



Safeguarding & Prevent Policy

The Training Centre is committed to ensuring a safe and supportive environment exists for all staff, tutors, students and visitors. We recognise that there are a number of circumstances in which vulnerable adults may come onto our premises or attend one of our satellite courses and have contact with our staff, tutors, students, and/or contractors.

The Training Centre aims, so far as is reasonably practicable to ensure the safety of vulnerable adults who are on its property, or who are engaged in Training Centre activities at any of its satellite course locations. This Policy sets out our approach to safeguarding vulnerable adults and ensures that the Training Centre meets all legislation and good practice in this area.

The Training Centre's Designated Safeguarding Officers (DSO) are Alan Molineaux, Operations Director, and Mark Sheldon, Finance Director. Alan and Mark can be found in the Ovington Room or on extension 112.

A) Introduction

Vulnerable adults have the right to:

- a learning environment where they feel valued, and where their own unique talents and abilities are recognised and respected.
- have a safe and secure environment.
- have the ability to express themselves freely.
- have University staff listen to their concerns and take them seriously and support them with any issues or concerns raised.

B) Policy

The Training Centre applies the following core principles to safeguarding:

- All employees, tutors, volunteers and contractors who carry out regulated activity, or who have contact with vulnerable groups:
 - should ensure they understand the implications of the Policy before commencing any programme, event, visit or other activity and should ensure appropriate risk assessments have been completed. Where relevant, safeguarding training should be incorporated into relevant programmes of study and/or briefings for students undertaking work-based and placement learning;
 - are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
 - should work in an open and transparent way with vulnerable groups.
- The protection and welfare of people who are considered to come under the definition of vulnerable group is paramount.

- All vulnerable groups, without exception, have the right to protection from abuse regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

C) Responsibilities

If a member of staff has a concern that a vulnerable adult is being harmed or abused, they should consult with a DSO for advice and guidance. These concerns might include:

- a colleague's behaviour around individuals or a particular person;
- concerns about welfare, either shared by an individual or based on behaviour or observation;
- concerns about the behaviour of an adult accompanying a child or group of children;
- concerns about bullying;
- concerns about extremism.

If a member of staff or student does not believe that their concerns have been appropriately addressed, they have the right and responsibility to directly pass concerns to local Police.

It is easier to follow-up an incident if a clear record is made. A Safeguarding Concern Form should be completed as soon as possible to enable consistent collection of information which may subsequently be used as evidence in Court.

The Training Centre does not expect member of staff or students to handle issues alone. They are often complex and may require the Training Centre to seek assistance from external agencies. DSOs will be appointed to assist with such issues, recording available information on a 'Safeguarding Record Form – Designated Safeguarding Officer'.

When contacting a DSO do not discuss the concern over the telephone. You should only provide the DSO with the following information:

- your name
- the activity you are engaged in
- your location.

The DSO will take all necessary actions. If there is a significant concern a referral will be made to the Policy or local protection teams and the DSO will have the contact number for such agencies.

If a member of staff or a tutor is the subject of a complaint or allegation that they have harmed a vulnerable adult, it may be necessary to suspend, without prejudice, pending the outcome of an investigations. The decision whether to suspend rests with the Directors.

The member of staff or tutor will be notified of the allegation and the procedure to be followed for an investigation, internally via the Disciplinary Policy, or externally the Police, Social Services or relevant body.

Any member of staff who is approached by an external agency in relation to an investigation involving a member of staff, tutor or student, refer the agency to a DSO, who will determine whether the requested information can be disclosed with or without consent.

A formal log will be in place, controlled by the Main Office and disposed of in line with the Training Centre's Records Management guidelines and the Data Protection Act.

D) Descriptions of Significant Harm, Abuse and Neglect (Equality Act 2010)

1. Significant Harm

The Children's Act 1989/2004 defines this as the threshold that will justify compulsory intervention in family life in the best interests of the child. There should be reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Consideration is given to the severity of the ill-treatment and may include the degree and extent of premeditation, degree or threat of coercion, child sex abuse and sadism. Sometimes a single traumatic event can cause significant harm, e.g. violent assault. More often it is long standing and can change or interrupt a child's development – physically or mentally.

This definition will be used by the Designated Safeguarding Officers when considering matters with all vulnerable groups.

2. What is Abuse and Neglect?

Maltreatment by inflicting harm or failing to prevent harm.

3. Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding or other physical harm, including female genital mutilation. In the context of vulnerable adults it also includes the misuse of restraint or use of inappropriate sanctions.

4. Emotional/Psychological Abuse

In the context of vulnerable adults psychological abuse includes emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services.

5. Neglect

In the context of vulnerable adults this includes ignoring medical or physical needs, withholding medication or food, or failure to provide access to appropriate health, social or educational needs.

6. Extremism

Extremism is defined as vocal or active opposition to the fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Adults from all walks of life may be subjected to extremist recruiters via the internet or in person.

7. Financial or Material Abuse

For adults this includes exploitation and pressure in connection with wills, property or financial transactions.

8. Bullying and Harassment

Can pose a threat to individuals well-being and can lead to self-harm or suicide.

9. Forced Marriage

Where one or both parties do not consent to the marriage.