staff and students
- to describe the organisational and management structure in place to implement this policy

This policy is based on the following principles:

- Identification, assessment and management of risk
- Safe recruitment, selection and development of staff and students
- The welfare of children, young people and adults at risk is paramount and individuals are treated with respect and dignity
- Roles and responsibilities for safeguarding are clearly identified
- Guidance, training and support is provided for staff and students who interact with children, young people and adults at risk
- Information about concerns is shared with appropriate individuals and agencies who need to know

3.0 Areas of Risk

Pearson College is predominantly an adult community. It only admits students to its degree programmes and short courses who are under the age of eighteen at the date of enrolment in limited circumstances and after carrying out a full risk assessment. It does not itself carry out Regulated Activities in relation to children within the meaning of the Safeguarding of Vulnerable Groups Act 2006.

Nevertheless, there are certain activities carried out by Pearson College through which staff or students may be brought into contact with children, young people or adults at risk. The following is a non-exhaustive list of such activities:

- Enrolment of a limited number of young people on a higher education programme
- Saturday Club for 13-16 year olds
- Students on apprenticeships or work-based learning placements, which involve regulated activities with children, young people or adults
- Open days, applicant days and taster sessions on Pearson College premises
- Outreach activities undertaken by Pearson College staff or students at other premises, such as schools, colleges and recruitment fairs

- Young people carrying out work experience at Pearson College premises
- Young people employed by Pearson College
- Contact with children and young people via online events and social media

These areas of risk will be specifically reconsidered when this policy is reviewed, to ensure that it is current. It is recognised that, should the scope of the activities widen, significant amendments to this policy may be required.

4.0 Approach to safeguarding

Pearson College's approach to safeguarding is based on six cornerstones:

- Risk assessment
- Admissions and employment procedures
- Approval and monitoring of work-based learning settings
- Dealing with disclosure, suspicions or allegations of abuse
- Training and support for staff and students
- A Code of Practice for Safeguarding

4.1 Risk assessment

A risk assessment must, in the first instance, be authorised by the Deputy Vice-Principal (Academic Affairs) and then be carried out by the responsible manager for staff or students who are engaging, or intend to engage in, an activity which brings them into contact with children, young people or adults at risk.

The purpose of the risk assessment is to:

- Mitigate or remove any potential risks to the welfare of children, young people or adults at risk
- Serve as a prompt to consider alternative working practices
- Identify whether there is a statutory requirement for staff or students to have a current Disclosure and Barring Services (DBS) check
- Identify any training requirements for staff or students

It is specifically not intended that the requirement for a risk assessment should serve, in itself, to discourage activities involving children, young people or adults at risk.

The Guidance on DBS checks in Appendix 1 will be used to identify whether a DBS check is required. Where a risk assessment identifies that there is, or may be, a statutory requirement for staff or students to have a current DBS check, the responsible manager will report to the Deputy Vice-Principal (Academic Affairs) for consideration and decision. The Deputy Vice-Principal (Academic Affairs) will follow the procedure set out in Appendix 2. The activity concerned will not take place until the procedure in Appendix 2 is complete.

4.2 Admissions and employment procedures

4.2.1 Employment

Pearson College does not require applicants for employment at Pearson College to submit a DBS disclosure as a matter of course. This policy is based on the scope of Pearson College's activities which do not include Regulated Activities, save for:

- the provision of a Counselling service;
- work-based learning placements, in which the DBS disclosures will be made by the Employer (see section 4.3 below).

Pearson College takes reasonable steps to ensure that it does not employ anyone who may pose a risk to children, young people or adults at risk. These steps include:

- Checking a full employment history covering the previous five years of all job applicants post-offer but prior to starting employment
- Disclosure of any unspent convictions
- Checking evidence of identity
- Checking evidence of qualifications

4.2.2 Admissions

Pearson College does not admit students who are under the age of seventeen at enrolment. Applications from potential students for credit-bearing higher education programmes who will be seventeen at enrolment will be subject to a risk assessment and such students will be admitted, provided the Candidate Review Panel, chaired by the Deputy Vice-Principal (Academic Affairs), is satisfied that any risk to the safeguarding of the student can be minimised.

Students on certain programmes may be required to undertake work-based learning placements within settings where students will carry out Regulated Activities. It is a condition of students' admission to the programme and placement that their employer certifies that an enhanced and barring DBS check has been carried out and that the student is fit to work with vulnerable groups. These situations are dealt with under section 4.3 below.

4.3 Approval and monitoring of work-based learning placements

Pearson College approves and monitors all work-based learning placements which are a credit-bearing, integrated part of its programmes, including apprenticeship schemes. The process for approval and monitoring of placements which are part of a degree programme is documented as part of the programme validation for relevant programmes and forms part of the Definitive Course Documentation. On apprenticeship schemes, the process is dealt with as part of the due diligence requirements for new employers. This process will include consideration of whether students will be coming into contact with children, young people or adults at risk in the course of their placement or apprenticeship. If the answer to this question is "yes", then the approval and monitoring process will include a risk assessment as set out in section 4.1 above.

A work-based learning placement which involves students carrying out Regulated Activities will only be approved where it is part of an apprenticeship and whose employer, as a condition of admission, has certified that the students have had a suitable DBS check and are fit to work with vulnerable groups. Full details of the DBS disclosure policy can be found in Appendix 3.

In addition, the approval and monitoring of work-based learning placements and apprenticeships will include the following:

- The Employer must have a Safeguarding Policy, which must be compatible with this policy.

- The Employer must have a procedure whereby students on placement are able to report any concerns he/she has that a child, young person or adult at risk may be being harmed or is at risk of harm (often included within a “Cause for Concern” procedure).
- Students on work-based learning placements must be made aware of Pearson College’s Safeguarding Policy (i.e. this policy), the Code of Practice in Appendix 5 and, in particular, be aware of section 4.4 below on Dealing with disclosure, suspicions or allegations of abuse.

4.4 Dealing with disclosure, suspicions or allegations of abuse

Concerns for the welfare of children, young people and adults at risk can take a variety of forms and arise in a range of settings. Possible examples include:

- Pearson College staff or students participating in a school outreach event may observe signs of abuse or be given information by a child which could be a disclosure of abuse.
- Pearson College students on a work-based learning placement may observe abusive behaviour by a colleague or third party at their workplace.

Pearson College staff or students who have concerns about a disclosure, suspicion or allegation that a child, young person or adult at risk is being harmed or is at risk of harm, must report their concerns.

In most cases, staff and students should initially discuss their concerns with their manager or the manager responsible for the event or activity in which the concern arose. Staff are referred to the procedures set out in Section 1 of the Safeguarding Children and Vulnerable Adults Policy (see Appendix 4) which must be followed. For the purpose of this policy the Deputy Vice-Principal (Academic Affairs) is the Safeguarding Coordinator for Pearson College.

Where students are on a work-based learning placement or apprenticeship, they should report their concern using the procedure of the employer. The employer will usually be best placed to investigate and act upon the concerns in a timely fashion. However, in exceptional cases, students may report such concerns to the Deputy Vice-Principal (Academic Affairs).

4.5 Training and support

All Pearson College staff are made aware of the Pearson College Safeguarding Policy as part of their induction training.

Pearson College staff and students who are identified as requiring safeguarding training as part of a risk assessment (see section 4.1 above) will be required to undertake suitable training, for example the Pearson Education Ltd Safeguarding Course.

Where a report is made to the Deputy Vice-Principal (Academic Affairs) (see section 4.4) and the member of staff or student concerned requests support, this will be made available via the Pearson College counselling service for students and the Pearson Education Occupational Health Service for staff.

Pearson College staff or students who have questions or suggestions about this policy should contact the Deputy Vice-Principal (Academic Affairs).

4.6 Code of Practice on Safeguarding

The Pearson College Code of Practice on Safeguarding is at Appendix 5. All Pearson College staff and students are made aware of this policy and are expected to comply with it.

5.0 Roles and responsibilities

The **Principal** of Pearson College has overall responsibility for the implementation of this policy.

The **Deputy Vice-Principal (Academic Affairs)** is responsible for

- ensuring that this policy is kept up to date and reviewed at least annually and disseminating this policy among relevant Pearson College staff and students.
- following the procedure set out in Appendix 2 which applies where a risk assessment identifies that a proposed activity may be a Regulated Activity.
- Acting upon reports made under section 4.5.
- Fulfilling the responsibilities of **Safeguarding Coordinator** within the meaning of the Pearson Safeguarding and Protection Policy.

The Pearson **Global Safeguarding Officer** is responsible for providing advice to Pearson College on its safeguarding policies and procedure and ensuring that they are compatible with current legislation and the policies and procedures of Pearson Education Ltd and its parent company.

Managers who organise events and activities which involve, or may involve, children, young people or adults at risk are responsible for carrying out and acting upon risk assessments.

The **Contracts and Compliance Manager** is responsible for overseeing the due diligence and approval of work-based learning placements.

Programme leaders of programmes incorporating credit-bearing work-based learning are responsible for monitoring and reporting on work-based learning placements.

The **Pearson Education Ltd** Human Resources Managers are responsible for ensuring that pre-employment checks are carried out.

All Pearson College staff and students are responsible for abiding by the Code of Practice (see Appendix 5) and for reporting concerns to the Deputy Vice-Principal (Academic Affairs).

Appendix 1: Guidance on DBS checks

This Appendix comprises **Guidance** only and is not a substitute for legal advice. In cases of doubt, staff or students should consult the Deputy Vice-Principal (Academic Affairs) who will consult the Global Safeguarding Officer and/or the Pearson Legal Department for advice in appropriate circumstances.

The Rehabilitation of Offenders Act 1974 (ROA) provides that certain convictions become “spent” after a period of time. Where convictions are spent, it is unlawful for employers to require employees or applicants to disclose details of these convictions as a condition of employment. However, certain posts (both paid and voluntary) involve positions of trust or working with vulnerable groups and these require applicants to undergo a check with the Disclosure and Barring Service (DBS). Such posts are exempt from the ROA.

A member of staff or student will be required to undergo an enhanced DBS disclosure check which includes a barred list check, where s/he will be working in Regulated Activity with vulnerable groups as defined by the Safeguarding Vulnerable Groups Act 2006.

Regulated Activity for children

Regulated Activity for children is:

- Unsupervised activities *on a frequent basis* including teaching, training or instruction; care or supervision; advice or guidance on well being; or driving a vehicle for children.
- Work in a ‘specified place’ *on a frequent basis* with opportunity for contact including: schools, children's homes, childcare premises. This does not include work by supervised volunteers.
- Relevant personal care, for example washing or dressing; or health care by or supervised by a professional. This activity does not need to meet the frequency threshold.
- Registered childminding; and foster-carers. This activity does not need to meet the frequency threshold.

'Frequent' is once a week or more on an ongoing basis or four or more times in a single month or overnight (between 2am and 6am).

Frequent activity only applies where they take place in a single specified place e.g. visits to the same school. If activity is in a number of 'specified places' (e.g. schools), but is infrequently in each, a DBS check will not be required even if the totality of work carried out in the various settings is frequent.

Regulated Activity for Adults

Staff and managers of staff providing the following activities will be conducting regulated activity:

- Health care – any health care professional providing health care to an adult or anyone who provides health care to an adult under the supervision of a health care professional. This includes the provision of counselling.
- Personal care – providing physical assistance, supervision or advice in relation to activities including eating and washing.
- Social care
- Assistance with cash, bills or shopping
- Assistance in the conduct of a person's own affairs

- Transporting an adult because of their age, disability or illness to or from their home and a place where they will receive health care, personal care or social care.

Exemptions

There are certain activities which would otherwise be regarded as “regulated” but are exempt from the requirement for a DBS check. These include:

Under-18s in higher education

Individuals who are involved in the teaching, training and instruction or care and supervision of under-18s in higher education will not be required to have DBS checks. This exemption will only come into effect when the institution has undertaken a risk assessment and put in place suitable arrangements in the light of the result of the risk assessment e.g. restriction of one-to-one contact with the child.

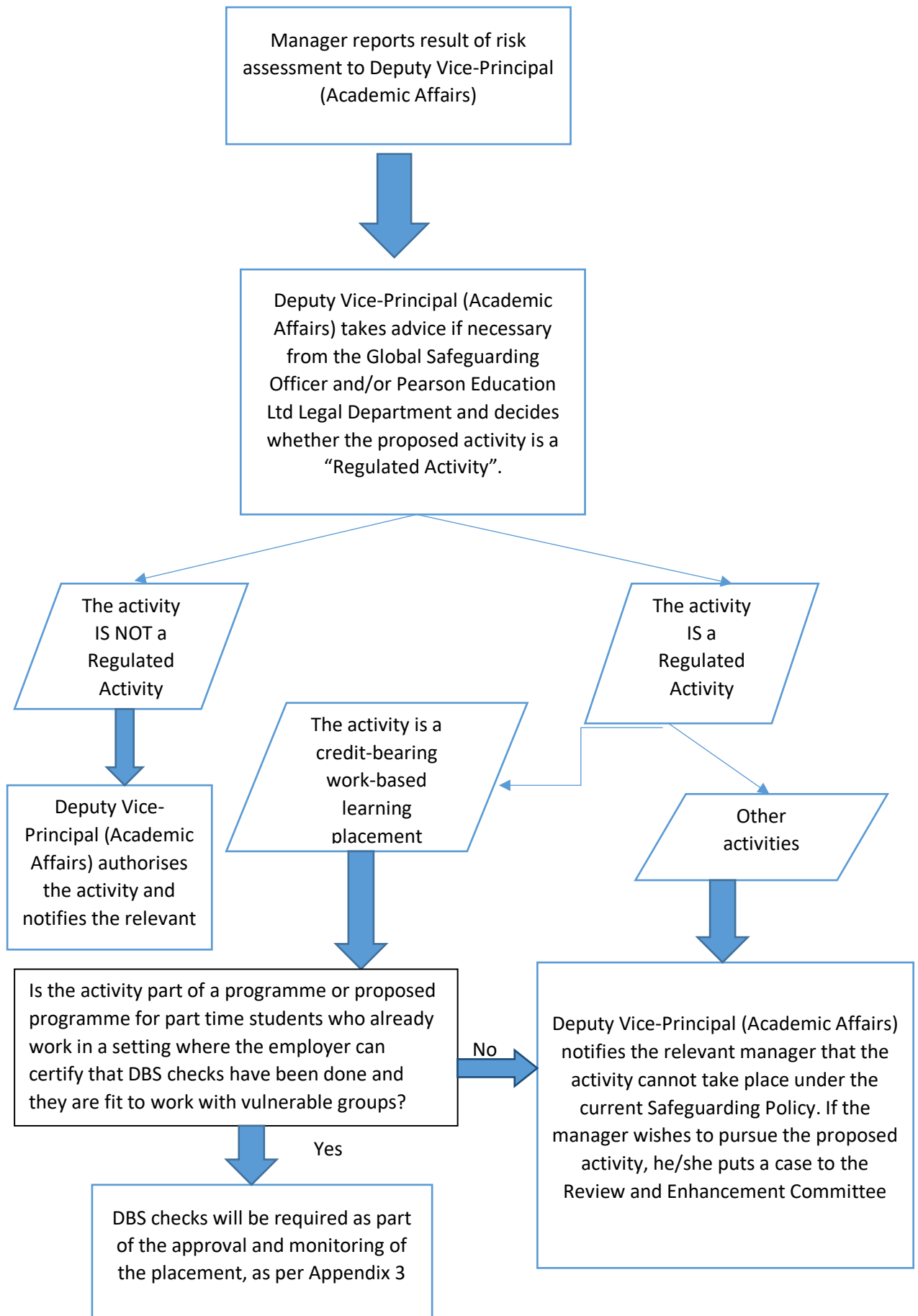
Students aged 18 or over who work with students under 18

Adult students are not carrying out Regulated Activity if they live and work alongside younger students (known as the “peer exemption”). This exemption does not cover students who interact with children in another context (e.g. as part of a work-based learning placement).

Children and young people in the workplace

Teaching and training, care and supervision, advice and guidance and medical treatment provided as part of the employment of a child or young person (which may be part of their learning or in a work experience situation) is not Regulated Activity if carried out by a person for whom arrangements do not exist principally for that purpose. It is therefore not necessary for Pearson College staff or students to have DBS checks purely because they are working alongside or supervising children or young people who are also employed or on work experience. However, a risk assessment will be required.

Appendix 2: Procedure where a risk assessment identifies that DBS checks may be required.



Appendix 3: DBS disclosure policy

Pearson College is not registered for the purpose of DBS checks. Pearson College's activities do not include Regulated Activities, save for the Counselling Service and to the extent that students on certain programmes may carry out Regulated Activities on work-based learning placements. It is a condition of students' admission to such placements that the Employer Partner certifies that they are fit to work with vulnerable groups and that a DBS check has been carried out. This DBS disclosure policy applies to these programmes.

Admissions

As part of the admissions procedure, the Employer Partner will be asked to submit a certificate confirming:

- The identity of the student
- Date of DBS check (which must be less than one year prior to the date of enrolment)
- Nature of DBS check (which must be enhanced and barring)
- Number of DBS check
- That the student is fit to work with vulnerable groups

Students may not be admitted to the programme without this certificate. This information will be kept centrally in the Pearson College Registry.

The application form and programme information on the Pearson College website will specify that it is a condition of admission to the programme that employers certify that a suitable DBS check has been carried out and that the applicant is fit to work with vulnerable groups.

Renewal of DBS checks

DBS checks are required to be conducted or updated on an annual basis. Employer Partners must have a system in place to ensure that their employees who are also students at Pearson College undergo a further DBS check on an annual basis (or use the update service) and send an updated certificate to the Pearson College Registry on a rolling basis.

Approval of Employer Partners

Pearson College is committed to ensuring that its admissions policies are fair and that students are not discriminated against unfairly as a result of an irrelevant factor, including an irrelevant conviction. Pearson College relies upon its Employer Partners to certify whether a student is fit to work with vulnerable groups and therefore will ensure, as part of the approval and monitoring of Employer Partners, that Employer Partners have a fair process for making these determinations.

It is recognised that such decisions are a matter of judgment and that each individual case is different and must be determined on its merits. It is not therefore possible to set out predetermined criteria for these decisions. Instead, Pearson College will ensure that Employer Partners have a fair and transparent process for handling DBS disclosure information and for making decisions where entries are disclosed, including the following:

- Due regard is given to the DBS Code of Practice which is made available to applicants on request
- Decisions are made fairly and applicants are given an opportunity to make representations

- A criminal record does not, per se, mean that an applicant is unfit to work with vulnerable groups. It will be a matter of judgment in each case. Due consideration will be made to the specific conviction, with reference to:
 - The nature of the original offence
 - The number of offences disclosed
 - When the offence/s were committed
 - Any mitigating circumstances
 - Any aggravating circumstances
 - The applicant's subsequent behaviour and attitude to the offending
 - The applicant's openness about the conviction, including whether s/he disclosed the existence of the conviction voluntarily
- An unfavourable decision is discussed with the applicant/student and support offered
- All disclosure information is stored securely and only accessible to staff members who need to know in order to perform their duties.
- Disclosure information is handled, retained and destroyed in accordance with the requirements of the DBS Code of Practice.
- The Employer Partner will fund all DBS checks and updates.

Specialist or additional placements

Most work-based learning placements take place within workplaces of the Employer Partner. Where students attend specialist or additional placements with other employers, it is necessary to confirm to those employers that students are fit to work with vulnerable groups. This is the responsibility of the Employer Partner, who will, prior to the commencement of the placement, send relevant employer a certificate stating:

- The identity of the student
- Date of DBS check (which must be less than one year prior to the date of enrolment)
- Nature of DBS check (which must be enhanced and barring)
- Number of DBS check
- That the student is fit to work with vulnerable groups

Review of this policy

This policy will be reviewed at least once a year.



Pearson

Safeguarding children and vulnerable adults' policy

For use by Pearson staff, Associates, contractors, suppliers and centres working with children and vulnerable adults

Who and what is this policy for:

All Pearson staff follow the Pearson's global [Safeguarding Learners Policy](#). In addition to this some departments need individual policies to meet with specific local requirements. This is a policy for UK-managed qualifications offered by Pearson Education Limited which includes but is not limited to Pearson Edexcel qualifications, BTEC qualifications and Apprenticeships.

It does not cover the delivery of qualifications and tests at Pearson Vue or Pearson College which follows the Pearson global safeguarding learners' policy.

This policy explains how anyone can raise safeguarding concerns with us and how we will manage those concerns.

April 2019 version 6

Ratified by PUKLT June 2019



Pearson Education Ltd – Our Mission and Values

Welcome to Pearson, the world's learning company. We have a simple mission: to help people make more of their lives through learning. Whether it's at home, in the classroom or in the workplace, learning is the key to improving our life chances. We are the UK's largest awarding body and we are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). We offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, and LCCI.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet regulatory requirements. These policies are designed to support centres and learners with the design, delivery and award of Pearson qualifications and services.

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Safeguarding children and vulnerable adults policy

Owner Pearson UK Safeguarding Officer
Authorised by Responsible Officer

April 2019 version 6 DCL 1: Public
Ratified by PUKLT June 2019

1. Policy scope

- 1.1** This policy relates to all situations in both the UK and internationally, including online interaction, in which Pearson staff, Associates, contractors, suppliers and centres come into contact with children and vulnerable adults.
- A child is a person under the age of 18.
 - A vulnerable adult can be defined as an individual aged 18+ who may need care services because 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.

2. Policy statement

- 2.1** In several of our activities, particularly relating to education, we may have contact with those who are vulnerable, perhaps because of their age, physical or mental ability or ill health. This policy provides help and guidance so that we act prudently to ensure the safeguarding of children and vulnerable adults.
- 2.2** Our staff, including Associates, contractors and suppliers instructed by and acting on our behalf should not have any unsupervised contact with children or vulnerable adults during visits to centres or in any other situation as part of their work for us. This applies to staff taking part in our sponsored voluntary schemes involving contact with children and vulnerable adults, for example Book Time.
- 2.3** Our staff receive training in safeguarding in their induction and are given refresher training when safeguarding training is updated.
- 2.4** Pearson and our subsidiary companies recruit and 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 would not knowingly place an employee in a position that caused them to be in contact with children where the employee was unsuitable to work with children, young people or vulnerable adults.

3. What does safeguarding mean?

- 3.1** The Department for Education (DfE) 'Keeping children safe in education' guidance, Part 1, describes safeguarding as including:
- Protecting children from maltreatment; preventing impairment of children's health or development
 - Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.
- 3.2** The Counter-Terrorism and Security Act 2015 is included within the scope of this policy which is about preventing people from being drawn into radicalisation, it states:
- Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This guidance is issued under section 29 of the Act. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty.

Safeguarding children and vulnerable adults policy

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4. Contacting the Pearson Safeguarding officer

- 4.1** You can contact the Pearson Education Ltd Safeguarding Officer for Children and Vulnerable Adults using the following details:

Safeguarding Officer for Children and Vulnerable Adults

80 Strand

London

WC2R 0RL

Tel: 020 7010 2895

Mobile: 07880 081180

safeguarding@pearson.com

5. How to raise a safeguarding concern

- 5.1** You may have a concern about a child or vulnerable adult because of learner or candidate work you have seen, reports that you have received, information you have been given or an incident or behaviour you have seen. The contact or information you have may be from direct or online contact. The concern may be that the individual is at risk of harm from others or from themselves. Sometimes you might not have much information and might worry about raising a concern as a result. However, the safest option is to always report any safeguarding concerns as soon as you can.
- 5.2** Contact the Safeguarding Officer, mainly using the email address safeguarding@pearson.com, to raise your safeguarding concerns. You may also use the contact details outlined in section 4.1.
- 5.3** You should include as much detail as possible, including your name and position, the nature of your concerns and the evidence that gave rise to your concerns. If you are an Associate raising a concern based on a disclosure in an exam paper please include the document identification number of the paper.
- 5.4** The Safeguarding Officer will consider any report, seeking legal advice where necessary, and will act, which may involve referral of the incident to the appropriate authorities, within 24 hours.
- 5.5** The Safeguarding Officer will let you know that action has been taken but cannot discuss the incident further, except for clarification. If any Associates have any concerns about the action being taken they can raise it with the Pearson Associate Management team.
- 5.6** Support will be made available if a disclosing member of staff is distressed by an incident or the reporting of it.
- 5.7** All sensitive information is kept 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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6. 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	http://www.ncb.org.uk
Disclosure and Barring Service	08718 727 800	http://www.disclosuresdbs.co.uk/
Churches Child Protection Advisory Service	0845 120 4550	http://www.ccpas.co.uk/
Ofsted	0300 123 1231	https://www.gov.uk/government/organisations/ofsted
Disability Rights UK	020 7250 8181	http://www.disabilityrightsuk.org/
MENCAP	020 7454 0454	http://www.mencap.org.uk/
Respond	0207 383 0700	http://www.respond.org.uk/

7. Useful links

Children, Schools and Families Act 2010 (England & Wales)
Co-operating to safeguard children (NI, 2015)
National guidance for child protection in Scotland 2014 (Scotland)
Safeguarding Vulnerable Groups Act 2006 (UK)
Working together to safeguard children (DfE, England, March 2015)
Churches Child Protection Advisory Service
What to do if you're worried a child is being abused (DfE, England, March 2015)
JCQ Principles for safeguarding children and vulnerable adults

8. Policy review date

8.1 This policy will be reviewed in April 2020.

Appendix 5: Code of Practice on Safeguarding Children and Vulnerable Adults

The following Code of Practice applies to all Pearson College staff and students who come into contact with children or adults at risk, whether acting in a paid or unpaid capacity. A “child” is any person under the age of 18. All staff and students are also required to read and observe the Pearson Education Safeguarding Children and Vulnerable Adults Policy (Appendix 4)

- Read the Pearson College Policy on Safeguarding and ensure that you are aware of your responsibilities.
- Read the Pearson Education Safeguarding Children and Vulnerable Adults Policy and ensure that you are aware of your responsibilities.
- Participate in the training available to you to support you in your work with vulnerable groups.
- Be aware of regulated activities, as defined in the Safeguarding Vulnerable Groups Act 2006, and ensure that you do not inadvertently participate in such activities.
- Maintain a professional attitude and demeanour when communicating with children, whether in person or via any medium, including digital social media.
- Do not exchange personal contact details with children or accept friend requests on social media
- Treat all individuals with dignity and respect.
- Never behave in a bullying, harassing, aggressive, abusive or discriminatory manner.
- Do not stand aside if you observe any bullying or inappropriate behaviour by others.
- Avoid unnecessary physical contact.
- Avoid taking children alone in a vehicle on journeys, however short.
- If you find you are in a situation where you are alone with a child wherever practicable make sure that others can clearly observe you.
- Do not develop close personal relationships with children in relation to whom you are in a position of trust.
- Do not make sexual, suggestive or inappropriate remarks to or about members of vulnerable groups, even in fun, as this could be misinterpreted.
- If a member of a vulnerable group reports any abuse or inappropriate behaviour, you should report this immediately following the procedure set out in the Pearson College Policy on Safeguarding.
- The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
- If you are the recipient of any complaint or accusation from a member of a vulnerable group, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
- If a member of a vulnerable group makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns following the Pearson College Policy on Safeguarding.
- Remember that those who abuse members of vulnerable groups can be of any age (even other members of vulnerable groups), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

- Although allegations should be reported only on a “need to know” basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act, as complying with the policy overrides such obligations. If you report a concern and are distressed by the process, support is available and you should request it.
- Under no circumstances access inappropriate or indecent material of children or young people on the internet or otherwise.
- Ensure that you comply with appropriate licensing laws.

Person responsible	Deputy Vice Principal (Academic Affairs)
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Approved by	Review & Enhancement Committee
Date of next formal review	November 2021
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