

## Cotswold Assessments

### Safeguarding Policy

#### Introduction

This policy is designed to help protect children, young people aged 18 under and vulnerable people of all ages from any form of unacceptable behaviour including sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures or other material, or other forms of abuse such as physical violence or bullying.

Cotswold Assessments insist that all staff and sub-contractors familiarise themselves with the terms of the UK Protection of Children Act 1999 and the Protection of Children Act 2003 for Scotland.

A copy of 'A Practical Guide to the Act for all Organisations Working with Children' can be found here <https://lx.iriss.org.uk/content/protection-children-act-1999-practical-guide-act-all-organisations-working-children>.

Information on Disclosure Barring Service (DBS) checks can be found at <https://www.gov.uk/dbs-check-applicant-criminal-record>

#### Aims

**Cotswold Assessments will endeavour to safeguard children, young people and vulnerable adults by:**

- Valuing them, listening to and respecting them.
- Maintaining policy, procedures and a code of conduct for staff and representatives which adheres to the requirements of the relevant regulatory and industry bodies, and the laws of the land.
- Recruiting staff and representatives safely by ensuring all necessary checks are made in line with government guidance and legislation.
- Briefing all staff and appropriate representatives on the policy and procedures and providing access to relevant information and designated personnel
- Ensuring that all training, assessments, communications, documentation, records, materials, personnel deployment, processes and procedures in no way undermine the interests of children, young people and vulnerable adults but actively seek to protect them.
- Respecting confidentiality whilst sharing information about concerns with agencies who need to know and appropriately involving parents, children, young people and vulnerable adults.
- Providing effective support and management for staff and representatives.
- Ensuring that the activities which they direct are appropriate to the age, maturity and ability of children, young people and vulnerable adults participating.
- Consistently display high standards of personal behaviour and appearance. Remember that children, young people and vulnerable adults regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.

- Avoid spending time alone with children, young people and vulnerable adults including car journeys. Meetings with individual children, young people and vulnerable adults should take place as openly as possible and always with the full knowledge of another responsible person
- Record any allegations

While primarily intended to safeguard children, young people and vulnerable adults this safeguarding policy also serves to protect staff and representatives from unsubstantiated allegations of improper conduct.

### **Roles and Responsibilities**

It is vital that anyone who suspects that a child, young person or vulnerable adult is at risk of harm or abuse, takes personal responsibility to act. Keeping worries or concerns to yourself may put children, young people and vulnerable adults at further risk of harm.

It is not Cotswold Assessments' responsibility to investigate a child or adult safeguarding complaint but to refer concerns to local children's and/or adults social care departments or the police.

This policy will work in tandem with the Cotswold Assessments Whistle blowing policy.