

# Adult Learning

# Safeguarding Pocket Guide

**Be inspired!**  
**FREE Qualifications**



Westmorland  
& Furness  
Council



## Stop

- Did you notice something not quite right?
- Has someone said something out the norm?
- Has someone confided in you?

## Assess

- Write down the time, date, details on what you have heard or seen.

## Feel

- Maintain professional curiosity. If something doesn't feel right, there's a chance it's not.

## Explore

- Speak to your line manager or Designated Safeguarding Officers, Kraig Reeves-Brown or Emma Boyd.

## Refer

- Make a safeguarding referral to your Safeguarding Officers.
- Record your actions.
- Follow your policy.

## Signs, symptoms or red flags you might see:

- Aggression**
- Unkempt appearance**
- Overly sexualised behaviour**
- Inconsistency in their 'story'**
- Bruising**
- Withdrawn**

## You might think....

- Its probably nothing;
- I don't want to interfere;
- They probably just having a bad day anyway....

**Don't assume everything is fine, it may need further investigation**



**As a professional you have a responsibility to safeguard children and vulnerable adults from harm.**

## Information Sharing

Make sure your concerns are clear and understood. Get the individual to read them back to you, ask them to be clear and explain what will happen next.

Record the concerns and actions and refer to your safeguarding officer within 24 hours.

### Do I need the individual's consent to make a referral?

**No.** However, unless it places the person at increased risk you should always explain why you are concerned and that a referral is being made to further support the individual and/or their family.

#### Myth

I can't share information under the Data Protection Act.

#### Truth

The Data Protection Act allows us to share relevant personal information within a legal framework to protect vulnerable individuals.

#### Myth

It's not part of my role to get involved in safeguarding.

#### Truth

No practitioners should assume that someone else will pass on information which is central to safeguarding individuals welfare.

## Allow the individual a voice

- Are you able to speak to the individual you are concerned about alone?
- What do they say?
- Can they express themselves?
- Are you concerned about what their home life is like?

**Your concern on its own may seem small, but shared with other key professionals may help build a picture to ensure the right support is in place.**

Follow guidance in the Adult Learning safeguarding policy.

Contact the Designated Safeguarding Officer

Contact the police if there is immediate danger risk.

## **Adult Learning - Centre Managers**

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## **Safeguarding Contacts**

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