

Safeguarding Learners Policy

Scope: The purpose of the policy is to promote and ensure the safety, protection and welfare of learners on programmes managed by Adalta Development Ltd. who may be at risk. Through promoting adult welfare and safeguarding them from abuse and neglect; working together with other professionals and agencies where appropriate. This policy applies to all staff, associates, customers and learners. This policy should be followed in conjunction with the relevant procedures and linked policies. These include: Safeguarding procedures, Prevent policy, Online Safety Policy, Whistleblowing policy, Bullying and Harassment Policy, Complaints and Feedback policy, Equality and Diversity policy Recruitment policy and Social Media and Networking Policy.

1. PURPOSE

At Adalta, keeping our learners safe and protecting them from harm is paramount. Our safeguarding policy and procedures are developed to have a positive impact on each learner's experience.

Adalta takes the prevention, detection and reporting of abuse and neglect very seriously. Our policy and associated procedures aim to support all staff associated with Adalta to ensure that our learners, particularly those at risk, are protected from harm, informed about potential risks to their welfare, and understand how to seek help.

2. KEY CONTACTS:

Designated Safeguarding Lead Officer (DSL)

Vicky Preece - vicky@adaltadevelopment.co.uk
07813 701814

DSL is responsible for:

- recording managing and where appropriate reporting all incidences of harm, abuse, harassment, bullying and 'prevent' referrals and not to destroying those records.
- maintaining links, seeking advice and liaising with Local Authority Safeguarding leads, Prevent Coordinators and other agencies as appropriate
- making sure safeguarding vulnerable adults policies, procedures and practices stay up to date with good practice and communicating changes and best practice to those working for Adalta.
- ensure that new staff and associates receive an induction to the safeguarding policy and procedure, Prevent Policy and Code of Conduct during their induction period.

- ensure all staff and associates who come into contact with vulnerable adults have a Disclosure and Barring Service (DBS) check in line with the requirements of the Independent Safeguarding Authority Vetting and Barring Scheme.
- providing advice and support to staff relating to safeguarding concerns planning and delivering training for all employees including CPD.
- maintaining their own CPD in order to undertake the DSL role effectively.

Designated Deputy Safeguarding Lead (DDSL)

Karen Young - karen@adaltadevelopment.co.uk

07813 701813

DDSL is responsible for:

- dealing with employee concerns over learner's welfare, signposting and offering guidance.
- carrying out investigations where appropriate into welfare concerns reported and liaising with external bodies where appropriate.
- maintaining their own CPD in order to support the DSL.

Adalta's Associates are responsible for:

- being familiar with Adalta's Safeguarding policy and procedure for identifying and reporting safeguarding concerns.
- ensuring learners are aware of potential risks to their welfare and understand how to seek help and are aware of this policy.
- reporting non-attendance of learners to the employer so that the absence can be swiftly investigated and verified.
- checking safety and welfare of all learners at each visit/communication.
- acting responsibly to avoid any false allegations of inappropriate behaviour being made about their conduct, this means Associates should not
 - o befriend learners on personal social media sites
 - o distribute personal telephone numbers / contact details
 - o visit learners at home or transport learners to and from locations (
 - o use sarcasm, insults or belittling comments towards learners
 - o develop personal relationships with learners
- providing support to the DSL, DDSL and external agencies in relation to safeguarding issues.
- undertaking training as required by the DSL.

3. BACKGROUND

3.1 Ofsted inspectors make a judgement on procedures for safeguarding learners to meet current government requirements.

3.2 At Adalta, we recognise that:

- People have the right to live free from abuse in all its forms, including discrimination on the grounds of age, gender, sexual orientation, religion or faith, disability, race, ethnicity and culture, and language.
- People have the right to decide how they live and the risks they take in their lives, providing they do not harm others; there is no evidence to suggest that they are the victim of a criminal offence or that they are putting themselves in danger because they do not have the mental capacity to make that decision.

- People who are at risk, with or without decision making mental capacity, have the right to be offered, and where necessary receive prompt and skilled intervention to safeguard them from abuse, whilst being kept at the centre of all conversations to make safeguarding personal.

3.3 To meet the aims of this policy in general at Adalta we will:

- Take all disclosures of abuse seriously and act on any suspicion of abuse or neglect immediately.
- Appoint a Designated Safeguarding Lead, with appropriate knowledge, experience and skills, to provide help and advice to staff and associates.
- Ensure that information is available for people that access our services; setting out what to do if they have a safeguarding concern.
- Promote and support work designed to reduce abuse and the fear of abuse as experienced by vulnerable adults where appropriate.
- Ensure that the welfare of learners is a high priority at all times.
- Maximise people's choice, control, inclusion and protect their human rights.
- Ensure safe and effective working practices are in place.
- 'Make safeguarding personal' by engaging the person about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.
- Recognise the impact that diversity (diverse beliefs, values, language etc.) can have on a learner's ability to access the service.
- Ensure all staff and associates are appropriately trained and that best practice is shared on a regular basis along with promoting responsibilities to report suspected poor practice or possible abuse.

3.4 Our policy is underpinned by the following principles which reflect national guidance, and section 14 of The Care Act:

- **Empowerment:** adults should be supported and encouraged to make their own decisions on actions designed to protect them.
- **Protection:** support and representation for those in greatest need.
- **Prevention:** it is better to act before harm occurs.
- **Proportionality:** proportionate and least intrusive response appropriate to the risk presented.
- **Partnership:** local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability:** accountability and transparency in delivering safeguarding.

4. DEFINITIONS

4.1 For the purposes of this policy and associated procedures, an adult at risk [as defined in The Care Act 2014] refers to someone who:

- has care and support needs (whether or not the Authority is meeting any of those needs).
- is experiencing, or is at risk of abuse or neglect, and, as a result of those needs, is unable to protect his / herself against the abuse or neglect or risk of it.

4.2 **A Child** is defined as anyone under the age of 18. **An adult at risk (previously vulnerable adult)** is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstances.

The definition of vulnerable adults includes (but is not exclusive to) individuals with any of the following:

Physical or sensory impairments	Drug or Alcohol Problems
Learning needs - Poor numeracy and literacy skills	Age related difficulties
Mental health	English is not a first language
Receiving a welfare service in order to support their need to live independently e.g. due to Learning Difficulties	Person under supervision of probation service
Acting as a carer for another family member	

4.2 **Abuse** is the harming of another person usually by someone who is in a position of power, trust or authority over that person. Incidences of abuse can be single or repeated acts, omissions or neglect. It can include one or more of the following:

- Physical
- Psychological / emotional
- Institutional
- Self-neglect
- Sexual
- Neglect and acts of omission
- Modern slavery
- Radicalisation see Prevent Policy
- Discriminatory
- Financial and /or material
- Domestic abuse

4.3 **Perpetrators of abuse:** abuse can be perpetrated by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends and associates.

4.4 **Safeguarding** the measures taken to prevent any of our learners being abused or subject to neglect; it is everyone's responsibility to report any concerns to the appropriate authority.

4.5 **Mental Capacity:** we recognise that capacity and consent are central themes in safeguarding adults at risk. A referral will be made to the local Social Care Team where there are concerns that a person being abused lacks mental capacity.

5. ACCOUNTABILITY AND RESPONSIBILITY

5.1 Responsibility for delivering this policy lies with all staff employed directly or as associates by Adalta.

5.2 Adalta will fully support and protect anyone who in good faith reports a concern relating to a vulnerable adult (see [Whistleblowing policy](#)).

If the allegation concerns a member of staff where the Learner works, or an Adalta staff member or associate, Adalta's Safeguarding Lead should be informed as well as the designated safeguarding lead in the organisation where the alleged perpetrator is employed.

If the incident relates to an Adalta staff member or associate, we will ensure that they are treated fairly and honestly and supported throughout the process.

6. EQUALITY AND DIVERSITY

Our policies are developed and delivered in line with our Equality and Diversity Policy.

7. CONFIDENTIALITY AND INFORMATION SHARING

We will only share information as outlined in our Data Privacy Notice.

- The DSL will store all records securely and appropriately in line with the GDPR.
- Such records will only be accessed by Designated Persons and not shared with third parties unless the Designated Persons have strong evidence of a safeguarding issue.
- When there are concerns about a learner's welfare, we will ensure that our concerns are discussed with them first unless this would not be appropriate.
- Where there is clear evidence of safeguarding concerns personal information may be shared if it is obvious that it is in the vulnerable person's best interests.

8. COMPLAINTS

Anyone can make a complaint about the service that they have received in relation to this policy – see our Complaints and Feedback Policy.

9. MONITORING & ACCOUNTABILITY

Monitoring of reports received will be reviewed by the senior management team to ensure that procedures have been followed, that any learning is shared, and any changes required to Adalta's policy and procedure are made.

10. REVIEW

We will carry out a fundamental review of this policy every year or sooner subject to legal or regulatory changes, or in response to internal changes.