



# Safeguarding Children and Vulnerable Adults Policy

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Policy authorised by Responsible Officer

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## 1.0 Introduction

The key role of OTHM is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards we aim to provide guidance and support to help centres and their learners to achieve learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support centres to meet those requirements.

We review all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

## 2.0 Scope of policy

This policy relates to all situations in both UK and international, including online, in which OTHM staff, Assessment Associates, contractors and suppliers instructed by and acting on OTHM's behalf, encounter children and/or vulnerable adults.

## 3.0 Policy statement

OTHM recognise that in some of our activity we may come into contact with individuals who are vulnerable due to mental ability, age or ill health. OTHM recognise that we are responsible for the safety and welfare of such individuals whilst in contact or engaged with OTHM activity.

OTHM have a legal duty to act prudently and take all reasonable steps to ensure the safeguarding of children and vulnerable adults.

## 4.0 Definitions

OTHM adopt the following definitions with reference to this policy:

### Vulnerable Adult

*“A vulnerable adult is a person aged 18 years or over who 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 himself or herself, or unable to protect him or herself against significant harm or exploitation;”*

(No Secrets (DH 2000))

### Safeguarding Children

Safeguarding legislation and government guidance states that safeguarding means:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;

- taking action to enable all children and young people to have the best outcomes;
- and
- *“the action we take to promote the welfare of children and protect them from harm - is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.”*

*(Working together to safeguard children (HM Government 2013))*

## Abuse

Abuse is about the misuse of the power and control that one person has over another. In determining whether or not abuse has taken place, it is important to remember that **intent** is not the issue.

*‘Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse’, Adults’ Services Report 39 (Social Care Institute for Excellence (2011))*

The Safeguarding Officer for OTHM Qualifications is the CEO.

## 5.0 Implementation

OTHM will ensure that where OTHM staff, Assessment Associates, contractors and suppliers instructed by and acting on OTHM’s behalf, come into contact with children and vulnerable adults, that they are accompanied at all times by a responsible adult representing the Centre. Where no responsible adult is present, the OTHM representative must not continue with the activity.

OTHM will ensure that safeguards against poor practice, harm and abuse will be made and all OTHM representatives will be provided with clear information about how to report issues such as bullying and abuse and will be supported in doing so.

## 6.0 Reporting Suspected Abuse

Any concerns should be raised with the OTHM Safeguarding Officer and if a referral is required this will be undertaken within 24 hours to the relevant authorities.

A confidential report should be written which provides:

- 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
- Parent / Guardian / Carer details
- Date and time of incident
- Details of the incident/ allegations/ suspicions
- Details of any action(s) taken to date

## 7.0 Useful contacts

NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Childline	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Child Exploitation and online Protection Centre	<a href="http://ceop.police.uk/">http://ceop.police.uk/</a>
The National Children's Bureau	<a href="http://www.ncb.org.uk">www.ncb.org.uk</a>
Disclosure and Barring Service	<a href="http://www.disclosuresdbs.co.uk/">http://www.disclosuresdbs.co.uk/</a>
Respond	<a href="http://www.respond.org.uk/">http://www.respond.org.uk/</a>
Ofsted	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Disability Rights UK	<a href="http://www.disabilityrightsuk.org/">http://www.disabilityrightsuk.org/</a>
MENCAP	<a href="http://www.mencap.org.uk/">http://www.mencap.org.uk/</a>

## 8.0 Regulatory 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)

## 9.0 Policy review date

August 2018

## 10.0 Useful contacts

For more information on OTHM qualifications and services please visit the website: [www.othm.org.uk](http://www.othm.org.uk). Alternatively, call at: +44(0)20 7118 4243 or email at: [info@othm.org.uk](mailto:info@othm.org.uk)

End of policy