

HILLS ROAD SIXTH FORM COLLEGE

Safeguarding Vulnerable Adult Students

Date approved by Corporation:	3 rd February 2010
Post of member of staff responsible:	Assistant Principal (Staff Development and Lifelong Learning)
Date of Equality Impact Assessment	12 th January 2010

1.0 Policy Statement

- 1.1 Hills Road Sixth Form College fully recognises its duty of care to students whilst they are in attendance and its responsibilities for protection of vulnerable Adult Education students.
- 1.2 This policy applies to all staff and volunteers working at Hills Road Sixth Form College and to the governors of Hills Road Sixth Form College.
- 1.3 The purpose of this policy is to describe how the College aims to protect vulnerable adult students from abuse and to outline the procedures to be followed in cases of suspected or alleged abuse.
- 1.4 The relevant legislation and guidance provide a number of definitions including, the four categories of abuse: physical, emotional, sexual, neglect and the definitions of harm, health, development, ill treatment and significant harm. A list of these definitions is given in the College Handbook.
- 1.5 The three main elements to this policy are prevention, protection and support.

2.0 Prevention

- 2.1 The College will aim to promote a positive, supportive and secure environment in which vulnerable adult students feel respected and valued. We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults are important elements in prevention. We will aim to promote an ethos in which vulnerable adult students feel secure, are encouraged to talk and are listened to.

The College will have in place procedures which:

- 2.1.1 ensure that vulnerable adult students and/or their carers know who the designated person is, who they can approach if they are worried or in difficulty, and what will happen when a disclosure is made.
- 2.1.2 ensure that parents and/carers have an understanding of the responsibility of the College and its staff for the protection of vulnerable adults by setting out its obligations in the AE students' guidelines booklet.

- 2.1.3 provide training and guidance for staff about avoiding situations in which allegations may be made against them. Specifically this will include training and guidance on working in one-to-one situations with vulnerable adult students and guidance on physical contact.
- 2.1.4 ensure the criminal background of appointees and volunteers is checked in accordance with the latest guidance from the Independent Safeguarding Authority (ISA).

3.0 Protection

- 3.1 The College will take account of guidance issued by the ISA and follow procedures set out by the Cambridgeshire Adult Safeguarding Board.

The College will:

- 3.1.1 have a designated senior member of staff who has received appropriate training provided by the Cambridgeshire Adult Safeguarding Board and other agencies as appropriate.
- 3.1.2 aim to ensure that every member of staff, including temporary and volunteer staff, and governor knows the name of the designated person and his/her role.
- 3.1.3 aim to ensure that every member of staff knows that s/he has an individual responsibility for referring concerns about the protection of vulnerable adults using the proper channels and within the timescales set out by the Cambridgeshire Adult Safeguarding Board.
- 3.1.4 provide training for all its staff including volunteers, to enable them to respond appropriately and sensitively to vulnerable adult student protection concerns
- 3.1.5 have in place procedures for reporting cases, or suspected cases of abuse
- 3.1.6 report annually to the governors' Standards Committee who will oversee the College's safeguarding vulnerable adult students policy and procedures.

4.0 Support

- 4.1 The College will provide appropriate support for any vulnerable adult student who may have been abused, for staff to whom a disclosure has been made, and to staff against whom an allegation has been made.

The College will:

- 4.1.1 endeavour to support vulnerable adult students through the development of a responsive and knowledgeable staff trained to respond appropriately situations involving such students.
- 4.1.2 ensure that every member of staff is aware of the need to be alert to signs of abuse, and know how to respond to a vulnerable adult student who may tell of abuse by providing training for all staff so that they know:
 - o their personal responsibility

- the Cambridgeshire Adult Safeguarding Board procedures
 - the need to be vigilant in identifying cases of abuse
 - how to support a vulnerable adult student who tells of abuse
 - how to respond to an allegation made against a member of staff.
- 4.1.3 offer further support to vulnerable adult students through liaison with support agencies as appropriate such as social services, counsellors, adult mental health service and education psychology service.
- 4.1.4 endeavour to support vulnerable adult students through a commitment to develop productive, supportive relationships with parents and carers wherever it is in the students' interests to do so.
- 4.1.5 provide appropriate support for staff to whom a disclosure has been made.
- 4.1.6 be guided by DCSF procedures when providing appropriate support for staff against whom an allegation has been made.

5.0 Confidentiality

While acknowledging the need to create an environment conducive to speaking freely, staff should make it clear to vulnerable adult students or their carers who approach them asking for complete confidentiality that, in some circumstances, staff are bound to pass on what they are told. Staff must never give undertakings of absolute confidentiality. The student should, however, be assured that the matter will be disclosed only to people who need to know about it and that this in the first instance will be the designated person.

This statement is in accordance with the College's Confidentiality Policy.

6.0 Cambridgeshire Local Safeguarding Board Procedures

- 6.1 All maintained educational institutions are legally required to follow the procedures of the Cambridgeshire Adult Safeguarding Board in response to ISA guidelines.
- 6.2 The Cambridgeshire Adult Safeguarding Board provides a forum for developing, monitoring and reviewing local vulnerable adult student protection policies and promotes effective co-operation between the agencies involved. It establishes procedures to be followed in vulnerable adult protection cases, including the organisation of vulnerable adult student protection conferences.
- 6.3 The procedures also apply to all children under the age of eighteen i.e. to the eighteenth birthday unless they marry. Any decision to report on vulnerable adult students (eighteen years and over) will rest with the student concerned or their carer.
- 6.4 The Cambridgeshire Adult Safeguarding Board procedures apply to:
- all College staff (teaching and support staff) and volunteers working at the College (although that part of the guidelines relating to disciplinary procedures for staff does not apply to volunteers)

- any employees of other organisations or volunteers on location in the College.
- 6.5 The Cambridgeshire Adult Safeguarding Board procedures for dealing with a disclosure, making a referral and the sequence of events which follow a referral are detailed in Vulnerable Adult Protection Procedures for the Education Service.
- 6.6 In common with all post-16 centres in the local area, the College will ask for the vulnerable adult protection files of any such students being enrolled to be forwarded from the previous school or support agency, as appropriate. Such files will be held securely by the designated person.

7.0 Policies and procedures linked to the Safeguarding and Welfare of vulnerable adult students.

- Health and Safety Policy
- Equality and Diversity Statement and Equality and Diversity Policy (part-time students)
- Disciplinary Procedures for adult students
- Confidentiality Policy

8.0 Further Information and Guidance

- Information about safeguarding of adults within the local context
<http://www.cambridgeshire.gov.uk/social/adultprot/>
- Guidelines provided by the Independent Safeguarding Authority (ISA)
<http://www.isa-gov.org.uk/>
- Definition from the annual report [2008-09] page 11, of the Cambridgeshire Adult Safeguarding Board;

A vulnerable adult is defined in 'No Secrets' as: "A person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of mental or other disability, age or illness and who is unable to take care of him or herself or unable to protect him or herself from significant harm or exploitation" (Department of Health 2000).

<http://www.cambridgeshire.gov.uk/NR/rdonlyres/CE201B55-066F-4670-99F3-58D802D0377D/0/ANNUALREPORT20089.pdf>