



Safeguarding Policy

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1. INTRODUCTION

- 1.1 IAMI has a statutory and moral duty to ensure that it safeguards and promoting the welfare of those receiving assessment services from its employees.

Throughout these policies and procedures, reference is made to “children and young people” OR “child protection”. These terms are used to mean “those under the age of 18”. The Directors recognise that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The Directors are committed to ensuring that IAMI employees:

- Identifies children and young people who are suffering, or likely to suffer, significant harm, and
- Takes appropriate action to see that such children and young people are kept safe, both at home and in the process of assessment.

In pursuit of these aims, the Directors will approve and review policies and procedures with the aim of:

- Aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against IAMI employees
- Ensuring the safer recruitment of employees

- 1.2 In developing the policies and procedures, the Directors will consult with, and take account of, guidance issued by the Department for Business, Innovation and Skills and other relevant bodies and groups.

The Directors will refer concerns that a child or young person might be at risk of significant harm to the appropriate agencies who may include the Police, Local Safeguarding Children Board (LSCB), Channel Police Practitioner (CPP) and the BIS Regional PREVENT Coordinator to ensure information is shared and referral are made as appropriate.

The Directors will ensure that all staff working with children will receive training adequate to familiarise them with child protection issues and responsibilities and these procedures. The named Director with specific responsibility for child protection issues is the IAMI Secretary at secretary@iami.org.uk

2. KEY DEFINITIONS AND CONCEPTS

Keeping Children Safe in Education 2016 sets out definitions of the four broad categories of abuse which are used for the purpose of making a child or young person subject to a Child Protection Plan.

- a. Physical Abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- b. Emotional Abuse – is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- c. Sexual Abuse – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.
- d. Neglect – is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - Provide adequate food, clothing and shelter (including exclusion from home or abandonment);

- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Or ensure access to appropriate medical care or treatment;

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- e. Specific Issues and Further Information – There are 16 areas which require specific mention and further guidance should be sought for the following:

Child Sexual Exploitation
 Bullying including cyberbullying
 Domestic Violence
 Drugs
 Fabricated or Induced Illness
 Faith Abuse
 Female Genital Mutilation (FGM)
 Forced Marriage
 Gangs and youth violence
 Gender based violence/violence against women and girls (VAWG)
 Mental Health
 Private Fostering
 Radicalisation
 Sexting
 Teenage Relationship Abuse
 Trafficking

- f. Abuse of Trust – under the Sexual Offences Act 2003 it is an offense for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This includes teaching and a range of support staff within educational establishments. IAMI Directors considers that this applies to all their employees. Any concerns regarding Abuse of Trust will be investigated and if appropriate will be reported directly to the Police.
- g. Radicalisation which is defined as "the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups".

3. Designated Director with Responsibility for Safeguarding and PREVENT

- 3.1 The roles and responsibilities of the Director with designated safeguarding and PREVENT duties is defined in this policy. All staff employees who have the responsibility for the safeguarding of students will be provided with the information to enable them to report to the designated person, which will be the Secretary of IAMI at secretary@iami.org.uk

The designated person is responsible for:

- Advising the Directors on Safeguarding and PREVENT Matters
- Providing advice and support to all employees on issues relating to child protection
- Where required; liaising with the LA, LSCB, CPP, BIS Regional Prevent Coordinator and other appropriate agencies
- Ensuring that employees who deal with young people will receive or already hold basic training in child protection issues and are aware of the child protection procedures.
- Addressing any deficiencies in procedure or policy identified will be reported to the Directors at the earliest opportunity by the Designated Person.

3.2 Subcontracted Provision

IAMI do not subcontract any assessment processes.

Any provider that acts as an examination centre for IAMI will be required to nominate their own safeguarding lead and have their own Safeguarding and PREVENT Policies.

4. Procedure for Dealing with Concerns

IAMI employees who have contact with young people during their assessment may observe significant changes in a young person's behaviour, a failure to thrive, outward signs of abuse or behaviour which may indicate a risk of being drawn into terrorism or other concerns. In addition, young people may choose to share their concerns with their IAMI assessor they feel they can trust and with whom they are comfortable. IAMI appointed assessors need to know how to respond sensitively to a young person's concerns and who to approach for advice. Whilst IAMI employees are not responsible for investigating abuse it is essential that any suspicions of significant harm, allegations of abuse, or concerns over potential radicalisation are acted on and treated seriously.

The following guidelines should be used:

- Stay calm and reassure the young person that she/he is right to tell someone of his/her concerns.
- Do not promise confidentiality. Be honest. Explain who you need to pass the information on to and why (i.e., the appropriate person within IAMI who will seek further advice and help). Only the people who need to know will be told.
- Allow the young person to speak in his/her own way and at his/her own pace, avoid interrupting when the young person is recalling significant events.
- Do not be judgemental, but make a professional judgement on the likelihood of harm occurring.
- Do not interview the young person; do not ask leading questions. Factual questions are permitted in order to gather as much information as possible to create a full picture of what has happened so that this can be reported to the designated person.
- Only clarify what the young person is trying to say and ascertain whether there are any immediate issues of safety for the young person or any other children.
- Note as accurately as possible what was said, use the young person's own words do not interpret. Include the time, context and location of the disclosure. Date and sign the notes. In addition to the young person's name, add the address, date of birth, telephone contact and apprenticeship programme, if known. All notes should be passed on to the IAMI Designated Staff.
- Do not investigate any suspicions, allegations or incidents of abuse, but report them as soon as practicable to a Safeguarding Contact and pass on the written notes.

- Do not contact the young person's parents or carers.
- The Designated Staff who will then contact the learner's training provider who will also have their own Safeguarding Policy and procedures. There may be a need to refer any concerns to the Children's Services section of the Local Authority, CPP and/or the BIS Regional PREVENT coordinator
- Where there is a concern that a young person is experiencing, may already have experienced abuse or neglect, is suffering or is likely to suffer 'significant harm' the Designated Member of Staff will refer immediately to Children's Services at the Local Authority.
- Where there is concern of a real threat to life Emergency Services must be contacted immediately
- In exceptional circumstances if the Designated Members of Staff are not available advice should be sought from another IAMI Director, who will liaise with the required services as appropriate.

5 Reporting and Dealing with Allegations of Abuse Against Members of IAMI

This procedure applies to all employees and assessors employed by IAMI.

5.1 In rare instances, the assessors themselves may have been found responsible for child abuse. IAMI recognises that an allegation of child abuse made against an IAMI assessor may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

5.2 It is also recognised that hasty or ill-informed decisions in connection with an IAMI assessor can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within IAMI will do so with sensitivity and will act in a careful, measured way.

5.3 The allegation should be reported immediately to the Designated Person or another IAMI Director. (The Designated Person must report to the IAMI Chair if the allegation is against the Designated Person). The Designated Person should:

5.3.1 Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the designated person).

5.3.2 Record information about times, dates, locations and names of potential witnesses.

5.4 The designated person should make an initial assessment of the allegation, consulting with the Local Authority Designated Officer (LADO) as appropriate. Where the allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the LADO.

5.5 It is important that the designated person does not investigate the allegation. The initial assessment should be on the basis of the information received and to determine whether or not the allegation warrants further investigation.

5.6 Other potential outcomes are that the allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child. The matter should be raised at the quarterly Director meeting.

6 Inquiries and Investigations

6.1 Child protection enquiries by social services or the police are separated from internal IAMI inquiries. IAMI may be able to use the

outcome of external agency inquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct IAMI to act in a particular way; however, IAMI and its officials should assist all agencies with their inquiries.

6.2 IAMI shall hold in abeyance its internal inquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation.

6.3 If there is an investigation by an external agency, for example the police, the designated person should normally be involved in, and contribute to, the inter-agency strategy discussions. The designated person is responsible for ensuring that IAMI gives every assistance with the agency's inquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the inquiries, in the interests of the member of staff about whom the allegation is made.

6.4 Subject to objections from the police or other investigating agency, the designated person shall:

6.4.1 inform the child/children or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.

6.4.2 ensure that the parents/carers of the child making the allegation have been informed that the allegation has been made and what the likely process will involve.

6.4.3 inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.

6.4.4 inform the IAMI Chair of the allegation and the investigation.

6.5 The designated person shall keep a written record of the action taken in connection with the allegation.

7 Suspension of Staff

The Designated Person would normally suspend any IAMI employee from continuing with any assessment until the investigation in section 6 is completed.

8 The Disciplinary Investigation

8.1 The disciplinary investigation should be conducted after consultation with the IAMI Directors.

9 Allegations without foundation

9.1 Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the LADO in order that other agencies may act upon the information.

9.2 The designated person shall:

9.2.1 inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling/support.

9.2.2 inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.

9.2.3 where the allegation was made by a child other than the alleged victim, consideration to be given to informing the parents/carers of that child.

9.2.4 prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

10 Records

10.1 All documents relating to an investigation will be electronically copied and retained in accordance with IAMI Cyber Security Policy

10.2 If an assessor or employee of IAMI is dismissed or resigns before the investigation process is completed, he/she should be informed about the IAMI's statutory duty to inform the DBS.

11 Monitoring Effectiveness

Where an allegation has been made against any member of IAMI staff, IAMI Directors should, at the conclusion of the investigation, consider whether there are any matters arising from it that could lead to the improvement of their procedures and/or policies and/or which should be drawn to the attention of the LSCB. Consideration should also be given to the future training needs of IAMI staff.

12. Recruitment and Selection

IAMI will undertake appropriate recruitment and vetting checks on individuals who are being considered for assessment that will include working with children, young people and/or vulnerable adults

13. Complaints

Any complaints about the handling of any safeguarding issue should be sent to the Designated Person. If the complaint is about the Designated Person then the IAMI Chair at chairman@iami.org.uk should be informed.

14. Policy Review

The effectiveness of this policy will be reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience and/or to employment legislation may prompt a review of the policy before the end of the three year period.