

Child and Vulnerable Adult Protection

1st4sport Qualifications is committed to safeguarding and promoting the welfare of individuals by providing vulnerable people, whether children or adults, with appropriate safety and support. This is considered as paramount within 1st4sport's operations; therefore, we aim to ensure the establishment of safe environments to promote learning and development, while providing protection to children and vulnerable adults from all forms of abuse.

Child and vulnerable adult protection issues include any situation involving children and young people up to the age of 18, whether or not accompanied by adults, unable to protect themselves from harm and exploitation. The term 'vulnerable adult' refers to any person aged 18 or over who is currently unable to safeguard his or her own welfare or properly manage his or her financial affairs and falls within one or more of the following categories:

- a person suffering from an illness or mental disorder
- a person handicapped by a disability
- a person in need of care, due to infirmity or the effects of ageing.

In the event that recognised centres, registered candidates or any relevant third party wish to report suspected child/vulnerable adult abuse, they should follow the appropriate 1st4sport procedure developed in accordance with Safeguarding Children in Education (DfES, 2004) and the Children Act (2004).

Procedure for recognised centre related allegations

Recognised centre personnel, any related third parties and/or candidates who identify possible abuse must report all incidents to a nominated recognised centre child/vulnerable adult protection officer, who is required to ensure the issue is dealt with in line with the recognised centre's child/vulnerable adult protection policy.

Procedure for 1st4sport related allegations

In the event that a tutor, assessor or internal verifier validated by 1st4sport via the appropriate qualification partner's database, or other members of 1st4sport staffs are suspected, an allegation must be reported to 1st4sport as soon as practicable.

Recognised centre reporting mechanism

The recognised centre's child/vulnerable adult protection officer may report suspected abuse by 1st4sport staffs via completion of the *Allegations* form contained on *Athena* the 1st4sport Quality Assurance System. *Athena* is a web-based system designed to support our communication with recognised centres. Evidence should be uploaded (where available) and attached to the allegations form in support of the complaint. The form should be submitted to 1st4sport via *Athena*. Acknowledgment of receipt, updates and outcomes will be also be communicated in writing.

1st4sport Qualifications

the awarding body for active learning and leisure

Candidate or third party reporting mechanism

In the event that a candidate or relevant third party need to make an allegation directly to 1st4sport, it may be reported via completion of the *Allegations* form contained in the *About Us and Candidate Information* section of the 1st4sport website. The completed form and any required evidence should be forwarded to qmt@1st4sportqualifications.com. Acknowledgment of receipt, updates and outcomes will be communicated to the informant and other relevant stakeholders in writing.

Supporting evidence

Where available, evidence should be provided in support of the complaint to facilitate effective review of the situation. If only hard copies of evidence available, these should be sent, with the form attached, by post to:

The Quality Management Team (QMT)
1st4sport Qualifications
Coachwise Ltd
Chelsea Close
Off Amberley Road
Armley
Leeds LS12 4HP

Handling arrangements

Upon receipt of a report of child vulnerable adult abuse the 1st4sport Allegations and Appeals Handling Arrangements are applied to establish appropriate outcomes and to resolve the situation via corrective action (where required). The 1st4sport Allegations and Appeals Handling Arrangements are published on the *About Us and Candidate Information Sections* of the 1st4sport website and on *Athena*, the 1st4sport Quality Assurance System.

Procedure for Disclosure Relating to an Allegation or Suspicion of Abuse Committed by a Member of 1st4sport Personnel

