

# *Adult Learning Service: Safeguarding Information and Policy for Employers*

9.8 All staff should be aware that in accordance with statutory requirements where safeguarding issues are involved, it is not possible to offer confidentiality to a person as any disclosures must be reported.

9.9 The role of the Designated Safeguarding Officer is:

- To receive information from any staff, learners, associates or employers who have safeguarding concerns and record it.
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate
- Consult initially with a statutory safeguarding agency to test out any doubts or uncertainty and make a formal referral to a statutory safeguarding agency or the police where appropriate.

### **10. REPORTING AND MONITORING PROCEDURES**

10.1 Suspected abuse or disclosure about abuse must be reported to the designated person.

10.2 It is the duty of staff, or anyone who reports abuse or suspected abuse, to inform only and not to investigate – this is the role of the Police and Children’s Services.

10.3 A safeguarding issue is to be treated as a priority over all other work.

10.4 Guidance with regard to a specific incident may be obtained from the Designated Safeguarding Officer or one of the supporting officers.

10.5 An oral, and 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 such incidents.

10.6 If abuse is suspected the written report should record accurately concerns / observations / persons present and be signed, timed and dated.

10.7 If abuse is disclosed, record the facts using the words of the person disclosing, do not make judgements or opinions. Note the time, date and context/setting of the disclosure. Ensure that early in the disclosure that the person understands that you will need to report what they are telling you to others.

10.8 Allegations of suspected abuse or abuse involving a member of staff should be reported to the Head of Service who will report to Human Resources and the Local Authority Designated Officer.

*For more information or support contact Brian Harrison, Designated Safeguarding Officer at Northumberland Adult Learning Service, Tweed House, Hepscott Park, Morpeth, Northumberland, NE61 6NF. Tel: 01670 622101 or 07970060855 or email [Brian.Harrison@northumberland.gov.uk](mailto:Brian.Harrison@northumberland.gov.uk)*



# Safeguarding Information and Policy for Employers

## INTRODUCTION

We recognise that the welfare of all young people and vulnerable adults is paramount and that all people, regardless of ability or culture, have equal rights of protection. Northumberland Adult Learning Service and employers has a duty of care when young people and vulnerable adults are in our charge and we must do everything we can to provide a safe and caring environment whilst they attend one of our centres or workplaces.

‘All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children.’ *(Department of Health, Home Office and Department for Education and Skills, DCMS, Office of the Deputy Prime Minister, Lord Chancellor (2003/06/11) What To Do If You’re Worried A Child Is Being Abused. Department of Health Publications, London.*

Northumberland Adult Learning Service has a designated safeguarding officer and a team of trained support officers to give advice and guidance around safeguarding any learner.

## 1. ACTS

1.1 There are now a number of statutory and other provisions relating to safeguarding that are taken into account. These include:

- The Education Act (2002) Section 175
- The Children Act (1989 and amendments)
- No Secrets 2000 (protection of vulnerable adults)
- The Children Act 2004
- Working Together to Safeguard children 2006
- Safeguarding Vulnerable Groups Act 2006
- The Human Rights Act 1998
- Safeguarding Children and Safer Recruitment in Education 2010
- Northumberland Adult Learning Service safeguarding policy 2011.
- The Children Act 2004 states the legal definition of a child is “a person under the age of 19”.

1.2 Section 115(4) of the Police Act 1997 states that a person can be considered to be vulnerable if they are “substantially dependent upon others in performing basic physical functions, or their ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, they would be incapable of protecting themselves from assault or other physical abuse, or there is a

take shared responsibility for the safeguarding and safety of any children/ young people and vulnerable adults. They must be aware of and abide by Northumberland Adult Learning Service safeguarding policy.

9.2 All Northumberland Adult Learning Service and Employer’s staff are in a position of trust, in particular those staff that teach, instruct, support, guide or in any way interact with learners, children/young people and vulnerable adults.

9.3 The senior management team are responsible for:

- Ensuring senior management commitment to safeguarding.
- Linking safeguarding throughout Northumberland Adult Learning Service strategies, policies and procedures.
- Ensuring that all efforts are made to highlight safeguarding measures to staff, learners, employers and sub-contractors.

9.4 The senior management team and coordinators are responsible for:

- Ensuring there is a commitment to safe recruitment, selection and vetting of all Northumberland Adult Learning Service staff and sub-contractors.
- Ensuring that all Northumberland Adult Learning Service staff and contractors receive induction and training in how and where to report abuse.
- Ensuring that all concerns and allegations of abuse will be taken seriously by all Northumberland Adult Learning Service staff and will be responded to appropriately.

9.5 Our staff are responsible for:

- Ensuring that all learners receive information about safeguarding through induction.
- Ensuring all learners, employers and sub contractors receive Northumberland Adult Learning Service safeguarding policy information.
- Assessing health and safety of learners, and reinforcing this through learner progress reviews.
- Assessing equality and diversity of learners, and reinforcing this through learner progress reviews.

9.6 All Northumberland Adult Learning Service staff must contact the Designated Safeguarding Officer or, if unavailable, any of the safeguarding team if they have any cause to believe that any child/young person or vulnerable adult involved in any activity with regard to Northumberland Adult Learning Service business, covered by this policy is in any way at risk.

9.7 Records will be kept of all such incidents and their outcomes and held by the Designated Safeguarding Officer in accordance with the Data Protection Act.

### **As an employer you SHOULD NOT:**

- Spend excessive time alone with children/young people or vulnerable adults away from others
- Take children/young people or vulnerable adults alone in a car journey, however short
- Take children/young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a child/young person or vulnerable adult even as a 'joke'
- Let allegations, over familiar or sexually suggestive comments or approaches made by a child/young person or vulnerable adult go unchallenged or unrecorded.
- Do things of a personal nature that children/young people or vulnerable adults can do for themselves
- Take photographs, videos or other images of a child/young person without the express permission of their parents.
- Allow inappropriate computer activity whether internet or network related . This includes mobile phone or related technologies.

## **8. CODE OF BEHAVIOUR FOR CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS**

8.1 Northumberland Adult Learning Service seeks to offer learners a safe and productive environment. In return, you must:

- Respect the rights and dignity of each other and of the staff and others
- Respect the rules and regulations of Northumberland Adult Learning Service and / or the Employer that apply to you and make sure that you understand and are aware of all rules and regulations that apply to you.
- Follow all health & safety rules and safety/emergency procedures such as fire drills.
- Not be party to inappropriate physical intimacy with other learners.
- Remember that serious incidents of misbehaviour such as fighting, bullying, racial/sexual abuse, damage to property, indecent language, cyber bullying either by computer or mobile technologies and failure to obey instructions, amongst others, will lead to disciplinary procedures.

## **9. RESPONSIBILITIES AND PROCEDURES**

9.1 All Northumberland Adult Learning Service and Employer's staff are required to

potential danger that their will or moral well-being may be subverted or overpowered". Northumberland Adult Learning Service has a clear policy to work with under-18s (children and young people) and vulnerable adults. You should have a safeguarding policy in place if you are employing young people or vulnerable adults. If you do not have one, you can ask for a full copy of our Safeguarding Policy at any time to use as the basis for your own. Our Safeguarding Officer will be pleased to help you at any time in developing your policy and procedures. Your policy should apply to staff, learners, clients and any sub-contractors.

## **2. PRINCIPLES**

2.1 Northumberland Adult Learning Service believes that children/young people and adults have rights as individuals and should be treated with dignity and respect. Northumberland Adult Learning Service strives to provide a safe environment for any person while participating in activities relating to the business of Northumberland Adult Learning Service.

2.2 This procedure also applies to activities undertaken by Northumberland Adult Learning Service on other agencies / employer's premises.

2.3 The procedures are based on the following principles:

- The welfare of children/young people and vulnerable adults is of primary concern
- All children/ young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identify have the right to safeguarding from abuse
- It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officer, and the responsibility to inform Children's Services Department and the Police to conduct, where appropriate in a joint investigation
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

## **3. DEFINITION OF ABUSE**

3.1 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 – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others
- 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
- Institutional behaviour related oppression
- Grooming, behavioural stalking, Internet/mobile technologies relating to cyber bullying.

3.2 All of our computers within Northumberland Adult Learning Service have POLICY CENTRAL ENTERPRISE (PCE) installed which is a sophisticated and adaptable monitoring and filtering software solution that puts a stop to computer misuse in our centres. It is recommended that you consider how you will enable protection for learners using your computer equipment.

#### 4. TRAINING

4.1 In accordance with good practice Northumberland Adult Learning Service will ensure that the Designated Safeguarding Officer, staff deputed to act on their behalf and all other staff will receive appropriate training and support. This will include:

- Handling a disclosure
- Reporting an allegation
- Confidentiality
- Code of Practice
- Code of Behaviour
- Reporting to appropriate outside agencies.

If employers would like Safeguarding Training, please let the Designated Safeguarding Officer know and we will be pleased to help.

#### 5. RELATED POLICIES

5.1 As an employer you may have a range of other policies within your organisation which may require updating or considerations on safeguarding to be included in them. These may include;

- Recruitment Policy
- Risk Assessment Procedure
- Health and Safety Policy
- Learner and staff rules/guidance in relation to Conduct

- Data Protection
- Whistle blowing Policy
- Equality and Diversity policy
- Bullying and Harassment Policy
- IT Usage Policy

This list is not exhaustive and other policies may apply from time to time.

#### 6. CONTACT NUMBERS

6.1 The contact numbers of the Safeguarding Officer and Support Staff are;

- Brian Harrison 01670 662101 or 07970060855 (Designated Safeguarding Officer)
- Lynn Silmon 01670 622117
- Isobel Elsdon 01670 622108
- Graeme Slator 01670 854372
- Jane Cooper 01670 622102

For other matters where a learner is in crisis who is based in your employment, learners and employers may also contact Jane Cooper for pastoral support.

#### 7. CODE OF SAFEGUARDING PRACTICE FOR STAFF

7.1 The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of children/young people and vulnerable adults and help to protect staff from any false allegation.

**As an employer you SHOULD:**

- Treat all children/young people and vulnerable Adults with respect and respect their right to personal privacy
- Ensure that, whenever practicable, there is more than one adult present during activities or that you are within sight or hearing of others but in any event operate within the guidance offered by this code
- Exercise caution when discussing sensitive issues with children/young people or vulnerable adults
- Exercise caution in initiating any physical contact with a child/young person or vulnerable adults
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Report inappropriate computer activity whether internet or network related . This includes mobile phone or related technologies.