

Safeguarding Children & Vulnerable Adults Policy

ADM-SAFP 108

Contents

Policy Aim	3
Ethos.....	3
Principles of Policy	4
Responsibilities	5
Reporting Concerns – Dos and Don'ts.....	7
Reporting Process	9
Managing Allegations	10
Safer Staff.....	11
Definitions	11
Role of the Safeguarding Team.....	14

Policy Aim

As an organisation, NCIUL is firmly committed to safeguarding all children, young people and vulnerable adults that we come in contact with. We believe that all individuals have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the individual is paramount. NCIUL has a statutory and moral duty to ensure that it functions in a way that safeguards and promotes the welfare of our staff, students and customers.

We will take every reasonable step to ensure that children, young people and vulnerable adults are protected from harm or abuse. All suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately.

We enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding. We expect everyone (employees, committee members, faculty leaders, contractors, and anyone working on behalf of NCIUL) to have read, understood and adhere to this policy and related procedures.

Ethos

Safeguarding in NCIUL is considered to be everyone's responsibility and as such our institutional aims to create the safest environment within which every student has the opportunity to achieve their outcomes.

NCIUL recognises the contribution it can make in ensuring that all students, and those who use our facilities, feel that they will be listened to and have appropriate action taken to any concerns they may raise. Students will be able to talk freely to any member of staff or regular visitor to our institution if they are worried or concerned about something. All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a student or will know how to manage this. We will not make promises to any Student and we will not keep secrets. Every Student

will be made aware of the actions that may be taken when informing NCIUL of issues or concerns.

NCIUL will endeavour to provide activities and opportunities in the curriculum that will equip our students with the skills they need to stay safe. This will also be extended to include material that will encourage our students to develop essential life skills. We will do this by endeavouring to work in partnership with other agencies and seek to establish effective working relationships with ALL appropriate stakeholders

Principles of Policy

Scope

This policy is relevant to all NCIUL employees, contractors, customers, students and any other persons who may work on, visit, or receive training at our premises or at work placements.

Purpose

This policy addresses our obligation in accordance with safeguarding legislation. In developing the policy, NCIUL has followed guidance, best practice and legislation.

NCIUL will take every reasonable step to ensure that children, young people and vulnerable adults are protected. We will endeavour to safeguard individuals by:

- Providing a safe environment for children, young people and adults to learn in.
- Identifying individuals who are suffering, or likely to suffer, significant harm, and providing procedures for reporting concerns.
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff.
- Taking appropriate action to see that such individuals are kept safe on NCIUL's premises and other appropriate learning facilities used in conjunction with NCIUL
- Valuing individuals, listening to and respecting them.

- Adopting this policy and adhering to our associated procedures and code of conduct for staff.
- Recruiting all staff safely by ensuring that all the necessary checks are made.
- Sharing information about safeguarding with relevant people.
- Sharing concerns with agencies where relevant and referring to the appropriate local agencies.
- Providing effective management of staff, visitors and contractors through supervision, support and training.

Responsibilities

Designated Safeguarding Officers

NCIUL has a Lead Safeguarding Officer and two Designated Safeguarding Officers with specific responsibility for safeguarding and child protection issues. The Lead Safeguarding Officer with responsibility for safeguarding issues is Damon Parker of NCIUL, based at 7 Skylines Village, Limeharbour, London, E149TS.

Lead Safeguarding Officer Damon Parker	07967 011491
Designated Safeguarding Officer Sara Fazzin	07955 827516
Designated Safeguarding Officer Sarah Whittall	07753 741461

The Designated Safeguarding Officers are responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the appropriate local agencies.
- Providing advice and support to other staff on issues relating to child protection and safeguarding of vulnerable adults.

- Maintaining a proper record of any child protection or safeguarding referral, complaint or concern (even where that concern does not lead to a referral).
- Ensuring that young people, adults and parents where appropriate of children within NCIUL are aware of its safeguarding policy where appropriate.
- Liaising with appropriate agencies such as (if appropriate) the Local Safeguarding Board.
- Ensuring that staff receive basic training in safeguarding issues and are aware of the appropriate NCIUL procedures.
- Reporting deficiencies in procedure or policy identified by the LSB (or others) to the Executive Board and Board of Trustees at the earliest opportunity.

Additional responsibilities as the Designated Safeguarding Lead, include:

- Ensuring that NCIUL has procedures and policies which are consistent with national requirements.
- Ensuring that the Executive Board and generally the senior management team review the NCIUL policy on safeguarding each year.
- Ensuring that each year the Executive Board and Board of Trustees is informed of how NCIUL and its staff have complied with the policy, including but not limited to a report on the training that staff have undertaken.

Nominated Safeguarding Officers

All Nominated Persons will:

- Be available to provide advice and support to other staff on issues relating to safeguarding.
- Have particular responsibility to be available to listen to children and vulnerable adults training at NCIUL.
- Maintain a proper record of any protection or safeguarding referral, complaint or concern (even where that concern does not lead to a referral).
- Make a referral.
- Deal with individual cases and escalate to the Designated Safeguarding Lead if required.

All Staff

All staff will:

- Have responsibility to follow the guidance laid out in this policy and related policies and procedures.
- Report safeguarding concerns immediately, following the procedures set out below.
- Take reasonable steps to ensure that they do not place themselves or others at risk of harm.
- Promote safeguarding in NCIUL premises' and ensure it is included as part of induction.
- Undertake safeguarding training as identified by the safeguarding lead and the senior management team.

Reporting Concerns – Dos and Don'ts

If an individual is alerted to concerns or receives an allegation of abuse regarding another individual studying or working for or with NCIUL they should report this immediately to the designated member of staff as described in this section. They should not investigate concerns or allegations of abuse, but should report them immediately to the designated member of staff.

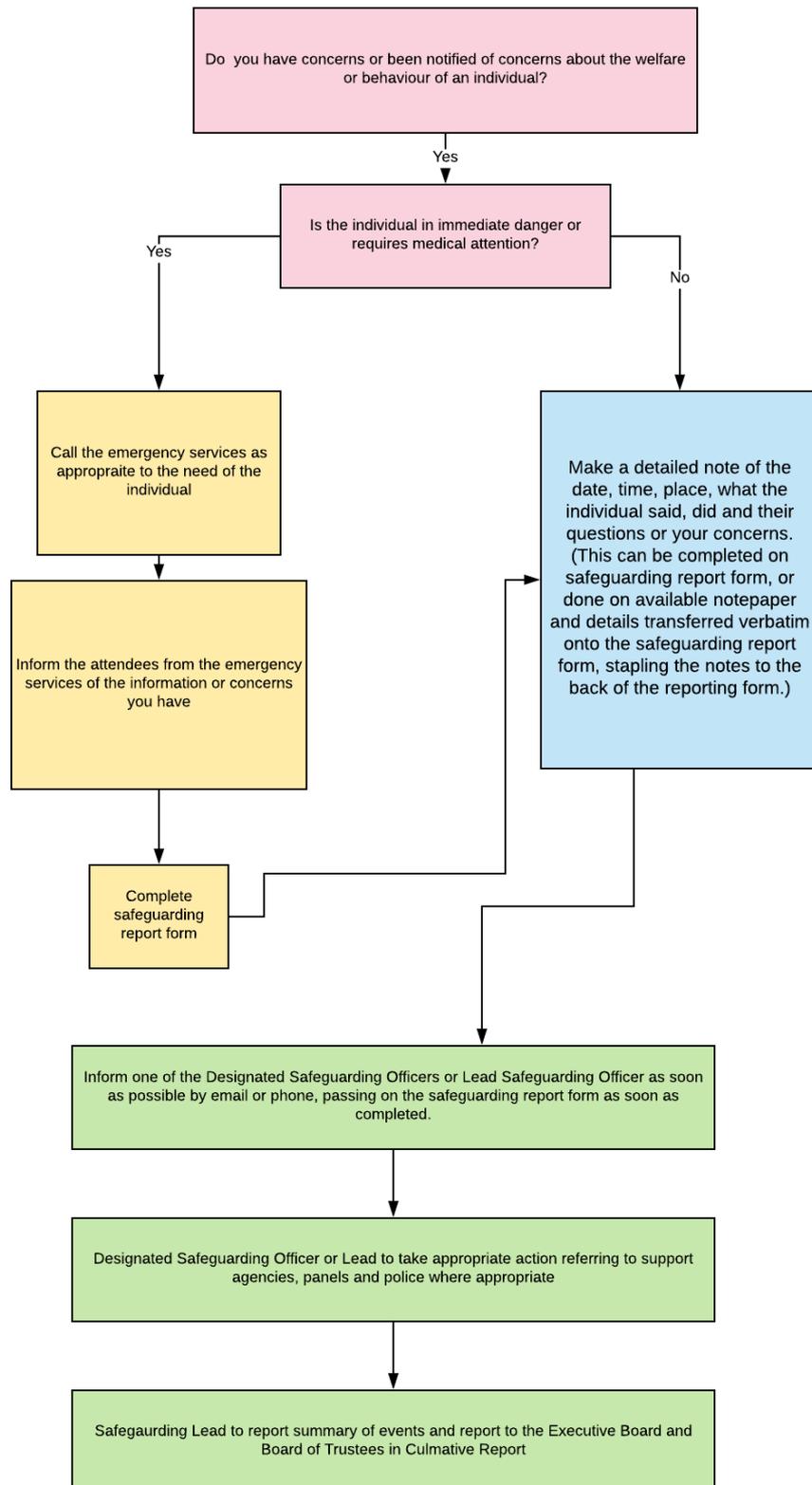
If an individual is informed by a child or vulnerable adult about possible abuse or receives a disclosure of issues which indicate potential abuse, they should follow the dos and don'ts listed in the table below:

- Listen carefully and stay calm;
- Not interview the individual, but question normally and without pressure, in order to be sure that they understand what the child or vulnerable adult is telling them;
- Not put words into the individual's mouth;
- Reassure the child or vulnerable adult that by telling them they have done the right thing;

- Inform the individual that they must pass the information on, but that only those that need to know about it will be told;
- Inform them to whom you will report the matter to;
- Note the main points carefully;
- Make a detailed note of the date, time, place, what the individual said, did and their questions. (This can be completed on the safeguarding report form, or done on available notepaper and details transferred verbatim onto the safeguarding report form, stapling the notes to the back of the reporting form.)

DO	DON'T
Listen carefully and stay calm	Interview the individual
Question normally and without pressure, to be sure you understand what the child or vulnerable adult is telling you	Put words into the individual's mouth
Reassure the child or vulnerable adult that by telling you they have done the right thing;	Do not promise to keep secrets
Inform the individual that you must pass the information on, but that only those who need to know about it will be told. Inform them to whom you will report the matter to.	
Note the main points carefully. Make a detailed note of the date, time, place, what the individual said, did and their questions. (This can be completed on the safeguarding report form, or separately, and details transferred verbatim onto the safeguarding report form, stapling the notes to the back of the reporting form.	

Reporting Process



Managing Allegations

We are aware of the possibility of allegations being made against members of staff who are working or who may come into contact with students in our care. Allegations can be made by students and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they be a member of staff or a visiting stakeholder, this should be brought to the immediate attention of the Designated Safeguarding Lead and the Managing Director. The Designated Safeguarding Lead and Director must discuss the nature of the allegations, in order for the appropriate action to be taken; the matter will be brought before the Executive Board. This will constitute an initial evaluation meeting or strategy discussion also involving the police or appropriate multi-agency partners. Depending on the allegation being made, the Designated Safeguarding Lead will need to advise the Disclosure and Barring Service (DBS) where a member of staff has been dismissed or removed or would have been, had they not resigned, due to safeguarding concerns. This is a legal duty and failure to report to the DBS where allegations have been upheld is a criminal offence.

If you are concerned that a member of staff or adult in a position of trust poses a risk of harm to a student or that they might already have harmed a student, you should report your concerns to the Designated Safeguarding Lead or Managing Director. Where those concerns relate to the Managing Director or Designated Safeguarding Lead however, this should be reported to the Executive Board using the whistle blowing policy.

Allegations against a tutor or member of staff who is no longer teaching or working at the institution should be referred to the police. Historical allegations of abuse should also be referred to the police.

Safer Staff

Safer Recruitment and Selection

It is a requirement that all staff recruited to work with students are properly selected and checked.

At NCIUL we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. We will ensure that all of our staff are appropriately qualified and have the relevant employment history, references and vetting checks to ensure that they are safe to work with students in compliance with the Key Safeguarding Employment Standards.

There will be occasion when some form of physical contact is inevitable, for example if a student has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for physical intervention and safe restraint (available in the Staff Handbook provided during induction) must be adhered to. If staff are working with students alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the institution, who they are with and for how long and what they are doing. Doors, ideally, should have a clear glass panel in them and be left open / un-obscured.

Definitions

Throughout these policies and associated procedures, reference is made to 'children' and 'vulnerable adults.'

Definition of a Child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of a Vulnerable Adult

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:

- is elderly and frail
- has a mental illness including dementia
- has a physical or sensory disability
- has a learning disability
- has a severe physical illness
- is a substance misuser
- is homeless
- is unable to make appropriate decisions for themselves

Definition of Abuse

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- physical abuse
- sexual abuse
- emotional abuse
- bullying
- neglect
- financial (or material) abuse
- discriminatory

NCIUL recognises the following as definitions of abuse:

Physical Abuse

Physical abuse causes harm to a child or vulnerable adult's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

Sexual Abuse

Sexual abuse involves a child, young person or vulnerable adult's being forced or coerced into participating in or watching sexual activity. It is not necessary for the child, young person or vulnerable adult to be aware that the activity is sexual and the apparent consent of the child or vulnerable adult is irrelevant.

Emotional Abuse

Emotional abuse includes verbal abuse, humiliation, bullying or the use of threats, including cyber bullying, and occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child or vulnerable adult's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

Neglect

Neglect is the persistent or severe failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs. It will result in serious impairment of the child, young person or vulnerable adult's health or development.

Financial Abuse

The improper or illegal use of a person's money, property, bank account or other belongings.

Discriminatory Abuse

Discriminatory abuse includes racist or sexist abuse, abuse based on a person's disability, and other forms of harassment, slurs or similar treatment.

Prevent – Part of CONTEST, the Government's Counter Terrorism Strategy

Preventing radicalisation is part of our commitment to keeping children, young people and vulnerable adults safe. The Prevent strategy recognises that NCIUL staff may come into contact with individuals who are vulnerable to radicalisation.

At NCIUL we ensure that through our vision, values, rules, diverse curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles.

Please Refer to NCIUL's Prevent Policy.

Role of the Safeguarding Team

The role of the safeguarding team is to:

- Ensure that NCIUL and its staff respond to preventing radicalisation on a day-to-day basis,
- Ensure that staff understand the issues of radicalisation, are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns
- Receive safeguarding concerns about children, young people and vulnerable adults who may be vulnerable to the risk of radicalisation or are showing signs of radicalisation
- Make referrals to appropriate agencies with regard to concerns about radicalisation
- Liaise with partners, including the local authority and the police
- Report to the Board of Examiners in these matters

Role of Staff

It is the role of staff to:

- Understand the issues of radicalisation, be able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns.
- Ensure that their conduct is consistent with preventing radicalisation
- Ensure that the contents and delivery of the institution's curriculum addresses the issues involved in radicalisation.

Safeguarding awareness training will be a mandatory topic during induction for all new staff. Training will be repeated and additional training delivered when there are changes in legislation. The safeguarding team will undertake refresher training on an annual basis.

Retraining will be given where individuals or the company fail in safeguarding

Document owner:	Lead Safeguarding Officer
Created:	03/2017
Last reviewed:	Mar 2019
Responsibility for review:	Ethics, Equality and Diversity Committee
Date of next review:	9/2019
Related documents:	Prevent Policy, Disciplinary policies Appeals policies, Complaints policies
Approved by:	Executive Board
Equality impact Assessment undertaken:	4/2017
Version	1.6
V 1.6	Logo Change