

History

Date	Amendments Made
07/09/2022	Creation of document - adapted from EPA Safeguarding Policy V4 to include current policy for assessed qualifications and quality assurance by CMI staff, contractors and partners. .

Distribution

Distribution List

- This policy will be published on the CMI website
- All Quality Managers, staff Markers and staff Moderators
- All Marking, Moderation and Mapping contractors
- All CMI registered and approved centres
- Regulators - on request

Scope

Scope of policy

This document sets out CMI responsibilities for staff and representatives with regards to safeguarding children and vulnerable adults. It is for both internal and external use.

It relates to all situations, both UK and International, where the CMI comes into contact with children and vulnerable adults.

Commitment

Commitment to safeguarding

CMI is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. Employees recognise and accept their responsibilities to develop the awareness of the risk and issues involved in safeguarding.

CMI recognises its responsibility to safeguard the welfare of all Learners undertaking CMI qualifications whether assessed by CMI or its partner centres. This is done by commitment to practice that protects them and looks to minimise potential harm. CMI is committed to safeguarding and promoting the welfare of Learners and undertaking assessment and IQA activities and expects all CMI employees, contractors and partners involved in the assessment of its qualifications delivered directly to share this commitment.

Other Awarding Bodies e.g Universities offering CMI qualifications by dual accreditation are accepted as having their own Safeguarding policies commensurate with national laws.

Safeguarding Purpose

Purpose of policy

Safeguarding is intended to keep children safe from a range of potential harm and looks at preventative action, not just reaction. It is protecting children from maltreatment; preventing impairment of children's health and development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. (Keeping Children Safe in Education 2021). CMI's own marking service and the activities of its partner centres extends its responsibilities to vulnerable adults.

Safeguarding defines how we will respond to:

- Child and Vulnerable Adult Protection.
- Protection from maltreatment (abuse, neglect, exploitation or victimisation) or risk of harm where the perpetrator is a member of the Learner's family, the wider community, another Learner or an individual engaged by CMI.
- Welfare support needs.
- Responding to a Learner (of any age) via either direct intervention, advice and guidance or sign posting where an issue exists within their day to day lives (including the workplace) which could impact upon their ability to complete CMI assessments. .
- For Learners under 18 this includes providing early help.

Who We Safeguard

Definition

Child - The term 'child' means anyone who has not yet attained the age of 18.

Vulnerable Adult - The term 'A vulnerable adult' is defined as a person who is aged 18 years or over to whom a 'regulated activity' relates to vulnerable adults (as set out in the Safeguarding of Vulnerable Groups Act 2006).

What is 'regulated activity'?

'Regulated activity' is a broad term which applies differently to children and to vulnerable adults. It is likely to include:

- Specified activities relating to children and vulnerable adults (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent (as a general rule at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight (between 2am and 6am where the activity gives the person the opportunity to have face-to-face contact with children or vulnerable adults);
- Certain work in a specified place which provides the opportunity for frequent contact with children or vulnerable adults (e.g. a school);
- Advice or guidance, which is provided wholly or mainly for children and which relates to their physical, emotional or educational well-being;
- Certain specified positions (e.g. a school governor) and functions (e.g. early years child minding).
- An activity is unlikely to be a 'regulated activity' if it is supervised.

Unsupervised activity may relate to the following scenarios:

- Observation of Learner activity in the workplace either in person or remotely by CMI staff, CMI contractor or by approved staff at a registered or approved CMI partner.
- Assessment of a learner, either face to face or remotely, by CMI staff, CMI contractor or by approved staff at a registered or approved CMI partner, which could include a professional discussion as part of a flexible assessment agreement or to respond to a request for 'reasonable adjustment'.

What We Are Safeguarding From

In line with Working Together to Safeguard Children 2018, safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of a child's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

The following should therefore be considered when assessing CMI Learners:

- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect
- Exploitation e.g. financial, sexual, forced marriage
- Neglect
- Grooming behaviour
- Domestic violence
- Bullying including cyber bullying, bullying in the workplace
- Victimisation (race, sexuality, gender, disability etc.)
- Accidents (road, home, in the workplace)
- Self-harm
- Unsafe activities and environments
- Crime
- Unsuitable housing/homelessness
- Extremism

CMI is mindful that a number of other situations may render a person 'vulnerable', such as victims of domestic violence, migrants, living in a drug-misusing family, living in areas of high crime, being likely to face racism or having caring responsibilities.

Levels of Responsibility

Working Together to Safeguard Children 2018 states that 'all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced'. CMI is committed to supporting all employees and contractors to understand the requirements placed upon them and the various pieces of safeguarding legislation. This is done through a variety of ways including information, advice and guidance, training and the provision of support resources. CMI employees and contractors and our partners have responsibility for safeguarding in the provision of assessing and IQA.ing CMI qualifications, and have a duty to act to ensure that the welfare of the Learner is paramount.

Information and Support for Learners

All Learners will have access to this CMI Qualifications Safeguarding Policy through the CMI Policies page of the CMI website. CMI partners will be expected to have a Safeguarding Policy in place for audit by **31 December 2022**. Learners can expect that they will be treated sensitively and with dignity should a safeguarding incidence/concern occur or an allegation of abuse be made. CMI requires staff / contractors / Partners to treat such matters confidentially, notifying colleagues only on a 'need to know' basis under the direct guidance of the incident owner.

Confidentiality

Whilst respecting privacy and data protection, CMI Awarding Body Qualifications team cannot guarantee confidentiality in all circumstances. If we discover anything that we believe parents/carers, social services or the police should be informed of, we will do so believing it is in the best interests of the individual involved.

CMI's Awarding Body Qualifications team takes its responsibilities to report crime seriously and as a result will not afford confidentiality in the following situations:

- Where it is identified that a child or vulnerable adult is at risk of harm.
- Where we are told that a serious crime has been committed or is about to be committed.
- Where information regarding terrorism or drug trafficking is disclosed.
- Where we are instructed to disclose something by a court.

Disclosure Procedures for Recruitment of CMI Staff / Representatives

This section applies to CMI Staff / Contractors / Partners only.

As part of the CMI recruitment process CMI Staff and contractors will be **(from 31 December 2022)** required to declare/disclose any criminal convictions, cautions etc (including the penalty or penalties imposed) which are not spent (for the purposes of the Rehabilitation of Offenders Act).

The information received will be treated with the utmost confidentiality and will be used by CMI to reach a conclusion as to whether a contract should be offered to the applicant.

Disclosure of offences will not in itself mean that a contract of services will not be issued. CMI shall make a decision after careful consideration of the individual circumstances and with due regard to any safeguarding risks. The CMI undertakes not to unlawfully discriminate against any individual on the basis of information revealed in the disclosure. Any action taken on the basis of such information will depend on the nature of the role and the circumstances and background of the offence.

Reporting Policy and Procedures

CMI Staff / Contractor responding to Safeguarding concerns

Any representative of CMI who suspects that a child or vulnerable adult is at risk of harm or abuse, takes personal responsibility to report their concerns following the correct procedure. Not reporting concerns may put children and vulnerable adults at further risk of harm. It is not CMI's responsibility to investigate a child or adult safeguarding concern but to review the information provided and, where necessary, escalate and inform the relevant authorities.

Staff and CMI contractors must inform CMI's Designated Safeguarding Lead via email awardingbody@managers.org.uk. CMI Contractors should also inform their main managing contact at CMI. For qualifications this will be the Awarding Body Support Manager.

CMI has a Designated Safeguarding Lead (DSL) and disclosures will be given to this person for review.

The information provided must record as much information as possible about the situation. This information should be passed immediately within one working day and should have the time & date the record was made and signed. This should include:

- Who is taking the record and their role/relationship with the individual
- Where and when it happened
- Who was involved
- Any contact details - name, address, telephone number and date of birth of the person involved
- What action, if any, has so far been taken

Staff and CMI contractors must pass on what information they have, even if the informant has only divulged a little or will not give their details. All information should be treated as strictly confidential and staff and CMI representatives must not talk about any information with anyone other than the agreed CMI Designated Safeguarding Lead.

Allegation of safeguarding concern is being made against CMI Staff / Contractor

In all instances, CMI representatives must inform CMI's Designated Safeguarding Lead via email awardingbody@managers.org.uk . CMI Representatives should also inform their main managing contact at CMI.

If the CMI receives an allegation against a member of CMI staff or contractor from an external source (e.g. Learners, parents, employers or training provider staff at one of its partners), they will inform awardingbody@managers.org.uk not giving any more information than could lead to further safeguarding or compromise any investigation. CMI may suspend the staff member or contractor from their contractual duties while the matter is investigated. Any allegation will be scrupulously investigated, having regard to confidentiality. The CMI Investigation process will be followed.

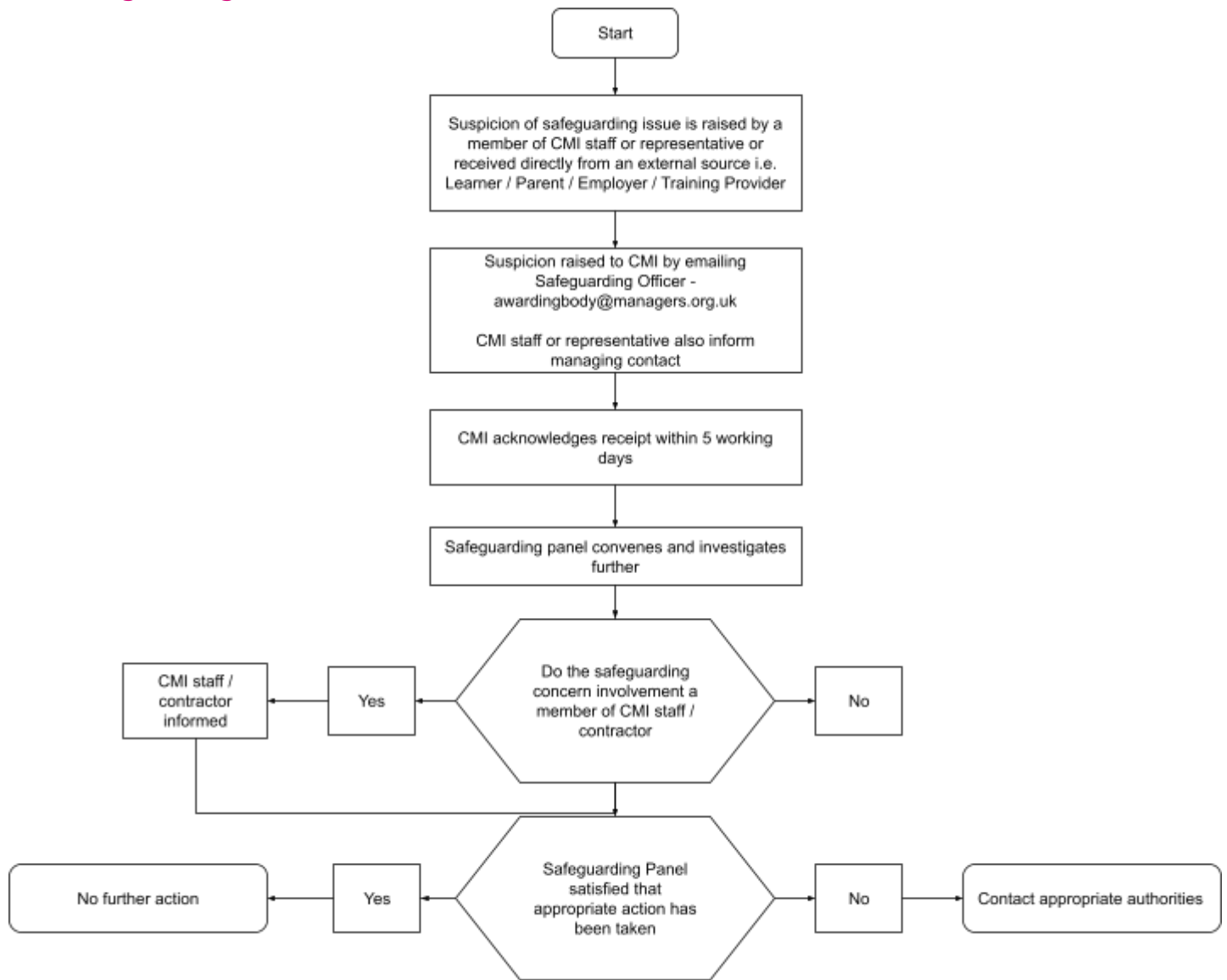
See: <https://www.managers.org.uk/wp-content/uploads/2020/03/Investigation-Procedure.pdf>

Safeguarding Panel

The Safeguarding Panel's responsibilities are to review any safeguarding concerns that are reported to CMI either by CMI staff, representatives or external sources. The Safeguarding Panel will make a judgement about what action, if necessary, should be taken in relation to any reported concern.

The Safeguarding Panel will have three representatives consisting of the Safeguarding Officer who is the DSL and a Senior Quality Manager. The third member will be nominated by the Designated Safeguarding Lead and does not necessarily need to be involved in Qualifications delivery assessment or quality assurance. .

CMI Safeguarding Disclosure Process



CMI Codes of Behaviour

CMI has in place Codes of Conduct that set out acceptable standards of behaviour and good practice for staff and representatives.

- Listen to, value and respect everyone as an individual
- Actively contribute to an organisational culture where inappropriate behaviour is not tolerated
- Provide an example of the good conduct you wish others to follow
- Where possible you should not give out personal information, or share email addresses, mobile phone numbers etc with any child, young person or vulnerable adult
- Report all allegations/suspicions of abuse by seeking further support and guidance, including any allegation made against yourself or other staff

- Ensure that any concerns about inappropriate behaviour are quickly and appropriately reported on to CMI
- Be aware that some children and vulnerable adults may behave inappropriately.
- Should have no physical contact with learners or one to one virtual contact without having completed Safeguarding training AND the event having been arranged by CMI.
- Should not make or permit suggestive or discriminating remarks to/or about children or vulnerable adults.
- Should not meet children or vulnerable adults outside of organised/formal interaction.

Implementation

In order to achieve the successful implementation of this safeguarding policy, CMI will give clear guidance to its staff and contractors on how the safeguarding policy will be adapted and applied.

CMI will issue this Safeguarding policy statement to all its contractors and partner organisations by making it available in the 'CMI Policies area' of its website to ensure that it is publicly available.

CMI Awarding Body will provide training activities to its staff in the area of Safeguarding and Prevent and maintain a record of staff completing such activities.

CMI Awarding Body will offer training opportunities to contractors where identified as required, and in line with IR35 restrictions.

CMI will ensure that:

- Issues concerning welfare, safety and confidentiality are addressed as an integral part of Qualifications development, review and assessment guidance
- Require that all CMI staff / representatives have completed and signed a Disclosure Declaration covering offences, cautions, reprimands, warnings etc.
- Require that all CMI staff / representatives complete a new Disclosure Declaration should their circumstances change

Monitoring and Review

We will review this policy annually as part of our self-evaluation arrangements and revise it in line with any feedback from customers, Learners, regulatory authorities or external agencies, or changes in our practices.