



**SKILLBUILD**

DELIVERED BY CITB ■

# SAFEGUARDING POLICY

Safeguarding the welfare and protection of all young people and adults  
taking part in SkillBuild Competitions

# Safeguarding and Prevent Policy

## Policy statement

This Safeguarding and Prevent Policy represents the commitment of CITB to safeguarding the welfare and protection of all young people and adults at risk, who have entered to compete in the SkillBuild competitions and aligns our approach to 'Keeping Children Safe in Education (DfE, 2016)'. This is statutory guidance to which CITB must have due regard in carrying out their duties to safeguard and promote the welfare of children.

## Policy aims

SkillBuild, delivered by CITB, is the largest multi-trade competition in the UK for construction trainees and apprentices. As the biggest and longest running construction skills competition, we're looking for skill and talent that is built to last. CITB is committed to working proactively with all CITB staff, sub-contractors and providers (collectively known as delivery team), competitors and employers to provide an environment in which every individual is free from abuse and harm.

## Children and vulnerable adults

Throughout this policy we mention 'young people', this term is used to mean "those under the age of 18" as defined in the **Children Act of 1989**. CITB recognises that some adults are also vulnerable to abuse, accordingly, the same procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

Vulnerability can be defined (not exhaustively) to mean:

The **Department of Health** defines a **vulnerable** adult as a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (DH, 2000).

**The Safeguarding Vulnerable Groups Act 2006** defines a 'vulnerable adult' as a person aged 18 and over and who is in receipt of / the subject of a regulated activity as defined in the Act. However, the term is defined differently depending on the context, and in its widest sense means any adult who is unable to take care of him/herself or unable to protect him / herself from abuse or neglect. For the purposes of this guidance, the below are some examples of adults who may be vulnerable, those who:

- Are receiving a social care service
- Are receiving a health service
- Are living in sheltered accommodation
- Are detained in custody or under a probation order
- Require assistance in the conduct of his / her affairs
- Are receiving a service or participating in an activity targeted at older people, people with disabilities or with physical or mental health conditions; and
- Are other adults whose particular circumstances make them vulnerable at a particular time.

CITB does not automatically presume that someone with these characteristics is an adult at risk.

## What is abuse?

Abuse of young people and vulnerable adults may take different forms and CITB is aware that abuse can be a combination or singular presence of physical / sexual / emotional abuse, and neglect (which may arise from the lack of necessary help and support over a significant period of time). A more comprehensive explanation of each of these forms of abuse and other newly defined areas of abuse can be found;

- For young adults - **Preventing abuse**  
([nspcc.org.uk/preventing-abuse/child-abuse-and-neglect](https://nspcc.org.uk/preventing-abuse/child-abuse-and-neglect))
- For vulnerable adults - **Vulnerable people support guide**  
([nhs.co.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/abuse-and-neglect-vulnerable-adults](https://nhs.co.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/abuse-and-neglect-vulnerable-adults))

## The Prevent Duty

Section 26 of the Counter-Terrorism and Security Act 2015 ('CTSA Act') places a duty on CITB, in the exercise of its functions, to have *"due regard to the need to prevent people from being drawn into terrorism"*. This is known as The Prevent Duty.

Terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organisations and have been radicalised by them.

There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that may have a bearing on someone becoming vulnerable may include: peer pressure, influence from other people or via the internet, bullying, crime against them or their involvement in crime, anti-social behaviour, family tensions, race / hate crime, lack of self-esteem or identity and personal or political grievances.

## CITB Prevent strategy

CITB has implemented its Prevent-related responsibilities in a proportionate and risk-based way. All CITB staff should demonstrate an awareness and understanding of the risk of radicalisation. The risk will vary greatly and can change rapidly; but no area, institution or body is risk free. The Prevent Duty is not about preventing individuals from having political and religious views and concerns, but about supporting our competitors to use those concerns or act on them in a non-extremist way.

## Disclosure and Barring Service (DBS)

The DBS provides employers in England and Wales with information to assist them in assessing the suitability of an individual for work in certain positions of trust, including work with young and vulnerable adults.

In Scotland, Disclosure Scotland administers the criminal records checking scheme, for more information relating to the process please go to [mygov.scot/disclosure-types](https://mygov.scot/disclosure-types)

In Northern Ireland, please go to [nidirect.gov.uk/articles/disclosure-and-barring-protecting-children-and-vulnerable-adults](https://nidirect.gov.uk/articles/disclosure-and-barring-protecting-children-and-vulnerable-adults) for more information.

There are three levels of disclosure provided by certificate:

- Basic disclosure.
- Standard disclosure.
- Enhanced disclosure.

All CITB staff who could be in a position to engage with competitors on an individual basis, including the SkillBuild UK National Final overnight accommodation chaperones, are DBS Enhanced checked.

## Parental / guardian consent

### SkillBuild competition entry

All young or vulnerable adult competitors in SkillBuild competitions must have the written authorisation of their parent or legal guardian using the **Competition Consent Form - Regional Qualifier**.

The **Competition Consent Form - Regional Qualifier** is used to gather information about the competitor that is essential for effective safeguarding. This includes;

- Medical conditions
- Medication (and any appropriate storage required)
- Dietary needs
- Allergies (if they carry an Epinephrine auto injector, where it is kept for use in emergencies)
- Learning needs
- Physical disabilities or limitations
- Next of kin and / or emergency contact details.

Adult entrants will not need to provide parental / guardian consent but are encouraged to provide the above information to the SkillBuild team.

### SkillBuild UK National Final accommodation

Competitors that qualify for the SkillBuild UK National Final will be required to stay in overnight hotel accommodation with fellow competitors. In these instances a separate **Competition Consent Form - UK National Final** will be required as a precondition of competing from all young and vulnerable adult competitors' parent or legal guardian.

### Photography / video consent

Throughout SkillBuild events, photographic or digital images, film or video footage, "**Images**", may be recorded. These Images may be used or broadcast in electronic or print form for any purpose in relation to CITB's work including, without limitation, the right to use them in any advertisement and other publicity materials, direct mail, books, newspapers, magazine articles, television programmes and internet publications throughout the world wherever CITB chooses to do so.

To comply with the General Data Protection Regulations, the individual and parent / guardian for young and vulnerable adults must give their permission for CITB to take and / or publish any Images in which they appear using the **Photography/Video Consent Form**.

## **Confidentiality**

**Confidential Information** means all personal and medical information relating to the purpose for which the competitor (or parent / guardian) disclose, or makes available to CITB.

In return for the competitor (parent / guardian) making Confidential Information available to us, CITB undertakes to the competitor (parent / guardian) that it shall:

- Keep the Confidential Information secret and confidential.
- Not use or exploit the Confidential Information in any way except for the purpose for which it was obtained.
- Not disclose or make available any Confidential Information in whole or in part to any person, except as expressly permitted by, and in accordance with this agreement.

CITB may disclose any Confidential Information to third parties where there is a legal requirement to do so, or for any medical or welfare purpose in order to safeguard the competitor in accordance with this policy.

## **Designated safeguarding persons**

CITB has appointed individuals who are responsible for dealing with any Safeguarding concerns. These Designated Safeguarding Persons will be available to support all SkillBuild competitors throughout the competitions including any overnight stays that may be required.

The roles and responsibilities of the Designated Safeguarding Person(s) are to;

- Conduct risk assessments and work closely with all competition premises and venue staff to ensure suitability, and ensure all health and safety processes and procedures are in place and briefed accordingly
- Conduct risk assessments on any hotel used for overnight accommodation to ensure suitability and ensure all health and safety processes and procedures are in place and briefed accordingly
- Ensure that all delivery teams, including volunteers and trustees, are aware of what they should do and who they should go to if they have concerns that a vulnerable person may be experiencing, or has experienced abuse or neglect
- Ensure that concerns are acted on and clearly recorded
- Follow up any referrals and ensure the issues have been addressed
- Consider any recommendations from the Safeguarding process
- Reinforce the utmost need for confidentiality and to ensure that all delivery teams and volunteers are adhering to good practice with regard to confidentiality and security
- Ensure that all delivery teams and volunteers directly supporting competitors who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.

## Allegations against delivery teams

Where an allegation is made against CITB staff, or there is concern about the way a member of CITB staff is behaving towards a competitor, this will be investigated in accordance with the CITB Disciplinary policy. Allegations made against other delivery team members will be investigated according to the contracts in place.

CITB will comply with its obligations to make appropriate referrals to the Disclosure and Barring service, further information can be found at DBS Guidance ([gov.uk/guidance/making-barring-referrals-to-the-dbs](https://gov.uk/guidance/making-barring-referrals-to-the-dbs))

## Staff safeguarding principles

CITB staff are expected, at all times, to adhere to the following principles:

- The welfare of our competitors is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which could lead any reasonable person to question their motivations and intentions.
- Staff must work in an open and transparent way.
- Staff must discuss and / or take advice promptly from the SkillBuild Manager (or escalate if necessary) if they have acted in a way that may give rise to concern.
- Staff that breach the law or other professional guidelines set out by CITB may be subject to disciplinary action and / or criminal action and / or other proceedings including barring by the Disclosure and Barring Service (or other relevant sanctions).
- Staff should be aware of and understand CITBs' disciplinary procedure and complaints procedure alongside this safeguarding policy.

## Competitors

All competitors will receive information on safeguarding either before the competition or as part of their induction at the start of their competition, which will include contact details for the Designated Safeguarding Person(s).

## Overnight accommodation

UK National Final competitors will be required to stay in overnight accommodation arranged by CITB. The SkillBuild **Competition Consent Form - UK National Final** must be completed for all competitors under the age of 18 as a prerequisite to take part in the competition.

The SkillBuild Designated Safeguarding Person(s) will;

- Conduct a full risk assessment of the hotel to ensure suitability and that it meets all health and safety requirements and fully supports this safeguarding policy
- Ensure that the rooms allocated by the hotel are located in a single corridor or otherwise dispersed in manner that will allow the SkillBuild Co-ordinators appropriate supervision
- Allocate individual rooms appropriately ensuring that room sharing will only be with competitors of the same sex and same age cohort
- Brief all competitors on health and safety including fire evacuation procedures and code of conduct.

## Codes of conduct

### Competitions

CITB and SkillBuild are fully committed to safeguarding and promoting the wellbeing of all its competitors. SkillBuild believes that it is important that competitors, judges and support staff should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, competition participants are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the competition with the SkillBuild team.

The SkillBuild competitions should offer a positive experience for young people, and be a place where they can compete in a safe and positive environment.



SkillBuild competitors are expected to abide by the following codes of conduct:

- Keep themselves safe.
- Report inappropriate behaviour or risky situations to the SkillBuild Designated Safeguarding Person(s).
- Compete fairly and be trustworthy.
- Respect Judges and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or show violent or aggressive behaviour.
- Keep within the defined boundary of the competition venue / hotel at all times.
- Behave and listen to all instructions from the SkillBuild team.
- Take care of equipment and keep work areas clean and safe.
- Respect the rights, dignity and worth of all competitors regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial / sectarian references. This includes bullying using new technologies like chat-rooms or texting.

Competitors have the right to;

- Be safe and happy in their chosen activity
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy the competition in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other competitors or outside sources
- Participate on an equal basis
- Experience competition and the desire to win
- Be believed
- Ask for help.

Any misdemeanours and general misbehaviour will be addressed by the SkillBuild team. Persistent misbehaviour will result in dismissal from the competition. Parents will be informed at all stages where appropriate.

### Overnight accommodation

SkillBuild competitors are representing their training provider, and / or employer and the SkillBuild competition itself. So we require competitors while at competitions and while staying in overnight accommodation to behave in ways that meet the highest standards.

Once in their bedrooms competitors will refrain from making excessive noise and disturbing other competitors and guests.

The consumption of alcohol, illegal drugs or 'legal highs' whilst in hotel accommodation or at any time during the competition is strictly forbidden. Anyone found using alcohol, illegal drugs or 'legal highs' will have these confiscated from them, and have their parents / guardians called to collect them and take them home (if under 18) or be required to leave the competition if an adult. The SkillBuild Team may inform the authorities.

All competitors are expected to be in the hotel and remain there for the night. They are responsible for arriving at the competition on time and in a fit and safe state to compete. If they are not in a fit and safe state to compete SkillBuild will require them to leave the competition.

It is for SkillBuild to determine what competitor behaviour is or is not acceptable and whether or not a competitor is in a fit and safe state to compete.

Behaviour towards fellow competitors and other hotel guests and hotel staff will be respectful at all times. There will be no rowdy or noisy behaviour on hotel premises.

Any competitor found to have engaged in bullying or harassing behaviour will have their parents / guardians called to collect them to take them home (if under 18) or be required to leave the competition if an adult.

The property and furniture of the hotel will be respected. If any competitor damages any hotel property or furniture they or their parents (if under 18) will be charged for replacements. Any competitor found to have deliberately damaged hotel property will have their parents / guardians called to collect them and take them home (if under 18) or be required to leave the competition if an adult.

**Associated documents:**

SB-202/12A: Competition Consent Form - Regional  
Qualifier SB-202/12B: Competition Consent Form –  
UK National Final August 2018: Photography/Video  
Consent Form



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CITB SkillBuild  
CITB Head Office  
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