

# Safeguarding & Prevent Policy

<b>Document Specification:</b>			
Purpose:	To set out the responsibilities of NALP staff and associated representatives involved in the EPAO process.		
Accountability:	NALP Governing Board	Responsibility:	Responsible Officer
Last Review date:	September 2025	Next Review due:	September 2027
Version:	1.2		

## National Association of Licensed Paralegals (NALP)

Tregarvon Studios  
Rhiwlas  
Ffair Rhos  
Ystrad Meurig  
Ceredigion  
Wales  
SY25 6BN

Tel: 020 7112 8034

[www.nationalparalegals.co.uk](http://www.nationalparalegals.co.uk)

# Contents

<b>1. Scope of Policy .....</b>	<b>3</b>
<b>2. Policy Review .....</b>	<b>3</b>
<b>3. Document Audience and Availability .....</b>	<b>3</b>
<b>4. Relevant Legislation / Guidance.....</b>	<b>4</b>
<b>5. Purpose of the Safeguarding and Prevent Policy .....</b>	<b>4</b>
<b>6. Defining Safeguarding (including extremism) .....</b>	<b>5</b>
<b>7. Levels of Responsibility .....</b>	<b>5</b>
<b>8. Information and Support for Apprentices and Learners .....</b>	<b>6</b>
<b>9. Confidentiality.....</b>	<b>6</b>
<b>10. Disclosure Procedure for NALP Staff and Associated Representatives.....</b>	<b>6</b>
<b>11. Reporting Policy and Procedures.....</b>	<b>7</b>
<b>11.1. Staff or Associated Representative Responding to Safeguarding Concern</b>	<b>7</b>
<b>11.2. Allegation of Safeguarding Concern Made Against Staff or Associated Representative .....</b>	<b>7</b>
<b>11.3. Safeguarding Panel .....</b>	<b>8</b>

## Safeguarding & Prevent Policy

### 1. Scope of policy

The National Association of Licensed Paralegals (NALP) is an awarding organisation recognised and regulated by Ofqual. The qualifications offered by NALP are well regarded and relied upon by users, most of whom are in the legal sector. As well as offering paralegal-specific qualifications at levels 3 to 7, NALP is also recognised as an End Point Assessment Organisation (EPAO) for the Level 3 Paralegal Apprenticeship Standard.

NALP is committed to ensuring the safety of all Learners who undertake our qualifications or as a paralegal apprentice under our position as an EPAO. This is particularly important in the case of Learners who are under 18 years of age or classed as vulnerable due to other circumstances.

This policy contains the responsibilities for staff and associated representatives (such as assessors) involved in the EPAO process. It should be noted that Safeguarding and Prevent are everybody's responsibility within the organisation and NALP take very seriously the importance of protecting children and vulnerable adults and preventing people of all ages, being radicalised or drawn into terrorism.

NALP will give equal priority to keeping all Apprentices and Learners safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

### 2. Policy review

All NALP policies are reviewed on a regular basis, usually at least biennially. This policy will also be reviewed as required due to feedback from Users of the qualifications and End Point Assessments (EPAs) for the Level 3 Paralegal Apprenticeship Standard, plus any changes to legislation or guidance in respect of Safeguarding and Prevent as may be published by the Government or relevant other authorities from time to time.

The next standard review date for this policy is shown on the cover page.

### 3. Document audience and availability

This policy is intended for use by NALP staff, including freelance staff, plus all Approved Centres delivering the Level 3 Paralegal Apprenticeship Standard or NALP's suite of paralegal qualifications. In addition, this policy may also be used by relevant Regulatory Authorities or other Government agencies with authority to do so under statutory legislation.

As safeguarding and prevent are matters of importance for all Learners, Centres and users of the qualifications offered by NALP this policy will be made widely available including, but not limited to, via the following distribution:

- Published on the NALP website ([www.nationalparalegals.co.uk](http://www.nationalparalegals.co.uk))
- Assessment Team, including all assessors, examiners and support staff
- Quality Assurance Team, including all External Quality Assurers
- Employers (on demand)

## Safeguarding & Prevent Policy

- Training Providers (on approval as a NALP Centre)
- Apprentices (via Centres, directly on demand or via publicly available website publication)

A copy of this policy will also be made available to Regulators or other Government Agencies on demand.

### 4. Relevant legislation / guidance

Safeguarding and Prevent is covered in a number of UK Acts of Parliament, as well as various Government issued guidance documents. The following is not an exhaustive list of all the legislation and guidance on Safeguarding and Prevent, but they have provided a basis for the development of this policy:

- The Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Counter Terrorism & Security Act 2015
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019

NALP will keep this policy under review to ensure that it reflects all relevant and current legislation and guidance.

### 5. Purpose of the Safeguarding and Prevent Policy

The two aspects, Safeguarding and Prevent, are not mutually exclusive and hence they are contained in the same policy.

Safeguarding relates to how NALP responds to:

- Child and Vulnerable Adult Protection.
- Protection from harm or risk of harm where the perpetrator is a member of the Apprentice's family, another Apprentice or an individual engaged by NALP.
- The Welfare Support needs of an individual Apprentice.
- Responding to an Apprentice (of any age) via either direct intervention, advice and guidance or sign posting where an issue exists within their day to day lives (particularly their workplace) which could impact upon their ability to complete the EPA.
- For Apprentices under 18 this includes providing early help.

## Safeguarding & Prevent Policy

Prevent relates to how NALP responds to:

- Preventing people being drawn into terrorism.
- Being alert to any reason for concern in an Apprentice's life at home or elsewhere.

### 6. Defining safeguarding (including extremism)

Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. This is particularly important when considering young and vulnerable people who may be undertaking an Apprenticeship or qualification offered by NALP.

The following is not a definitive list of types of safeguarding issues that NALP, its staff and centres need to be aware of, but are relevant when considering the delivery of the EPA to Apprentices, as well as other NALP qualifications to young or vulnerable Learners:

- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect and domestic abuse
- Exploitation e.g. financial, sexual, forced marriage
- Neglect Grooming behaviour
- Bullying including cyber bullying and bullying in the workplace
- Victimisation (race, sexuality, gender, disability etc.)
- Self-harm
- Unsafe activities and environments
- Crime
- Unsuitable housing/homelessness
- Extremism

### 7. Levels of responsibility

Safeguarding and Prevent are the responsibility of all engaged directly or indirectly with NALP. NALP is committed to supporting employees and associated representatives to understand the requirements placed upon them and the various elements of safeguarding legislation.

This is done through a variety of ways including the provision of information, advice and guidance, training and support resources.

NALP will also ensure that all Centres delivering the EPA or other NALP qualifications have in place their own Safeguarding and Prevent policies and procedures that align with our own.

## Safeguarding & Prevent Policy

The duty placed on those specifically delivering the EPA is that they act in such a way as to ensure that the welfare of the Apprentice is paramount.

### **8. Information and support for Apprentices and Learners**

Every Apprentice will be signposted to the Safeguarding and Prevent Policy when entering the gateway. The policy is easily accessible from the NALP website and NALP will ensure that all Centres, regardless of which NALP qualification or Apprenticeship they offer, are fully aware of this policy and have a similar policy in place which is available to all Learners.

Every Apprentice and Learner can expect that they will be treated sensitively and with compassion should an issue/incident arise, or an allegation be made. NALP requires staff and associated representatives to treat such matters confidentially, notifying colleagues only under direct guidance and when necessary to do so.

### **9. Confidentiality**

NALP respects and protect individuals' privacy and data (see the NALP Data Protection & Privacy policies), complying with the law in doing so. There may be occasions where this is not possible, and information must be shared with others as a consequence of this policy and the legislation that underpins it. If NALP discovers anything that is believed a third party needs to be informed of, then such a disclosure will be made in the belief that it is in the best interests of the individual concerned.

NALP will not afford confidentiality in the following situations:

- Where it is identified that a child or vulnerable adult is at risk of harm.
- Where we are told that a serious crime has been committed or is about to be committed.
- Where information regarding terrorism is disclosed.
- Where we are instructed to disclose something by a court.

### **10. Disclosure procedure for NALP staff and associated representatives**

As part of the NALP recruitment process NALP Staff/Representatives are required to declare/disclose any criminal convictions, cautions, etc. (including the penalty or penalties imposed) which are not spent (for the purposes of the Rehabilitation of Offenders Act). The information received will be treated with the utmost confidentiality and will be used by NALP to reach a conclusion as to whether a contract should be offered to the applicant. Disclosure of offences will not in itself mean that a contract of services will not be issued. NALP shall make a decision after careful consideration of the individual circumstances and with due regard to any safeguarding risks. The NALP undertakes not to unlawfully discriminate against any individual on the basis of information revealed in the disclosure. Any action taken on the basis of such

## Safeguarding & Prevent Policy

information will depend on the nature of the role and the circumstances and background of the offence.

### 11. Reporting policy and procedures

#### 11.1. Staff or associated representative responding to safeguarding concern

Any member of staff or associated representative who suspects that a child or vulnerable adult is at risk of harm or extremism, will take personal responsibility to report their concerns. NALP will not investigate or reach conclusions as to whether harm is being caused, but will where necessary, escalate and inform the relevant authorities of the information they have.

Staff and associated representatives must inform NALP's Designated Safeguarding Lead (DSL) via email [compliance@nationalparalegals.co.uk](mailto:compliance@nationalparalegals.co.uk). The member of staff or associated representative should also inform their manager or (in respect of an associated representative) their managing contact at NALP.

All disclosures will be provided to the DSL for review. The information provided must record as much information as possible and should be passed to the DSL within one working day, with the time, date and the signature of the member of staff/associated representative.

The information provided should include the following:

- Who is taking the record and their role/relationship with the individual
- Where and when it happened
- Who was involved and any contact details - name, address, telephone number and date of birth of the person involved
- What action, if any, has so far been taken

All information provided should be treated as confidential and the staff member/associated representative must not discuss any information with anyone other than the DSL.

#### 11.2. Allegation of safeguarding concern made against staff or associated representative

In all instances, the complaint must be addressed to the DSL via email [compliance@nationalparalegals.co.uk](mailto:compliance@nationalparalegals.co.uk). If NALP receives an allegation against a member of staff or an associated representative, from an external source (e.g. Apprentice, employer, training provider), they will inform the member of staff or associated representative, not providing them with any more information than is required to ensure that further safeguarding issues do not arise or that any investigation would be compromised.

## Safeguarding & Prevent Policy

NALP may suspend the individual from their contractual duties while the matter is investigated. Throughout any investigation, confidentiality will be maintained, and written reports will be created to track actions taken.

### **11.3. Safeguarding panel**

The Panel's responsibilities are to review safeguarding concerns that are reported by staff, associated representatives or any external source. The Panel will decide what action, if any, should be taken in respect of any reported concern.

The Panel will have three representatives consisting of the DSL, the quality manager and the third member being nominated by the DSL. The third member of the Panel does not need to be involved in EPAs.