



THE 
BOARD

Connect.
Create.
Certify_

POLICY & MIDDOT; POL / SAFEGUARD

Safeguarding Children &
Vulnerable Adults Policy.

VERSION V0.3 · ISSUE DATE MARCH 2025 · REVIEW DATE OCTOBER 2025 ·

AUTHOR J JONES / R PALMER

SECTION 01

Context

The AI Board is an international Awarding Organisation, specialising in human-centred AI and related fields such as data.

Although The AI Board, its employees and associates do not deliver learning directly, it may come into direct contact with children and/or vulnerable adults, on occasions for example in the course of undertaking visits to our centres or through other forms of learner communications. This policy is therefore applicable to all The AI Board staff and Associates and is a compulsory part of their contracts.

Throughout this policy and procedure reference is made to "young people and vulnerable adults". This term is used to mean "those under the age of 18" and adults who are or may become vulnerable over the age of 18. It is also recognised that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Staff and associates in contact with children should familiarise themselves with the Department for Education document – *Keeping Children Safe in Education (2025)* – which provides examples of the types of behaviour/issues to be aware of, such as Domestic Abuse and Mental Health matters. This document is available from the Department for Education website. There is also similar documentation available from the Office of the Public Guardian for vulnerable adults.

SECTION 02

The AI Board Commitment to Safeguarding

All directors, staff and associates of The AI Board will follow all the relevant safeguarding requirements and legislation. This includes but is not limited to The Education Act 2002, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2024. When working alone with children or vulnerable adults, The AI Board staff and associates operate under the same duty of care as the staff in the college, school or training provider with whom we are working.

SECTION 03

Purpose of Policy

The AI Board will:

- follow good practice in safeguarding children and vulnerable adults by working together with other organisations, particularly the education establishments that we support
- adhere to current safeguarding legislation and follow the safeguarding procedures of our clients when shared with us on visiting their premises
- use safer recruitment procedures for the recruitment of staff and associates
- ensure that our staff and associates are knowledgeable about safeguarding and current legislation
- promote the right of every child to receive an education and support them to reach their potential

Key Risks

The major risks related to this policy are:

- staff or associates are unaware of the latest legislation relating to safeguarding children and vulnerable adults leading to potential risks to learners going unchallenged
- recruiting an individual who is deemed unsafe to work with young people or vulnerable adults, whether as a member of staff or an associate
- loss of work or contracts if commitment to safeguarding cannot be demonstrated

Applicability

This policy applies to all The AI Board staff, directors and associates.

Policy Statement

The AI Board will work with our centres to promote and safeguard the welfare of children, young people and vulnerable adults. When on assignment, our staff and associates follow as far as possible the safeguarding procedures of the educational setting that they are visiting, and we will ensure that our staff and associates have relevant up to date training.

SECTION 04

Responsibilities

The responsibility for the implementation of this policy lies with the Chief Executive Officer of The AI Board who will act as the **Designated Safeguarding Lead (DSL)**. They will report on any safeguarding issues and actions taken to the Board at The AI Board.

While working in our approved centres, The AI Board staff or associates have a responsibility of raising any safeguarding concerns in line with the safeguarding procedures of the establishment that they are visiting.

Should they feel that an issue is of particular concern they should raise it immediately with the onsite designated safeguarding lead (on-site DSL) or, where the issue involves the DSL, with the most senior manager of that organisation. Where they require further guidance they should contact the Chief Executive Officer at The AI Board. Learners may also contact The AI Board regarding safeguarding issues should they not feel able to discuss the issue with staff at the centre.

The AI Board will review any concerns we receive relating to safeguarding and may inform the relevant authorities. In case of any concerns about safeguarding issues relating to The AI Board staff or associates, contact should be addressed to the Chief Executive Officer of The AI Board.

SECTION 05

Recruitment

Safeguarding starts with the recruitment of the people who work for us. The AI Board adheres to safer recruitment practices for all staff. All associates are required to have an enhanced **Disclosure and Barring Service (DBS)** check, where relevant, and to sign up to the Update Service.

All staff and associates are expected to stay up to date with statutory safeguarding guidance, particularly Keeping Children Safe in Education (current version 2024). Where an associate or member of staff is based outside of the UK they will be required to provide the equivalent of a DBS check in the country they are based in and working in.

SECTION 06

Training

All staff are required to undertake mandatory training interventions on Safeguarding as periodically provided by the company.

Relevant Documents

The following documentation is used to support the implementation of this policy:

- The AI Board HR Policy Documents
- The AI Board EQA Handbook
- The AI Board Equality and Diversity Policy

SECTION 07

Review

DOC ID	TITLE	WORK AREA	VERSION	ISSUE	REVIEW	AUTHOR	OFQUAL
POL	SAFEGUARD	GOV	v0.3	March 2025	October 2025	J Jones / R Palmer	Y

Version Control

VERSION

SUMMARY OF CHANGE

DATE CHANGED

**NEW REVIEW
DATE**