



# Child Protection Policy

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## **Child Protection Policy**

### **1. Introduction**

The Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA) is committed to working practices which promote the welfare of children and vulnerable adults and protects them from harm. The organisation will take steps to ensure that all children and vulnerable adults, in so far as they come into contact with CCEA employees and/or suppliers, participate in a safe environment.

CCEA recognises and accepts its responsibility to develop an awareness of issues which may cause children and vulnerable adults harm, and to establish and maintain a safe environment for them. It is committed to reviewing policy, procedures and practice at regular intervals.

CCEA will seek to protect the safety of children and vulnerable adults and provide a safe environment by following the guidance set out by the Independent Safeguarding Authority in relation to employing/contracting people who are suitable for working with children and vulnerable adults. This will be achieved by vetting the background of persons who are recommended for appointment as employees or suppliers to posts which have access to children and vulnerable adults, particularly on a one to one or regular basis.

CCEA's Child Protection Policy has been developed in line with the Joint Council for Qualifications (JCQ) Policy Standards for Child Protection.

### **2. Legislation**

CCEA's Child Protection Policy is a response to the legal requirements set out in the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

### **3. Scope of Policy**

The CCEA Child Protection Policy relates to employees and suppliers who have access to children and vulnerable adults. These individuals will be subject to relevant recommended checks and child protection training. Before appointing anyone to a job or contract for services role designated as a regulated activity, a check will be carried out by Access NI. These checks will be carried out in order to make sure that people who might be a risk to children and vulnerable adults are not appointed or employed in positions that are deemed to be regulated.

Within its curriculum, examinations and assessment activities, there are no instances where CCEA has primary and direct responsibility for children and vulnerable adults, but certain CCEA employees are at times required to visit centres/schools. Additionally, CCEA examiners and moderators may be in situations of observing/interacting with children and vulnerable adults, or reading their assessed work and, for some CCEA specifications, will have indicated which texts are to be studied or performed. As a commissioner and publisher of learning resources, CCEA is involved in decisions relating to the choice of suitable texts for study, performance and publication. Across this diverse spectrum of engagement, CCEA is committed to applying the highest standards in safeguarding children and vulnerable adults.

Additionally, all employees/suppliers have a responsibility to protect the safety and welfare of children and vulnerable adults who may come into contact with CCEA, and to protect themselves from allegation or accusation.

#### **4. Aims of the Policy**

The key aims of the policy are:

- To demonstrate CCEA's commitment to providing and maintaining a service that protects children and vulnerable adults from harm as well as protecting the organisation, CCEA employees and suppliers
- To ensure employees/suppliers with access to children and vulnerable adults are carefully selected, trained and supervised, and are familiar with the CCEA Child Protection Policy
- To promote an environment in which everyone feels free to share information and concerns relating to the protection of children and vulnerable adults
- To ensure that schools and other educational institutions that use CCEA's services are familiar with the CCEA Child Protection Policies and Procedures.

CCEA will endeavour to safeguard children and vulnerable adults by:

- Following the procedures laid down for the procurement of suppliers recruited into regulated positions
- Following the procedures laid down for the recruitment of employees recruited into regulated positions
- Undertaking risk assessment of all positions
- Providing effective management of such suppliers and staff by enabling supervision, support and training
- Reporting concerns to the relevant statutory agencies
- Adopting child protection guidelines and procedures for staff and suppliers
- Sharing appropriate information about child protection and good practice with staff and suppliers
- Ensuring safety procedures are adhered to

- Ensuring proper and appropriate training is provided to staff and suppliers
- Taking prompt and appropriate action to respond to Child Protection issues involving CCEA staff and suppliers.

#### **5. Awareness of Abuse or Potential Abuse**

A concern about awareness of abuse relates to the possibility of a child or vulnerable adult suffering harm. This may include:

- Sudden, unexplained or worrying changes in behaviour
- Physical signs or symptoms that may be indicative of abuse
- Worrying remarks made by a child or vulnerable adult (or annotated within an examination script)
- A situation where a child or vulnerable adult is exposed to potential risk or harm.

Should a member of staff or supplier have a concern about a child or vulnerable adult, they should refer to CCEA Child Protection Guidelines and Procedures and should be reported to a Designated Child Protection Officer.

#### **6. Duties of a Designated Officer**

- To receive and record a disclosure of alleged abuse made by a child or vulnerable adult to an employee or supplier of CCEA.
- To receive and record a disclosure of alleged abuse made known to or suspected by CCEA's employees or suppliers in the course of their duties.
- To manage concerns raised by members of staff or suppliers about colleagues not fulfilling CCEA's Policy and Procedures on Child Protection - such concerns should be taken to the relevant line manager in the first instance
- To ensure all written records on child protection issues are securely and confidentially filed
- To keep up to date with relevant Child Protection legislation, good practice and developments
- To liaise with People Services and Equality to ensure the ongoing implementation and review of CCEA's Child Protection Policies and Procedures.

#### **7. Training**

All training will be appropriate to the job role. All new staff will be made aware of Child Protection issues at induction. All suppliers and staff who are in regulated positions will receive appropriate child protection training which will include organisation policy and procedures.

#### **8. Review**

This policy will be reviewed every three years, or earlier if there is a significant change in CCEA or in the relevant legislation, policy or guidance.

**9. Related Documents**

CCEA Child Protection Procedures  
CCEA Child Protection Guidelines  
CCEA Child Protection Record

**Revision History Record**

<b>Date</b>	<b>Version Number</b>	<b>Prepared by</b>	<b>Approved by</b>	<b>Amendment</b>	<b>Comments</b>
04.11.10	1	CMI	SS	New document	
01.07.13	2	JMcC	SS	Updated legislation	