

# ICTQual AB

## Safeguarding Policy



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# **ICTQual AB**

## **Safeguarding Policy**

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## 1. Purpose

The purpose of this policy is to ensure the safety and well-being of all individuals, particularly children, young people, and vulnerable adults, who interact with ICTQual AB and its Approved Training Centres (ATCs).

## 2. Scope

This policy applies to:

- ICTQual AB staff, contractors, and representatives.
- Approved Training Centres (ATCs) and their staff.
- Learners, including children and vulnerable adults.

## 3. Policy Statement

ICTQual AB is committed to creating a safe and secure environment for all learners and stakeholders. Safeguarding is a priority, and all concerns will be taken seriously, investigated thoroughly, and addressed promptly.

## 4. Legal Framework

This policy adheres to UK safeguarding legislation, including:

- Children Act 1989 and 2004
- Education Act 2002
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023)
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014

## 5. Key Principles

ICTQual AB is committed to:

- Preventing harm by creating a safe environment.
- Identifying and responding to safeguarding concerns.
- Supporting individuals at risk of harm.
- Complying with legal and regulatory requirements.

## 6. Roles and Responsibilities

### 6.1 ICTQual AB

- Develop and enforce safeguarding policies and procedures.
- Provide training and resources to all staff and ATCs.
- Appoint a Designated Safeguarding Lead (DSL) to oversee safeguarding concerns.

### 6.2 Approved Training Centres (ATCs)

- Implement ICTQual AB's safeguarding policies.
- Appoint a safeguarding officer responsible for managing concerns.
- Ensure all staff are trained in safeguarding practices.

### 6.3 Staff and Contractors

- Actively promote a culture of safeguarding.
- Recognize and report safeguarding concerns.

## 7. Types of Abuse and Safeguarding Concerns

### 7.1 Types of Abuse

- **Physical Abuse:** Inflicting harm or injury.
- **Emotional Abuse:** Causing emotional harm or distress.
- **Sexual Abuse:** Forcing or enticing an individual into sexual activities.
- **Neglect:** Failing to meet basic needs.

### 7.2 Additional Concerns

- Bullying, including cyberbullying.
- Radicalization and extremism.
- Exploitation, including sexual and criminal exploitation.
- Domestic abuse.

## 8. Safeguarding Procedures

### 8.1 Recognizing and Reporting Concerns

- Any concerns about the welfare of a learner must be reported immediately to the DSL or the ATC's safeguarding officer.
- Use the **Safeguarding Incident Report Form**.

#### a. Responding to Allegations or Disclosures

When responding to disclosures:

- Listen without judgment or interruption.
- Reassure the individual that they are being taken seriously.
- Avoid making promises of confidentiality.
- Record the disclosure accurately and report it promptly.

### 8.3 Confidentiality and Information Sharing

- Safeguarding concerns will be shared on a need-to-know basis to protect individuals.
- Information will be stored securely and in compliance with data protection laws (e.g., GDPR).

## 9. Training and Awareness

ICTQual AB will provide:

- Mandatory safeguarding training for all staff and ATCs.
- Regular updates on safeguarding legislation and practices.
- Access to resources and support for safeguarding implementation.

### 10. Monitoring and Review

- The safeguarding policy will be reviewed annually to ensure compliance with legal requirements and effectiveness in practice.
- Feedback from staff, ATCs, and learners will inform updates.

### Contact Us

*For further information or assistance with conflicts of interest, please contact ICTQual AB:*

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