

## **Safeguarding Policy**

### **1. Purpose**

1.1 This policy outlines how Assessment Services Ltd will safeguard children and vulnerable adults with whom we, or those acting on our behalf, come into contact through our operations, both in the UK and internationally.

### **2. Scope**

2.1 This policy applies to all Assessment Services Ltd staff, Assessors, contractors, and suppliers acting on our behalf, regardless of location or role, where there is contact with children or vulnerable adults

### **3. Policy Statement**

3.1 In certain activities, Assessment Services Ltd and those working on our behalf may come into contact with individuals who are vulnerable, due to age, disability, illness, or other factors. We are committed to ensuring these individuals are protected from harm and exploitation.

3.2 We have a legal duty to act responsibly and take all reasonable steps to ensure the safety and wellbeing of children and vulnerable adults in line with safeguarding best practice and statutory requirements.

### **4. Definitions**

4.1 Safeguarding means taking reasonable measures to minimise the risk of harm to children and vulnerable adults and acting appropriately where there are concerns.

- A child is defined as anyone under the age of 18.
- A vulnerable adult is someone aged 18 or over who may need care or support due to age, illness, disability, or mental health, and may be unable to protect themselves from harm or exploitation.
- Abuse includes neglect, physical harm, emotional abuse, sexual abuse, exploitation, or failure to prevent harm. Abuse may occur in family, community, institutional, or online settings.

### **5. Responsibilities**

5.1 The Safeguarding Officer for Assessment Services Ltd is: **Lorna Bainbridge – Human Resources and Quality Director.**

5.2 All concerns must be reported to the Safeguarding Officer using the process outlined in this policy.

## 6. Safeguarding Measures

- **Supervised Contact:** Where staff, Assessors, or contractors may have direct contact with children, they must always be accompanied by a responsible adult from the organisation being assessed. Unsupervised contact is prohibited unless formally agreed and risk assessed.
- **Recruitment:** Those working with children or vulnerable adults must declare unspent convictions or other relevant history. Individuals with a known history of abuse or exploitation will not be engaged in relevant roles.
- **Training & Awareness:** Staff, Assessors, and contractors will be provided with safeguarding information and guidance.
- **Reporting:** Clear processes are in place to report concerns regarding poor practice, bullying, abuse, or exploitation. Breaches of this policy will result in disciplinary or legal action.

## 7. Reporting Concerns

7.1 If you suspect abuse or have safeguarding concerns, immediately report to the Safeguarding Officer via: [lorna.bainbridge@assessmentservices.com](mailto:lorna.bainbridge@assessmentservices.com)

7.2 Provide a written report marked **CONFIDENTIAL**, including:

- Your name, position, and contact details
- Name and details of the child or vulnerable adult
- Incident details: what happened, when, where, any witnesses
- Actions taken so far

7.3 The Safeguarding Officer will:

- Review the concern within 24 hours
- Refer to appropriate authorities where necessary
- Take immediate action if there is risk of harm
- Keep a secure, confidential record of the incident

## 8. Support & Escalation

8.1 Staff or contractors who are distressed by an incident or reporting process will be offered support.

8.2 If there are concerns about the action taken, issues can be escalated to the AA Relations & Development team.

## 9. Record Keeping

9.1 All safeguarding concerns will be documented securely, including dates, actions taken, and outcomes in line with data protection requirements.

## 10. Useful Contacts

- **NSPCC:** 0808 800 5000 | [www.nspcc.org.uk](http://www.nspcc.org.uk)
- **ChildLine:** 0800 1111 | [www.childline.org.uk](http://www.childline.org.uk)
- **CEOP (Online Protection):** [www.ceop.police.uk](http://www.ceop.police.uk)
- **National Children's Bureau:** 020 7843 6000 | [www.ncb.org.uk](http://www.ncb.org.uk)
- **Disclosure & Barring Service:** [www.gov.uk/dbs](http://www.gov.uk/dbs)
- **Thirtynine:eight (Safeguarding Advice):** 0845 120 4550 | [www.thirtynineeight.org](http://www.thirtynineeight.org)
- **Ofsted:** 0300 123 1231 | [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- **Disability Rights UK:** 020 7250 8181 | [www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)
- **Mencap:** 020 7454 0454 | [www.mencap.org.uk](http://www.mencap.org.uk)
- **Respond (Support for Abuse Survivors):** 020 7383 0700 | [www.respond.org.uk](http://www.respond.org.uk)

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**Next Review:** July 2026