



UNITED CENTRE
of
EXCELLENCE

End Point Assessment Policies

Prevent, Safeguarding & Equality Policy
GP03



Document History

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Contents

Document History	2
Contents	3
1. Introduction	4
2. Responsibilities.....	4
3. Definitions	4
4. Requirements	5
5. Assessment.....	5
6. Reporting Concerns.....	5
7. Data Collection and Sharing	6
8. Covid-19 considerations for safeguarding.....	6



Safeguarding Policy

1. Introduction

United Centre of Excellence (UCE) is committed to equality of opportunity, fairness, safety, and to promoting diversity in all its practices, including End Point Assessments (EPA) for apprenticeships.

2. Responsibilities

It is the responsibility of the training providers to have in place a 'prevent', 'safeguarding', and 'equality' policy for their apprentices and to make them aware of their policies and procedures.

It is the responsibility of UCE to ensure that all EPA technical experts and assessors, employed or contracted by UCE, that come into contact with apprentices, are fully aware of 'prevent', 'safeguarding', and 'equality' duties and what to do if they have concerns.

3. Definitions

Safeguarding involves learners under the age of 18 and those that are considered to be vulnerable adults due to being unable to care for themselves, or are considered more vulnerable to abuse due to a disability or mental health condition.

'Safeguarding' aims to protect the welfare of apprentices and young people from sexual, physical or emotional harm or abuse. 'Prevent' defines the government's requirements of all providers of education and training in promoting and ensuring the sustainability of 'British values' for all individuals irrespective of whether they are employees, trainers, visitors or volunteers.

The prevent duty is part of the safeguarding duty for providers but one that extends to all learners of all age groups and also staff. The Equality Act (2010) protects people from discrimination on the basis of 'protected characteristics'.

Every person has several of the protected characteristics, of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, so the Act protects everyone against unfair treatment.



4. Requirements

All EPA technical experts employed by UCE are issued with a copy of, and expected to comply with this policy.

- All EPA technical experts employed by UCE, who will be in contact with apprentices aged 16 or 17 during end-point assessment, are required to undertake prevent training:
<https://www.elearning.prevent.homeoffice.gov.uk>
- All EPA technical experts employed by UCE, who will be in contact with apprentices aged 16 or 17 during End Point Assessment, are required to provide a DBS check.
- All EPA technical experts from an employer who will be in contact with apprentices aged 16 or 17 during End Point Assessment, are required to undertake prevent training and to provide a DBS check. The prevent training can be via the training link above or via the employers own prevent and safeguarding training. If the latter, they will need to provide evidence of the training they have undertaken.
- All EPA technical experts from an employer are required to comply with their employer's equality policy. All experts involved in EPA are expected to keep up to date with, and adhere to, the laws and codes of practice, which are relevant to their work. Good practice also states that all experts involved in EPA must not unfairly discriminate against apprentices or colleagues by allowing their personal views to affect their professional relationships or the expertise or assessment services they provide or arrange.

5. Assessment

UCE takes care to ensure that all documents for the EPA are prepared in clear unambiguous language, that assessment team can accommodate candidates with disabilities and that reasonable adjustments are made for apprentices during EPA where required, including cultural / religious reasons. A separate reasonable adjustment policy is in place for EPA delivery.

6. Reporting Concerns

If an EPA technical expert has concerns with regard to safeguarding, prevent and equality for an individual apprentice, they **must** notify the UCE Responsible Person via email (Info@UCE.org.uk). The information will be recorded on UCE data collection systems but must be dealt with via the employer's own procedures.



7. Data Collection and Sharing

Data on candidates' gender, age and ethnic background is collected at registration with the UCE. The collection of ethnicity is at the discretion of the apprentice and not mandatory. (obtained from ACE360)

Data will not be used in ways that might discriminate against apprentices, but will be used to analyse assessment results in terms of candidate diversity. Anonymised data may be used to publish information about the assessment process.

Disability information received as part of a request for reasonable adjustments will be treated as confidential and used only in planning and implementing reasonable adjustments, and in the reports described above.

8. Covid-19 considerations for safeguarding.

Covid-19 as required that government guidelines are followed for the safety of learners, employers and training providers as well as UCE staff.

Where possible all assessments must take place by remote access methods, example teams meeting, skype or Zoom. With the introduction of more remote learning, the safeguarding of learners using remote systems must be taken into consideration. This includes professionalism on line of all attending the assessment, dress codes during assessments, and the environment that the learners are performing the assessment. A change to remote assessment, must not put the learner at a disadvantage or at a risk.