



Defence Awarding
Organisation



DAO Safeguarding Policy

Ver 4.0 Jul 24

Recognising Quality and Competence:

Supporting Defence with accreditation and specialist bespoke qualification opportunities

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Introduction

1. This document sets out the DAO Safeguarding policy and procedure and is aimed at DAO Awarding Centres, DAO Learners and all interested parties who encounter a direct or indirect service from the DAO.

Scope

2. This DAO Safeguarding policy covers DAO Learners, Awarding Centres or members of the public that may wish to raise an issue in relation to DAO qualifications and associated services offered by the DAO.
3. Ofqual strategic plan is underpinned by 3 core principles:
 - a. Children and Learners first
 - b. Independence
 - c. Accountability and transparency
4. DAO take into consideration the interests of children, young people and vulnerable adults ensuring the DAO as a provider, regulate and inspect all procedures for keeping children, young and vulnerable adults safe from abuse, neglect and exploitation.

Awarding Centre's Responsibility

5. It is the responsibility of all DAO Centres delivering DAO qualifications to children and or vulnerable adults to have effective safeguarding procedures in place and implement them. Awarding Centres should take all responsible steps to ensure that Awarding Centre staff involved in the management, assessment and quality assurance of DAO qualifications, and DAO Learners, are aware of the contents of this policy.
6. As an organisation we should always have the interests and needs of children, young people and vulnerable adults as a priority. This includes ensuring that all providers are regulated and have effective procedures in place for keeping children and vulnerable adults safe from abuse, neglect and exploitation¹.
7. Everyone working within, or on behalf of, the DAO has a responsibility to familiarise themselves with the HM Government Statutory Safeguarding Policy and the procedures.

Public Interest Disclosure Act

8. The DAO has a commitment and open approach to Safeguarding in line with the Care Act 2014 as:
 - a. protecting the rights of adults to live in safety, free from abuse and neglect.
 - b. people and organisations working together to prevent and stop both the risks and experience of abuse or neglect.

¹ Safeguarding children is defined in Statutory guidance - [Working Together to Safeguard Children](#)

- c. people and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
- d. Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

Reporting an Allegation

9. Any allegations of misconduct towards children and/or vulnerable adults by those working delivering DAO Qualifications must be reported immediately. The Centre Head is to inform the DAO who will record and manage all details appropriately and with the sensitive nature required.
10. The DAO under Ofqual guidance are to immediately report any allegations² and will:
 - a. respect a reportees rights under the Public Interest Disclosure Act;
 - b. understand the difficult position that a reportee is in;
 - c. explain the importance of supporting evidence and the sort of evidence that might help in a particular case.
11. Potentially too much information as we are moving into process. See another perspective through link to Qualsafe policyO will make every effort to assist someone who reports an event under this policy, and will protect their identity, if they wish, unless legally obliged to release it. This may be in the course of a police investigation, for example. Again may be too much detail
12. Individuals reporting such an event are to raise and/or submit a complaint form found in the DAO Qualification Management System (QMS) at the earliest opportunity and as close to the incident date as possible. This will need to be addressed to the Safeguarding Manager. Non-users of the DAO QMS can send a written complaint and address it to the DAO Safeguarding Manager at the contact details provided at the end of this policy. Further direction on making complaints can be found in the DAO Complaints Policy and the DAO Whistleblowers Policy. The safeguarding issues need to get straight to the safeguarding rep as soon as they come in. By addressing the issue direct to the safeguarding manager it will prompt the Bus Coord to direct it quickly to me and in my absence Donna. Removes the possibility of it sitting in my in-box

Review Arrangements

13. The DAO will review the policy and its associated procedures annually as part of the DAO self-evaluation arrangements, and revise it as and when necessary in response to customer, DAO Learner or Regulatory feedback (e.g. to align with any appeals and complaints process established by the Regulator(s)) and any trends that may emerge in the subject matter of complaints received.

² This meets the requirement for [Ofqual GCoR Condition: B3.1](#)

Centre Support

14. Policies for handling Enquiries, Complainants and Whistleblowing are available on the DAO website and the DAO Qualification Management System (QMS)
15. The DAO will work with Awarding Centres to deliver a customer-focused and professional service to DAO Learners. DAO policies are reviewed annually. Any queries about the contents of the policy, please contact the DAO Compliance Team via:

DAO website

<https://www.gov.uk/government/groups/defence-awarding-organisation>

Post

Defence Awarding Organisation (DAO)
Defence Academy Headquarters
Room 15, Slim Building
Shrivenham
Swindon
SN6 8LA

By email

DEFAC-DAO@mod.gov.uk

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