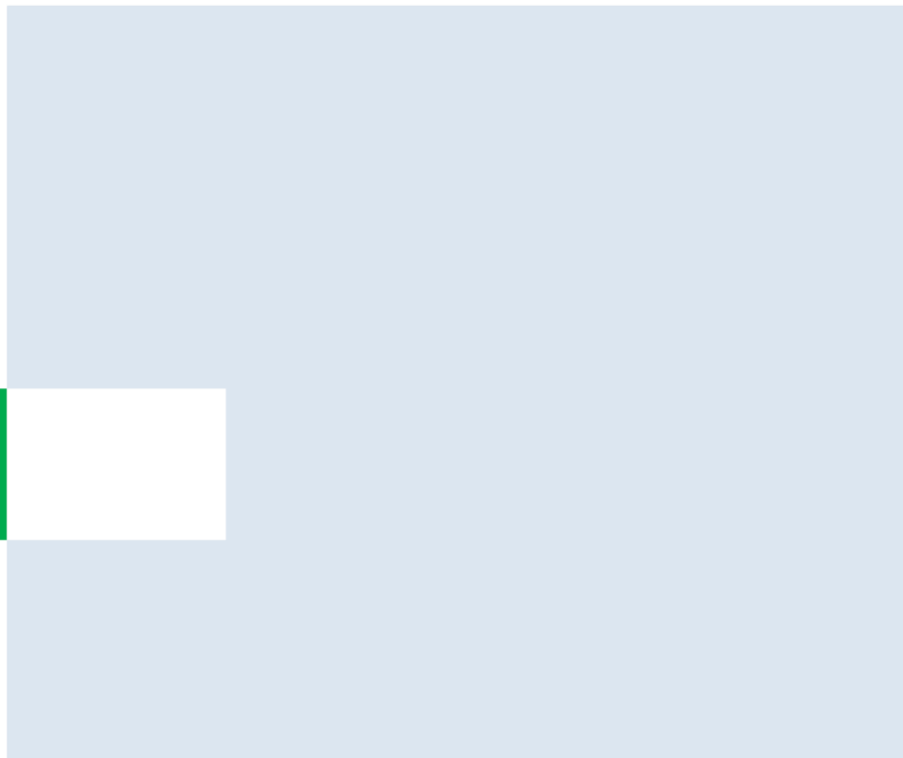


Safeguarding

Policy, procedures and guidance



Safeguarding policy

Document properties

State applicability:

- Organisational wide
- Portfolio
- Service /Team

State document type:

- Policy
- Strategy
- Standard Operating Procedure (SOP)
- Guideline

Version	Version V1.1
Owner/author	Designated Safeguarding Officer (DSO)
Approval body	Executive Team/AAT Audit Board
Date of approval	10 January 2024
Ratification body	Council
Date of ratification	1 February 2024
Supersedes when issued	December 2022
Date of issue	February 2024
Review date	February 2025
Circulation	www.aat.org.uk ; All staff
Format for circulation	Electronic (PDF)
Classification	UNRESTRICTED

Change control

Version no.	Page	Changes made (include rationale and impact on practice)	Date
1.0	All	New Policy	December 2022
1.1	All	Updated onto new brand template and updated job titles	February 2024

Associated regulations and policies

Whistleblowing Policy

Bullying and Harassment Policy

Grievance Policy

Diversity and Inclusion Policy

Wellbeing support and guidance

Complaints procedures

Contents

1. Introduction	4
2. Scope and applicability	4
3. Purpose and objectives	5
4. Roles and responsibilities	5
5. Terms and definitions	5
6. The policy	7
7. Implementation and review	14
8. Monitoring and audit	14
Appendix 1: Safeguarding roles and responsibilities	15
Appendix 2: Safeguarding Incident Report Form 18	

1. Introduction

- 1.1. AAT is committed to ensuring that all those studying AAT qualifications have access to a safe learning and assessment environment and individuals who come into contact with us through their work are protected from all forms of abuse in their interactions with AAT.
- 1.2. AAT aims to safeguard each person it comes into contact with through its work by:
 - valuing them, listening to and respecting them;
 - maintaining this policy and related procedures, ensuring staff, representatives¹, AAT approved organisations and the public have access to and use them correctly;
 - recruiting staff and representatives safely by ensuring appropriate checks are made in line with current government guidance and legislation, as appropriate to their roles;
 - ensuring all assessments, communications, documentation, records, materials, personnel deployment, processes and procedures in no way undermine the interests of those AAT comes into contact with but actively seek to protect them;
 - respecting confidentiality when sharing information about concerns with agencies who need to know and appropriately involving parents, carers, children and adults at risk;
 - providing effective support and management for staff and representatives.
- 1.3. This document sets out the policy, principles and approach that AAT will adopt to safeguarding all those it comes into contact with. The document will be reviewed as necessary, in response to changes in best practice, always following a serious incident, and at least once a year.

2. Scope and applicability

- 2.1. This policy applies to AAT staff and representatives, AAT approved organisations, and other third parties connected to AAT, and can be referred to by any person wishing to report a safeguarding concern or incident. Failure to adhere to this policy by AAT staff may result in disciplinary action or for AAT representatives, appropriate action under the relevant contract.
- 2.2. AAT approved organisations should maintain and comply with their own safeguarding policy, which must be made available to AAT on request. The policy should include procedures for dealing with allegations or suspicions of abuse reported by staff, students, parents or other persons and bringing these to AAT's attention in accordance with this policy. Approved organisations should nominate a suitable individual who will act as safeguarding officer.

¹ For the purpose of this policy, the term 'representative' refers to any individual contracted to undertake services for AAT.

3. Purpose and objectives

- 3.1. AAT makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. This policy seeks to ensure that AAT undertakes its responsibilities regarding the protection of all those it comes into contact with through its work and that it investigates and responds to concerns relating to those interactions appropriately.

4. Roles and responsibilities

- 4.1. The DSO and Deputy DSO has overall responsibility for implementing and monitoring this policy, which will be reviewed regularly and may be changed from time to time, or when legislative changes apply. Detailed explanations of the DSO, Deputy DSO and the Lead Safeguarding Trustee are included in Appendix 1.
- 4.2. The Executive leadership team, senior managers and line managers are responsible for ensuring the policy is adhered to and the principles are applied consistently. This includes ensuring team members are working in line with the framework set out in this policy, and appropriate considerations or assessments of safeguarding measures are in line with data protection and associated regulations and policies.
- 4.3. The Council ensures there are effective policies and procedures in place and a designated safeguarding lead is in place.
- 4.4. The People team is responsible for training appropriate to roles and responsibilities in line with this policy.
- 4.5. Employees are responsible for ensuring they follow this policy and discuss any questions with their line manager, DSO or Deputy DSO.

5. Terms and definitions

- 5.1. In this policy, the following terms have the definitions as shown:

5.1.1. Abuse or harm: all types of harm and abuse. Harm can take many forms, including the following:

- **Abuse of positions of trust;**
- **Bullying or harassment** (including cyber abuse);
- **Criminal exploitation;**
- **Commercial exploitation;**
- **Data breaches;**
- **Discriminatory abuse:** on any grounds, including but not limited to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation.
- **Domestic abuse:** including psychological, physical, sexual, financial, or emotional abuse. It also covers so-called 'honour' based violence;

-
- **Emotional harm:** the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to someone that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.
 - **Extremism and radicalisation;**
 - **Female genital mutilation;**
 - **Financial or material abuse:** including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits;
 - **Forced marriage;**
 - **Institutional or organisational abuse:** including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment;
 - **Human trafficking;**
 - **Modern slavery:** covering slavery (including domestic slavery), human trafficking and forced labour;
 - **Neglect and acts of omission:** including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs;
 - **Neglect:** the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child or adult at risk from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate caretakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.
 - **Physical harm:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child or adult at risk.
 - **Psychological or emotional abuse:** including belittling, name calling, threats of harm, intimidation, isolation;
 - **Self-neglect:** covering a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding;
 - **Sexual harm:** the actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions. This includes **sexual exploitation**, being any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including profiting monetarily, socially, or politically from the sexual exploitation of another; and **sexual harassment** which means unwelcome sexual advances (without touching). It includes requests for sexual favours, or other verbal or physical behaviour of a sexual nature, that may create a hostile or offensive environment.

Possible signs of abuse include:

-
- unexplained or suspicious injuries such as bruising, cuts or burns;
 - disclosures relating to, or descriptions of, what appears to be an abusive act;
 - someone else expressing concern about a person's welfare;
 - unexplained changes in behaviour such as withdrawal or sudden outbursts of temper;
 - inappropriate sexual awareness (in children) or sexually explicit behaviour;
 - distrust of adults by children;
 - difficulty in making friends;
 - eating disorders, depression and self-harm.

5.1.2. **Adult at risk:** Any person aged 18 or over who is or may be in need of care and support (e.g., health care, relevant personal care or social care) and is experiencing or is at risk of abuse or neglect and, as a result of this, is unable to protect themselves from either the risk or experience of abuse or neglect. AAT is aware that it may have staff (including Trustees) and other connections who are adults at risk.

5.1.3. **Child:** A person who has not yet reached their 18th birthday, irrespective of the age of majority in the country where a child is located, or in their home country.

5.1.4. **Safeguarding:** The range of measures in place to protect the people who come into contact with AAT through its work from abuse and mistreatment of any kind (including neglect). While safeguarding principally refers to the prevention of harm and abuse, it also encompasses practices to handle incidents and/or complaints.

6. The Policy

6.1. Safeguarding Measures

6.1.1. AAT will promote the welfare of all those it comes into contact with through the following measures:

6.1.2. **Safe recruitment:** When appropriate based on the role, AAT will carry out appropriate safe recruitment checks on staff, including the highest level of criminal record check (or equivalent) that AAT is entitled at law to carry out for that role. This may mean carrying out a DBS (Disclosure and Barring Service) check or an equivalent check in a country outside the UK and will otherwise include all of the checks set out in AAT's relevant recruitment guidance. All roles will be risk-assessed to determine if they are eligible for a DBS check and at what level. The level of the relevant check will depend on the nature of the activity being carried out by the staff member and, in some cases, the location where the relevant activity is performed. For those positions where a DBS check above a basic disclosure check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a criminal record check certificate will be submitted in the event of the individual being offered the position, together with requiring two formal written references from previous employers.

-
- 6.1.3. **Designated Safeguarding Officer, Deputy Designated Safeguarding Officer and Safeguarding Lead Trustee:** The Executive Director of Customer, Partnerships and Innovation will be the designated contact person for safeguarding issues at AAT (the “DSO”). The Deputy DSO (the “Deputy DSO”) will be the Head of Human Resources. The Safeguarding Lead Trustee will be the Chair of the Audit Board. The DSO and Deputy DSO can be contacted at safeguarding@aat.org.uk. A summary of each role is shown at Appendix 1.
- 6.1.4. **Communication guidelines and data protection:** AAT will ensure that the management of information, documentation (including DBS records) and photography is handled in accordance with AAT’s relevant data protection policies and privacy notices. The values of human dignity, respect and truthfulness underlie AAT’s communications and guide internal policies and procedures.
- 6.1.5. **Reporting and responding to safeguarding concerns:** AAT staff, representatives, AAT approved organisations, and other third parties connected to AAT must report safeguarding concerns, suspicions, allegations and incidents to the DSO in line with the procedure below. AAT takes seriously and promptly investigates all safeguarding concerns or allegations and takes appropriate action if this policy is not complied with. AAT reports safeguarding incidents, allegations or concerns to external authorities and regulators as appropriate and in accordance with applicable laws and best practice. Prior to making any such report, AAT will assess the risk associated with making the report, including the risks of further harm to individuals involved and other unintended consequences.
- 6.1.6. **Learning and improvement:** AAT will use the records of safeguarding incidents (including reports to the Audit Board) to learn lessons from past incidents/concerns and implement any learning points that arise, whether relating to how the incident was handled or to how to prevent it occurring in the first place.
- 6.1.7. **Staff training and development:** AAT ensures that all staff and representatives are aware of and have access to this policy and its associated procedures and provides training for staff and representatives on its interpretation and use.
- 6.1.8. **AAT Governance:** Where appropriate, assessing and mitigating the risk of harm as a result of AAT’s work is incorporated into AAT’s risk registers. Safeguarding concerns and related issues are reported to the Audit Board (with appropriate reporting through to AAT Council, i.e., the Board of Trustees) enabling common concerns and any risks or gaps that need to be addressed to be identified.
- 6.1.9. **AAT approved organisations:** AAT carries out checks (during approval and on-going external quality assurance activities) to ensure that each approved organisation has an appropriate safeguarding policy in place. AAT approved organisations are also advised to ensure an appropriate qualified person is present during any face to face meetings that involve AAT staff or representatives, and children or adults at risk within the organisation.

6.2. Principles to be observed by AAT staff and representatives

- 6.2.1. AAT staff and representatives must, to the extent that they are able to do so:
- ensure the health, safety and welfare of any person with whom AAT comes into contact through its work;

-
- minimise the risks of harm to the welfare of any person with whom AAT comes into contact through its work;
 - adopt a relaxed, informal and friendly approachable manner but remain professional at all times;
 - ensure behaviour, language, gestures etc., are appropriate and above reproach;
 - where at all possible, work in an open environment, avoiding private or unobserved situations with children and adults at risk;
 - keep a physical and professional distance;
 - treat all people equally, with respect and dignity;
 - ensure that any activities are appropriate to the age, maturity and ability of children and adults at risk;
 - consistently display high standards of personal behaviour and appearance;
 - where there are concerns about the welfare of any person with whom AAT comes into contact through its work, take immediate and appropriate action to address those concerns; and
 - record and report any allegations or concerns in line with this policy.

6.2.2. AAT staff and representatives must not:

- overlook or allow bullying, violations of this policy or any form of abuse to go unchallenged;
- form emotional or physical relationships with children or adults at risk;
- shout or call any person with whom AAT comes into contact through its work insulting names;
- engage in physical contact (horseplay) that could be unwelcome or misinterpreted;
- allow or engage in inappropriate touching of any kind;
- use or allow children or adults at risk to use inappropriate or sexualised language;
- spend time alone with a child or adult at risk outside the normal training/classroom/assessment environment;
- invite a child or adult at risk to stay with them or share a room/sleeping accommodation;
- have a child or adult at risk on their own in a vehicle, unless another member of staff or appropriate person is also in the vehicle; or
- interact with children or adults at risk through a social networking site unless this has been agreed as part of managing collaborative learning.

6.3. Identifying, recording and reporting allegations of abuse

6.3.1. AAT staff or representatives

If a member of AAT staff or representative witnesses or has brought to their notice an allegation or suspicion of abuse, the member of AAT staff or representative should take the following steps:

- 6.3.1.1. Listen carefully to the person making the allegation.
- 6.3.1.2. Avoid asking detailed or leading questions, but try to confirm basic information about who, when, where and what, but not why.
- 6.3.1.3. Explain to the person making the allegation that:
 - they (and AAT) take what they are saying seriously;
 - they cannot keep the information a secret and anything they say will likely need to be shared with others;
 - their report will only be shared on a need-to-know basis.
- 6.3.1.4. If AAT staff or representatives are concerned someone is at immediate risk, they should assess the risk and use common sense to take steps to ensure the person is not in immediate danger. For example, it may be appropriate to contact local emergency medical services if the person needs immediate medical attention. Where possible, AAT staff and representatives should take all steps in consultation with the DSO.
- 6.3.1.5. In most circumstances, AAT staff and representatives should not intervene directly to attempt to rescue someone in vulnerable circumstances (e.g., a victim of trafficking or someone who has expressed suicidal thoughts) or provide them with personal contact details, etc. They are not trained to do so and may put themselves or the other person in danger. In these circumstances, AAT staff and representatives should make clear that while they cannot personally intervene, they will contact someone at AAT who may be able to help. The DSO may be able to signpost to appropriate bodies and/or specialist organisations that are better able to help.
- 6.3.1.6. Prepare a written record using the Safeguarding Incident Report Form (Appendix 2) and submit this securely and confidentially to safeguarding@aat.org.uk as soon as possible and no later than within 24 hours of being informed of or becoming aware of the concern. Failing to report concerns may put people with whom AAT comes into contact at further risk of harm.
- 6.3.1.7. To the extent that the DSO is unavailable or may have a conflict of interest or loyalty in relation to the matter, the Deputy DSO will perform the DSO's role. If the Deputy DSO is also unavailable or may have a conflict of interest or loyalty in relation to the matter, the Safeguarding Lead Trustee will perform the DSO's role.

6.3.1.8. AAT staff and representatives (other than the DSO, Deputy DSO, or Safeguarding Lead Trustee, as appropriate) should not investigate any safeguarding concern themselves, as they may cause further harm.

6.3.2. AAT approved organisations

6.3.2.1. If a student, parent, carer, member of staff, or any other person within an AAT approved organisation witnesses or has brought to their notice an allegation or suspicion of abuse, they should ensure that this is reported in accordance with the organisation's safeguarding policy.

6.3.2.2. If the allegation or suspicion of abuse relates to AAT students, tutors, or other person(s) directly involved in the delivery of AAT qualifications and assessments (including AAT staff and representatives), the approved organisation's Safeguarding Officer should promptly inform AAT by completing the Safeguarding Incident Report Form (Appendix 2) and submitting this securely and confidentially to safeguarding@aat.org.uk.

6.3.2.3. AAT will, within two working days, acknowledge receipt of the report, seek any clarifications and, where appropriate, confirm what action has or will be taken.

6.3.3. Other third parties connected with AAT

6.3.3.1. If other third parties connected with AAT, such as AAT members or other beneficiaries of AAT experience, witness or have brought to their notice an allegation or suspicion of abuse involving AAT staff or representatives, they should promptly inform AAT by completing the Safeguarding Incident Report Form (Appendix 2) and submitting this securely and confidentially to safeguarding@aat.org.uk.

6.3.3.2. AAT will, within two working days, acknowledge receipt of the report, seek any clarifications and, where appropriate, confirm what action has or will be taken.

6.3.4. Confidentiality and onward reporting

6.3.4.1. Confidentiality must be maintained at all stages. Reports must be shared only with the DSO, the Deputy DSO, and the Safeguarding Lead Trustee. Only the DSO, Deputy DSO or Safeguarding Lead Trustee may share information on a limited basis. Any written report and all related documents must be kept confidential and secure.

6.3.4.2. AAT is a registered charity and is obliged to promptly report serious incidents (which include safeguarding incidents) to the Charity Commission. In addition, as a regulated awarding organisation, safeguarding issues that have or are likely to have an adverse effect will be reported to the appropriate qualification regulator².

6.4. DSO responsibilities following an allegation or report

6.4.1. If a member of AAT staff, representative, AAT approved organisation, or other third party

² Qualification regulators include: the Office of Qualifications and Examinations Regulations (Ofqual); the Council for the Curriculum, Examinations and Assessments (CCEA); Qualifications Wales; the Scottish Qualifications Authority (SQA); and the Botswana Qualifications Authority (BQA).

connected to AAT makes a report to the DSO in accordance with section 6.3 of this policy, or if another person tells the DSO that they or a third party have been harmed or are at risk of harm, or if they themselves have a safeguarding concern, subject to any specific advice or guidance that may be given by the relevant authorities, the DSO will take the following steps as appropriate:

- 6.4.2. Clarify that the subject(s) of the report is/are safe from immediate danger.
- 6.4.3. Address any gaps in the information provided to the extent that it is appropriate to do so at that stage.
- 6.4.4. For adults (including adults at risk), check that their views have been clearly sought and recorded and that they are aware what action will be taken. In the event that a person's wishes are being overridden, check that this is appropriate, and that the adult understands why.
- 6.4.5. Co-operate appropriately in the provision of information to any relevant local or international agencies and assist any agency investigation to the fullest extent practicable. If criminal offending is apprehended or suspected, then escalation to the authorities must be a priority.
- 6.4.6. AAT notes that in some situations it may not be in someone's best interests to report to the local authorities (for example, if this could put them at risk of further harassment, victimisation, or harm). In deciding when to report to local authorities, the alleged victim's best interests will be the overriding consideration and will always be paramount to any perceived loyalty to an alleged abuser, any political or financial expediency or in respect of AAT's reputation. All decisions in this regard must be carefully recorded, with reference to the matters taken into account.
- 6.4.7. If the report relates to a child/adult at risk, and their family or carer have not been informed, decide who should inform the child/adult at risk's family or carer (if appropriate) and when they should be informed, taking advice from relevant authorities as appropriate.
- 6.4.8. All disclosures to external agencies must be undertaken in accordance with the requirements of GDPR and other data protection legislation. It is noted that these requirements are not a barrier to the sharing of information, but a framework within which to do so.
- 6.4.9. In the case where the report does not relate to an AAT approved organisation, liaise with the HR team, if necessary, who may advise on whether information needs to be shared with any other member of staff, e.g., in some circumstances the DSO may need to report to the manager of the team where the concern has arisen.
- 6.4.10. Carry out any investigations in an objective, transparent manner which is guided by external professional expertise and support when required.
- 6.4.11. Under no circumstances should AAT undertake an investigation outside the scope of its rights and obligations under the agreements and policies that govern its relationships with third parties or take any action whatsoever before an initial report is made to the relevant authority (if appropriate per paragraphs 6.4.5 and 6.4.6 above) and their advice is sought as to next steps. AAT will fully co-operate with

relevant authorities and provide all reasonably practicable assistance during the course of any external authority's investigation. AAT staff and representatives must not do anything that may compromise any authority's investigation but must ensure that any immediate action required to remove a person from harm is sensitively taken.

- 6.4.12. Consider whether any referral needs to be made to appropriate agencies and keep this under review.
- 6.4.13. Report to the President (Chair of Trustees) and the Chair of the Audit Board (Safeguarding Lead Trustee) as appropriate (such as in an anonymised or pseudonymised format, if the context requires), to enable prompt and appropriate reporting of serious incidents to AAT Council (the Board of Trustees), Charity Commission and/or insurers. Any serious incident reports to the Charity Commission will be made by the Company Secretary in consultation with the Chair of the Audit Board and on behalf of, and copied to, AAT Council.
- 6.4.14. If necessary and appropriate, plan what to say to individuals/organisations connected to AAT and to the media and liaise with any relevant stakeholders as required. It is noted that any external communications should be as open and transparent as possible, while suitably respectful of data privacy.
- 6.4.15. Record the information received and all actions and decisions.
- 6.4.16. If the organisation(s) the report concerns is not or is not exclusively AAT, the DSO must, within two working days, inform the relevant organisation's safeguarding officer that an incident has been reported, provide details of the allegation (if appropriate) and, where appropriate, confirm what action has or will be taken.

7. Implementation and review

- 7.1. Responsibility for implementing this document, including ensuring that appropriate resources and processes are in place resides with line managers. Line managers should flag any problem areas that are unable to comply with the principles of this policy with your Executive Team member or a member of the HR team. All staff should raise any non-conformities with their line manager for escalation.
- 7.2. Line managers have the responsibility to cascade information on new and revised policies/procedures and other relevant documents to the staff for which they manage and must ensure that departmental systems are in place to enable staff (including contractors and temporary staff) to access relevant policies, procedures, guidelines and protocols and to remain up to date with the content of new and revised policies, procedures, guidelines and protocols.
- 7.4. This policy shall be reviewed regularly at intervals of not more than 12 months (or sooner if new legislation, codes of practice or national standards are introduced) and shall be updated as required to ensure continuing suitability, adequacy and effectiveness.
- 7.5. The policy will be located on the AAT Central SharePoint site to ensure review dates are monitored at <https://aatglobal.sharepoint.com/sites/int-Central/Staffpolicies>

Appendix 1: Safeguarding roles and responsibilities

Designated Safeguarding Officer (DSO)

1. Maintain AAT's Safeguarding policy and associated procedures, ensuring that they are reviewed at least annually, in response to changes in best practice, or following a serious incident.
2. Make arrangements for AAT staff and representatives to receive appropriate training on safeguarding best practice and the interpretation and implementation of AAT's Safeguarding policy.
3. Receive and deal with reports of allegations or suspicions of abuse in accordance with Section 8 of AAT's Safeguarding policy.
4. Provide quarterly updates on the type and volume of safeguarding incidents reported, along with any trends emerging, for consideration by the Audit Board.
5. Implement changes and improvements to AAT's Safeguarding policy, in response to feedback from the Audit Board.
6. Keep up to date on changes to external safeguarding policy and legislation and ensure these are reflected in AAT's approach to safeguarding.

Deputy Designated Safeguarding Officer (Deputy DSO)

1. Support the Designated Safeguarding Officer (DSO) in maintaining AAT's Safeguarding policy and associated procedures.
2. Support the DSO in making arrangements for AAT staff and representatives to receive appropriate training on safeguarding best practice and implementation of AAT's Safeguarding policy.
3. Support the DSO in dealing with reports of allegations or suspicions of abuse in accordance with Section 8 of AAT's Safeguarding Policy, leading on investigations when the DSO is not available or has a conflict of interest in regard to a specific case.
4. Support the DSO in providing quarterly updates to the Audit Board.
5. Support the DSO implement changes and improvements to AAT's Safeguarding policy, in response to feedback from the Audit Board.
6. Keep up to date on changes to external safeguarding policy and legislation and support the DSO in ensuring these are reflected in AAT's approach to safeguarding.

Safeguarding Lead Trustee

1. Review and agree (with Audit Board consent) AAT's Safeguarding policy and associated procedures, and any subsequent revisions for recommendation to Council for approval.
2. Lead on dealing with reports of allegations or suspicions of abuse in accordance with Section 8 of AAT's Safeguarding Policy, when the DSO and/or Deputy DSO are either not available or have a conflict of interest in regard to a specific case.
3. Review quarterly updates to the Audit Board and make recommendations (with Audit Board consent) for improvements to AAT's Safeguarding policy and associated procedures.
4. Where appropriate and necessary, escalate issues for consideration by AAT Council (i.e., the Board of Trustees), including the need to report any issues to the Charity Commission
5. Keep up to date on changes to external safeguarding policy and legislation and offer advice and guidance to the DSO and Deputy DSO on how these changes to impact on AAT's approach to safeguarding.

Appendix 2: Safeguarding Incident Report Form

This form should be used to report an allegation or suspicion of abuse that involves person(s) who are taking or delivering AAT qualifications and assessments, or who are connected in some other way to AAT. This may include AAT students and approved organisation staff, AAT members, and AAT staff and representatives.

Please complete as fully as possible and submit securely and confidentially to safeguarding@aat.org.uk.

Your name				
Your role (i.e., capacity in which you are reporting this incident)				
Your organisation				
Your e-mail address				
Your contact telephone number				
Name of organisation where incident occurred (if different from above)				
<p>Details of allegation or suspicion</p> <p>Please provide as much information as possible, including as appropriate:</p> <ul style="list-style-type: none"> Names and roles of those involved (including the reporter, if not the person immediately concerned) Date of incident Place of incident Nature of abuse Your relationship to the parties involved How you came to have a concern or suspicion, or be aware of the allegation As far as is possible, exactly what was said in the conversation 				
Have the police, any regulator or other agency been informed?	Yes (provide time and date of reporting, person(s) to whom the report was made, and any		No	

	advice taken)		
Declaration			
I confirm that the information included in this form is accurate, to the best of my knowledge			
Name		Date	
Official: To be completed by the DSO			
Action taken (e.g., reports to relevant authorities; parent/carer informed)			
Date reported to Chair of Audit Board – acting as Safeguarding Lead Trustee (if appropriate)			
Note of any decisions made and justifications for these decisions			
Any follow up actions required			

AAT
30 Churchill Place
London E14 5RE

aat.org.uk