



**Cambridge Assessment
International Education**

Safeguarding: The Protection of Children and Vulnerable Adults



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Introduction

Each year Cambridge Assessment International Education (Cambridge International) has contact with a huge number of children and adults through its examination system. Unfortunately a few of these contacts will cause concern about the physical, mental or emotional wellbeing of an individual.

Cambridge International is committed to promoting the welfare of children and vulnerable adults. This includes helping to protect them from the possibility of abuse and taking appropriate action when we become aware of concerns relating to their wellbeing.

This document outlines the approach and guidance adopted by Cambridge International to ensure individuals can enjoy and benefit from their learning and assessment with the minimum risk of a safeguarding issue arising.

In matters of safeguarding the safety and welfare of the child or vulnerable person is always the paramount consideration.

Definitions

The following terms used in this document are defined as follows:

Cambridge International Representative – any permanent or temporary member of staff, any assessor or any other person who's activities and/or reason for coming into contact with vulnerable groups is substantively defined or controlled by Cambridge International.

Candidate – A person who has been entered for a Cambridge International assessment.

Child – a child or young person is defined as a person below the age of eighteen years, as set out in the United Nations Convention on the Rights of the Child.

Safeguarding – the act of putting policies, procedures, training and appropriate people in place to minimise the possibility of abuse and to deal appropriately with concerns when they arise.

Vulnerable Adult – a vulnerable adult is defined in Section 59 of the UK Safeguarding Vulnerable Groups Act as a person aged 18 or over who:

- is living in residential accommodation, such as a care home or a residential special school
- is living in sheltered housing
- is receiving domiciliary care in his or her own home
- is receiving any form of health care
- is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999
- is in contact with probation services
- is receiving a welfare service of a description to be prescribed in regulations

- is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity)
- is receiving direct payments from a local authority/HSS body in lieu of social care services
- requires assistance in the conduct of his or her own affairs

Safeguarding principles

Cambridge International recognises the rights of the child or vulnerable adult including:

- the right to be given the support required to be healthy, stay safe, enjoy and achieve through learning and make a positive contribution to society
- protection from abuse and exploitation
- the support of all adults in their needs for care and protection from harm or abuse
- the right to study for and obtain qualifications without fear of abuse, harm or neglect

Cambridge International will:

- respect and promote the rights of children and vulnerable adults
- implement and promote appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse
- support Cambridge International Representatives in compliance with internal policy to safeguard and protect children and vulnerable adults as far as possible in respect of Cambridge International's educational endeavours
- raise safeguarding concerns with centres and relevant authorities where appropriate
- review and evaluate their policies on a regular basis

Code of conduct

All Cambridge International Representatives are expected to uphold the highest levels of professional conduct in their dealings with children or vulnerable adults.

This includes not only avoiding any physical, verbal or other conduct that could be construed as abusive, but also by not placing themselves in situations where they are open to false allegations and by protecting vulnerable individuals from possible abuse by others.

When in direct contact with children or vulnerable adults, Cambridge International Representatives must:

- be aware of the effect that their words and actions may have
- be approachable, whilst maintaining a physical and professional distance
- always work in an open environment, avoiding private or unobserved situations and encouraging an open environment for activities
- treat all children and vulnerable adults equally, with respect and dignity
- immediately escalate safeguarding concerns to the Head of Centre and Cambridge International.

Cambridge International Representatives should never:

- be left unaccompanied with children or vulnerable adults*
- be unnecessarily inquisitive
- make comments that could be misinterpreted, such as about an individual's appearance
- arrange assessments at times that fall outside the normal timetable parameters of the centre
- meet a candidate other than in the agreed assessment venue at the agreed time
- exchange contact details.

* Please note that under current legislation Cambridge International are unable to obtain DBS certificates for their Representatives. All centres must ensure that Cambridge International Representatives are accompanied at all times on the centre premises.

Concerns or disclosures arising from inappropriate activities at centres

On occasion, a concern at a centre may arise out of an activity that a Cambridge International Representative is observing. Two possible contexts are drama performances and discussions being observed. If an activity being observed raises cause for concern, the Cambridge International Representative will need to consider whether to stop the assessment prior to completion. No activity should continue that might be seen as raising safeguarding issues, or putting anyone at risk of harm or abuse.

The Cambridge International Representative will inform the Head of Centre immediately and contact the Cambridge International Safeguarding team by phone if an assessment is stopped early for safeguarding reasons.

At the earliest opportunity the Cambridge International Representative will send a written account of the safeguarding concern by e-mail to the Cambridge International Safeguarding team.

Selection of appropriate material and content of portfolios

- Some syllabuses require the study of texts, images or other media that are selected by the centre or candidate. Care should be taken when selecting such media to ensure that their content is appropriate to the cohort being taught.
- Any text or other media chosen by the centre or candidate which may be considered controversial or inappropriate in some way should be discussed with the senior management team in the centre and/or Cambridge International prior to use.
- When considering materials to be used, centres should take into account the appropriateness of any texts, images or other media in relation to: the age of the candidates; the context of the material, current legal guidelines, the intended audience and the potential to offend a wider audience.
- Senior management within the centre should consider whether it is appropriate to arrange a consultation with parents before candidates use materials for performance which could be shocking and offensive.
- Consideration should be given to the choice of materials selected by the candidate for use in portfolios and its acceptability, or appropriateness to the work in hand.

The role of the Cambridge International Safeguarding team

Cambridge International's Safeguarding team will:

- where appropriate, contact centres if any concerns are raised about the well being of their candidates
- maintain appropriate confidential records of any safeguarding incident and resulting actions and correspondence.

Contacting the Cambridge International Safeguarding team

You may contact the Cambridge International Safeguarding team by emailing info@cambridgeinternational.org putting 'Safeguarding' in the subject line.

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