



# Prevent, Safeguarding and Equality Policy

Version 4.0 (October 2018)

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## Document History

Version	Date	Reason for Change
1.0	April 2017	First draft to provide advice to providers and employers delivering apprenticeships
2.0	June 2017	Rebranded
3.0	July 2017	Amended following policy review working group <ul style="list-style-type: none"> <li>• Joining of equalities with prevent and safeguarding</li> <li>• Removal of advice on safeguarding and replacement with a policy applicable to the Energy and Utilities Independent Assessment Service (EUIAS), where technical experts and assessors are in contact with apprentices.</li> <li>• Proof-read</li> </ul>
4.0	October 2018	Front page, contents page and version control added. Document History relocated.

## Introduction

The EUIAS is committed to equality of opportunity, fairness, safety, and to promoting diversity in all its practices, including end-point assessments (EPA) for apprenticeships.

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

## 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.

## Requirements

- All EPA technical experts employed by EUIAS are issued with a copy of, and expected to comply with, the Energy & Utility Skills Limited Equalities Policy.

- All EPA technical experts employed by EUIAS, 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 EUIAS, 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.

## Assessment

The EUIAS takes care to ensure that all documents for the EPA are prepared in clear unambiguous language, that assessment centres 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.

## Reporting Concerns

If an EPA technical expert has concerns with regard to safeguarding, prevent and equality for an individual apprentice, they **must** notify the EUIAS ([enquiries@euskills.coc.uk](mailto:enquiries@euskills.coc.uk)) and the employer. The information will be recorded on EUIAS data collection systems but must be dealt with via the employer's own procedures.

## Data Collection and Sharing

Data on candidates' gender, age and ethnic background is collected at registration with the EUIAS. 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.