



## Safeguarding Policy

### **Action to be taken when dealing with suspicions or allegations of abuse of a child or vulnerable adult**

#### **1 Introduction**

##### 1.1 Definitions:

The children Act 2004 defines a **Child** as a person under the age of 18 years; or a person aged 18, 19 or 20 who-

- Has been looked after by a local authority at any time after attaining the age of 16; or
- Has a learning disability

The Safeguarding Vulnerable Groups Act 2006 defines a person as a **Vulnerable adult** if he/she has attained the age of 18 and –

- They are in residential accommodation,
- They are in sheltered housing
- They receive domiciliary care
- They receive any form of health care
- They are detained in lawful custody
- They are by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000,
- They receive a welfare service of a prescribed description
- They receive any service or participates in any activity provided specifically for persons who fall within the point above
- Payments are made to them (or to another on their behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 or
- They require assistance in the conduct of their own affairs

1.2 It is important that children and vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously. Staff should strive to create an atmosphere in which all students feel free to discuss any concerns they may have.

1.3 The following procedure must be followed whenever an allegation is made that a child or vulnerable adult has been abused, or when there is a suspicion that a child or vulnerable adult has been abused or is likely to be abused. ACE Training has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action

1.4 Offers of complete confidentiality should never be made since the matter may develop in such a way that they cannot be honored. Information should be shared on a 'need to know' basis only.

1.5 If the complainant is him/herself the child, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions should be avoided: their use can cause problems for the subsequent investigation and any court proceedings. Children or vulnerable adults who allege abuse should always be treated seriously.

1.6 A full and accurate written record must be made as soon as possible of the nature of the allegation and any other relevant information which may include:

- The name of the person compiling the report and the names of others present/discussed with
- The date and time of compiling the report
- The date, time and place of the alleged abuse
- The name of the complainant and , where different, the name of the child or vulnerable adult who allegedly has been abused or is at risk of abuse
- The nature of the alleged abuse
- A description of any injuries observed
- The account which has been given of the allegation

1.7 Allegations about abuse of a child or vulnerable adult may be difficult to communicate, and particular care should be taken in cases involving children or adults with special needs.

1.8 Where an adult is reporting abuse suffered as a child, the matter should be reported in accordance with this procedure.

## **2 The nominated member of staff**

2.1 The nominated member of staff with management responsibility for child protection is Vanessa Cover – Operations Manager. She is also the designated officer for adult protection. She can be contacted by telephone 01865 370040.

2.2 The nominated member of staff/designate officer has access to the procedures issued by the Oxfordshire Safeguarding Children Board and to the multi agency guidelines regarding the protection of vulnerable adults.

## **3 Responding to an allegation**

3.1 Any suspicion, allegation or incident of abuse must be reported to the nominated member of staff as soon as possible.

3.2 If the nominated member of staff cannot be contacted within 2 hours of the initial concern arising, the person who has information about suspected abuse must report the matter to the police and/or appropriate local social services department duty social worker and /or appropriate adult and communities' directorate immediately, but normally after consultation with a line manager. The nominated member of staff should be notified as soon as possible thereafter of the action taken.

3.3 The nominated member of staff will judge whether the matter should be reported to the police and/or appropriate local social services department and/or appropriate adult and communities' directorate. The presumption is that the matter will be reported, unless there is good reason not to. If not reported, the reasons for this will be recorded and lodged in the Safeguarding file.

3.4 If the nominated member of staff judges that the matter should be reported she will telephone and report the matter to the police and /or appropriate adult and communities' directorate. A written record of the date and time of the report should be made, and the report must include the name and position of the person to who the matter is reported. The telephone report must be confirmed in writing to the police and/or local authority social services department and/or adult communities' directorate with 24 hours

3.5 The nominated member of staff should discuss with the police or social services department what action will be taken to inform the parent/guardians of the child or vulnerable adult: a note of that conversation should be made.

3.6 Whilst it is then nominated member of staffs responsibility to decide if the matter should be reported by ACE Training the person reporting the allegation may, if they are not satisfied with the speed or decision of the nominated member of staff/designated officer, themselves make a report to the appropriate authorities.

#### **4 Allegations about members of ACE Training Staff**

4.1 For the purpose of this policy 'members of staff' shall be defined as all of those employed by ACE Training on a part time or full time basis in any role, contractors on official business in the training centre and official visitors to the training centre.

4.2 Any suspicion, allegation or actual abuse of a child or vulnerable adult by a member of staff must be reported to the nominated member of staff as soon as possible. If within 2 hours of the initial concern arising, it has not been possible to contact the nominated member of staff, the matter must be reported to the Managing Director Adam Marsh contact details available in personnel file

4.3 On being notified of any child or vulnerable adult protection matter involving a member of staff, the nominated member of staff will:

- Notify the Operations Director
- Take such steps as considered necessary to ensure the safety of the child or vulnerable adult in question and any other child or vulnerable adult who might be at risk.
- Report the matter to the police or appropriate local social services department. If the matter is related to a child, it is likely that any such incident will need to be reported to the:

#### **Children's Social Care Teams**

**North & West Oxfordshire Team** 01865 816670

**South Oxfordshire Team** 01865 897983

**City Oxford Team** 01865 323048

**Out Of Office Hours Emergency Duty Team 0800 833408**

**Oxfordshire Police Child Abuse Investigation Team 0845 8 505505**

If the matter related to a vulnerable adult, it is likely that any such incident will need to be reported to the:

**Oxfordshire Adult Care Team via Social & Community Service Access Team 0845 05076666**

The out of office hours contact line for the **Emergency Contact Social & Community Access Team 0800 833408**

Ensure that a written report (as required in paragraph 1.5 above) is made by the person who originally raised the concern.

4.4 If the nominated member of staff/designated officer is the subject of the allegation or complaint, the matter must be reported to Vanessa Cover Operations Director

4.5 If a complaint has been made against the responsible Ops Director, the nominated member of staff/designated officer should inform the Managing Director and follow the guidelines in paragraph 4.3 (except the initial notification)

4.6 The nominated member of staff will decide if it is appropriate to instigate disciplinary proceedings in light of the full circumstances of the incident, including the involvement/likely involvement of the police or appropriate local social services department. If it is deemed appropriate to commence these proceedings, ACE Training's standard disciplinary procedure will be used, which may lead eventually (should the conclusion of the procedures be a disciplinary sanction) to a report to the Independent Safeguarding Authority

## **5 When a learner at a placement or a member of ACE Training staff visiting a placement suspects, or receives an allegation of, abuse.**

5.1 If the matter is an incident directly involving a learner, the learner should inform their Assessor as soon as possible by contacting them on their mobile phone. If the Assessor is unavailable, they must contact their Training Coordinator at the Training centre 01865 370040

5.2 The Assessor, training Coordinator will contact the nominated member of staff. The nominated member of staff will take into consideration all the available information and will decide on the relevant course of action. This may include referral to the appropriate authorities.

5.3 The nominated member of staff will ensure the placement details held at ACE Training carries a note that a matter of concern is currently pending at the placement, to ensure that no further learners are signed up at this particular placement until the matter has been resolved. No details of the learner or nature of the incident may be recorded on this file.

5.4 If the matter relates to an act observed by a learner or Assessor in a placement, or is the result of a child or adult in the placement disclosing an allegation of abuse, the learner or Assessor must immediately comply with the Safeguarding policy (or similar relevant document) of the placement organization. Following notification of the matter to the appropriate person at the placement, the learner or assessor must also notify the nominated member of staff, who will decide if any further action is required. If the allegation relates to a serious matter the nominated member of staff will inform the relevant authorities immediately, regardless of any action taken by the placement.

## **6 Written records**

6.1 The nominated member of staff should retain a copy of:

- The report (see paragraph 1.6 above)
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material

6.2 Copies of reports, notes etc should be kept securely locked at all times

## 7. Prevent –

The aim of this statement is to outline our approach to supporting the national “prevent” agenda linked to the safeguarding of our learners and staff. This policy is written with reference to the prevent duty contained in section 26 of the Counter terrorism Act 2015 and the specific Prevent Duty Guidance: for further education institutions in England and Wales. The duty states that specified authorities including further education institutes, in the exercise of their functions must have “due regard to the need to prevent people from being drawn into terrorism”

<http://www.legislation.gov.uk/ukpga/2015/6/section/26/enacted>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf)

This statement sits within our Safeguarding policy with all staff attached to ACE Training falling within scope this includes: learners, staff, visitors and contractors

**This statement should be read in conjunction with the following Policies and Procedures which outline the implementation and responsibilities related to this Policy:**

- Equality and Diversity
- Safeguarding
- Health and Safety
- Anti-Bullying and Harassment
- IT Users Policy

### **National Prevent Strategy Objectives:**

The Prevent duty, introduced as part of the Counter Terrorism and Security Act 2015, came into effect for key bodies including schools, health bodies and police on 1st July 2015 and the most current information from Government has stated that Universities and colleges across the country are from Friday 18 September 2015 legally required to take steps to prevent Learners from being drawn into terrorism.

<https://www.gov.uk/government/news/prevent-guidance-for-higher-and-further-education-institutions-comes-into-effect>

Newest guidance Counter-Extremism Strategy October 2015

### **Statement**

- To adhere to our legal obligations and to safeguard the health, well-being and safety of learners and staff, ACE Training will:
- Continue to develop strong links with our regional Prevent Coordinator, OCC prevent team and local Police.
- Through its activities, systems and culture champion democratic values, rule of law, equality of opportunity, freedom of speech and the rights of all men and women to live free from persecution of any kind
- Work in partnership with external agencies to seek advice, share intelligence and safeguard learners and staff including our local Police and County Council
- Provide comprehensive systems for reporting concerns and working with vulnerable individuals following the reporting to CHANNEL procedures
- Provide training and development for staff and students to recognise signs of radicalisation and understand responsibilities and systems for reporting concerns; monitor this training through staff CPD records. Training is provided through Staff development sessions.
- Provide training and information for employers to recognise signs of radicalisation and understand responsibilities and systems for reporting concerns

- Provide posters and visual information within the centre to inform and remind staff, learners and visitors of the Prevent agenda
- Provide all learners with access to welfare and safeguarding support and a personal co-ordinator and tutor Coach who will meet with them regularly to monitor academic, personal and progress
- Provide forums to engage as a group to: celebrate diversity, promote critical thinking, debate and challenge
- Work with multi-agency teams to develop interventions for students at risk, including students with learning difficulties and disabilities
- Prohibit access to extremist material and monitor the use of IT through external organisation (1<sup>st</sup> Class)

## **8. Professional Development**

Ace Training will make suitable arrangements for development and training of staff in connection with this safeguarding procedure