

Luton

Adult Learning

Policy and Procedure

Safeguarding Policy – including Prevent

Policy	Safeguarding Policy – including Prevent	How to contact us Telephone: 01582 490033 email: info@ltonacl.ac.uk Or in writing: Luton Adult Learning, Arndale House, 2nd Floor The Mall Luton LU1 2LJ
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Review by:	SMT	

SAFEGUARDING POLICY INCLUDING PREVENT

Introduction

Luton Adult Learning is committed to safeguarding and promoting the welfare of all.

This policy has been developed in accordance with the requirements of the Counter Terrorism and Security Act and Prevent Duty (2015).

Safeguarding adults is supported by:

- Adult Safeguarding Vulnerable Groups Act 2006 (SOVA)
- Protection of Vulnerable Adults Act 2012 (POVA).

Safeguarding children and young people is supported by:

- Children Act 1989
- Education Act 2002 and 2011
- Information Sharing - advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- Female Genital Mutilation (FGM) Act 2003 as amended by the Serious Crime Act 2015.
- Working Together to Safeguard Children (DfE 2018)
- Keeping Children Safe in Education (DfE July 2018)
- What to do if you are worried a child is being abused (DfE, 2015)
- The locally agreed interagency procedures published by the Local Safeguarding Children Board (LSCB) <http://bedfordscb.proceduresonline.com/index.htm>

Safeguarding children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Child Protection is defined as:

- The activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

Adult safeguarding is defined as:

- Preventing and responding to concerns of abuse, harm or neglect of adults.

OVERALL AIMS

We believe that staff and Governors all have an active part to play in protecting our learners from harm and that their welfare is our paramount concern.

This policy will contribute to safeguarding adults, young people and children and promoting their welfare by:

- Providing an environment and organisational culture in which everyone feels safe,

secure, valued and respected and knows how to access help if they are in difficulties.

- Raising the awareness of all staff of the need to safeguard everyone and of the risks and vulnerabilities people face to enable them to recognise and respond to concerns so that all possible cases of abuse, radicalisation and extremism are reported in a timely and accurate fashion.
- Providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult, young person or child.
- Promoting and reinforcing shared core values whilst creating space for open debate that supports people's right to speak freely and voice their values and beliefs.
- Empowering learners to create communities that are more resilient to extremism and protect the wellbeing of particular learners or groups who may be vulnerable.
- Raising public awareness so that communities and professionals are active in preventing, identifying and responding to abuse.
- Developing effective working relationships with all other agencies involved in safeguarding.

Procedures

- The Adult Skills Delivery Manager will be the designated senior member of the leadership team for Safeguarding.
- The Community Learning Team Manager will be the designated senior member of the leadership team for Prevent.
- We have four members of staff who will act in the Designated Senior Person's absence who have also received multi agency training and who will have been briefed in this role.
- All new members of staff, including volunteers, Community Learning Trust project teachers and other staff involved in the projects will complete safeguarding and WRAP training as part of their induction programme.
- Refresher safeguarding training will be completed every three years by all staff.
- All members of staff, including volunteers know how to respond to an adult, young person or child who discloses abuse or a safeguarding concern and the procedure to be followed in appropriately sharing this information.
- The learner guide and learner induction makes all learners (including parents/carers using our crèche facilities and/or taking part in Family Learning) aware of the safeguarding policy and of Luton Adult Learning's responsibilities in regard to safeguarding, child protection and Prevent.
- Pre-employment checks to determine staff suitability will be undertaken for all staff recruited to work for Luton Adult Learning and appointment will not be confirmed unless satisfactory checks have been completed. These checks will include references, eligibility checks and Barred List and Enhanced Disclosure & Barring Service Checks (formerly Criminal Records Bureau Checks)
- The names, contact details and photographs of the safeguarding champions will be clearly displayed for all to see so that learners, visitors, staff, & volunteers know how and who to contact should they need to.

Responsibilities & Disclosure arrangement

- The Service recognises that it is an agent of referral and not of investigation. It is not the Service's responsibility to investigate abuse.
- Ensuring that all safeguarding concerns are referred to the multiagency safeguarding hub (MASH) team using the appropriate referral form as soon as possible and within 24 hours of a concern being raised. All staff are aware that if someone discloses a safeguarding issue to them, they must record the details on the safeguarding form and report it to a Safeguarding Officer immediately so that the appropriate action can be taken.
- A referral to the multiagency safeguarding hub (MASH) team, and from there to the Channel programme, will be made should any adults, young people or children be identified as being at risk of radicalisation.
- Ensuring that detailed and accurate written records of concerns are kept even if the Designated Safeguarding Officer decides there is no need to make an immediate referral.
- Ensuring that all such records are kept securely and confidentially in line with General Data Protection Regulations. Paper records are scanned and then shredded. Electronic records are held in a secure area with restricted access and password protection.
- Records are kept on a database so that any themes or repeated concerns can be monitored and tracked.
- Ensuring that, where necessary, an appropriately informed member of the safeguarding team attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessment process and provides a report which has been shared with the parents/carers.
- Keeping up to date with all current legislation and completing all required essential training.

Safeguarding procedures

Staff will ensure children and adults are kept safe by following safeguarding procedures:-

- Staff will immediately record any safeguarding concerns on a safeguarding form and complete the body map if any marks are seen. The form will be signed and dated by the staff member concerned.
- Staff will report any safeguarding concerns within one hour of the end of the session or immediately to a Safeguarding Champion in person or on 01582 490033.

The designated safeguarding officer will discuss the report with the MASH team and complete a report within 24 hours as necessary.

Crèche safeguarding procedures

Crèche staff will ensure children are kept safe by following safeguarding procedures:-

Luton Adult Learning Crèches (see below for Flying Start crèches)

- Crèche staff will immediately record any safeguarding concerns, identified during crèche or during discussions with families, on a safeguarding form and complete the body map if any marks are seen. The form will be signed and dated by the staff member concerned.

- Crèche staff will report any safeguarding concerns, identified during crèche or during discussions with families, within one hour of the end of the crèche to the Crèche Coordinator, or in her absence to the Family Learning Programme Leader, or in her absence to one of Luton Adult Learning's Safeguarding champions on 01582 490033.
- Crèche staff will comply with arrangements made by the Crèche Coordinator or a Safeguarding Champion to ensure timely collection of the safeguarding form.
- Crèche staff will share information with school/centre staff as appropriate and necessary before leaving the site.
- If a referral is to be made, the child's parent/carer will be informed if this does not pose an additional risk to the child.

Flying Start Crèches

- Crèche staff will record any safeguarding concerns, identified during crèche or during discussions with families, on a safeguarding form and complete the body map if any marks are seen. The form will be signed and dated by the staff member concerned.
- Crèche staff will immediately report any safeguarding concerns, identified during crèche or during discussions with families, to the children's centre Designated Safeguarding Officer (DSO). If the DSO is not available crèche staff will speak to the course facilitator who will be able to identify the DSO who is covering.
- Within an hour of the end of the crèche, crèche staff will notify the Crèche Co-ordinator or if unavailable the Family Learning Programme Leader. If both are unavailable crèche staff will notify one of Luton Adult Learning's Safeguarding Champions by calling 01582 490033.

Confidentiality

- We recognise that all matters relating to safeguarding and child protection are confidential.
- The Designated Safeguarding Officer and the safeguarding champions will disclose personal information about a child, young person or adult to other members of staff on a need to know basis only.
- All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young people and adults.
- All staff are aware that they cannot promise a child, young person or adult to keep secrets which might compromise their safety or well-being or that of another.
- Staff will share the intention to refer a child or young person to the multiagency safeguarding hub with their parents/carers unless to do so could put the child or young person at greater risk of harm, or impede a criminal investigation.

Supporting children, young people and vulnerable adults

We will support all children, young people and vulnerable adults by:

- Encouraging the development of self-esteem and resilience through the curriculum.

- Promoting a caring safe and positive environment.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children, young people and vulnerable adults.
- Notifying the multiagency safeguarding hub (MASH) as soon as there is a significant concern.

Supporting Staff

We recognise that staff who have become involved with a child, young person or adult who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such staff by:

- Providing an opportunity to talk through their anxieties with a member of the safeguarding team.
- Providing regular safeguarding training (at least every three years and more often if requested/needed or there is a change in policy or legislation).

Allegations against Staff

- Staff will take care not to place themselves in a vulnerable position with a child, young person or adult. Wherever possible individual work with children, young people and adults will take place in the view of other adults.
- Any allegations made about staff will be reported immediately to the Adult Skills Delivery Manager. If the Adult Skills Delivery Manager is unavailable the allegation will be reported to the Service Manager.
- If an allegation is made about the Adult Skills Delivery Manager the Service Manager will be informed immediately.
- The Adult Skills Delivery Manager/Service Manager will discuss the content of any allegation with the Local Authority Designated Officer (LADO) and will follow Luton Borough Council procedures for managing allegations against staff.

Whistleblowing

We understand that whistleblowing has a key role to play in safeguarding children, young people and adults and as such we will ensure that:

- All staff are aware of their duty to raise concerns about the attitude or actions of colleagues.
- All staff are aware of Luton Borough Council's whistleblowing policy and how to go about raising concerns about the attitude or actions of colleagues.

Prevention

We understand that staff play a significant role in the prevention of harm by providing adults and children with effective lines of communication within a culture of safety and protection. In order to provide this we will:

- Ensure that all staff are active in establishing and maintaining a culture of safety and protection, where learners feel secure and understand that they will be listened to.
- Ensure that everyone knows who the safeguarding team are and that they can approach them if they are in difficulty.
- Ensure curriculums are broad enough to provide learners with opportunities to learn the skills needed to stay safe from harm and to know to whom they should turn for help.
- Ensure that Prevent is embedded throughout curriculums.