

Adult Learning

Safeguarding Policy

Head of Centre

Date

Safeguarding Lead

Date

Safeguarding referral form 2022

Safeguarding Policy

Cumbria County Council Adult Learning is committed to ensuring a safe environment for all its service users.

Introduction

'Safeguarding' relates to the protection of children, young people and vulnerable adults. Safeguarding legislation requires policy, procedure and preventative measures to be in place to protect young people and adults most at risk and from risk of harm.

All providers of post-16 learning, and skills have responsibilities to ensure the safety of children, young people and those adults deemed 'vulnerable'. An adult most at risk (vulnerable) is defined as a person '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' ('No Secrets' Guidance Department of Health, 2000).

Safeguarding of both children and adults most at risk is of paramount importance and Adult Learning seeks to ensure that a safe learning environment is available to all service users. Adult Learning (AL) as part of Cumbria County Council will follow the Cumbria Local Safeguarding Children Board (LSCB) and Cumbria Safeguarding Vulnerable Adults Board (CSAB) policies and procedures, including those related to the governments PREVENT strategy.

AL staff are in a position of trust, in particular those that teach, support or in any way interact with learners, children/young people and vulnerable adults.

Legal Framework

In line with Ofsted guidance AL adopts the definition used in the Children Act 2004¹ and the Department for Education (DfE) guidance document: *Working Together to Safeguard Children 2013* (paragraph 2),² which define safeguarding and promoting children and young people's welfare as:

¹ The Children Act 2004: www.legislation.gov.uk/ukpga/2004/31/part/2/crossheading/general

² Working together to safeguard children, DfE, 2013; www.gov.uk/government/publications/working-together-to-safeguard-children

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care,
- taking action to enable all children to have the best outcomes

The above statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is different from that of children and young people under 18. *Working Together to Safeguard Children 2013* only applies to children and young people until they reach the age of 18. Adult Learning Safeguarding Policy Updated September 2020.

Any incidents or concerns relating to a young person of 18 years and over, even if still at school, are not covered by Local Safeguarding Children Boards or their procedures.

Government guidance in relation to adults is contained in the document 'No Secrets' and the previous Protection of Vulnerable Adults (POVA) guidance (now Adult's List guidance).

³ Good practice guidance is also available through the Association of Directors of Social Services (ADSS) publication – *Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work*.

3 No Secrets: guidance on protecting adults most at risk in care, Department of Health, 2010:

www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care

4 Safeguarding adults: a national framework of standards for good practice and outcomes in adult protection work, Association of Directors of Social Services, 2005: <http://lx.iriss.org.uk/content/safeguarding-adults-national-framework-standards-good-practice-and-outcomes-adult-protection>

Roles and Responsibilities

Adult Learning Senior Management Team will:

- Establish a Safeguarding Policy for the Service
- Ensure that all concerns and allegations of abuse will be taken seriously by all Adult Learning staff and will be responded to appropriately
- Issue guidance to centres on the Service's expectations relating to safeguarding
- Provide online safeguarding training to Adult Learning staff and monitor attendance
- Identify a member of its management team who is responsible for safeguarding matters
- Respond to any safeguarding issues that are reported or identified
- Work within guidance and procedures established by the Cumbria Local Safeguarding Children Board (LSCB) and Cumbria Adults Safeguarding Board (CSAB)
- In line with Cumbria County Councils Safer Recruitment Policy promote safeguarding throughout its recruitment process and ensure all required checks are completed prior to the appointment of any individual
- Ensure safeguarding is included during the induction of all new staff
- Ensure that, where necessary, Disclosure and Barring Service (DBS) checks have been completed on for appropriate staff groups as identified and agreed with People Management

Staff will:

- Ensure all learners and new staff receive information about safeguarding through induction
- Assess the health and safety of learners, reinforcing this through learner reviews
- Respond positively to any concerns raised by learners or staff
- Know how to raise a concern with Adult Learning Designated Safeguarding Officer
- Keep written records of any safeguarding concerns or incident and their outcomes
- Complete the mandatory Fair, Diverse and Safe eLearning and Channel/Prevent eLearning within one month of new contract and then every 3 years

Definition of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. Abuse may be:

- Physical
- Sexual
- Psychological
- Financial or material – stealing or denying access to money or possessions
- Neglect
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background

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- Grooming, stalking, cyberbullying
- Being involved in extremism/radicalisation activities

Reporting a concern

Suspected abuse must be reported to the Adult Learning Designated Safeguarding Officer. It is the duty under law to inform only and not to investigate- this is the role of the Police and Local Authority.

- A safeguarding issue is to be treated as a priority over all other work
- An oral, then written report using the Cause for Concern form should be provided to the Designated Safeguarding Officer who will keep a confidential record of any incidents
- All safeguarding alerts must be treated in a **confidential** manner
- If abuse is suspected the written report should record accurately concerns/observations/persons present and be signed, timed and dated

If abuse is disclosed, record the facts using the words of the person disclosing, do not make judgements or opinions. Ensure that the person disclosing understands that you will need to report what they are telling you to others

* Please refer to the attached flowchart

Allegations involving a member of staff

Allegations of suspected abuse or abuse involving a member of staff should be reported to the Senior Manager, Learning and Skills who will report to People Management and the Local Authority Designated Officer (LADO) for the LSCB or the Cumbria Adult Safeguarding Board.

The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

If you are concerned a colleague is vulnerable and may be facing a personal safeguarding issue, the council has a number of policies and support available:

- Lone working policy
- Personal Security in the Workplace policy
- LiveWell Employee Assistance Programme <http://www.intouch.ccc/wellbeingforlife/default.asp>
- Employee Wellbeing Service <http://www.intouch.ccc/hr/Attendanceandwellbeinghealth.asp>

Important links

Adult Learning will work within the agreed procedures and guidance established by both the LSCB and CSAB published on their websites:

<http://cumbrialscb.com/>

<http://www.cumbria.gov.uk/healthandsocialcare/adultsocialcare/safe/>

http://cumbrialscb.proceduresonline.com/chapters/p_support_ch_radical.html Adult Learning Safeguarding Policy Updated April 2016

Safeguarding Cause for Concern Form

Please use this form to report concerns about abuse of our learners, either children or vulnerable adults to Adult Learning Designated Safeguarding Officer. In line with Adult Learning Safeguarding Policy, it is important we keep a record of any safeguarding concerns. **Name and address of child, young person or adult at risk.**

Name:

New/ current address:

Details of concern or incident:

What do they want to achieve by raising the Safeguarding concern?

IMPORTANT: Remember to be factual here and not offer any personal judgements.

Time, date and location of incident:

Was any action taken? Please give details:

Follow up, did we make their outcomes:

Name of person raising a concern: