

Adult Learning Policy for Safeguarding

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1. Scope

The welfare of all learners on programmes is paramount; all staff should read this safeguarding policy and report any concern immediately to a member of staff or the police.

This document should be read in conjunction with the Berkshire safeguarding Adults procedures: [Berkshire Safeguarding Adults - 4. Adult Safeguarding Procedures](#). It is the localised process to enable staff to raise concerns with appropriate agencies where needed. For local information on adult safeguarding please refer to “Safeguarding Adults Practice guidance for staff who respond to concerns and referrals” which can be found by searching for “safeguarding adults” on the Slough intranet ‘SBCInsite’.

Information needed	Details
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2. Aims

Statement

All people have a right to live a life that is free from violence and abuse. The experience of abuse and neglect has a significant impact on a person’s health and wellbeing (“Berkshire multi-agency safeguarding adults policy.”)

Definition

‘Safeguarding duties apply to an adult who:-

- has needs for care and support (whether or not the local authority is meeting any of those needs) and,
- is experiencing, or at risk of, abuse or neglect; and,

- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.’

(Section 14.2, Care and Support Statutory Guidance, DOH, 2014)

Workforce

Adult Learning Slough, Windsor, and Maidenhead (ALSWM) will ensure that all levels of staff have appropriate knowledge and competencies in relation to the issues supporting the needs of the learner. All staff will attend a level one safeguarding training at the beginning of their employment of which a record will be maintained. Staff will need to complete a three-year renewal of both adult and child safeguarding.

3. Promoting awareness of Safeguarding

The service will ensure all staff and learners are aware of the purpose and steps involved in safeguarding through the following:

1. New staff to be informed through induction and have periodical refresher training.
2. All tutors to receive a tutor handbook which includes safeguarding information
3. Learner induction for every course is underpinned by a learner guide which includes a section on safeguarding information.
4. The service makes staff and learners aware of safeguarding through a range of information including leaflets and posters including information on referral agencies.
5. Managers will manage tutors to risk assess learners at initial assessment stage and, where there is a recognised risk, complete an additional support form.
6. Managers risk assess all internal and contracted programmes identifying those with a specific issue that may require additional support through learning, and will monitor groups and programmes where there is a higher risk of safeguarding.
7. The leadership team review feedback from learners on a termly basis and take action on any variances raised. Feedback includes learners rating how safe they consider their learning to be.
8. Child protection is also included within this policy. Child abuse is defined as within four categories: physical, emotional, and sexual abuse and neglect (Working Together to Safeguard Children DfE).

The service will ensure that all sub-contractors operate safeguarding practices:

1. All tenderers are checked through due diligence including the provision of a safeguarding policy
2. All sub-contracted staff should have a DBS check.
3. Sub-contractors provide safeguarding training to their staff (or access Council training).
4. Sub-contractors monitor their programme and report on safeguarding on a termly basis to the Council.

4. Recruitment of staff

All staff recruited through Slough Borough Council to ALSWM have a DBS check and, as part of their induction, receive training on safeguarding. The DBS process includes:

- As part of recruitment all staff have a DBS check. Records for the latter are

held centrally with Arvato who administer the recruitment process for the Council.

- SBC administer the process for the renewal of DBS checks and advise managers of any matters with DBS that need attention.
- Managers check DBS records of staff on annual basis.

5. Process for raising an Adult Safeguarding concern

1. **Staff member becomes concerned that an adult learner**, who may be vulnerable, is at risk of or is being abused or neglected in some way or is at risk of self-neglecting.
2. **The staff member should speak with the person concerned** to discuss their concerns and to try and ascertain what their thoughts, feelings and wishes are. However, care should be taken not to press the person for answers or to 'interview' them. The Berkshire Safeguarding Adult's Policy and Procedures gives guidance on this matter and should be referred to.
3. **Staff member talks to their line manager regarding concern.** This is to be done the same day as concerns are identified.
4. **If there is evidence that a crime has or may have been committed** and there is a need to protect evidence or reduce immediate risk the police must be called first.
5. **The Line manager or worker must report the concern to Borough Adult/Child Social Care team** (For Slough use SA1 form) immediately if it is felt that the person meets two or more of the following the following criteria:
 - ❖ The learner is over 18 years of age
 - And
 - ❖ They have a learning disability that impacts on their independence
 - or
 - ❖ Mental health issues that impacts on their independence
 - or
 - ❖ Physical disability that impacts on their independence
 - or
 - ❖ Sensory impairment that impacts on their independence
 - or
 - ❖ Age related frailty that impacts on their independence
 - or
 - ❖ They are unable to protect themselves from the harm or exploitation
6. The worker and their line manager must make written records of the concern and any action taken and make these available to the nominated person in Adult/Child Social Care. (Note, when a safeguarding concern is raised with Social Care the person raising the concern will be informed who their contact person will be).
7. The worker or line manager may be asked to attend an adult safeguarding meeting to assist the multi-agency team to provide the individual concerned with a range of options that will help support and protect them.
8. As the Service operates across both Slough and RBWM staff need to be aware of

each borough's own safeguarding procedures and contacts.

9. Any allegation made against a member of staff will be reported using the above procedure.

6. Lead responsibilities

- Service Lead is the Designated Safeguarding Officer (DSO) for the Service including child protection.
- Funding and Compliance Manager has delegated responsibilities for safeguarding in the service

The DSO responsibilities are:

- Maintain an up to date list of all staff who have attended safeguarding training
- Liaison with the Training Officer (Adult Health and Social Care) regarding additional training needs and additional level one training
- Ensure that staff knowledge, understanding and practice of adult safeguarding is up to date.
- Ensure Community Learning and Skills policies integrate safeguarding issues
- Ensure this process is maintained
- Ensure that this policy is delivered within the induction of staff
- Acting as key person for reference
- Raising awareness and ensuring publicity and information is widely available across the venues used by the Service
- Ensure that telephone contacts of key support agencies are available

Additional Child Protection responsibilities:

- Liaison with the Training Officer (Adult Health and Social Care) regarding additional training needs and additional level one training.
- Ensure that staff knowledge, understanding and practice of child protection is up to date.
- Maintain an up to date list of all staff who have attended child protection training.
- Ensure that staff who provide learning to children should have attended the child safeguarding training.

Council Coordinators

These can be contacted for further advice:

- RBWM Adult Safeguarding co-ordinator. Tel: 0173 475111
- Slough Borough Council: - Safeguarding Coordinator: Tel: 01628 683744

7. Concern/Referral Information

- If the adult requires **urgent medical assistance** call: 999
- For **urgent Police assistance** call: 999
- To notify the Police of any suspected crime call: 08458 505 505
- To make a **referral to the Local Authority** as detailed in the 'Concern' section of the Safeguarding Procedures, or to seek advice, **contact the Local Authority**

area in which the cause for concern occurred. If the adult lives in another area or receives services in another area, that authority should also be informed.

- Local Authority **telephone contacts are detailed below. Out of office hours** i.e. overnight and at weekends and Public Holidays, **there is an Emergency Duty Team** that covers all Local Authority areas in Berkshire.
- Where there is any suspicion of abuse that relates to an adult who may be at risk living in a private, voluntary or local authority care (nursing or residential) home, adult placement scheme or is supported by a domiciliary or nursing care agency, the **Commission for Social Care Inspection** must also be informed, see contact details below.

Windsor and Maidenhead

- Adult Safeguarding referral:
01628 683744 (advice and information team)
01344 786543 (out of hours).
- Children's Safeguarding referral:
01628 683150 (Referral and Assessment Team)
01628 683202 (Child Protection Co-ordinator)
01344 786543 (Out of Hours Emergency Duty Team)
- Children safeguarding lead at Riverside is Rachel Park Davis (Children Centre)

Slough

- Adult Social Care referral:
01753 475111 (option 1) Monday to Friday, 9am to 5pm,
email safeguarding.adults@slough.gov.uk
01344 786543 (Out office hours emergency duty team)
- Child protection referral:
01753 875362, 01753 875591 or 01753 690740
01344 786543 (Outside office hours)
- Slough referral Form: for a copy of the SA1 referral form this can be printed from the Slough Borough Council website: [Safeguarding concerns form - Slough Borough Council](#) (this is a Word form so save the document, open it, complete it and email it as an attachment.)

8. Radicalisation and extremism

Council policy

The council has specific arrangements in place to protect those who may be vulnerable to extremism and radicalisation.

Slough Borough Council chairs a multi-agency Channel Panel which supports individuals who may be at risk of becoming involved in extremist or terrorist activity and offers appropriate interventions.

Through corporate induction and on-line learning resources, all staff are made aware of the current terrorism risks that affect the UK and the processes that are in place to support staff who may have a concern about an individual or group. Additionally, all front line staff, including sessional tutors, attend the Home Office approved Workshop to Raise Awareness of Prevent courses. The council has a single point of contact for all Prevent -related referrals and staff are made aware of a range of local and national reporting systems.

Raising a concern

If you have any concerns about a group or individual, please contact the following:

- Safeguarding Lead (Slough Borough Council) on 01753 475111
- Clive Haines (Windsor and Maidenhead) on 01628 683800
- Prevent Engagement Team (Thames Valley Police) on 01753 506291/506069
- You can also contact the national Anti-Terrorist Hotline at any time and in complete confidence on 0800 789 321

Safeguarding Useful Contacts

If you are at risk of or being abused or neglected in some way

General numbers

Organisation	Number
Urgent Police or medical assistance	999
Crimestoppers	0800 555 111
Victim Support	0845 3030 900
Stop Hate UK	0800 138 1625
Prevent Engagement Team (Thames Valley Police)	01753 506291/506059
National Anti-Terrorist Hotline (<i>at any time & in complete confidence</i>)	0800 789 321
Any suspected crime call Police	08458 505 505

RBWM Council Safeguarding

Department	Number
Adult Safeguarding referral	01628 683744 (<i>advice and information team</i>) 01344 786543 (<i>out of hours</i>).
Children's Safeguarding referral	01628 683150 (<i>Referral and Assessment Team</i>) 01344 786543 (<i>Out of Hours Emergency Duty Team</i>)

Slough Safeguarding

Department	Number
Adult Safeguarding referral	01753 475111 (<i>option 1 Monday to Friday, Sat to 5pm</i>) 01344 786543 (<i>Out office hours emergency duty team</i>)
Child protection referral	01753 875362, 01753 875591 or 01753 690740 01344 786543 (<i>Outside office hour</i>)