

SAFGUARDING POLICY

1. POLICY AIM

- a. The Company delivers a wide range of vocational related skills services in the post-16-year-old sector.
- b. In line with the Company's activities and business, generally, the Company employees, contractors or agents deals with adults over 18 years old who are usually deemed not to be at risk and who do not require safeguarding.
- c. There may be rare occasions when the Company's employees, contractors and agents may well directly engage or interact with vulnerable people aged over 16.
- d. The Company will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.
- e. This policy outlines the steps the Company will take to safeguard an adult with care and support needs if they are deemed to be at risk or at risk.
- f. This policy sets out the roles and responsibilities of the Company in promoting the adult's welfare and safeguarding them from abuse and neglect.

2. POLICY SCOPE

- a. This policy is intended to all employees, contractors, agents working with and on behalf of the Company to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.
- b. The key objectives of this policy are for all employees the Company to:
 - i. have an overview of adult safeguarding
 - ii. be clear about their responsibility to safeguard adults
 - iii. ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

3. SAFEGUARDING ADULTS

- a. *'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'* - Care and Support Statutory Guidance, Department of Health, updated February 2017.

- b. All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.
- c. An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.
- d. The Company will not tolerate the abuse of adults. All employees contractors and agents must ensure that their work reflects the principles set out in this policy and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained.
- e. The Company should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. The Company will be transparent and accountable in delivering safeguarding actions.

4. SELF DETERMINATION

- a. The Company will ensure that decisions made will allow adults to make their own choices and include them in any decision making.
- b. The Company will also ensure that safe and effective working practices are in place.

5. RAISING SAFEGUARDING CONCERNS

- a. The named responsible person for safeguarding duties for the Company is the CEO.
- b. All staff and volunteers should contact the CEO for any concerns/queries they have in regards to safeguarding adults.
- c. A log of the concern must be kept.
- d. The CEO will be responsible to make decisions about notifying adult social or other relevant services if required and consider alternative actions, where necessary.
- e. The CEO will also ensure that the safeguarding policies and procedures are in place and up to date.

6. ROLES AND RESPONSIBILITIES

- a. All employees, contractors, agents of the Company are expected to report any concerns to the CEO.
- b. If the allegation is against one of the Company's employees, contractors, agents or directors, seek advice from the Company's CEO.
- c. The Company's CEO should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act.

- d. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

7. RECRUITMENT AND SELECTION

- a. The Company is committed to safe employment.
- b. The Company recognises and performs safe recruitment practices, such as Disclosure and Barring checks to reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.
- c. It is not standard policy for the Company to perform Disclosure and Barring checks for every employee, contractor or agent.
- d. The Company performs Disclosure and Barring checks only when it is necessary for the delivery of services to adults or young people who may need safeguarding.
- e. The Company reserves the right to perform Disclosure and Barring checks on any employee, contractor or agent, at any time and especially where the Company activity requires involvement and delivery of services to potentially vulnerable adults or young people.

8. TRAINING

- a. The Company will ensure that all employees, contractors and agents receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse.
- b. Those adults may report things of concern to employees, contractors or agents who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required.
- c. All employees, contractors or agents should be clear about the core values of the Company and commitment to safeguarding adults.
- d. The Company will from time to time, discuss training with employees, contractors and agents who have attended training sessions to ensure they are embedding this in practice.

9. PREVENT

- a. Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.
- b. If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.
- c. For more information about Prevent see:
<https://www.gov.uk/government/publications/prevent-duty-guidance>

10. POLICY CHANGES

- a. This policy does not form part of an individual's contract of employment and may be amended from time to time.