

Camden Adult Community Learning Service

Service: Camden Adult Community Learning Service

Title: Safeguarding Policy

Control of document: ACL Senior Management team

The Adult Community Learning Service (ACL) will maintain the latest version of the policy. Updates will be sent to all managers and providers. It is important that only the latest version of the policy is used.

Applies: Whole Service

Policy Aims and Intention:

To ensure clear direction to staff and others about expected behaviour and action when dealing with adult safeguarding issues.

To make explicit the ACL Service commitment to the development of good practice and sound procedures

Responsibility Group: ACL Senior Management team

Original Date of Acceptance:

Last Review date: July 2019

Next Review date: July 2020

Last Review date: October 2020

Next Review date: July 2021

Designated ACL Safeguarding Lead: Mark Isherwood, Head of Service, Camden Adult Community Learning

Designated Adult Safeguarding Co-ordinator: Lilu Dewan, Programme manager
Community Learning Manager, Camden Adult Community Learning service

Audience: All staff, volunteers, Governors, employers, partners, service users and other members of the public in contact with those working with adults.

Safeguarding position statement

Adult Community Learning Service takes seriously its responsibility for creating an environment that promotes well-being and ensures personal safety and security.

Adults are defined as people over the age of 19 years.

“Safeguarding, personal safety and security issues should be embedded in the quality processes of education and training providers” (Safer practice, safer learning 2008)

The Policy aims to ensure adult safeguarding by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to adult concerns.

Reviewed October2020

This policy applies to all staff, volunteers, governors, learners, partners and visitors to ACL provision wherever it may take place whether on ACL premises or those of partner organisations.

The Safeguarding Vulnerable Groups Act 2006 defines a 'vulnerable adult' as a person aged 18 and over and;

- receiving a social care service
- receiving a health service
- living in sheltered accommodation
- detained in custody or under a probation order
- requiring assistance in the conduct of his/her affairs
- receiving a service or participating in an activity targeted at older people, people
- with disabilities, learning difficulties or with physical or mental health conditions.

The Protection of Freedoms Act 2012 amends the definition of a 'vulnerable adult' in the Safeguarding Vulnerable Groups Act, 2006. Due to the amendments to the definition of 'vulnerable adult', adults accessing learning through Camden ACL service are not necessarily 'vulnerable'. Service recognises that it has a moral duty to safeguard the wellbeing of all its learners.

The Service ensures wider aspects of care and education are taken into consideration:

- learners' health and safety and well-being, including their mental health
- meeting the needs of learners' who have a disability and/or learning disabilities
- providing first aid
- online e-safety and e-responsibilities
- appropriate arrangements to ensure learners' security, taking into account the local context

The Children Act 1989 defines a child as being up to the age of 18 years. Camden ACL service works with children in family learning programmes and in crèche setting.

Those working with Children, or supporting those working with children, in the Service will maintain an up to date knowledge of best practice related to safeguarding of children.

All our providers to use and be informed by this policy and ensure that their staff are aware of the procedures for safeguarding vulnerable/at risk adults.

1. General

The service will establish and maintain an environment where adults feel safe and secure.

Within the context of safeguarding adults, The Service will ensure that adults know that there are staff within the service who they can approach.

2. Framework

Adult safeguarding is the responsibility of all. The development of appropriate safeguarding procedures and the monitoring of good practice are the responsibilities of the ACL Senior Management team in line with the requirements of Local Children's Safeguarding Board and the Camden Safeguarding Adult Board.

3. Roles and responsibilities

The Designated Co-ordinator:

- Has lead responsibility for safeguarding all learners.
- Is the person to whom staff should report any disclosures or concerns.
- Provides safeguarding advice and support to other staff.
- Liaises with external agencies.
- Is the only person to investigate and act on safeguarding breaches

It is the role of the Designated Co-ordinator to ensure that all of the procedures are followed within the Service, and to make appropriate, timely referrals to Camden Safeguarding Adult Board in accordance with Service procedures. If for any reason the Designated Co-ordinator is unavailable a Deputy Co-ordinator has been identified who will act in their absence. Additionally, it is the role of the Designated Co-ordinator to ensure that all staff employed within the service, including temporary staff and volunteers, are aware of the service procedures, to advise staff and offer support.

Camden HR and the Service leadership team are responsible for ensuring that the Service follows safe recruitment processes. As part of the Service recruitment and vetting process, all staff will undertake a Disclosure & barring check.

All staff joining the Service, whether from elsewhere in the Local Authority or not, will be checked regardless of any other check made by previous employers.

The designated Adult Safeguarding Co-ordinator will provide a report for inclusion in the Service Self-Assessment Report

The designated Adult Safeguarding Co-ordinator will undertake training and maintain contact with the Local Authority Safeguarding Boards.

4. Method of implementation

Staff will be kept informed about adult safeguarding responsibilities and procedures through induction, briefings, awareness training and access to information and policy documents through. All safeguarding policies are accessible to staff on Fronter.

Any member of staff or volunteer who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to the appropriate manager (in the case of a learner) or the most senior member of staff available who must in turn report it immediately to the designated Co-ordinator or, in their absence the named deputy. In the absence of both members of staff the matter should be brought to the attention of the most senior ACL manager available.

The designated Adult Safeguarding Co-ordinator, their deputy or the most senior service manager available will immediately refer cases of suspected abuse or allegation to Camden Adult Social Care by telephone and in accordance with the procedures outlined within the Service procedures.

The telephone referral to Adult Social Care will be confirmed in writing within 24 hours. Essential information will include the adult's name, address, date of birth, the reason for referral, whether the adult is aware of the referral, the name of the person who initially received the disclosure plus any advice given. The written confirmation will be signed and dated by the referrer.

5. Training and support

All staff who work with adults will undertake appropriate adult safeguarding awareness training to equip them to carry out their responsibilities effectively. The designated Adult Safeguarding Co-ordinator will undertake training in inter-agency working and refresher training as appropriate to ensure that knowledge and skills are up to date. A Service senior management team will support the Adult Safeguarding Co-ordinator to develop and embed practice and procedure throughout all areas of the Adult Community Learning service.

All staff will have access to advice and guidance on the boundaries of behaviour and conduct. This will form part of staff induction and is referred to in the staff handbook.

6. Professional Confidentiality

It is recognised that confidentiality is an issue which needs to be discussed and fully understood by all those working with adults who fall within the remit of the Safer Practice Safer Learning Policy. The only purpose of confidentiality in this respect is to benefit the adult.

A member of staff must never guarantee confidentiality to an adult falling within the scope of the Act nor should they agree to keep a secret, as concerns must be reported to the named Adult Safeguarding Co-ordinator and may require further investigation by the appropriate authorities.

Staff will be informed of relevant information in respect of individual cases regarding adult safeguarding on a 'need to know' basis only. Any information shared with a member of staff in this way must be held confidentially to themselves.

7. Records and Monitoring

It is recognised that well-kept records are essential to good safeguarding practice. The service is clear about the need to record any concern held about any learner, member of staff or volunteer who is engaged with the service provision, the status of such records and when these records should be passed over to other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what said or seen,

putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

8. Supporting learners at risk

Our Service recognises that adults who are vulnerable/at risk may find it difficult to develop a sense of self-worth or view the world as a positive place.

The Service will endeavour to support young people and vulnerable adults through: Opportunities to encourage self-esteem and self-motivation are embedded in Service provision.

The Service ethos will promote a positive, supportive and secure environment which gives all learners, staff and volunteers a sense of being respected and valued.

A clearly stated learner and employer charter on acceptable behaviour which is widely publicised throughout the service and drawn to the attention of all learners.

The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in adult safeguarding situations.

Recognition that learners with learning difficulties and disabilities; can be vulnerable to abuse. Staff working in any capacity with such individuals will be particularly sensitive to signs of abuse.

Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, adults may also be vulnerable and in need of support.

9. Counter Terrorism and Security Act and Prevent Duty

The Counter Terrorism and Security Act (February 2015) includes the duty for specified authorities, including SFA funded providers, to have due regard to the need to prevent people from being drawn into terrorism. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views, which terrorists exploit.

To fulfil its statutory requirement to support Prevent, the Service will undertake:

- Risk assessment
- Action Plan
- Partnership working
- Welfare and pastoral care support
- Staff training
- Reference within IT policies

The Designated Safeguarding Co-ordinator will work closely with Camden Home Office-funded Prevent Coordinators to support at risk learners and their families and to ensure tutors and partners feel well supported to deliver Prevent.

Camden Prevent Coordinator: 020 7974 1475

10. Organisational safety

The Service recognises that only authorised agencies may investigate adult safeguarding issues or abuse allegations (Camden Safeguarding Adults Board and the Police). It is considered permissible to ask the adult simple, non-leading questions to ascertain the facts of the allegation but it is fully recognised that the conducting of formal interviews and taking of statements is not.

The procedure to be followed in the event of an allegation being made against a member of staff is set out in the organisations' Code of Conduct.

11. Use of ACL premises by other organisations

Where provision is commissioned, the Service will seek assurance that the organisation concerned has appropriate policies and procedures in place in regard to safeguarding adults.

12. Whistleblowing

The Service recognises the importance of creating a culture of openness in which staff and volunteers are able to raise concerns in the same way as learners.

All staff will be made aware of their duty to raise concerns about the attitude or action of colleagues. If necessary, they should speak to their line manager or a senior ACL service manager. The line manager/Senior Manager decides on the next steps after consulting with HR advice and support, according to the Camden Council Whistleblowing policy.

13. Monitoring and Evaluating the Policy

Incidents relating to this policy will be reported to the Quality Improvement team by the Designated Adult Safeguarding Co-ordinator at the next available meeting and any immediate actions required will be notified to staff through the ACL service CPD and other communication channels.

This policy and its effectiveness will be monitored annually by the ACL Quality Improvement team.