

# ICB



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The Institute of Certified Bookkeepers

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## **ICB Safeguarding Policy**

## Contents

<b>1. Purpose of ICB Safeguarding Policy</b>	3
<b>2. Scope of Policy</b>	3
<b>3. What does Safeguarding mean?</b>	3
Definition	4
<b>4. Legislation</b>	4
<b>5. Responsibility</b>	5
Responding to a safeguarding concern	5
Staff	6
Accredited Training Providers (ATPs)	6
<b>6. Changes to legislation and regulations over time</b>	6
<b>7. Other policies</b>	7
<b>8. Communication</b>	7
E-mail	7
Telephone	7
In writing	7

## **1. Purpose of ICB Safeguarding Policy**

It is the responsibility of ICB to proactively promote safeguarding understanding to its members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB. This policy is for both internal and external use.

The purpose of this policy is to:

- To ensure that all members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB feel safe and are able to voice any potential safeguarding concerns
- To protect young people and vulnerable adults who receive services from ICB, its members, its accredited training providers or anyone working on behalf of ICB

## **2. Scope of Policy**

The Safeguarding policy applies to all individuals in connection with ICB, including:

- Employees
- Board and Committee members
- Members
- Students - attending a course of study leading to an ICB qualification or undertaking an Apprenticeship where ICB is the End-Point Assessment Organisation (EPAO).
- Accredited Training Provider (ATPs)
- Suppliers
- Stakeholders
- Third party contractors and visitors to ICB

## **3. What does Safeguarding mean?**

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. Safeguarding is the action that is taken to promote the welfare of young people and vulnerable adults.

Safeguarding is:

- protecting young people or vulnerable adults from abuse, neglect and maltreatment
- preventing harm to young people's or vulnerable adults' health or development
- ensuring young people or vulnerable adults have the provision of safe and effective care
- taking action to enable all young people and vulnerable adults have the best outcomes

ICB recognises that all its members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB have a role to play in safeguarding the welfare of young people and vulnerable adults. All have a legal responsibility to take seriously any concerns about neglect or abuse that come to their attention and to take appropriate steps to address or report these.

### **Definition**

#### **Children and Young Persons**

In terms of this policy, “child, children and young people” mean those under the age of 18 as Defined by The Children Act 1989.

#### **Vulnerable Adults**

A vulnerable adult is a person *"who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"*.  
(No Secrets 2000)

This **may** include a person who:

- Is elderly or frail
- Has a mental health difficulty
- Has a physical disability
- Has a learning disability
- Has a severe physical illness

## **4. Legislation**

This policy has been drawn up on the basis of law and guidance that seeks to protect young people and vulnerable adults, namely:

- Children Act 1998
- The Children’s Act (Scotland) 1995
- The Children’s Order (Northern Ireland) 1995
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Children and Families Act 2014
- Criminal Justice and Court Services Act 2000; Section 26 and Schedule 4 – Offenders and individuals banned from working with children and/or vulnerable adults
- Counter Terrorism and Security Act 2015 (Prevent duty).

## 5. Responsibility

It is vital that any member, student, stakeholder and staff (including ICB Board and Committee members) and anyone working on behalf of ICB who suspects that a young person or vulnerable adult is at risk of harm or abuse, take personal responsibility to report their concerns. Not reporting concerns may put children and vulnerable adults at further risk of harm. It is not the responsibility of ICB to investigate a young person or vulnerable adult safeguarding concern but to review the information provided and, where necessary, escalate to the relevant authorities.

### Responding to a safeguarding concern

Concerns about safeguarding young people and vulnerable adults may arise in different situations. ICB representatives (members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB) may:

- Witness or observe something first hand
- Receive information by phone/email/letter/in person
- Receive learners work that raises potential safeguarding concerns (Accredited Training Provider or Independent Assessors)

The following guidance must be followed if ICB representatives (members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB) receive an allegation of young person or vulnerable adult abuse or if a disclosure or allegation of abuse is being made to them by a young person or vulnerable adult.

ICB representatives (members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB) should:

- Listen to what is being said with an open mind
- Not ask probing or leading questions designed to get them to reveal more
- Never stop a person who is freely recalling significant events
- Check their understanding of the situation, without being investigative
- Explain that they cannot keep such information confidential, and that they have a responsibility to report what has been said to ICB and/or the relevant authorities.
- Record whether the person has consented to having the information shared
- Make a note of the discussion, taking care to record the timing, setting and people present as well as what was said
- Ensure that any medical attention needed is addressed as a priority

When reporting information, ICB representatives (members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB) must provide the following:

- What has happened
- Where and when

- Who was involved
- Any contact details
- What action, if any, has so far been taken

ICB representatives (members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB) must pass on what information they have, even if the informant has only divulged a little or will not give their details. The information may join up with reports from someone else. All information should be treated as confidential and representatives (members, students, stakeholders and staff (including ICB Board and Committee members) and anyone working on behalf of ICB) must not to talk about this information with anyone other than their agreed Safeguarding contact, ICB or the relevant authority.

This information should be passed immediately (within 5 working days) to the relevant person.

### **Staff**

Each member of ICB staff is responsible for supporting and adhering to this policy and the law at all times. They must:

- Treat all individuals fairly, with dignity and respect
- Comply with all ICB policies, best practice standards and promote an environment where everyone feels safe, supporting and included
- Report all information in a timely manner
- Promote the principles of safeguarding to other employees, members, students, suppliers and stakeholders

### **Accredited Training Providers (ATPs)**

All ICB ATPs are responsible for supporting and adhering to this policy and the law at all times. All ATPs must have in place a Safeguarding Policy and ensure that all staff members, including tutors and assessors are fully conversant with their policy and are trained to recognise the signs of abuse, negligence or maltreatment and how to deal with these.

## **6. Changes to legislation and regulations over time**

References to the aforementioned legislative requirements include amendments which have been made to the legislation or regulations over time. ICB will ensure it remains up to date with any changes to legislation and regulations and will ensure relevant changes are made to its policy so that changes are reflected in ICB practice. Relevant changes will be implemented in close consultation with its member and student population and in liaison with its stakeholder network, which includes ATPs and employers.

## **7. Other policies**

This policy should be read alongside:

- ICB Code of Conduct
- ICB Health and Safety Policy
- ICB Equality and Diversity Policy
- ICB Whistleblowing Policy
- ICB Complaints Policy

## **8. Communication**

Should members, students, stakeholders and anyone working on behalf of ICB wish to contact ICB regarding its policy on Safeguarding, they should:

### **E-mail**

For the attention of Head of Qualification Standards & Quality Control, to:

[memberservices@bookkeepers.org.uk](mailto:memberservices@bookkeepers.org.uk)

[info@bookkeepers.org.uk](mailto:info@bookkeepers.org.uk)

### **Telephone**

+44 (0) 203 405 4000

+44 (0) 845 060 2345

### **In writing**

Head of Qualification Standards and Quality Control

ICB

122-126 Tooley Street

London

SE1 2TU

Should any individual wish to have this document in Braille, large print or an alternative format, please contact the ICB.



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