

## Safeguarding Policy

### 1. Introduction

This Policy details the responsibilities of the Chartered Institute for Archaeologists (CIfA) in relation to the safeguarding of children and vulnerable adults.

Members of the Board of Directors and Advisory Council of CIfA have an obligation to act in the best interests of CIfA in accordance with its governing documents. This policy therefore applies to all members of the Board of Directors and Advisory Council as well as CIfA staff and assessors working on behalf of CIfA to deliver Apprenticeship End Point Assessments (EPA) in England.

In its role as End Point Assessment Organisation (EPAO), CIfA recognises that it has a key role to play in meeting its safeguarding duties.

In applying this Policy, CIfA recognises that there is likely to be limited contact with apprentices by assessors and internal quality assurance staff. Due to the age requirements of the apprenticeships there will be no contact with children but assessors and internal quality assurance staff may come into contact with vulnerable adults at the end of their apprenticeships.

### 2. Glossary of terms

**Child** a person under the age of 18<sup>1</sup>

**Vulnerable adult** The Safeguarding Vulnerable Groups Act (2006) defines a vulnerable adult as someone who is

- living in certain situations
- detained in institutions or because of other laws
- receiving specific services<sup>2</sup>

The Vetting & Barring Scheme review (2011) breaks this down further to include

- 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 their own home
- is receiving any form of healthcare
- 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 under the supervision of the probation services

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<sup>1</sup> Children Act (1989), London. HMSO.

<sup>2</sup> Safeguarding Vulnerable Groups Act (2006), London. HMSO.

- is receiving a specified welfare service, namely the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- is an expectant or nursing mother living in residential care
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services and/or requires assistance in the conduct of their own affairs

**Regulated activity** comprises the range of activities which a person barred through the DBS process must not undertake. For the purposes of this Policy, this means that no person barred through the DBS process will be able to engage in any EPA activity through ClfA which would bring them into contact with any child or vulnerable adult.

**Concerns** in the context of this Policy, the term 'concerns' relates to any potential safeguarding issue that has been identified relating to a candidate. This may be based on evidence, but this will not always be the case. It is important that all issues are raised so that they can be assessed appropriately.

### 3. ClfA Policy

The [Safeguarding Vulnerable Groups Act](#) (2006), the Children Acts ([1989](#) and [2004](#)), [Keeping Children Safe in Education](#) (2018) and [Working Together to Safeguard Children](#) (2018) define ClfA's responsibilities with respect to safeguarding as

- accepting that safeguarding and promoting the welfare of children or vulnerable adults is everyone's responsibility
- ensuring that apprentices identified as vulnerable adults who are identified as needing help and protection during their assessment receive high quality and effective support
- preventing barred individuals from engaging in regulated activity in relation to vulnerable adults
- ascertaining whether apprentices undertaking end point assessment fall under the definition of a vulnerable adult

ClfA is committed to implementation of a policy of equal opportunities in archaeology and to tackling discrimination, harassment and bullying. It is committed to fostering an open and inclusive culture across all areas of its work to create an environment in which staff and learners feel comfortable, supported and safe from harm.

Through this policy, ClfA will seek to

- ensure that all apprentices undertaking EPA with ClfA feel safe, supported, free from discrimination and free from harm or abuse
- ensure that all EPA staff and apprentices we work with are aware of ClfA's Safeguarding policy
- work with statutory authorities and refer incidents relating to our Safeguarding Policy as appropriate

CifA will seek to achieve these aims by embedding this Policy within its governance and through its delivery of EPAs.