

CMI Awarding Body

Apprenticeship Assessment Safeguarding
Policy v4.2

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AB/POL/0037 - February 2025 - V4.2

History

Date	Amendments Made
03/09/2025	Review of document and inclusion/amendments to the reporting process to include CPC actions.
18/02/2025	Legislation changed to Keeping Children Safe in Education 2024 Version number changed to v4.2
03/05/2024	Legislation changed to Keeping Children Safe in Education 2023 Version number changed to v4.1 - legislation change to Keeping Children Safe in Education 2023, Section 2
20/2/2024	Annual Review - minor amendments for consistency no material changes - amendments to consistency annual review
01/02/23	Annual Review - minor amendments to legislation and terminology - amendment to legislation annual review
10/03/2021	Thorough review and update - whole Policy

Intended Audience

- Employers
- CMI Apprentices
- CMI Staff and Associates/Third Parties

- CMI Centres

All of CMI's policies are published on the [CMI Policies Webpage](#)

Purpose

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.

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 2024). CMI's EPA service 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 apprentice's family, the wider community, another apprentice or an individual engaged by CMI.
- Welfare support needs.
- Responding to an apprentice (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 the EPA.
- For apprentices under 18 this includes providing early help.

Scope

Relating to all situations where, in the course of Apprenticeship Assessment activities, the CMI comes into contact with children and vulnerable adults.

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 (for example, 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 (for example, 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 (for example, a school governor) and functions for example, early years child minding).
- An activity is unlikely to be a 'regulated activity' if it is supervised.

Regulatory Requirements

This policy meets the regulatory requirements set out by our regulators: Ofqual,

[Ofqual - General Conditions of Recognition](#)

Regulator or Relevant Regulatory Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Principle 1 Principle 2 Condition A6.1, A6.2 Condition A3 Condition A4

Commitment

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 apprentices undertaking EPA, by commitment to practise that protects them and looks to minimise potential harm. CMI is

committed to safeguarding and promoting the welfare of apprentices undertaking EPA and expects all CMI employees and our partners involved in EPA to share this commitment.

What we are Safeguarding From

In line with Working Together to Safeguard Children 2015, 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 delivering EPA to apprentices:

- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect
- Exploitation - for example, financial, sexual, forced marriage
- Neglect
- Grooming behaviour
- Domestic violence
- Bullying including cyber bullying, bullying in the workplace
- Victimisation (race, sexuality, gender, disability and so forth)
- 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 'everyone who works with children has a responsibility for keeping them safe'. CMI is committed to supporting all employees 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 our partners have responsibility for safeguarding in the provision of EPA services, and have a duty to act to ensure that the welfare of the apprentice is paramount.

Information and Support for Apprentices

All apprentices will have access to this Safeguarding Policy when using our Apprenticeship Assessment services. Apprentices 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/representatives to treat such matters confidentially, notifying colleagues only on a 'need to know' basis under the direct guidance of the owner.

Confidentiality

Whilst respecting privacy and data protection, CMI Apprenticeship Assessment service 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 Apprenticeship Assessment service 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 / Representatives only.

As part of the CMI recruitment process CMI Staff/Representatives are required to declare/disclose any criminal convictions, cautions and so forth (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 / Representative 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 representatives must inform CMI's Designated Safeguarding Lead via the Enquiry form on CMI Partner Connect (CPC). CMI Representatives should also inform their main managing contact at CMI.

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 CPC will capture the **time & date the record was made and submitted**. This detail should be included within the section **1.3 - Enquiry details**:

- 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 representatives 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/Representative

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

If the CMI receives an allegation against a member of CMI staff or representative, from an external source (for example, apprentices, parents, employers or training provider staff), they

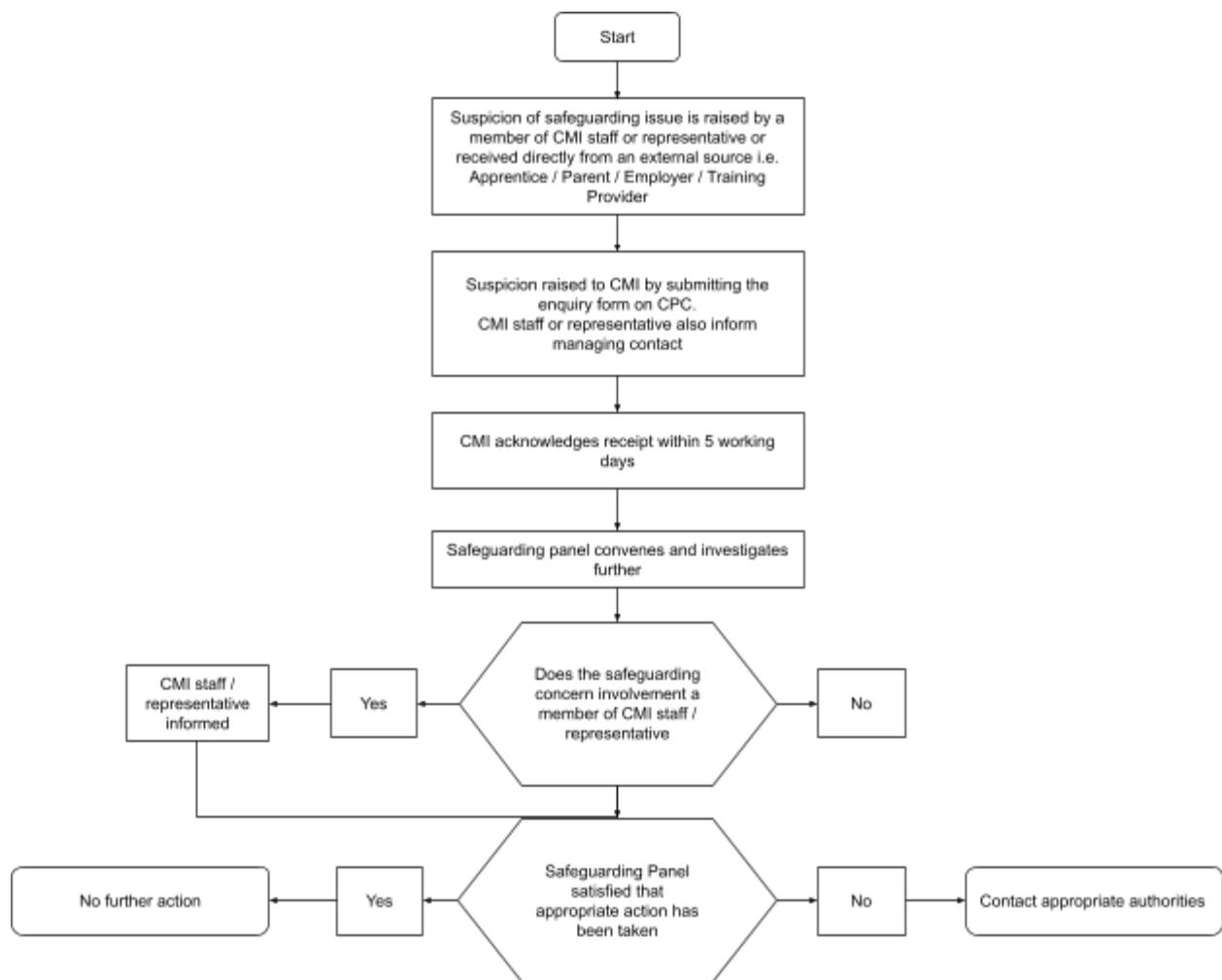
will inform the representative in question not giving any more information than could lead to further safeguarding or compromise any investigation. CMI may suspend them from their contractual duties while the matter is investigated. Any allegation will be scrupulously investigated, having regard to confidentiality.

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 Designated Safeguarding Lead and a Quality Manager. The third member will be nominated by the Designated Safeguarding Lead and does not necessarily need to be involved in EPA

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 or mobile phone numbers 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.
- 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 representatives on how the Safeguarding Policy will be adapted and applied

CMI will provide access to this Safeguarding Policy to all its representatives, EPA customers and partner organisations to ensure that it should be available on request to apprentices and other interested parties.

CMI will provide development activities/updates appropriate to the needs of CMI staff/representatives when required.

CMI will ensure that:

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

Monitoring and Review

This policy will be reviewed in line with CMI's Document Control Policy

Contact Us

If you have any queries about the contents of the policy, please contact our Awarding Body Team via mail at epa.absupport@managers.org.uk or via post to:

Chartered Management Institute
77 Kingsway, London, WC2B 6SR