

1. Safeguarding

'Safeguarding' is a term which covers the full range of preventative measures in place to protect children, young people and adults at risk of abuse from potential dangers. A safe environment in KAE is important for the following reasons:

- Learners feel safe and secure and can concentrate on their learning
- Learners can rely on those in positions of trust
- Staff are protected from misplaced allegations
- Everyone in the organisation is clear about roles, responsibilities and boundaries
- Volunteers are clear about their responsibilities
- KAE is demonstrating that welfare is a priority
- Learners will be protected, abuse may be prevented and any incidents or issues are dealt with in an appropriate way

1.2 KAE Position Statement

This policy has been derived from the Safeguarding Vulnerable Groups Act 2006 (Adult Protection). However, clearly adults are autonomous, they make their own decisions. This principle of self determination must guide RBK Adult Protection activities wherever possible. Some adults will be making decisions under duress and will need extra support. Others will not have the mental capacity to make informed decisions about their own protection; they need to have as much choice as possible within the principle of the duty of care. KAE, as part of the Royal Borough of Kingston will follow the Council's Protection of adults at risk of abuse Policy. KAE's independent policy will be subject to annual review by the Governing Body and the Executive Group.

1.3 KAE Safeguarding Team

Kingston Adult Education has a designated **Safeguarding Team** comprising:

- **Katherine Fisher – Deputy Principal**
- **Jane Nutley – Senior Administration Officer**
- **Lesley Searle – Lead IAG and Youth Worker**

1.4 Roles and Responsibilities

The '5 Rs' are key to creating a safer environment;

Recognise Respond Record Report Refer

- It is a legal responsibility of staff to safeguard all learners and note and report to the KAE Safeguarding Team in relation to allegations and suspicion of abuse of any learner
- All providers of post-16 learning and skills have responsibilities to ensure the safety of children, young people and those adults most at risk of abuse.*

**An adult at risk of abuse is defined as a person 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' ('No Secrets' Guidance - Department of Health, 2000).*

- A member of the KAE Safeguarding Team should always be the *first* point of contact if abuse or potential abuse is identified
- The KAE Safeguarding Team will refer to RBK services
http://www.kingston.gov.uk/browse/health/communitycareservices/staying_safe.htm
- All staff should familiarise themselves with the KAE Safeguarding Policy
- Interventions to protect must, wherever possible, follow principles of adult self determination, consent, and minimal intervention needed to protect the adult at risk of abuse
- All staff should promote safety and well-being to all learners
- Always report any suspicions of child abuse
- Do not ask any leading questions to the possible victim (including children)
- All staff, including sessional staff, should adhere to the Code of Conduct (Safeguarding)

1.5 Child Protection

All areas of KAE directly concerned with children; Child Development and Wellbeing, Family Learning and Munchkin Pre-School comply with child protection legislation. All partnership childcare, school and children's centre settings have specific child protection policies in place. Child protection is embedded into all KAE Child Development and Wellbeing courses and linked with the Common Assessment Framework. There is specific provision for 16-18 year olds within KAE and these young people must be subject to all aspects of child protection as outlined in this policy.

The KAE designated Safeguarding Team should be the first point of contact for any Child Protection concerns.

To facilitate appropriate information sharing RBK has created a central information hub which is operated by the ASKK service. ASKK co-ordinates information from a range of sources on children with additional needs. The service will log all activity around the Common Assessment Framework and levels of need, and assist in the coordination of support including Family and Multi-Agency Support meetings (Team around the Child meetings). ASKK will also provide robust tracking and coordinate reviews of children's progress, identify and log predictive concerns and signpost practitioners to services.

Where there are concerns about a child or young person who is identified as needing additional help and support, the KAE designated Safeguarding Team will contact ASKK (020 8547 5888).

Any suspicions of abuse of a child under 12 years of age will be reported to:-
safeguarding@rbk.kingston.gov.uk . (0208 547 6587)

For abuse concerns regarding children over the age of 13 years the Young People's Service
eaglerec1@rbk.kingston.gov.uk will be informed (0208 547 6920)

Emergency social workers for child protection issues are available outside office hours on **0208 770 5000**

1.6 Possible areas of abuse

These includes the *physical environment* i.e. all aspects of Health and Safety and the *emotional environment* e.g.

- challenging bullying, harassment and all forms of discrimination
- listening to and acting on learner voice

Although the vast majority of our adult learners will never present with any of the following, there could be instances where a young person or vulnerable adult may be experiencing any of the following:

Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual abuse including rape and sexual assault or sexually inappropriate behaviour and forcing individuals to look at pornographic material.

Neglect including failure to meet basic physical and psychological needs.

Psychological/emotional including emotional abuse, threats of harm and abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation.

Financial or material abuse including theft, fraud, exploitation, pressure in financial transactions, misuse and misappropriation of property, possessions or benefits.

Discriminatory abuse including bullying and harassment based on an individual's age, sex, disability, religion, race or ethnicity, or sexual orientation.

Institutional abuse where an organisation's management and culture do not support diversity or specific individual needs, and there is inappropriate care and supervision.

1.7 Procedures

Recording and reporting

Do – if you witness, hear of or learn of a potentially abusive situation

- Be prepared to listen
- Write detailed, factual notes of the incident as an aide memoire
- Always report the incident to a member of the KAE Safeguarding Team
- If a serious incident is witnessed, then you should contact the police.

If children under 18 are involved Child Protection procedures will be followed (see above)

Don't

- Discuss the allegations with colleagues
- Discuss the allegations with the perpetrator
- Take on the role of counsellor/confidant
- Promise confidentiality

The KAE designated Safeguarding Team –

- will take one, or all, of the following actions:
 1. Report any suspicion or allegation of abuse of adults (18+) to the **Adult Safeguarding Line at the Royal Borough of Kingston 0208 547 4735**.
This line is managed by Senior Practitioners during office hours. Outside of office hours there is an Out of Hours Social Worker available on 0208 770 5318
or
 2. Report any suspicion or allegation of abuse by email to adult.safeguarding@rbk.kingston.gov.uk
or
 3. Complete an 'alert form' which can be downloaded from the RBK intranet
http://www.kingston.gov.uk/browse/health/communitycareservices/staying_safe/information_for_professionals.htm

Staff –

- should never ignore a disclosure of abuse. It may be necessary to share information without the consent of the young person or vulnerable adult or against their wishes when there is:
 - A danger to them
 - A danger to other people
 - A history of past violence
 - An infringement of the law
 - A statutory responsibility

Child abuse should **always** be reported.

Where a decision is taken to share information without consent, the member of staff should:

- Be able to justify that decision
- Normally inform the young person or vulnerable adult beforehand
- Only use the information for the purposes for which it was intended
- Only share the minimum amount of information necessary to meet the requirements of the situation
- Ensure that the safety/protection of the vulnerable adult is paramount throughout

Signposting

All Centres have a list of voluntary and community groups available covering a range of issues. This information is also displayed in common areas.

2 Safe Recruitment

In relation to Adult Education the rationale of the Act applies as follows:

- to help prevent unsuitable people from working with vulnerable people
- to reform current vetting and barring practices
- to create and maintain a safer learning and training environment

2.1 Criminal Records Bureau checks

Kingston Adult Education currently (Jan 2011) undertakes the following procedures regarding CRB checks, pending further decisions regarding the scope of the Independent Safeguarding Authority (ISA).

CRB Disclosures are obtained for all new appointments in the following categories. While there is no statutory requirement to recheck staff unless there is a break in service or we have cause for concern (Briefing for section 5 inspectors on safeguarding children, OFSTED, April 2010), in order to comply with RBK's policy, we also recheck staff working in these categories every 3 years.

- All volunteers (excluding youngsters on work experience as they are outside the scope)
- All LSAs
- All tutors working in regulated activity (working directly with children and *specific* provision for adults at risk of abuse)
- All crèche staff
- Principal, caretakers and centre manager (as line manager of Munchkins)

2.2 SA registration for the Vetting and Barring Scheme (VBS)

N.B. All the following information is, at this stage, dependent on revision of the scheme.

The VBS has been put on hold to be scaled back to 'common sense levels.' If the scheme comes into force and covers the following groups, then these provisions may apply:

New tutors recruited will be required to register with ISA if they are applying for work in regulated activities as defined by The Vetting and Barring Scheme Guidance, March 2010, H M Government. These are:

- Classes specifically targeted at learners with learning difficulties or taking place in care homes for vulnerable individuals
- The Family Learning programme or classes held in schools during the school day

The following people may also be required to register with the ISA:

- new staff working in crèches (but not youngsters on work experience who are outside the scope)
- new LSAs
- new volunteers
- once the scheme is implemented, all learners enrolling on childcare courses (the cost of registration to be included in course fees)
- staff working in provision specific to 16-18 year olds

Although it is the responsibility of the individual to register with ISA for work in regulated activity, KAE will pay for the cost of registration for unregistered employees as part of the CRB process. If the scheme comes into force as outlined above, a statement will be included on all forthcoming adverts for relevant posts and ISA registration will be included in the list of obligatory documents which must be sighted by interview panels. It would be illegal for KAE to recruit staff or volunteers for work in regulated activity without ISA registration. Existing tutors working in areas of regulated activity and all crèche staff, volunteers and LSAs may also be phased into the scheme eventually. These timelines will be published at a later date.