



# Safeguarding Procedure Policy

## 1.1 INTRODUCTION - What is Safeguarding?

TayloriTEX CIC is strongly committed to promoting the safe welfare of vulnerable adults, young people and children from abuse, neglect or significant harm. Any person at risk of abuse or neglect should be 'safeguarded' with appropriate intervention to enable them to live free from violence and abuse.

For the purposes of TayloriTEX CIC this means the client themselves, should they be a vulnerable adult, or the young people and children associated with the adult with whom an adviser is working, or young people with whom an adviser is working. TayloriTEX CIC has the responsibility for ensuring that all subcontractors and advisers in delivery services are aware of the vulnerable adult and child protection procedures, in line with The Skills Funding Agency and Ofsted requirements. This includes safe use of the internet as a means of communication (refer to the link in 1.6).

The purpose of this procedure is to raise awareness of safeguarding and identify the responsibilities to adequately protect clients, or anyone else coming into the service. It will answer questions such as who do I report a safeguarding issue to? What is a vulnerable adult? How far do I go to support the customer?

The procedure must be followed if a vulnerable adult makes an allegation that they have been abused (*see below for definitions*) or if an allegation is made that would place other vulnerable adults at risk within the service. An example would be if a client alleges that they are 'grooming' a number of other services users who are vulnerable to participate in theft.

## 1.2. A 'VULNERABLE' ADULT - Who is classed as 'vulnerable'?

**1.2.1** A Vulnerable Adult is "a person aged 18+ 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' Dept of Health 2000*)

## 1.2.2 A vulnerable adult may be a person who:

- Is elderly and frail
- Is physically frail or has a chronic illness
- Has a physical or sensory disability
- Has a mental illness or dementia
- Has a learning disability
- Misuses drugs and/or alcohol
- Has social or emotional problems
- Exhibits challenging behaviour
- Is a victim of domestic violence
- Is being bullied
- Lives in residential accommodation or sheltered housing
- Is detained in lawful custody.

A person's vulnerability will depend on their circumstances and environment. People may become vulnerable due to domestic or personal problems and each case must be considered on an individual basis.

The Protection of Freedoms Act 2012 has changed the definition of regulated activity relating to adults. This means a definition of vulnerable relates to the activities they are involved in which could make them vulnerable. There are 6 categories of people who will fall within the new definition of regulated activity which could define an adult as vulnerable: providing health care; providing personal care; providing social work; assistance with cash, bills and shopping, assistance in the conduct of a person's own affairs; conveying.

## 1.2.3 Legislation

Below is the legislation that relates to the protection and 'duty of care' for vulnerable adults:

Protection of Freedoms Act 2012

Safeguarding Vulnerable Groups Act 2006

Disability Discrimination Act 2005

Care Standards Act 2000

Human Rights Act 1998

No secrets (*Dept of Health 2000*)

Mental Capacity Act 2005

Health & Safety at Work Act 1974

Sexual Offences Act 2004

#### 1.2.4 Types of Abuse may include (*but may not be restricted to*):

- **Physical**
  - e.g. Assault, hitting, slapping, pushing, kicking, pinching, shaking, etc
- **Sexual**
  - e.g. Rape, attempted rape, sexual assault, harassment, inappropriate touching, non contact abuse, internet grooming, etc
- **Emotional/ Psychological**
  - e.g. Fear, humiliation, ridicule, forced marriage, threats of punishment, intimidation, etc
- **Financial or material abuse**
  - e.g. Theft of money, misuse of money, fraud, extortion, etc
- **Neglect and acts of omission**
  - e.g. Failure to keep the person clean, warm, provide reasonable care, give prescription medication
- **Discrimination**
  - e.g. Racial harassment, gender, sexual orientation, insults based on a persons age, race, disability, gender, religion, sexuality.

#### 1.2.5 Who may be an abuser?

- A member of staff in a care home
- Another vulnerable adult in care
- Volunteer or religious organisation who visits sick and elderly
- Spouse, partner or other close relatives
- Neighbour or friend
- A stranger
- An aggressive or over-assertive workmate
- Someone who deliberately befriends a vulnerable person in order to exploit them
- People in a position of trust or power such as health or social care.

### 1.3 Responsibility

Safeguarding is everyone's responsibility. If you are working with vulnerable adults or young people, you have a legal duty of care to intervene if a person is being abused or is abusing others.

If you suspect something is wrong, you must act to protect vulnerable people. Doing nothing is not an option.



### TaylorITEX CIC to:

- Have a designated safeguarding officer, Julie Mitchell, Director of Learning and Operations
- Analyse practice and assess risks to ensure all clients are kept safe
- Issue Safeguarding procedures and instructions
- Maintain, monitor and evaluate Safeguarding procedures
- Provide basic training in relation to Safeguarding vulnerable adults and young people linked to the requirements of the contract.
- Nominate a senior person in the organisation that has clear responsibility for Safeguarding, Michael Taylor, Executive Director of Services
- Commit to the Safer Recruitment Scheme to ensure all Advisors and Tutors, have an Enhanced DBS check, prior to appointment. If this has not been processed prior to commencing employment members of staff must not see vulnerable adults unsupervised.
- Ensure Safeguarding awareness is part of the induction process
- Attend further awareness training on Safeguarding, through the local Safeguarding board (ref. below – Additional Self Help Resources)
- Ensure thorough reporting of all Safeguarding issues/ incidents, no more than 3 working days after the incident.
- Ensure any issues with internal staff are investigated and reported to the appropriate Social Services (Local Authority)
- Ensure staff are aware of and have access to the multi-agency safeguarding policies and procedures linked to the local authority

### Advisers and Tutors to:

- Inform clients that any issues around Safeguarding go beyond confidentiality of the session
- Record any Safeguarding concerns in writing (*using the Cause for Concern form, if appropriate*)
- Be prepared to report **any** concerns to a Manager/ Safeguarding Officer, Social services and/or Police.

## 1.4 Monitoring & Evaluation

Advisors and Tutors should not work alone with vulnerable adults, young people and children until the DBS check has been carried out. TaylorITEX CIC will request details of the DBS check in line with contract requirements.

All staff delivering services directly to the public must be familiar with processes and procedures in line with Safeguarding. TaylorITEX CIC will provide basic training around safeguarding procedures in line with the contract requirements. TaylorITEX CIC may request details of subcontractor Safeguarding policies and request confirmation that Advisors and Tutors have undergone relevant training. Safeguarding processes will be reviewed on an annual basis and actions will be set, where necessary.



## 1.5 DOCUMENTATION

**Appendix 1** - Safeguarding Process Flow Chart

**Appendix 2** - Code of Practice

**Appendix 3** - Safeguarding Referral Process

## 1.6 ADDITIONAL SELF HELP RESOURCES

- **Disclosure and Barring Service**

(<https://www.gov.uk/government/organisations/disclosure-and-barring-service>)

For advice about safe use of the internet for customers being supported TayloriTEX CIC refer to

- **Get safe online website** ([www.getsafeonline.org/protecting-yourself](http://www.getsafeonline.org/protecting-yourself))

### Local Safeguarding Boards

- Lincolnshire - ([www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk))

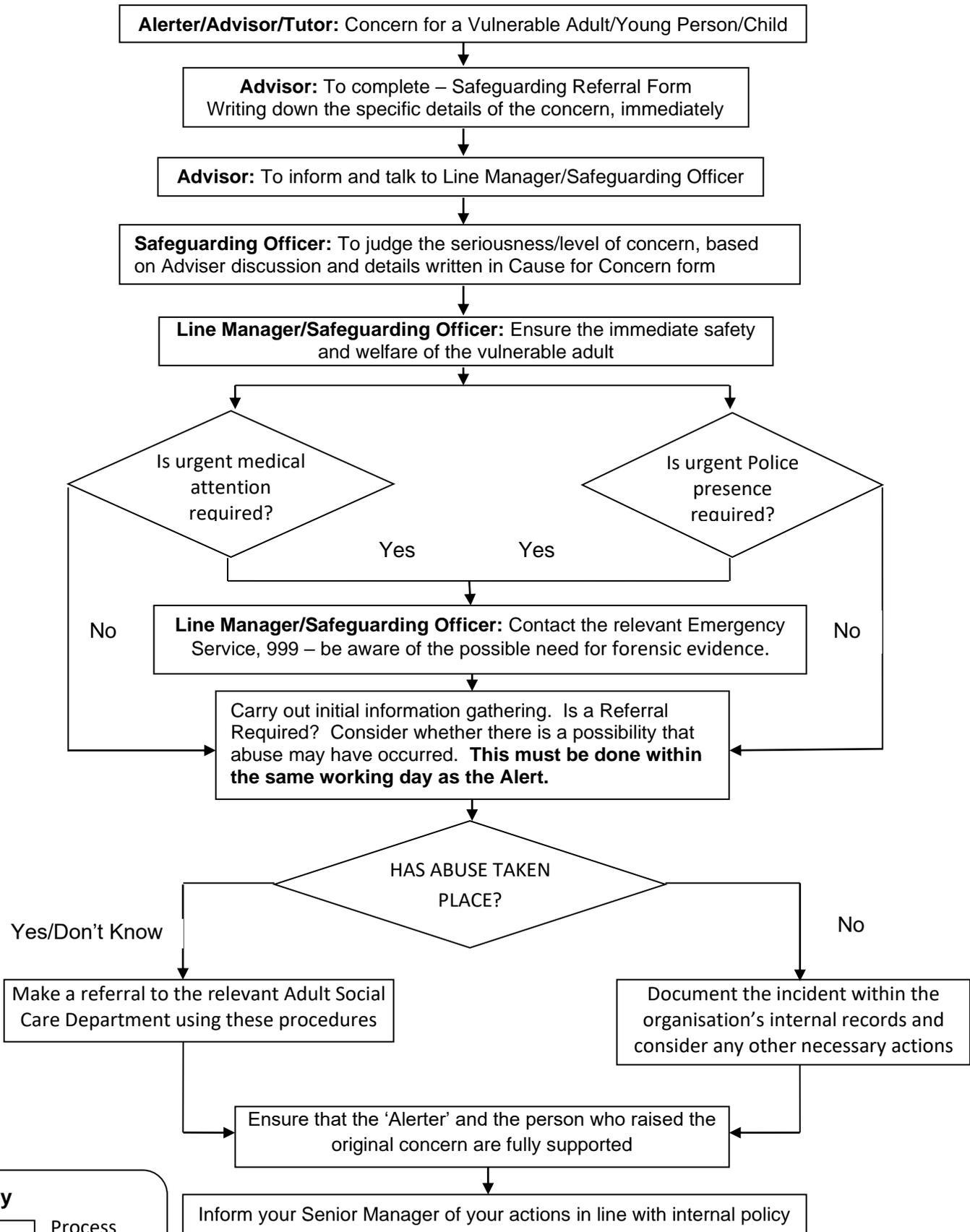
Telephone: 01522 782155

### Safeguarding Materials

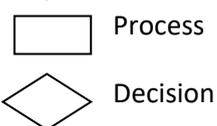
- Local Authority Multi-agency Adult Safeguarding policies and procedures- contact local Safeguarding Board contacts for copies.
- “Safer practice, safer learning” – A Free publication
- Protecting Vulnerable Adults – Educare

## Appendix 1 – SAFEGUARDING PROCESS FLOW CHART

*This flow chart is not intended to give an exhaustive list of options*



### Key





## Appendix 2 – CODE OF PRACTICE – FOR ALL STAFF

You must:

- Respect a vulnerable adult, young person or child's rights to privacy and encourage them to feel comfortable enough to report attitudes or behaviour they do not like
- Act with discretion with regards to their personal relationships
- Be aware of the procedures for reporting concerns or incidents, and familiarise yourself with the contact details of the Safeguarding Officer
- Make sure that, if a member of staff finds himself or herself the subject of inappropriate affection or attention from a vulnerable adult or child, they should make others aware of this
- Ensure that; if a member of staff has any concerns relating to the welfare of a vulnerable adult, young person or child in their care, be it concerns about actions/behaviours of another staff member or concerns based on any conversation with the vulnerable adult, young person or child (particularly where the vulnerable adult, young person or child makes an allegation) they should report this to a Safeguarding Officer.

You must **not**:

- Spend excessive amounts of time alone with vulnerable adults, young people or children away from others
- Make unnecessary physical contact with vulnerable adults, young people or children
- Take vulnerable adults, young people or children alone in a car, however short the journey, unless absolutely unavoidable
- Meet vulnerable adults, young people or children outside of the work environment
- Start an investigation or question anyone after an allegation or concern has been raised. This is the job of the local authorities
- Staff should **never** (even in fun) –
  - Initiate or engage in sexually provocative conversation or activity
  - Allow the use of inappropriate language to go unchallenged
  - Do things of a personal nature for a vulnerable adult, young person or child that they can do themselves
  - Allow any allegations made by a vulnerable adult, young person or child go without being reported and addressed
  - Trivialise or exaggerate vulnerable adult, young person or child abuse issues
  - Make promises to keep any disclosure confidential from relevant authorities
- Show favouritism to any one vulnerable adult, young person or child (nor should they) or issue or threaten any form of physical punishment.

### Responding to an allegation:

- Do not make promises regarding confidentiality because some disclosures go beyond confidentiality legislation
- Explain to the person **at the outset** that you will need to report the disclosure and share the information with the Safeguarding Officer
- The member of staff or client who has concerns about possible abuse or neglect contacts their Line Manager and/or Safeguarding Officer as soon as possible for advice and support
- If the complainant is the vulnerable adult, young person or child, questions should be kept to a minimum and leading questions should be avoided
- The Adviser or Safeguarding Officer must report the matter to the local Social Services Department as a matter of urgency whether or not they feel this action is justified in the particular circumstances of the case
- A written record of the report will be made by the Safeguarding Officer
- Any Safeguarding issues relating to the delivery of Adult Skills Learning Courses, will be reported to Lincolnshire County Council. (Safeguarding is an Agenda item for the monthly contract meetings)

### Allegations against a member of staff

- In the event there is any suspicion, allegation or apparent abuse of a vulnerable adult, young person or child by a member of staff, the matter should be reported to the Safeguarding Officer as soon as possible, or the Executive Director of Services
- If the Safeguarding Office is the subject of the allegation or complaint, the matter must be reported directly to the Executive Director of Services. If a complaint has been made against the Executive Director of Services the matter must be reported to the Director of Learning and Operations.
- The same process applies for referral to the Safeguarding Officer outlined in the flow chart below
- ALL staff should be aware of the fact that allegations may be made against them, and that the allegation may have ground for substantiation or not. Any such notification may result in immediate suspension of the member of staff, and may result in the application of the company's disciplinary procedure where it is considered appropriate.
- This Policy will be reviewed annually, this is not time limiting and it will be revised if instances occur requiring further input.

Signed:

JAMitcher

Date: 28 July 2021

**End**



**Appendix 2 – CODE OF PRACTICE – FOR ALL STAFF**

**Appendix 2 – Safeguarding Referral Process Form**

## Safeguarding Referral Process Form

Learner Name	
Student Course	
Staff – Job Title	
Date of Incident	
Reported By	

Description
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Reported To
Follow up action:

Is there a requirement to refer this incident to the Safeguarding Board?      Yes/No

Date: