

Highfield Level 3 End-Point Assessment for ST1030 Safeguarding Support Officer

Apprentice Details

Name	
Employer	
Training Provider	

Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see the EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

Core

KSB	Evidence reference	Evidence location
K1: Principles of safeguarding and how to respond to safeguarding concerns within own scope of practice and organisational protocol. (SA1)		
K3: How to offer safeguarding advice based on legislation, working in remit of own role. (LP1)		
K4: The priority and recommended course of action of different safeguarding concerns based on local and national guidance. (SA3, SA7)		
K6: When and how to escalate complex cases to senior staff in line with local policy and procedures. (LP2)		

K7: Local policy and procedures relating to safeguarding allegations against staff, including whistleblowing, and how to report allegations whilst maintaining confidentiality. (LP3)		
K12: Local safeguarding escalation pathways. (CB1)		
K13: Types of concerns and mechanisms for reporting incidents. (SA2)		
K16: Safeguarding legislation, local and national policies, procedures and codes of conduct that apply to own role. (LP1)		
K18: Ways to support the management of safeguarding caseloads working together within the wider team. (CB2, CB3)		
K19: The safeguarding process from when a safeguarding concern is raised to the end outcome. (SA2)		
K21: Principles of reflective practice and peer support related to safeguarding cases and concerns within scope of own role. (PD1, PD4)		
K24: Principles of safeguarding inspections, reviews and audits. (SA4, SA8)		
K25: Methods of collating evidence to prepare for external safeguarding inspections, reviews and audits. (SA4)		
K26: How to interpret the results of inspections, reviews and audits to apply feedback to practice. (SA5)		
K27: The importance of continuous professional development and identifying and evaluating own learning and development needs. (PD2)		
K28: Models of safeguarding supervision and how to prepare and access supervision. (SA6)		
K29: How safeguarding can impact on own wellbeing and personal safety. (PD3, PD4)		
K31: Principles of safeguarding culture, safeguarding supervision and compassionate care. (SA6, SA9)		

S1: Identify and respond to safeguarding concerns within role and responsibilities. (SA1)		
S3: Use safeguarding legislation and organisational policies and procedures to advise colleagues on safeguarding matters. (LP1)		
S4: Triage and prioritise safeguarding concerns. (SA3, SA7)		
S5: Recommend courses of action in relation to safeguarding concerns. (SA3, SA7)		
S7: Escalate cases to senior staff in accordance with local policy and procedures. (LP2)		
S8: Report allegations about staff in line with local policies and procedures, whilst maintaining confidentiality. (LP3)		
S13: Identify when decisions are not in an individual's best interest and escalate concerns within scope of own role using the local safeguarding escalation pathway. (CB1)		
S14: Recognise and report incidents to own organisation. (SA2)		
S17: Apply safeguarding legislation, local and national policies, procedures and codes of conduct to safeguarding practice within own role. (LP1)		
S19: Work together within the wider team to plan and manage safeguarding caseloads. (CB2, CB3)		
S20: Comply with the safeguarding process when a safeguarding concern is raised in line with organisational policy. (SA1)		
S22: Reflect on own performance within a group environment with other colleagues to inform best safeguarding practice. (PD1, PD4)		
S25: Collate evidence to prepare for external safeguarding inspections, reviews and audits. (SA4, SA8)		
S26: Apply feedback from safeguarding inspections, reviews and audits to improve safeguarding practice. (SA5)		

S27: Participate in training and continuous professional development activities and evaluate the impact of learning on own practice. (PD2)		
S28: To seek advice and support from senior staff to preserve own wellbeing and personal safety when required. (PD3, PD4)		
B2: Be caring and compassionate. (SA1)		
B5: Be self-aware, resilient and objective. (PD2)		
B7: Be professional and courteous. (CB2)		

Apprentice Declaration

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date