

Wandsworth Lifelong Learning Safeguarding Policy for Learners and Staff

Introduction and definitions

All agencies working with children and vulnerable adults have a legal duty to work together to protect them from harm or abuse. (*No Secrets*, Department of Health, 2006). In Wandsworth the lead in this is taken by Wandsworth's Social Services and Safeguarding Partnership Board (WSPB). WSPB's website (www.wandsworth.gov.uk/Home/Safeguarding/Board) has comprehensive safeguarding policies, procedures, information and advice for children, vulnerable adults, professionals and carers. Wandsworth Council Lifelong Learning (WCLL) has also developed its own policy which follows the Council's overarching policy but is aimed specifically at lifelong learners, our learning partners and providers.

Section 1 of this document provides a short overview of the Safeguarding Vulnerable Groups Act 2006 (Adult Protection); Section 2 outlines WCLL's Safeguarding Policy and Section 3 its internal reporting and recording guidelines.

Some definitions

Vulnerable adult: a person aged 18 or over 'who is, or may be in need of, community care services and who is or may be unable to take care of him or herself against significant harm or exploitation' (*Who Decides*, 1997). The list below is not exhaustive but a vulnerable adult may be someone who:

- has a mental illness
- has a physical disability, impairment or chronic illness
- has a learning disability or difficulty
- is a substance misuser
- is homeless
- is elderly and/or frail

Abuse: a violation of an individual's human and civil rights by another person or persons." Department of Health (DoH), *No Secrets: Guidance on Developing and Implementing Multi-agency Policies and Procedures to Protect Vulnerable Adults from Abuse* (2000). The DoH defines 6 categories of abuse:

- Physical abuse – shoving, hitting, slapping
- Sexual abuse - involvement in any direct or indirect (e.g. innuendo, pornography) activity against the learner's will
- Emotional/psychological abuse e.g. intimidation, bullying or humiliation
- Discriminatory abuse e.g. racial, sexual or religious harassment
- Financial or material exploitation e.g. coercing money or goods
- Institutional abuse e.g. failure to ensure privacy, dignity or uphold individual human and civil rights. (See checklist for further details of indicators of abuse).

Abuser: can be anyone from relatives, friends, professional staff, other learners and service-users, neighbours, care workers, volunteers, and strangers

Revised March 2010

Section 1: overview

The Safeguarding Vulnerable Groups Act 2006 (Adult Protection) covers:

- The recruitment and employment of staff working with vulnerable adults
- The provision of a safe learning environment

1. The Recruitment and Employment of Staff Working with Vulnerable Adults

The Act sets out a legal framework for the new Independent Safeguarding Authority's (ISA) vetting and barring scheme for the employment of staff and volunteers introduced in 2008. It means that Wandsworth Council's HR department is responsible for ensuring that Lifelong Learning follows safer recruitment procedures. This will include carrying out Criminal Record Bureau checks on all staff working with vulnerable learners every three years. All staff must be checked even if they have already been checked by a previous employer.

2. The Provision of a Safe Learning Environment

Learners are encouraged to inform Wandsworth Lifelong Learning if they are vulnerable or at risk but they are not obliged to. Potentially vulnerable learners therefore will not always be easily identified and this policy is aimed at all Wandsworth's Lifelong Learning adult learners.

Wandsworth Lifelong Learning's first priority is to ensure the safety and protection of all its learners taking part in learning either through its direct provision or that of its providers and sub-contractors. All staff has a duty to safeguard learners, to be alert to signs of abuse and to take action where abuse is reported.

All providers are required to display Safeguarding posters and other information in classrooms and public areas.

Wandsworth Lifelong Learning Service is committed to promoting equality, diversity and an inclusive and supportive environment for its learners, staff and others closely associated with its work and affirms the rights of individuals to be treated fairly and with respect.

Learning providers should acknowledge learners' right to make their own choices and ensure that they are given the information to enable them to make those choices. When a learner's choice involves taking an assessed risk, their wishes should be respected within the context of their capacity to anticipate and understand that risk.

Information on Safeguarding is included in both staff and learner inductions which includes information around confidentiality and disclosure. (Also see the confidentiality and disclosure policies on Wandsworth's Safeguarding website).

Section 2: Wandsworth Lifelong Learning Safeguarding Policy

Wandsworth Lifelong Learning will:

- Ensure all staff and volunteers working with learners are CRB checked, and where necessary, ISA guidance is following upon employment
- Provide regular and up-to-date training and briefings for staff on safeguarding adults and children
- Ensure safeguarding policies and procedures are widely available to learners, staff and providers
- Promote a culture of value and respect for all within a supportive learning environment
- Provide opportunities to consult with and involve learners in the development of lifelong learning and its policies
- Work with Wandsworth Safeguarding Partnership Boards to monitor this Safeguarding Policy and keep it up to date
- Ensure policies are in place for e-learning safety
- Provide a designated person at Wandsworth Lifelong Learning to whom staff and learners can take any complaints or concerns.
- Ensure a deputy member of staff is available in the absence of the designated person

Lifelong Learning Staff (and those of its providers) are required to:

- Agree to a CRB check before employment is confirmed
- Show respect for learners and colleagues at all times.
- Understand the power and influence of their positions, particularly with more vulnerable learners, and not abuse it
- Undertake relevant training in safeguarding.
- Ensure that all learners are aware of relevant policies and procedures on safeguarding, e-safety, bullying and equality and provide a safe learning environment.
- Ensure a diverse curriculum that is sensitive to difference.
- Invite and encourage constructive feedback from learners about standards and styles of behaviour and promote an open and honest culture
- Deal with complaints of abuse, harassment and bullying promptly, sensitively, confidentially and in accordance with WLL procedures.
- Ensure that learners are fully inducted

Learners are expected to:

- Promote a supportive and positive learning environment by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, safe and constructive learning environment in which diversity is valued
- Respect other peoples rights to safety
- Not hurt or abuse or threaten to hurt or abuse others

Section 3: Wandsworth Lifelong Learning Safeguarding Guidance

All learners and staff have the right to be protected from abuse or harm and to learn and work in a safe and healthy environment. This guidance applies to all learners, staff, volunteers, partners and visitors to any of WCLL's provision.

Anyone who sees or hears of a potentially abusive situation involving a vulnerable adult or child must report it immediately in accordance with the procedures detailed in appendix one. If you suspect that someone is being abused or if someone reports abuse to you:

DO

- Take it seriously and listen calmly
- Make sure the person is safe
- Ensure your own safety
- Establish what the person wishes to do
- Protect any evidence as necessary
- Explain that you must report it
- Report it to your line manager or designated Wandsworth Lifelong Learning representative immediately in accordance with procedures detailed in appendix one
- Call an ambulance if urgent medical help is needed
- Call the police if anyone is at further risk or if the alleged offender may escape arrest

DON'T

- Ignore it
- Put yourself or others at risk
- Make judgements or apportion blame
- Ask for more than the basic details
- Promise to keep a secret
- Discuss the situation with anyone other than your line manager and/or appropriate authorities
- Confront or question the alleged perpetrator of the abuse

Contact Details

The designated Safeguarding Officer for WCLL is:

Ellie Boorer
eboorer@wandsworth.gov.uk
0208 871 8630

The deputy designated Safeguarding Officer for WCLL is:

Sarah Wadling
swadling@wandsworth.gov.uk
0208 871 8635

Wandsworth Council Safeguarding contacts are:

Child Concerns please contact: (020) 8871 6622
Adult Concerns please contact: (020) 8871 5855
For out of hours emergencies call: (020) 8871 6000

Other useful contacts:

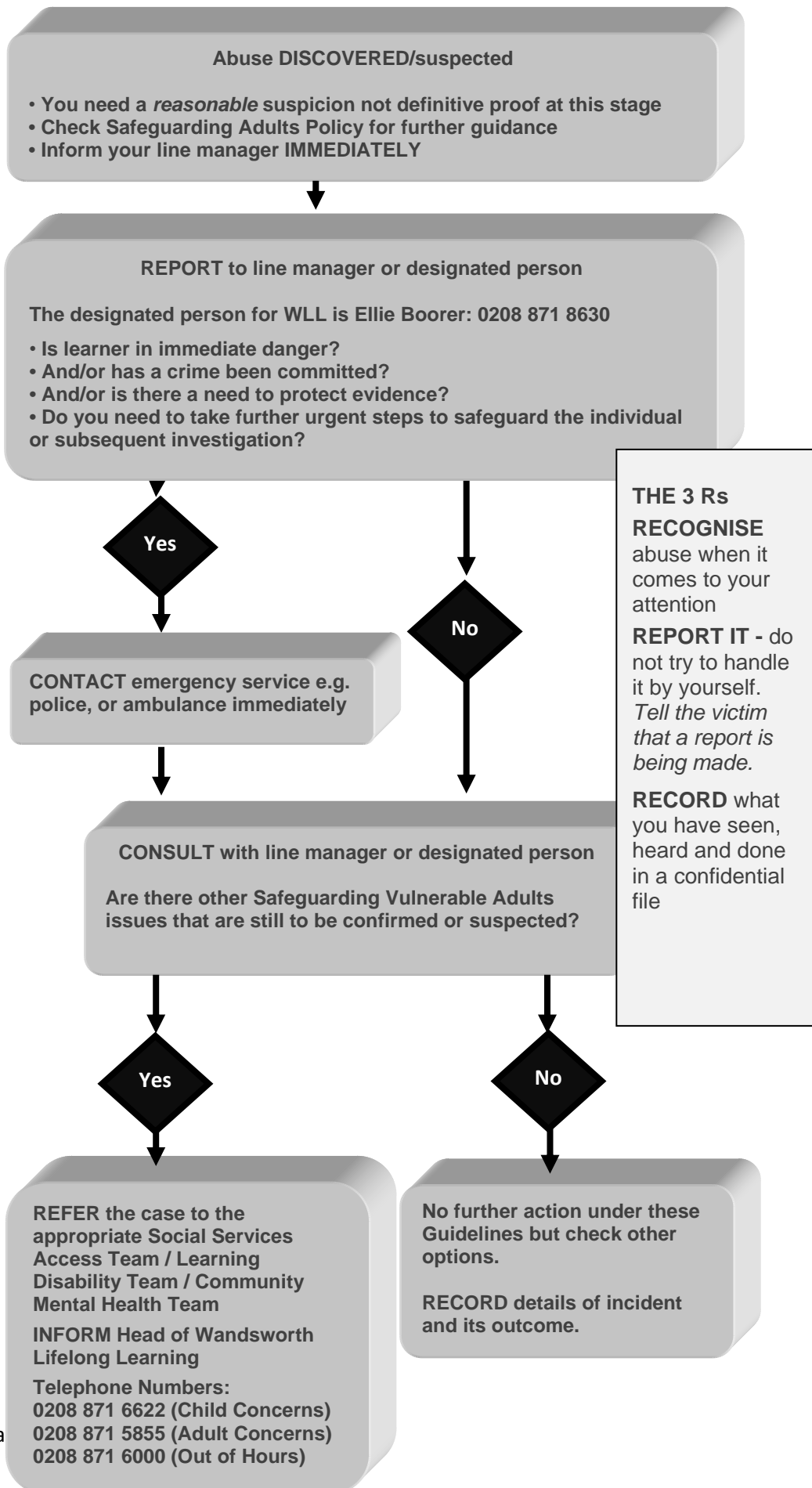
Samaritans: 08457 909090
Victim Support: 0845 3030900

Appendix One

Procedure for reporting suspected abuse

Information related to abuse is confidential. Do not share information with anyone except through your line manager or designated person

Remember to assess the situation, always record what you have done and why



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Document history

Original policy issued:	Nov 2009
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If you are using a hard copy of this policy or looking at it on any website other than Wandsworth Lifelong Learning, please ensure that you have the most recent copy of this policy. Check the version number of the copy you are looking at against that of the copy on the Wandsworth Lifelong Learning website.

Related policies

Wandsworth Council

Wandsworth Safeguarding Partnership Board: Safeguarding Policy and Procedures
Staff grievance procedure
Staff disciplinary procedure
Bullying and harassment policy
Recruitment and Selection within a safeguarding policy
Code of Conduct for Employees
Assault, Threats or Verbal Abuse
Harassment at Work: Policies and Procedures

Lifelong Learning policies and publications

WLL Safer E Learning – Acceptable use policy
Learner handbook
Quality Handbook for Tutors
Equal opportunities statement
Learner complaints procedure
Health and safety statement