



End Point Assessment Policies

Safeguarding Policy
GP03

Document History

Version	Date	Reason for Revision	QMS
V1.1	July 2019	Initial release	GP03
V1.2	Nov 2020	Document review during covid-19 (Section 8 considerations for Covid-19)	GP03
V1.3	Jul 2021	Reviewed for our Ofqual submission for recognition.	GP03
V1.4	Jan 2022	Reviewed for our Ofqual submission for recognition.	GP03
V1.5	Jan 2024	Section 5 of this policy changed to reflect the separation of reasonable adjustment and special considerations policies (GP04).	GP03 Alan Bates
V1.6	July 2025	Policy review and update	Alan Bates

Ofqual Section	Requirement	Policy Update
Condition D2	Ensure qualifications are fit for purpose and accessible	Clarify how assessment materials are reviewed for accessibility
Condition G6	Reasonable Adjustments	Reference to GP04 is retained, but language updated to reflect Ofqual's expectations
Condition G7	Special Consideration	Ensure clear process and criteria are outlined
Condition C2	Arrangements with third parties	Clarify responsibilities of contracted assessors and training providers
Condition A6	Compliance with Equalities Law	Strengthen language around protected characteristics and data handling

Equality Act 2010 Updates

- Emphasise **inclusive design** of assessments.
- Add reference to **neurodiversity** and **intersectionality**.
- Clarify **confidentiality** and **data protection** in line with GDPR and Equality Act.

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Safeguarding Policy

1. Introduction

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 employers and 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 United Centre of Excellence 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 apprentices 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 apprentices 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, the Equalities Policy.

- All EPA technical experts employed by UCE, who will be in contact with apprentices during end-point assessment, are required to undertake prevent training. Appropriate training will be identified by our Safeguarding officer
- All EPA technical experts employed by UCE, who will be in contact with apprentices during End Point Assessment, are required to provide a basic DBS check.

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 (alan.bates@uce.org.uk) who will inform UCE safeguarding lead. 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, ethnicity, disability and learning difficulties is collected at registration with the training provider. This is shared with UCE through ACE 360 which is a secured site. The collection of ethnicity is at the discretion of the apprentice and not mandatory.

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. Internal Quality Assurance (IQA) Best Practices

UCE ensures that all safeguarding and prevent responsibilities are supported by robust internal quality assurance practices. This includes regular training and standardisation of assessors, secure handling of sensitive data, and audit trails for safeguarding concerns. All assessors are subject to annual safeguarding refreshers and DBS checks. Any concerns raised are logged, reviewed, and escalated in line with Ofqual's 2025 General Conditions of Recognition.