



FutureQuals®

Safeguarding and Prevent Policy

Who is this policy for

This policy applies to all individuals and organisations involved in the design, development, delivery, assessment, quality assurance, and awarding of FutureQuals qualifications.

Version	POL206-V26-1
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Disclaimer: Any downloaded version of our policies may not be the most current iteration. For the latest updates and accurate information, kindly refer to the version available on our official website.

Version	Date	Description
POL206-V26-1	January 2026	Full policy review and updated template. Previous Policy Reference - POL027-V25-1

Please note: This version replaces all previous versions.

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Policy

FutureQuals is committed to safeguarding and promoting the welfare of children, young people, and adults at risk of harm or abuse. We recognise our responsibility to ensure that all individuals who work for or on behalf of FutureQuals, including but not limited to, Independent End-point Assessors (IEPAs), External Quality Assurers (EQAs), and FutureQuals staff, understand their duty to protect those who may be vulnerable.

This policy sets out the principles and expectations for safeguarding and the Prevent Duty within FutureQuals' operations. It applies to all employees, contractors, and associates who may come into contact with learners, employers, training providers, or other stakeholders during the course of their work.

FutureQuals will:

- Provide clear guidance on recognising and reporting safeguarding and Prevent concerns.
- Ensure that all staff, IEPAs and EQAs complete safeguarding CPD.
- Promote safe working practices, including the principle that individuals must never place themselves in a situation where they are alone with a minor or vulnerable adult.
- Respond promptly and appropriately to any safeguarding or Prevent concerns raised.

Training and CPD

- All IEPAs and EQAs must complete safeguarding and Prevent CPD.
- Internal staff will receive safeguarding and Prevent awareness training during induction and as part of ongoing development.

Safe Working Practices

- Never place yourself in a situation where you are alone with a minor or vulnerable adult.
- Ensure meetings and assessments take place in appropriate, visible, and professional environments.
- Use professional language and behaviour at all times.

Data Handling

- Treat all information relating to safeguarding and Prevent concerns as confidential.
- Share only with those who need to know for safeguarding purposes or as required by law.
- Do not store personal notes or copies of reports. FutureQuals will maintain official records securely.

Key Principle:

If you suspect abuse or neglect, do not investigate—report immediately using the process outlined in this policy.

Links to other policies

This policy should be read in conjunction with the following policies and procedures:

- Privacy Policy

Links to regulatory criteria

Regulator	Regulatory rule or guidance document	Regulatory condition / principle
CCEA/ Ofqual/ QW	Standard / General Conditions of Recognition	A6
Ofqual	EPA Qualification Level Conditions and Requirements	
SQA Accreditation	Regulatory Principles (2021)	RP4, RP18

Definitions

Adult at Risk	An adult aged 18 or over who may be unable to protect themselves from harm, abuse, or exploitation due to age, disability, illness, or other circumstances.
Child	Any person under the age of 18.
Prevent Duty	The statutory duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism or extremism. This includes promoting British Values and online safety.
Safeguarding	Protecting the health, wellbeing, and human rights of children and adults at risk, enabling them to live safely, free from abuse and neglect.

Process

Recognising a Safeguarding Concern

Individuals working for or on behalf of FutureQuals may encounter safeguarding concerns in various contexts, including (but not limited to):

- During end-point assessment activities in the workplace.
- During external quality assurance visits.
- Through disclosures from learners, employers, or training providers.
- Via information received online or through social media.

Independent End-point Assessors (IEPAs) and External Quality Assurers (EQAs)

1. If there is an immediate risk of harm, call 999 first, then inform FutureQuals.
2. Phone the FutureQuals office immediately: 01530 836662
3. Email: AO@FutureQuals.com

Do not delay reporting because you are unsure. Report concerns as soon as possible.

Internal FutureQuals Staff

1. If there is an immediate risk of harm, call 999 first
2. Then Notify your line manager as soon as possible and/or the Responsible Officer.

Do not delay reporting because you are unsure. Report concerns as soon as possible.

Example of Abuse Categories

- **Physical Abuse** – hitting, slapping, misuse of medication, restraint.
- **Sexual Abuse** – sexual assault, harassment, inappropriate touching, exposure to sexual acts.
- **Psychological/Emotional Abuse** – threats, intimidation, humiliation, cyberbullying.
- **Neglect** – ignoring medical, emotional, or physical care needs.
- **Financial or Material Abuse** – theft, fraud, exploitation of financial affairs.
- **Discriminatory Abuse** – harassment or ill-treatment based on race, gender, disability, religion, or sexual orientation.
- **Domestic Abuse** – controlling or coercive behaviour, violence, forced marriage, FGM.
- **Modern Slavery** – trafficking, forced labour.
- **Institutional Abuse** – poor care practices within organisations.
- **Self-Neglect** – failure to care for personal hygiene, health, or surroundings.
- **Radicalisation** – being drawn into extremist ideologies or terrorism.

Useful Contacts & Links

- **FutureQuals Office:** 01530 836662 | AO@FutureQuals.com
- **Emergency Services:** 999
- **Local Authority Social Services:** Report child abuse to local council
- **NSPCC:** 0808 800 5000 | www.nspcc.org.uk
- **ChildLine:** 0800 1111 | www.childline.org.uk
- **CEOP (Child Exploitation and Online Protection):** <http://ceop.police.uk>
- **Prevent Duty Guidance:** <https://www.gov.uk/government/publications/prevent-duty-guidance>

Review Date

This policy shall be reviewed periodically or updated should there be any changes to legislation, regulation or custom and practice.