

# **Safeguarding Children and Vulnerable Adults Policy**

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Policy Authorised by Responsible Officer

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## 1.0 Introduction

The key role of OTHM is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards we aim to provide guidance and support to help centres and their learners to achieve learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support centres to meet those requirements.

We review all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

## 2.0 Scope of policy

This policy relates to all situations in both UK and international, including online, in which OTHM staff, Assessment Associates, contractors and suppliers instructed by and acting on OTHM's behalf, encounter children and/or vulnerable adults.

## 3.0 Policy statement

OTHM recognise that in some of our activities we may come into contact with individuals who are vulnerable due to mental ability, age or ill health. OTHM recognise that we are responsible for the safety and welfare of such individuals whilst in contact or engaged with OTHM activity.

OTHM have a legal duty to act prudently and take all reasonable steps to ensure the safeguarding of children and vulnerable adults.

## 4.0 Definitions

OTHM adopt the following definitions with reference to this policy:

### **Vulnerable Adult**

*".. any adult (person over the age of 18) unable to take care of themselves or protect themselves from exploitation...[] Being vulnerable is defined as in need of special care, support, or protection because of age, disability, risk of abuse or neglect."*

(NHS 2022)

### **Safeguarding Children**

Safeguarding legislation and government guidance states that safeguarding means:

- protecting children from maltreatment, including online;
- preventing impairment of children's health or development;

- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children and young people to have the best outcomes; and

*“Children who need help and protection deserve high quality and effective support. This requires individuals, agencies, and organisations to be clear about their own and each other’s roles and responsibilities, and how they work together”*

*(Working together to safeguard children (HM Government 2023))*

## **Abuse**

It is abuse when someone misuses their power or control over another person, causing harm or distress. The abuser could be in a close relationship with the adult at risk. They could be someone the adult at risk depends on and trusts.

(Nidirect.gov.uk, Accessed: March 2025)

The Safeguarding Officer for OTHM Qualifications is the COO.

## **5.0 Implementation**

OTHM will ensure that where OTHM staff, contractors and suppliers instructed by and acting on OTHM’s behalf (hereafter referred to as OTHM representative), come into contact with children and vulnerable adults, that they are accompanied at all times by a responsible adult representing the Centre. Where no responsible adult is present, the OTHM representative must not continue with the activity.

OTHM will ensure that safeguards against poor practice, harm and abuse will be made and all OTHM representatives will be provided with clear information about how to report issues such as bullying and abuse and will be supported in doing so.

## **6.0 Reporting Suspected Abuse**

Any concerns should be raised with the OTHM Safeguarding Officer and if a referral is required this will be undertaken within 24 hours to the relevant authorities.

A confidential report should be written which provides:

- Name of person reporting the incident
- Position of person reporting the incident
- Place of work of person reporting the incident
- Contact phone number of persons reporting the incident
- Name of child or vulnerable adult
- Address / phone number of child or vulnerable adult
- Date of birth of child or vulnerable adult

- Other relevant details
- Parent / Guardian / Carer details
- Date and time of incident
- Details of the incident/ allegations/ suspicions
- Details of any action(s) taken to date

## 7.0 Useful contacts

NSPCC  
 Childline  
 Child Exploitation and Online Protection Centre  
 The National Children's Bureau  
 Disclosure and Barring Service  
 Respond  
 Ofsted  
 Disability Rights UK  
 MENCAP

[www.nspcc.org.uk](http://www.nspcc.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
<http://ceop.police.uk/>  
[www.ncb.org.uk](http://www.ncb.org.uk)  
<http://www.disclosuresdbb.co.uk/>  
<http://www.respond.org.uk/>  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
<http://www.disabilityrightsuk.org/>  
<http://www.mencap.org.uk/>

## 8.0 Regulatory references

This policy addresses the following legislation and guidance:

- The Children Act 1989 (as amended).
- The Children Act 2004
- The Children and Social Work Act 2017.
- The Safeguarding Vulnerable Groups Act 2006.
- Working Together to Safeguard Children 2023.
- Keeping Children Safe in Education 2024.
- The Data Protection Act 2018.
- The General Data Protection Regulation (GDPR).
- Information Sharing: Advice for Practitioners- 2024.
- Children, Schools and Families Act 2010.
- National guidance for child protection in Scotland 2021 (updated 2023).
- The Care Act 2014.
- Mental Capacity Act 2005.
- Safeguarding Vulnerable Groups Act 2006.
- Disclosure & Barring Service.

## 9.0 Useful contacts

For more information on OTHM qualifications and services please visit the website: [www.othm.org.uk](http://www.othm.org.uk).  
Alternatively, call at: +44(0)20 7118 4243 or email at: [customerservice@othm.org.uk](mailto:customerservice@othm.org.uk)

## Version History

Version Number	Date	Comments
6.0	July 2019	—
7.0	March 2025	Reviewed and Updated regulatory references