

### **Purpose and Background**

Safety of children and vulnerable learners is a topic that is rarely out of the news. High profile cases of abuse of children and vulnerable adults highlight the importance of vigilance. New forms of abuse such as internet grooming, financial abuse of older people and the extreme difficulties faced by young asylum seekers, mean our policies and procedures need to be continually reviewed to keep abreast of these developments.

The Children Act 1989 defines a 'child' as a person under the age of 18.

The Safeguarding Vulnerable Groups Act 2006 defines a 'vulnerable adult' as;

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 or with physical or mental health conditions

### **Policy Statement**

Westward Pathfinder is fully committed to providing a working and learning environment that is free from abuse and harm. It will actively promote a free and safe culture within all of its work and learning environments by: clearly identifying and communicating the roles and responsibilities within the organisation for safeguarding; having clear audited procedures in place; training all staff in safeguarding procedures and by allocating sufficient resources to safeguarding; applying a zero tolerance to any form of abuse and harm.

### **Roles and Responsibilities**

#### **Chief Executive (George Curry)**

- Allocate required resources to provide adequate safeguarding measures
- Provide leadership in ensuring the safety of Children and Vulnerable Adults.
- Review and approve policy annually

#### **Designated Safeguarding Person**

- Ensure Centre Managers are competent to manage the safeguarding of Children and Vulnerable Adults

- Put in place a comprehensive training programme to ensure all staff are competent to undertake safeguarding duties
- Ensure all Centre Managers have been thoroughly vetted prior to undertaking duties
- Audit review each centres performance against safeguarding procedures
- Review and update safeguarding procedures

### **Centre Managers**

- Manage the application of safeguarding procedures in their centre
- Ensure all staff are competent to undertake their safeguarding duties
- Audit review the application of the safeguarding procedures in their centre.
- Clearly communicate the safeguarding policy to all staff
- Ensure all learners are aware of the safeguarding policy.
- Liaise with partner agencies as required

### **Staff**

- Ensure that Centre Managers are aware of any children and vulnerable adults using the centre
- Comply with policy and procedures
- Promote a safe learning environment

## **Centre Safeguarding Procedures**

### **Step 1**

Westward Pathfinder recruitment procedures must be followed in the appointment of all staff.

### **Step 2**

No new member of staff must be allowed to work with learners on their own until they have been fully vetted, including the completion of the ECRB check.

### **Step 3**

As part of the initial advice and guidance session, all new learners will be shown the Safeguarding Children and Vulnerable Adults Policy and Procedures documents. They will be asked if these policies apply to them and if so asked to complete a Vulnerable Adult Risk Assessment. All children and vulnerable adults will be given a copy of the policy and procedures.

### **Step 4**

All children and vulnerable adults within the centre will be informed that the Centre Manager will be their nominated contact point for any concerns they may have regarding their safeguarding. The Centre Managers must liaise with the designated Safeguarding Person and any relevant Partner organisations.

## Step 5

Each Centre Manager must keep a secure up to date record of all children and vulnerable adults either working in or learning in the Centre. They should monitor their progress on a regular basis and check they are safe from abuse and harm whilst in the centre.

## Reporting

Any incidence or alleged incidence of abuse whatever the nature must be immediately reported to the Centre Manager. This should be the 'default' action to be taken. Should this be inappropriate for whatever reason you should not hold back from reporting, but do so directly to the Designated Safeguarding Person. In the event of this not being possible you should report your concerns directly to the Chief Executive. In all cases whoever receives your report should, without delay, having carefully recorded your testimony, pass the report to the designated Safeguarding Person who will put in place preventative measures to stop any possible abuse from continuing, and in consultation with the Chief Executive, put in place actions to resolve the issue in the long term.

## Recording

When recording an alleged incidence of abuse, the record must be precise and use the words of the complainant. The record should use accurate quotation and should also, if appropriate, include factual observations about the physical and emotional state of the person sharing their concerns with you. The information must be recorded and stored securely, in line with the confidentiality Policy, and should be accessible only to those who need access as part of action taken to resolve a complaint or allegation (designated Safeguarding Person and the Chief Executive).

Only the designated Safeguarding Person, in consultation with the Chief Executive, can make a decision to refer a complaint or allegation, having gathered and examined all relevant testimony and information, to the Safeguarding Authority.

Derek Woodcock

A handwritten signature in black ink that reads "Derek Woodcock". The signature is written in a cursive style with a large initial 'D'.

Reviewed 04/01/2012