



SCLS Safeguarding and Prevent Policy 2020/21



Date reviewed: 24th July 2020
Next review date: July 2021

Safeguarding -Adults at Risk- Policy

What is Safeguarding?

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

Policy Aims:

- To ensure the Service takes appropriate action, in a timely manner, to safeguard and promote the welfare of staff and Service users
- To ensure responsibilities and procedures are fully understood and that everyone can recognise signs and indicators of abuse or neglect and respond to them appropriately.
- To ensure that the Service practice meets local and national guidance and all statutory requirements are in place.

Links to other Organisations and Policies

Sefton Adult Learning Service is part of Sefton Council and as such will adhere to the Council's Policies and Procedures around Safeguarding including the safe recruitment of staff, whistleblowing, code of conduct, equal opportunities, use of internet & social media. All policies are available on the Council's Portal.

The Service has links to the following organisations:

Sefton Adult Safeguarding Board/ Merseyside Safeguarding Adults Board

Sefton Children's Safeguarding Board

Sefton Prevent Lead

Sefton Adult Social Care

Merseyside Police

Merseyside Antiterrorist Division

Sefton Safeguarding Adult Board (SSAB) is the multi-agency strategic body which oversees safeguarding activity in Sefton. It has an overall aim to ensure all adults at risk within Sefton are able to live safely, free from the fear of harm, abuse, neglect or victimisation. To enhance and promote the work of the SSAB a separate webpage has been created, which can be accessed via the link below.

<https://www.sefton.gov.uk/safeguardingadults>

It is the intention of the SSAB and the Sub Groups to promote adult safeguarding messages and developments including information around, Community Safety, DoLS, Domestic Abuse, Modern Slavery, County Lines, Hate Crime, Dignity and PREVENT. Remember, professionals that provide services have a duty of care to safeguard people from harm and report any concerns promptly.

Anyone can make a referral to Sefton Council by:

Telephone: 0345 140 0845 They will ask you for some information about;

- yourself (unless you wish to remain anonymous)
- the person you are concerned about
- the alleged abuser
- what you have seen or heard
- We will let you know who needs to be told

In an emergency you can call 999 at any time.

<https://www.sefton.gov.uk/social-care/adults/raise-a-concern.aspx>

For further information

Contact:

SCLS Designated Safeguarding Officer

Angela Range 0151 934 4546 (ask for the Safeguarding Officer)

angela.range@sefton.gov.uk

Adults Safeguarding

8th Floor, Merton House, Stanley Road, Bootle, Merseyside. L20 3UU

Tel: 0151 934 3748

Good Practice Guidelines

Recognising Signs of Adult Abuse:

- Thinking about what you see and asking yourself if it is acceptable practice.
- Working strictly in accordance with anti-oppressive practice.
- Taking seriously what you are told.
- Being alert to hints, signals, non-verbal communication that could indicate abuse.

Responding to disclosure:

- Incidents of abuse or crimes may only come to light because the abused person themselves tells someone.
- The person may not consider that they are being abused when they tell you what is happening to them.
- Disclosure may take place many years after the actual event.
- Disclosure may take place when the person has left the setting in which they were abused.
- Even if there is a delay the information must be taken seriously.

If someone makes an allegation or discloses abuse to you:

DO

- Stay calm and try not to show shock.
- Listen carefully.
- Be sympathetic.
- Tell the person that: They did the right thing to tell you. You are treating the information seriously. It was not their fault. You will have to report the information to the Designated Safeguarding Officer.
- Report to the Designated Safeguarding Officer. (Incident Report form See Appendix 1)
- Write down what the person said to you as soon as possible.

DO NOT

- Question the person about the incident.
- Ask the person who, what, why, where, when questions, this is the role of the police.
- Promise to keep secrets.
- Make promises that you cannot keep, for example, 'This will not happen to you again'.
- Contact the alleged abuser.
- Be judgemental, for example, 'Why didn't you run away'.
- Gossip about the incident.

Responsibilities of all staff and partners of Sefton Community Learning Service

SCLS will implement the procedures of **Sefton Safeguarding Adult Board (SSAB)** to prevent abuse wherever possible. This procedure relates to all Service users and partners of the Community Learning Service.

All SCLS staff, partners and learners should:

- Be alert to potential indicators of abuse and neglect
- Understand our responsibility to alert other agencies to adults we feel are at risk or who are suffering abuse of any form.
- Contribute to safeguarding any person who is at risk.

SCLS is committed to providing a safe learning environment based upon positive well-being, personal safety and security of all staff and learners. The Service will not tolerate the abuse of learners by other learners or staff members.

Alerting or raising a concern about abuse means:

- Recognising signs of abuse/ongoing bad practice
- Responding to a disclosure
- Reporting a concern, allegation or disclosure
- Recording initial information
- Working strictly in accordance with anti-discriminatory practice

As an alerter you are:

- Not being asked to verify or prove that information is true
- Required to log your concerns and report them to a Designated Safeguarding Officer
- If the Person you have concerns about is the Designated Safeguarding Officer contact the Head of Service.
- Only the Police have the responsibility to establish if a criminal offence has been committed

The Teaching Standards (DfE 2013) requires all tutors to 'uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside College, including:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a tutor's professional position
- having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others

Funding Agreement Requirements

Sefton Community Learning Service complies with all requirements as determined by funding bodies to ensure that our provision is offered with a view to safeguarding and promoting the welfare of learners.

This includes informing Liverpool City and ESFA of any referrals as stated on the Funding Agreement.

The Service shall ensure to notify Liverpool City Region:

- - where a referral has been made of an individual for the purposes of determining whether that individual should be referred to a panel for the carrying out of an assessment under section 36 of the Counter-Terrorism and Security Act 2015 of the extent to which that individual is vulnerable to being drawn into terrorism.
- -where a referral has been made or information has been provided to the Disclosure and Barring Service in compliance with any duties of the Body under the Safeguarding Vulnerable Groups Act 2006

The ESFA also requires the organisation or one of its subcontractors to inform them at <https://www.gov.uk/government/organisations/education-and-skills-funding-agency> where a referral has been made by the Contractor or one of the Contractor Related Parties in either of the following circumstances (such notification must include the name of the institution, a high level summary of the nature of the incident (without sharing personal information about victims or alleged perpetrators) and confirmation of whether it is, or is scheduled to be, investigated by the Local Authority and/or the police):

- -a safeguarding concern related to sexual violence to Local Authority children's social care/adult social care and/or the police
- -an allegation of abuse made against a teacher, lecturer or other member of staff to the designated officer(s) (at the local authority).
- -an incident, or pattern of incidents, which undermines the promotion of British fundamental values or the ability of the Contractor or the Contractor Related Parties to comply with the Prevent duty,

- -a referral of an individual member of Contractor Personnel for the purposes of determining whether that member of Contractor Personnel should be referred to a panel for the carrying out of an assessment under section 36 of the Counter-Terrorism and Security Act 2015 of the extent to which that individual is vulnerable to being drawn into terrorism

Safer recruitment

The Service adheres to Sefton Borough Council policy on safer recruitment and makes all relevant checks including the Disclosure and Barring Service (DBS) checks (when relevant) prior to start of employment, to ensure that staff recruited are appropriate for an educational environment.

Appropriate action will be taken against staff (in service) who have committed a relevant offence. This include reporting them to Disclosure and Barring Service.

Working with Volunteers

SCLS welcomes the use of volunteers to provide additional support to learners and staff. All volunteers within the Service must be assessed to the risks they may pose to individual learners or groups of learners.

- All volunteers to provide additional support to learners must have a DBS check completed prior to completing voluntary work in classes.
- Such volunteers should complete Safeguarding including Prevent training.
- Clear roles and responsibilities must be outlined by the tutor in the lesson plan/ class risk assessment.
- Volunteers who attend classes to support individual learners e.g. a carer, it is the learners' responsibility to ensure that adequate safeguarding checks have been completed. However the volunteer should be supervised by the tutor to ensure that no risks are posed to other learners.
- Volunteers must adhere to data protection rules and should not have access to learner personal details.

Guest Speakers and Visitors

Sefton Community Learning Service will encourage the use of guest speakers and tutors to provide a wide variety of views and experiences which could enthuse and motivate learners positively. Tutors who identify a guest speaker or another tutor should ensure that the views they present to the learners are balanced and not extreme.

Staff will therefore complete the form provided in Appendix 2 outlining the details of guest speakers and the checks they have completed to ensure that the speaker does not portray extremist views which could incite violence or terrorism.

Checks could include:

- References from other organisations.
- Research completed by tutor on websites & social media platforms.
- Visit to events where the guest speaker has delivered similar material.
- Example of materials provided by the speaker that will be used as part of the lesson.
- Discussions with other staff members including safeguarding lead about the guest speaker

Preventing radicalisation

We encourage learners to respect the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject within the Service and where political issues are brought to the attention of the learners; reasonably practicable steps have been taken to offer a balanced presentation of opposing views to learners.

We work with the Prevent programme of training for all Service staff in an effort to help and support any of our learners who may be at risk/open to influence from certain extremist factions

Prevent Procedures

Staff should be aware of, and take note of any learners(s) who express views that could be interpreted as pro-extremist (professional judgement will be needed as to whether the statements/views are bravado/showing off or more serious)

- If there is a suspicion this should be reported to the Designated Safeguarding Officer immediately
- The Designated Safeguarding Officer will manage the situation and make the appropriate referral via the Safeguarding reporting mechanism
- If there is a positive response from the learner this will mean no further action is required, other than the interview being recorded
- A negative response will mean contacting Sefton's lead Prevent Officer who will work with the learner

Modern Day Slavery

Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their

disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Sefton Community Learning Service adhere to the clear systems that are in place through Sefton Council to report any signs of abuse because of modern day slavery. Further information around the council policy can be found by following the link below. Reporting concerns can be completed via the Services safeguarding lead or the online reporting link found below.

<https://www.merseysidesafeguardingadultsboard.co.uk/modern-slavery/>

Homelessness

Sefton Community Learning Service utilises Sefton Council's prepared guidance document that gives information about the new Duty to Refer and how public authorities can make a **referral via the Housing JIGSAW 'Alert' system**. All Sefton Community Learning staff members receive regular information and mandatory update training to ensure that adult learners who are homeless or are likely to become homeless are referred appropriate following council guidelines to the relevant agency for support.

<https://www.sefton.gov.uk/housing/homeless-duty-to-refer.aspx>

FGM

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). **It is a form of child abuse and violence against women.** FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. All Sefton Community Learning staff members receive regular information and mandatory update training to ensure that that females who may be at risk are referred to the appropriate agencies following council guidelines. Further information can be found by following the link below or contacting SCLS safeguarding Lead.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf

Learner Information

Safeguarding and Prevent is included in Learner Induction Sessions. Tutors will raise the awareness of Safeguarding and Prevent at the start of the course. Tutors will make reference to the following:

- Posters outlining responsibility of learners and staff- In each classroom
- Course hand book provided to each learner at the start of their course
- Ground rules, and British Values
- Health and Safety posters in classrooms

- Safer Learning posters in classrooms
- Staying Safe online posters in ICT rooms
- Learners will receive induction outlining procedures and their responsibilities

Electronic version of the above are available for learners attending online courses.

Tutors include safeguarding as part of the overall risk assessment process. This will include if learners attend with Carers or support workers. This will support both staff and learners to make, for example, reasonable adjustments appropriate to the learning course / environment.

Subcontracts

Prior to award of contract, providers must show satisfactory procedures for Safeguarding and adhere to SCLS and the Council's Safeguarding Policy.

Designated Safeguarding Officer(s) have a role within Sefton Community Learning Service:

- To receive information about programmes and services that are planned in the organisation that may involve young people or adults where regulated activity is taking place, and plans that indicate how safeguarding will be covered.
- To receive information from any staff (including associates, volunteers and carers) who have safeguarding concerns and record it.
- To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.
- To consult initially with a statutory safeguarding agency to test out any doubts or uncertainty.
- To make a formal referral to the relevant statutory child or adult safeguarding agency or the police, as appropriate including the legal duty from 12 October 2009 to report to the ISA using the ISA report form (this would be carried out in conjunction with the Lead Accountable Designated Officer from the Local Authority).
- To promote and support safer recruitment practice
- To minimise the risk of misplaced or malicious allegations made against adults who work with children and young people
- To reduce the incidence of positions of trust being abused or misused

- To ensure that work placement providers, service level agreement holders, tutors, partners and sub-contracted training providers are risk assessed and have their own exemplary policies and procedures.
- To chair and attend partner/provider meetings and senior management meetings where this policy will be monitored. In addition, monitor any cases of reported allegations or risk, if and when they arise, and report these to the appropriate Senior Manager and Board of Governors.
- To undertake training. In addition to the formal training their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role
- To maintain a single central record for Safeguarding

The Designated Safeguarding Officer will be available 9-5 Mon-Thu and 9-4pm on Friday to discuss any safeguarding concerns.

The Designated Safeguarding Officer will arrange adequate and appropriate cover arrangements for when on leave.

Staff training / briefings and Awareness Raising

- Alerter training is included for all new tutors during induction.
- Members of staff are required to keep updated on this process. It is the Safeguarding officer's responsibility to ensure all staff receive Safeguarding 'Alerter' and PREVENT (Preventing Violent Extremism) updates once a year.
- Education and Training Foundation Certified Safeguarding and PREVENT training will be updated every two years for all staff and volunteers. Staff undertake certified training from the home office which replaces Channel training

Confidentiality/Record keeping

Staff will be told of concerns about an adult at risk on a 'need to know basis'. The Service understands the need to keep its safeguarding records securely.

Staff cannot promise adults at risk confidentiality but must always act in their best interest and share disclosures made by the adult at risk or others with the Safeguarding Team.

SCLS will retain records in keeping with legal guidelines.

SCLS uses a single central record of staff Safeguarding, Compliance & Prevent training and DBS checks

SCLS will aim to seek consent of individual or their carers before sharing information with other agencies, however legislation states that colleges and other agencies can share information without this consent in particular circumstances.

Complaints

Complaints about safeguarding should follow SCLS complaints policy.

Sefton Borough Council also has whistle-blowing procedures.

Appendix 1 – Incident Report Form

This form **CANNOT** be used for more than one person – a separate form **MUST** be completed for each individual involved in the incident

Names of any other adult must **NOT** be used on this report – please use initials

Name & Role of Referrer :
Referral Date:
Telephone Contact No. :

Name of Adult Learner				
Title	Surname	Forename/s	Any other Surname	DOB

Address:	
Postcode:	Telephone:

Ethnicity:	Language:
------------	-----------

Learner Aware of Referral Y/N	
If No please give reason:	Lives Alone: Y/N

Any other significant family members/friends:				
Surname	Forename	Relationship	Address	Telephone

It is important to indicate if information is not known or not applicable.

Details of presenting problems	N/K	N/A
Details of any known Diagnosis/Disabilities/Medication/	N/K	N/A
Details of known current networks of support or services being received	N/K	N/A
Name and contact number of allocated social worker, if known	N/K	N/A
Who reported/witnessed the incident?	N/K	N/A
When and where did the incident occur?	N/K	N/A
Has this happened before?	N/K	N/A
Are there any signs of injuries?	N/K	N/A

Have the police been informed (where appropriate)?	N/K	N/A
Where is the person now and are they safe?	N/K	N/A
Action Follow Up		

Signed (Referrer).....

Signed (Safeguarding Lead)

Date
.....

Appendix 2 – Guest Speaker Authorisation Form

This form is to be completed by the member of staff who plans to invite a guest speaker to deliver materials to learners. Once complete please ensure that a copy is sent to your curriculum manager for authorisation.

Name of speaker		
Contact details of speaker		
Venue		
Date and time of event		
Planned subject content.		
Checks made by tutor	Yes	No
Have you gained a satisfactory reference regarding the speaker		
Have you checked the content of the material		
Have you had experience of hearing this speaker previously		
Have other staff had experience of hearing this speaker previously		
Have you checked social media platforms and website for suitability		
other		
other		

Comments:

Tutor signature.....Date.....

Manager Authorisation.....Date.....



Sefton Safeguarding Adults Board

Sefton's Safeguarding Adults Board (SSAB) is a partnership that works to protect adults at risk of harm.

The Board membership is made up of representatives from;

- Aintree University Hospital
- Clinical Commissioning Safeguarding Service provided by Halton CCG
- Cabinet Member
- Kennet Prison
- Liverpool Community Health NHS Trust
- Mersey Care NHS Trust
- Merseyside Fire and Rescue Service
- Merseyside Police
- Merseyside Community Rehabilitation Company
- National Probation Service
- NHS England (Merseyside)
- Nursing, Residential and Domiciliary Provider Representatives (currently HC One and Community Integrated Care)
- Sefton Carers Centre
- Sefton Council for Voluntary Services
- Sefton Council Representatives
- Social Housing Representative (currently One Vision Housing)
- Southport and Ormskirk Hospital Trust
- South Sefton and Southport & Formby Clinical Commissioning Groups

Further information

If you would like this information in large print, Braille, on CD or in another language please contact us on:
Tel: 0845 140 0845



Helping to keep you safe at home and in the community

If you suspect a person is at risk of
harm you have a duty to report it

Sefton 
Safeguarding
Adults Board
Sefton Council 



If you are concerned that
you, or someone you
know, is at risk of harm,
please contact Sefton Council

0151 934 3737