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Qualification Specification

Highfield Level 2 Award in Safeguarding and Protecting Children and Young People (RQF)

Qualification Number: 601/4495/6

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Highfield Level 2 Award in Safeguarding and Protecting Children and Young People (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

Qualification regulation and support

The Highfield Level 2 Award in Safeguarding and Protecting Children and Young People (RQF) has been developed, and is awarded, by Highfield Qualifications, and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Key facts

Qualification Number:	601/4495/6
Learning Aim Reference:	60144956
Credit Value:	1
Assessment Method:	Learner Workbook
Guided Learning Hours (GLH):	8
Total Qualification Time (TQT):	10

Qualification overview and objective

The objective of this qualification is to support a role in the workplace. Learners may be working, or wishing to work, with children and young people. This includes those in voluntary or unpaid roles.

The qualification covers how to safeguard and protect children, young people and practitioners in the workplace as well as how to respond to evidence or concerns that a child or young person has been abused. Children are those aged below 16 and young people are those aged between 16 and 18.

Working Together to Safeguard Children 2015, Keeping Children Safe in Education (KCSIE) and the Children Act 2004, place duties on a range of organisations to ensure they have regard to the need to safeguard and promote the welfare of children. This includes the need for appropriate safeguarding training, as employers are responsible for ensuring staff are competent to carry out their responsibilities towards the safeguarding of children and young people. This qualification can be used to support the training of employees.

Entry requirements

This qualification is suitable for learners aged 16+.

It is recommended learners have a level 1 in literacy and numeracy before registering for the qualification.

Geographical coverage

This qualification is suitable for delivery in England, Wales and Northern Ireland

Centre requirements

To effectively deliver and assess this qualification, centres must have the following resources in place:

- a classroom with suitable seating and desks
- a projector, if using training presentation slides

Guidance on delivery

The total qualification time for this qualification is 10 and of this 8 is recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

This qualification is expected to be delivered within a 1-day period. This delivery programme may be adjusted in accordance with learners' needs and/or local circumstances. Centres should ensure their delivery is appropriate to the cohort they are delivering to in terms of the region they currently work within, as practices and terminology may differ.

Guidance on assessment

This qualification is assessed through an open-response learner workbook. This assessment model requires learners to provide a short response to prescribed questions within a workbook set by Highfield Qualifications. Successful learners must demonstrate knowledge and understanding across the qualification syllabus. This assessment is supported and assessed by the nominated tutor/assessor and records must be maintained and held at the centre for quality assurance purposes. For more information on this method of assessment, including quality assurance processes, please refer to the Highfield Tutor, Assessor and IQA Support Pack, which is available to download from the Highfield website (download area).

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for internal quality assurance of training delivery and internal assessment processes.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) Policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Tutor requirements

Highfield Qualification nominated tutors for this qualification:

- **must** hold a relevant subject area qualification or experience, which could include any of the following:
 - Level 3 Certificate or Diploma in a related subject such as:
 - health and social care
 - children and young people’s workforce
 - childcare
 - playwork
 - advanced child protection training
 - NSPCC Certificate of Competency in Child Protection Training
 - Level2 Award in Safeguarding and Protecting Children and Young People (QCF) AND relevant experience
 - other relevant qualifications/experience will be assessed on a case by case basis
- **are recommended** to hold or be working towards a recognised teaching qualification, which could include any of the following:
 - HABC Level 3 Award in Delivering Training;
 - Level 3 PTLLS, or above
 - Level 3 Award in Education and Training, or above
 - diploma or certificate in education
 - bachelors or masters degree in education
 - level 3 or 4 NVQ in training and/or development
 - proof of at least 30 hours of training in any subject
- must maintain appropriate continued professional development for the subject area

Assessor requirements

The role of tutor and assessor can be undertaken by the same individual. There is **no requirement** for assessors of this qualification to hold a formal assessor qualification, however it is recognised as good practice.

Highfield Qualification nominated assessors for this qualification:

- **must** hold a relevant subject area qualification or experience, which could include any of the following:
 - Level 3 certificate or diploma in a related subject such as:
 - health and social care
 - children and young people’s workforce
 - childcare
 - playwork
 - advanced child protection training
 - NSPCC Certificate of Competency in Child Protection Training
 - Level2 Award in Safeguarding and Protecting Children and Young People (QCF) AND relevant experience
 - other relevant qualifications/experience will be assessed on a case by case basis

- **are recommended** to hold or be working towards a recognised assessing qualification [or experience], which could include any of the following:
 - HABC Level 3 Award in Assessing Competence in the Work Environment
 - HABC Level 3 Certificate in Assessing Vocational Achievement
 - A1 Assess Learner Performance Using a Range of Methods
 - D32 Assess Learner Performance and D33 Assess Learner Using Different Sources of Evidence
- must maintain appropriate continued professional development for the subject area

Internal quality assurance (IQA) requirements

Highfield Qualifications internal quality assurers for this qualification:

- **must** hold a relevant subject area qualification, which could include any of the following:
 - Level 3 certificate or diploma in a related subject such as:
 - health and social care
 - children and young people’s workforce
 - childcare
 - playwork
 - advanced child protection training
 - NSPCC Certificate of Competency in Child Protection Training
 - Level2 Award in Safeguarding and Protecting Children and Young People (QCF) AND relevant experience
 - other relevant qualifications/experience will be assessed on a case by case basis
- **are recommended** to hold or be working towards a recognised internal quality assurance qualification, which could include any of the following:
 - HABC Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
 - HABC Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
 - D34 or V1 Verifier Awards
- must maintain appropriate continued professional development for the subject area

It is **not a requirement** that IQA officers of this qualification hold a formal IQA qualification, however it is recognised as good practice.

Countersigning strategy

While it is a minimum requirement for centres to have the appropriately qualified workforce in place, it is understood that centres may have new personnel that are working towards those requirements. During this period, centres are required to have a robust countersigning strategy in place that

supports and validates unqualified assessment/quality assurance decisions, until the point where they meet the requirements as detailed above.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.

Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- HABC Level 3 Award in Paediatric First Aid (RQF)
 - HABC Level 3 Award in Emergency Paediatric First Aid (RQF)
 - HABC Level 2 Certificate for the Children and Young People's Workforce
 - HABC Level 3 Diploma for Residential Childcare (England)
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Useful websites

- <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
 - www.skillsforcareanddevelopment.org.uk
 - <https://www.gov.uk/government/policies/supporting-social-workers-to-provide-help-and-protection-to-children>
 - <https://www.gov.uk/government/publications/working-together-to-safeguard-children>
 - <https://www.gov.uk/childrens-services/safeguarding-children>
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- <https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>
 - <http://ceop.police.uk/>
 - <http://www.nspcc.org.uk/>
 - <http://www.bullying.co.uk/>
 - <http://www.childline.org.uk/>
 - <http://www.kidsmart.org.uk/>
 - <http://www.workingtogetheronline.co.uk/>
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Appendix 1: Qualification structure

To complete the Highfield **Level 2 Award in Safeguarding and Protecting Children and Young People (RQF)** learners must complete the following:

- **all units** contained within the mandatory group

Mandatory group

Learners must achieve **all units** in this group

Unit reference	Unit title	Level	GLH	Credit
D/504/3750	Introduction to Safeguarding and Protecting Children or Young People	2	8	1

Appendix 2: Qualification content

Unit 1: Introduction to Safeguarding and Protecting Children or Young People

Unit number: D/504/3750

Credit: 1

GLH: 8

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1 Understand how to safeguard and protect children, young people and practitioners in the workplace</p>	<p>1.1 Identify key elements of the law on safeguarding children and young people</p> <p>1.2 Describe how practitioners can take steps to protect themselves from allegations and complaints within their everyday practice in a work setting</p> <p>1.3 Identify ways in which concerns about children and young people can be reported</p>
<p>2 Know how to respond to evidence or concerns that a child or young person has been abused</p>	<p>2.1 Identify the characteristics of different types of child abuse</p> <p>2.2 Describe actions to take in response to evidence that a child or young person has been abused or is at risk of being abused</p> <p>2.3 Describe how to respond to a child or young person who discloses abuse</p> <p>2.4 Identify those people who the information of abuse or suspected abuse may be shared with</p>

Amplification and Indicative content

1.1 Law: Assessors must take into consideration the regional differences when assessing learners answers to this criteria. As legislation is constantly updated and new laws introduced, assessors are urged to inform themselves about any changes.

Law/legislation may include:

- Children Act 1989 and/or 2004
- Children and Families Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Children and Young Person Act 2008
- The Protection of Children Act 1999, and the PoCA List
- The Every Child Matters green paper (2003) (England only)
- The United Nations Convention on the Rights of the Child 1989
- The Data Protection Act 1998; or

- The Protection of Freedoms Act 2012
- Early years (under 5s) foundation stage framework (EYFS) 2014
- Working together to safeguard children

1.1 Children and young people: Children are those aged below 16 and young peoples are those aged between 16 and 18.

1.2 Types of child abuse: Learners should know **all** the following

- Physical
- Sexual
- Emotional
- Neglect
- Bullying
- Exploitation
- Radicalisation
- Modern Slavery
- E-safety/digital safety
- Domestic abuse
- Female genital mutilation

Additional unit guidance

Centres must be aware of and have regard to the regional differences in best practice and terminology relating to the safeguarding and protection of children and young people. Course delivery and assessment of the above unit should be relevant to the regions that the learner lives and/or works in to ensure the course covers relevant information.

Appendix 3: Sample Assessment Material

We <i>listen</i> and <i>respond</i>			
Learner Assessment Pack			
Highfield Level 2 Award in Safeguarding and Protecting Children and Young People (RQF)			
Qualification Number: 601/4495/6			
Learner Name:			
Date of Birth:		Learner ID:	
Centre Name:		Centre no:	
IQA Name:			
Tutor/Assessor Name:			
Assessment Date:		Course ID:	

Assessment Summary (for tutor/assessor use only)

In order for learners to be assessed as successful, they are required to achieve the minimum standard for each learning outcome below:

- Understand how to safeguard and protect children, young people and practitioners in the workplace; and
- Know how to respond to evidence or concerns that a child or young person has been abused.

QUALIFICATION RESULT			
PASS		REFER	

Declarations

Learner: *I confirm that the work contained in this assessment pack is my own.*

Tutor/assessor: *I confirm I have read and abided by the assessment requirements of this qualification when assessing the learner's work and have checked the learner's identification.*

Learner signature:		Date:	
Tutor/Assessor signature:		Date:	
IQA signature:		Date:	