

P O L I C Y

TITLE:	Safeguarding Children and Vulnerable Adults Policy
AIM:	To ensure that learners are safe and feel safe
RELATED POLICIES & PROCEDURES:	<ul style="list-style-type: none"> ▪ Disclosure Policy ▪ Safety, Health and Environment Policy ▪ Disciplinary Policy ▪ Recruitment and Selection Policy ▪ Tutorial Policy ▪ Young Learners – Under 16 Policy ▪ Restrictive Physical Intervention Policy
APPROVED BY:	<ul style="list-style-type: none"> ▪ Board of the Corporation ▪ Directorate
DATE OF APPROVAL:	<ul style="list-style-type: none"> ▪ Directorate – 7 September 2009 ▪ Board of the Corporation – 7 October 2009
DATE OF NEXT REVIEW:	<ul style="list-style-type: none"> ▪ October 2010
DISTRIBUTION:	All staff and students via Intranet

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

Introduction

East Riding College is committed to protecting all children, young people and vulnerable adults from harm whatever their age, gender, ethnicity, disability, language, faith and / or sexual orientation.

The College shares an objective with all educational institutions and agencies working with children, young people and vulnerable adults to identify children, young people and vulnerable adults who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe from neglect, physical abuse or injury, sexual abuse and emotional abuse.

The College is committed to safeguarding all young learners and vulnerable adults. This will be achieved by having in place effective systems designed to:

- minimise risks to the health and well-being of children and vulnerable adults
- protect children, young people, and vulnerable adults from physical, sexual or emotional abuse, neglect and bullying
- identify instances in which there are grounds for concern about a child or vulnerable adult's welfare, and initiate/take appropriate action to keep them safe;
- enable learners to raise concerns relating to safety and for those concerns to be actioned
- contribute through the Local Safeguarding Children Board (LSCB) to effective partnership working between all those involved with providing services for children and vulnerable adults.
- assist local social services departments on child and vulnerable adult protection matters

Due regard will be paid to statutory provisions that have a bearing on this area, the most important of which are:

- Section 27 of the Children Act 1989, which requires FE Colleges to assist in the exercise of the duty put on Local Authorities to safeguard and promote the welfare of children and vulnerable adults within their area;
- Section 175 of the Education Act 2002, which requires FE Colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children and vulnerable adults, paying regard to any guidance issued by the Secretary of State in considering what arrangements they need to make.
- The Children Act (2004) which requires Local Authorities to replace non-statutory Area Child Protection Committees with statutory Local Safeguarding Children Boards
- The Safeguarding Vulnerable Groups Act 2006 which requires that those wishing to work with children or vulnerable adults be registered with the Independent Safeguarding Authority and places a duty upon employers to inform the Safeguarding Authority of any individual, paid employee, volunteer or other who poses a threat to children or vulnerable adults

Due regard has also been paid to the statutory and non-statutory guidance given in *Working Together to Safeguard Children* (HM Government, 2006).

The policy applies to learners under the age of 18 and any adult deemed to be vulnerable because s/he 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.

The College is also committed to:

- preventing unsuitable people working with children, young people and vulnerable adults;
- providing a safe working environment for all learners
- promoting safe practice and challenging poor and unsafe practice;
- promoting the welfare of children, young people and vulnerable adults.

The college will not under any circumstances tolerate the bullying or harassment of any learner.

Associated College Policies include:

- Disclosure Policy
- Safety, Health and Environment Policy
- Disciplinary Policy
- Recruitment and Selection Policy
- Tutorial Policy
- Young Learners – Under 16 Policy
- Restrictive Physical Intervention Policy

Responsibilities

College

The responsibility for making sure these arrangements are in place is put on the College's Governing Body which is accountable for ensuring the College has effective policies and procedures in place in accordance with statutory guidance, and monitoring the College's compliance with them.

The College will ensure that:

- It has a Safeguarding Children and Vulnerable Adults Policy and procedures in place that are consistent with locally agreed inter-agency procedures, with the policy made available to students through the Intranet and parents on request;
- The College will nominate a Governor who will ensure that the policy and associated procedure are monitored and who will report annually to the Corporation on their operation and will oversee the procedures relating to handling allegations against staff:

Named Persons

A senior member of the institution's staff is designated to take lead responsibility for dealing with child protection/vulnerable adult issues. Lead responsibility resides with the Director of Learner Services, Collaboration and Diversity with operational responsibility delegated to the Client Services Manager who will:

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support, advice and expertise within the College;

- Liaise with schools or other agencies concerned with placing under 16s on College courses and ensure that appropriate safeguarding arrangements are in place;
- Have a working knowledge of how LSCBs operate, the conduct of a child protection/vulnerable adults case conference and be able to attend and contribute to these effectively when required to do so;
- Liaise with the Local Authority with regards 'Looked After' children
- Ensure all staff, governors and volunteers have appropriate training commensurate with their level of responsibility relating to the safeguarding of children and vulnerable adults including recognising signs of abuse and knowing how to respond to disclosures;
- Ensure each member of staff, governor and volunteer has access to and understands the College's safeguarding Children and Vulnerable Adults Policy, especially new or part time staff;
- Ensure all staff, governors and volunteers have induction training covering child protection/vulnerable adults and are able to recognise and report any concerns immediately they arise;
- Ensure that appropriate staff development is provided for staff, governors and volunteers;
- Keep detailed, accurate, secure written records of referrals/concerns;
- Attend any relevant or refresher training courses organised by the LSCB at least every two years;
- Ensure that the college's child protection/vulnerable adults policy is updated and reviewed annually;
- Ensure that all staff, whether permanent or temporary, and volunteers who will work with children or vulnerable adults are given a written statement about the College's policy and procedures, and the name and contact details of the designated person when they start work in a new establishment.
- Where children or vulnerable adults leave the College ensure their child protection/vulnerable adults file is copied for any new establishment as soon as possible.

All Staff, Governors and Volunteers

It is the responsibility of all staff, Governors and Volunteers to be aware of the need to alert the named College person when they believe a child or vulnerable adult has been abused or is at risk of abuse.

The named or nominated person is Lynn Smith, the Client Services Manager. The Director with special responsibility is David Daulby, Director of Learner Services, Collaboration and Diversity. The Governor with special responsibility for Child Protection is Mr A Denholm.

The policy applies to learners under the age of 18 but the College will extend this definition to the age of 21 for those people with learning difficulties or to any adult deemed by the College to be vulnerable. The College will act on their behalf if required and so staff should still make contact with the named person.

It is important that learners are protected from abuse and as such all complaints, allegations or suspicions must be taken seriously and reported to a named person immediately. Staff should be aware that their involvement could cause problems for subsequent investigations and any court

proceedings if their participation at an early stage is not supported by advice from a named person. Particularly staff should not make promises of confidentiality, question should be kept to a minimum necessary to understand what is alleged and leading questions should be avoided.

Staff need to be aware that abuse can involve anyone or more of the following: neglect, physical injury, sexual abuse and emotional abuse and, additionally for vulnerable adults, financial or material abuse and discriminatory abuse.

The harm or possible harm of a child or vulnerable adult may come to our attention in a number of different ways including, but not limited to, the following:

- **Information being given** by the child or vulnerable adult, his/her friends, a family member or close associate.
- **The child or vulnerable adult's behaviour** may have become significantly different from usual; significantly different from the behaviour of his/her peers; be bizarre or unusual; involve the child or vulnerable adult acting out a harmful situation in his/her play.
- **An injury may arouse suspicion because** it does not make sense when compared to the explanation given and/or explanations differ depending upon who is giving them.
- **Suspicion being raised** when a number of factors occur over time, for example when a child or vulnerable adult fails to progress and thrive in contrast to his/her peers without explanation.

In any cases of doubt contact the Client Services Manager or the Director of Learner Services, Collaboration and Diversity for advice.

PROCEDURE

When a disclosure of harm is made, it is important that the following principles are adhered to:

- Listen to what the child or vulnerable adult has to say with an open mind.
- Do not ask probing or leading questions.
- Never stop a child or vulnerable adult who is freely recalling significant events.
- Make a note of the discussion, taking care to record the timing, setting and people present as well as what was said.
- Never promise the child or vulnerable adult that what they have told you can be kept confidential. Explain that you have a responsibility to report what the child or vulnerable adult has said to someone else.
- Record all subsequent events up to the time of referral to the nominated person: wherever possible attempt to record what the child or vulnerable adult said verbatim.
- Records of disclosure should be passed to a nominated person immediately. The initial contact with the nominated person may be by telephone or e-mail, with written records being passed within 24 hours of first contact.
- The nominated person will complete an incident report form and make a decision based on information available as to whether there is a sustainable allegation and/or cause for concern.
- If the need arises to make a referral to the Social Services or to the Police, a copy of the incident report will be passed on to them.
- If it is decided that there is insufficient evidence available or that the allegation cannot be sustained, this judgement will be recorded on the incident report form and the form stored in a secure file separate from the student file.
- Where any disclosure of cause for concern over the safety and welfare of any young person or vulnerable adult implicates a member of College staff, that information will be passed to the Director of Human Resources and the nominated Governor will be informed. Referrals will be passed to the Police or Social Services if appropriate.
- Feedback received from external agencies will be recorded on the College copy of the incident report form.

Name of member of staff completing the report:	
Name of learner:	
Name of person reporting alleged abuse:	

Details of the possible abuse; eg when and where it happened, who is allegedly responsible:

Give a description of harm observed:

Any other relevant information:

Signed by person completing this report:	
Signed by person making the complaint:	

If the alleged incident involves a learner aged under 18, date the incident was reported to Social Services by the nominated person:

Signature of Nominated Person

Date of referral:

Details of action to be taken by external agency and/or reference given:

OR

Details of other action taken and reasons for non-referral:

Signed by nominated person:

Signed by officers consulted::