

Safeguarding & Prevent Policy

V3 August 2025

**End Point Assessment Organisation
as part of Suffolk County Council**

Purpose

This policy outlines Suffolk County Council's approach to Safeguarding and Prevent in regard to End Point Assessment. The aim of the policy is to ensure everyone is aware of and understands their responsibilities and that of others, signs there might be a safeguarding concern, along with the reporting procedures for all safeguarding issues. This policy is in line with overarching Suffolk County Council's wider policies.

This policy will be reviewed every two years or when there are significant changes in legislation.

Scope

This policy applies to all apprentices and staff involved in the EPAO process with Suffolk County Council. Copies of the Safeguarding & Prevent policy are available to staff and apprentices before and during the End Point Assessment process.

Statement

Suffolk County Council has a firm commitment to safeguarding and places children and young people and adults at risk at the centre of everything we do.

Suffolk County Council is required by the Safeguarding Vulnerable Groups Act 2006 and the [Keeping Children Safe in Education](#) framework to secure the safety of children, young people and adults at risk who are entering and completing the End Point Assessment process.

Suffolk County Council considers their safeguarding responsibilities within the wider strategic management and quality framework of the Children and Young People services as well as Adult Social Care. The principles of those wider corporate responsibilities are embedded in our core values of End Point Assessment.

Suffolk County Council understands its responsibilities under the Counter Terrorism & Security Act 2015 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context. Everyone is responsible.

Our End Point Assessment Safeguarding and Prevent process incorporates policies, practices and processes required to keep apprentices and any staff involved with EPA safe. Personal safety is a fundamental precondition for effective and successful completion of the End Point Assessment and can only be met in a safe environment that promotes wellbeing and security for all apprentices, especially those who are vulnerable.

Safeguarding Definitions

Safeguarding is the protection of children and adults at risk to minimise and manage risk to those who may be exposed to harm or abuse.

- A Child is defined as anyone under the age of 18.
- An adult at risk is someone over 18 years old who: has care and support needs, is experiencing, or is at risk of, abuse or neglect, as a result of their care and support

needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Some of the potential risks and definitions are listed below, but are not limited to:

Physical Abuse

Physical abuse is deliberately causing physical harm. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or vulnerable adult.

Neglect

Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic, physical and/or psychological needs, likely to result in serious impairment of the person's health or development. This could be when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger.

Emotional/ Physiological Abuse (including bullying and harassment)

Emotional abuse is the persistent emotional maltreatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It could include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying or isolation.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person or any person to take part in sexual activities, whether or not the person is aware of what is happening. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Financial or Material Abuse

Financial abuse involves theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Human trafficking/Modern slavery

Modern slavery includes human trafficking, forced labour, domestic servitude, sexual exploitation, such as escort work, prostitution and pornography, debt bondage – being forced to work to pay off debts that realistically they never will be able to.

Female Genital Mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons and is also known as female circumcision or cutting. There are no medical reasons to carry out FGM.

Forced Marriage and Honour Based Abuse

A forced marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses.

Child Criminal Exploitation

Child criminal exploitation (CCE) occurs “Where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity in exchange for something the victim needs or wants and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology” (Home Office, 2018)

Organisational

The mistreatment of people brought about by the poor or inadequate care or support or systemic poor practices that affect the whole care setting. This can occur in any organisation or service, within and outside Health and Social Care provision.

Discriminatory

Unequal treatment, harassment or abuse of a person based on age, disability, race, ethnic group, gender, gender identity, sexual orientation, religion, family status or membership of the travelling community.

Others may include, but are not limited to: Domestic Violence including controlling or coercive behaviour, Organisational Abuse, Child Sexual Exploitation, Peer-on-Peer Abuse, Bullying & Cyberbullying, Substance Misuse, Teenage Relationship Abuse, Mental Health, Sexting, Radicalisation and/or Extremist Behaviour, Racist, Disability and Homophobic or Transphobic Abuse, Gang Activity or Youth Violence, Forced Marriage, Fabricated or Induced Illness, Poor Parenting, Homelessness, other issues that pose a risk to children, learners and adults at risk.

Prevent Duty and Channel

Suffolk County Council also has a duty to recognise the PREVENT Duty in its activities as an End Point Assessment organisation. This duty ensures that all education organisations have due regard to prevent people being drawn into terrorism. It requires all staff to be alert to any reason for concern in a learner’s life at home or elsewhere.

The Channel Process is a multi-agency strategy to try and divert anyone on the fringes of radicalisation/extremist behaviour. It would be implemented by the local police after reviewing evidence.

CONTEST

CONTEST is the Government's Counter Terrorism Strategy. The aim of the strategy is 'to reduce the risk from international terrorism, so that people can go about their lives freely and with confidence.'

CONTEST consists of four 'P' work strands:

- **Prevent:** to stop people becoming terrorists or supporting terrorism
- **Pursue:** to stop terrorist attacks
- **Protect:** to strengthen our protection against a terrorist attack
- **Prepare:** to mitigate the impact of a terrorist attack

Prevent Terminology

Radicalisation: act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of mind.

Extremism: holding extreme political or religious views which may deny right to any group or individual.

Terrorism: an act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.

Core British values:

- **Democracy**
- **The Rule of Law**
- **Individual Liberty**
- **Respectful Tolerance of Different Faiths or Beliefs**

**NB: extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, as well as any religious extremism.*

Implementation

Suffolk County Council actively promotes a safe culture throughout the organisation by clearly identifying and communicating safeguarding roles and responsibilities, having clear safeguarding procedures in place and training all staff in those safeguarding procedures. Sufficient resources are allocated to safeguarding. A zero-tolerance approach is taken to any form of abuse or harm. A safer environment is created by ensuring enhanced DBS checks form part of our recruitment and selection procedures as outlined in the [Safer Recruitment – Suffolk Safeguarding Partnership](#).

Staff have access to the councils [Harassment & Bullying Policy](#) and guidance on how to report any issues and this also forms part of the mandatory initial induction for new staff. Learners also have a policy in place to report concerns of this nature within the End Point Assessment process.

Our Responsibilities

Within its social care responsibilities, Suffolk County Council has a stringent approach to Safeguarding through governance within the Directorate of Children and Young Peoples' Services. Safeguarding issues would be raised and dealt with in line with the responsibilities under Working Together to Safeguard Children and reported to the LADO team as laid out in <https://www.suffolksp.org.uk/>

Governance for the End Point Assessment function will sit with the Designated Safeguarding



Lead for Suffolk County Council.

Lead Designated Safeguarding Officer Suffolk County Council: Paula Youell
paula.youell@suffolk.gov.uk

The Lead Designated Safeguarding Officer has the responsibility to maintain links with Local Safeguarding Children's Boards and Prevent Coordinators, plan and implement training for all employees, and carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as the relevant County Safeguarding Board, where appropriate. Overall recording and management of safeguarding issues and reporting to the board on any issues that arise will be completed by the Lead Designated Safeguarding Officer. They will also review procedures and policies as well as maintain own CPD to ensure their role can be fulfilled competently.

Designated Safeguarding Officers Suffolk County Council Skills Team:

Andrew Mawby andrew.mawby@suffolk.gov.uk

Lyndsey Hessey Lyndsey.hessey@suffolk.gov.uk

Our Designated Safeguarding Officers have the responsibility to deal with concerns over welfare, signpost and offer guidance to deal with concerns and liaise with the Safeguarding Lead for concerns requiring referral to external agencies. They will carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as the Safeguarding Board where appropriate. Designated Safeguarding Officers will maintain own CPD to ensure their role can be fulfilled competently.

Independent End Point Assessors

Our Independent End Point Assessors have the responsibility to check safety and welfare with all apprentices at the beginning of each assessment, ensuring apprentices feel safe and able to complete the assessment. They must be mindful of indicators that there may be a safeguarding issue and to follow the 5 Rs procedure (Recognition, Response, Reporting, Recording, Referral) if required. All EPAs will be required to have a current DBS check and to have attended safeguarding and PREVENT training in the last two years.

If they feel there is an unresolved safeguarding concern relating the apprentice, they should report their concerns to Customer First 0800 917 1109. If the apprentice is in immediate danger they must call the police 999.

If there is an unresolved safeguarding concern relating to a client of the apprentice, they should report their concern to the training provider's safeguarding officer. If there is immediate danger, they must report it to the police 999.

Following the Six Safeguarding Principles:

- **Empowerment**

Personalisation and the presumption of person-led decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

- **Prevention**

It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs, and

what I can do to seek help.”

- **Proportionality**

Proportionate and least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my best interests as I see them and they will only get involved as much as I require.”

- **Protection**

Support and representation for those in greatest need.

“I get help and support to report abuse. I get help so that I am able to take part in the safeguarding process to the extent to which I want and to which I am able.”

- **Partnership**

Local solutions through working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

- **Accountability**

Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life.”

Understanding the Risk of Extremism

- There may be apprentices who enter the process already holding extremist views. Therefore, End Point Assessors need to be aware of how these views may be presented, or the characteristics of those who are vulnerable are more likely to be influenced.
- Their vulnerability could stem from a range of causes, including: loss of identity or sense of belonging, isolation, exclusion, mental health concerns sense of injustice, personal crisis, victim of hate crime or discrimination, and bereavement.

Ways to Counteract Risks

- Promote a safe and supportive international environment for the duration of the assessment via clear expectations of accepted behaviours.
- Promote core British Values during the End Point Assessment process through the development of assessment methods which will embed demonstration of expected behaviours.
- Promote a safe and supportive international environment approach to End Point Assessment with clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated.

Training

All staff and associate assessors undertake initial and refresher safeguarding training, including training on the PREVENT initiatives and staff induction includes a comprehensive briefing on Safeguarding & Prevent policy and reporting systems.

Documents and face-to-face training will ensure staff and associate assessors, understand this policy through standardisation activities and evaluation of the process to include an awareness of:

- Context and expectations of Prevent.
- Their duty to implement the policy.
- Terminology and risks associated with radicalisation and extremism.
- How to identify signs of concern and support vulnerable students.
- Ways to minimise any identified risks.
- Know the lead Safeguarding Officer and procedures for communicating concerns.
- Know the importance of their own behaviour and professionalism in being exemplars of British Values, and
- Ensuring the End Point Assessment process does not include any inflammatory subjects which might cause offence or challenge.

NB: Any concerns relating to a person under 18 are safeguarding issues and should be dealt with by safeguarding staff and, where necessary escalated within the safeguarding procedure of Suffolk County Council.

Staff Suspected of Involvement in Abuse or Harm

Staff, and associate assessors, who are suspected of being involved in any form of abuse of a child or adult, either in the centre or during an End Point Assessment activity, will be dealt with by following the relevant Suffolk County Council Safeguarding procedure and escalated in proportion to the allegation. This escalation could include Social Services involvement and Police investigation and may be combined with suspension from employment during the investigation.

This policy also applies in situations in which allegations or concerns have arisen as result of issues occurring in the staff member's private life, such as in reported domestic violence, or when the staff member has exhibited behaviour that suggests to colleagues or members of the public that they are unsuitable to work with children or adults at risk of harm or abuse.