



Safeguarding Policy 2021



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Safeguarding Policy

Policy Promotion and Engagement

All staff working for eVolve your future Ltd are required to read our policy documents and sign to confirm that they have done so.

EYF policies are reviewed annually unless there is a legislative or ethical reason for change to policy during the year. All colleagues are provided with an update document detailing any changes that have occurred following the last review. Each review is dated and version controlled. These changes are discussed in Team meetings with all staff and the understanding of these updates is also confirmed by a signature sheet.

Policies are in place to ensure that the company and it's staff are compliant with statutory legislation, partner regulations and the company specific requirements.

All relevant Policies can be accessed from the eVolve your future website, found at:

www.evolveyourfuture.co.uk

Learners are made aware of the availability of these policies when they are signed up to our courses.

Policies are available to partners on request.

1. Definition

We are strongly committed to promoting the safe welfare of vulnerable adults, young people and children from abuse, neglect or significant harm. This includes through displaying this policy within our training centres and making it available on our website. Any person at risk should be 'safeguarded' with appropriate intervention to enable them to live free from violence and abuse.

For the purposes of delivering training provision and Careers Advice and Guidance sessions, this includes the customer (learners and apprentices) themselves; should they be a vulnerable adult, or the young people and children associated with the adult with whom a tutor/assessor/adviser is working.

A 'vulnerable' Adult' is classified as *"a person aged 18+ who is, or maybe in need of community care services by reason of mental or other disability, age or illness.*

And

Who is, or maybe, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation" (Department of Health)

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.

2. Legislation

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

Safeguarding Vulnerable Groups Act 2006
Equality Act, 2010
Care Standards Act 2000
Human Rights Act 1998
The Public Interest Disclosure Act, 1998

The Care Act, 2014
Mental Capacity Act 2005
Health & Safety at Work Act 1974
Sexual Offences Act 2003

3. Types of Abuse

These may include (*but are not restricted to*):

- **Physical:** Assault. Hitting, slapping, pushing, kicking, pinching, shaking etc.
- **Sexual:** Rape, attempted rape, sexual assault, harassment, inappropriate touching, non-contact abuse etc.
- **Emotional/ Psychological:** Fear, humiliation, ridicule, forced marriage, threats of punishment, intimidation etc.
- **Financial or Material Abuse:** Theft of money, misuse of money, fraud, extortion etc.
- **Neglects and Acts of Omission:** Failure to keep the person clean, warm, provide reasonable care, give prescriptive medication etc.
- **Discrimination:** Racial harassment, gender, sexual orientation, insults based on a person's age, race, disability, gender, religion, sexuality etc.
- **Radicalisation:** Is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that either; reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice.



3.1 Who may be an abuser?

- A member of staff in a care home.
- Another vulnerable adult in care.
- Volunteer of a 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 power such as health or social care.

4. Prevent - Anti-terrorism, Preventing Radicalisation and Extremism

The Prevent strategy, published by the Government in 2011, is part of the overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

The 2011 Prevent strategy has three specific strategic objectives:

1. Respond to the ideological challenge of terrorism and the threat we face from those who promote it.
2. Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support, and
3. Work with sectors and institutions where there are risks of radicalisation that we need to address.

As part of our policy, we provide training and support to protect learners, apprentices and employees from radicalising influences - including through building apprentice and employee resilience to extreme narratives during delivery of training provision. This includes through facilitating and informing debate on controversial topics in a controlled environment, giving our tutors the chance to understand apprentice beliefs. We develop apprentice resilience to radicalisation and promote values such as democracy and tolerance, enabling our apprentices to challenge extremist values. Any serious or sustained concerns are reported by the designated Safeguarding Officer to our Local Authority Prevent Support Officer and/or the police depending on severity, through the recognised mechanism of the CHANNEL multi-agency guidance.

All employees must follow the Safeguarding flow chart process below if they have a cause for concern for anyone that they come into contact with through undertaking their duties (including apprentices/learners or employees), which will be assessed and progressed by the Designated Safeguarding Officer.

Anyone with concerns about someone who may be radicalised, is vulnerable to radicalisation or displays worrying changes in behaviours should contact the local Prevent team at Northamptonshire Police, who will provide assistance and support.



More detailed information can be found in our Prevent Policy.

The main contact is Prevent Engagement Officers at Northamptonshire Police.

Tel: 101341166

Email: Prevent@northants.pnn.police.uk

5. 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 abusing others.

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

Our leaders and managers promote and develop a safeguarding culture by having roles dedicated to safeguarding; keeping the issue as a standing item on meeting agendas; including it in staff reviews and making it part of our dialogue with apprentices and employers (safeguarding policy included in handbooks). We also check that employers adhere to their responsibilities for safeguarding, as outlined in their apprenticeship agreement.

We ensure staff are effective at implementing our safeguarding strategy through mandatory safeguarding training at induction, which is assessed and refreshed annually. This is supported by thorough safeguarding risk assessments and monthly sharing of safeguarding related information (guidance and case studies) from national organisations (e.g. Aelp, AoC and NCFE) and local Safeguarding Boards.

We identify concerns through reports from staff, apprentices and associated stakeholders (e.g. employers, colleagues, parents) and via quarterly safeguarding assessments. Our Designated Safeguarding lead, Zoe Taylor acts on concerns by investigating, taking appropriate action, keeping thorough records of concerns and actions in our safeguarding log, reporting and sharing lessons to improve performance and inform policy reviews.

6. Safeguarding Plan

6.1 Throughout the organisation eVolve your future will:

- Nominate a Senior person to have a clear responsibility for Safeguarding (**i.e. Safeguarding Lead – Zoe Taylor**).
- Ensure all employees, advisers and front-line employees are Enhanced DBS checked, prior to appointment.
- Ensure Safeguarding awareness and implementation of this policy is part of staff induction and refresher training process.
- Attend further awareness training on Safeguarding, through the local Safeguarding board (*ref. below – Additional Self Help Resources*).
- Conduct an appropriate risk assessment on all employees e.g. employees with access to confidential data, IT usage.
- Ensure thorough reporting of all Safeguarding issues and/or incidents.
- Ensure any issues with internal employees are investigated and reported to the appropriate Social Services (*Local Authority*).

- Report back to *commissioner* promptly on any issues or concerns, however minor by completing a Cause for Concern form.

6.2 To assure protection of learners/apprentices and to prevent abuse, we will:

- Inform customers if 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 your Line manager/Safeguarding Officer, Social Services and/or the Police.
- Signpost to additional self-help resources (e.g. see below) to provide learners/apprentices with additional support/guidance where necessary.

6.3 Additional Self-help Resources

- Independent Safeguarding Authority (www.isa.gov.uk)
The ISA (Independent Safeguarding Authority) has been set up to prevent unsuitable people from working with children and vulnerable adults. ISA will gather relevant information on every person who wants to work or volunteer with vulnerable people.
- Disclosure and Barring Service (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>)

6.4 Local Safeguarding Boards

- Nottinghamshire - Nottinghamshire Committee for Protection of Vulnerable Adults (www.nottsadultprotection.org. 01623 473225)
- Lincolnshire - (www.lincolnshire.gov.uk)
- Derbyshire - (www.saferderbyshire.gov.uk)
- Leicestershire - Local Safeguarding Children Board, for Leics. and Rutland (www.lscb-llr.org.uk, 0116 260 0004) www.leicester.gov.uk/safeguardingadults)
- North Northamptonshire - ([Safeguarding adults - Adult social services \(northamptonshire.gov.uk](http://Safeguarding adults - Adult social services (northamptonshire.gov.uk))
- East Northamptonshire - [Safeguarding and early help information | Safeguarding Adults at Risk and Children and Young People in East Northamptonshire | North Northamptonshire Council - East Northamptonshire Area \(east-northamptonshire.gov.uk](http://Safeguarding and early help information | Safeguarding Adults at Risk and Children and Young People in East Northamptonshire | North Northamptonshire Council - East Northamptonshire Area (east-northamptonshire.gov.uk))

6.5 Safeguarding Materials

- “Safer practice, safer learning” – A Free publication
- A Whole-organisation Approach to Safeguarding Vulnerable Adults for the Learning and Skills Sector - <http://shop.niace.org.uk/safer-practice.html>
- Protecting Vulnerable Adults – Educare
A learning pack has been developed and published by Educare in partnership with, MENCAP, the Royal College of Nursing, BUPA, SECamb, St John Ambulance and UNITE Union. The programme has been designed for anyone who may come into contact with vulnerable adults. It breaks down the complexities of adult abuse and who you should turn to should you suspect an adult is being maltreated.

The programme has four short learning modules:

- Module 1 – Understanding the basics.
- Module 2 – Recognising adult abuse.

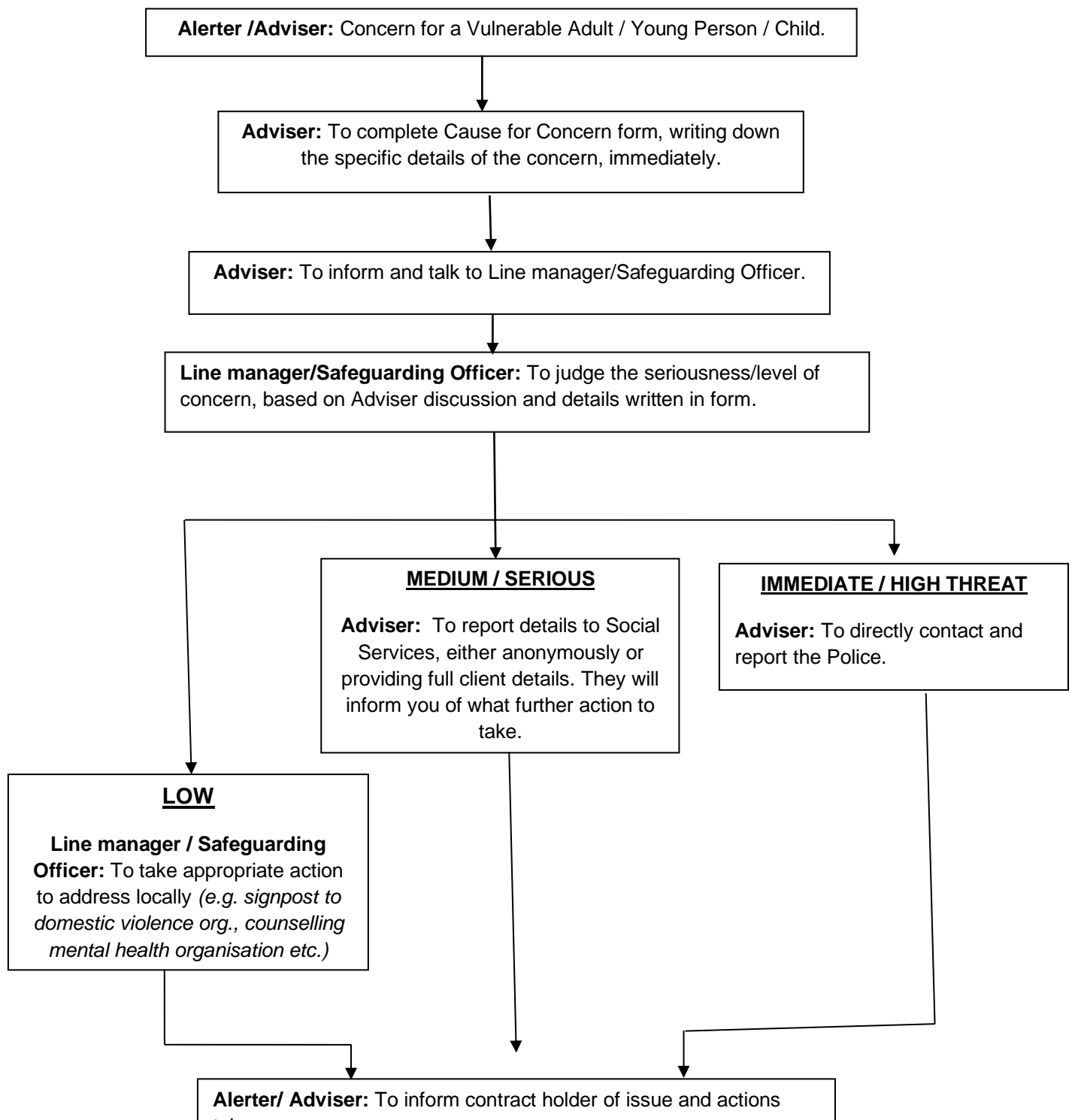


- Module 3 – Reporting abuse.
- Module 4 - Good practice guidelines

Available in either a paper-based or online format, the cost of the four modules is £37.50 + VAT. To find out more and to order the programme visit; www.educare.co.uk/education.

7. Safeguarding Process Flow Chart

This flow chart is not intended to provide an exhaustive list of options but sets out our basic process for raising, recording and investigating concerns.



8. Our Safeguarding Code of Practice

8.1 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 should contact the Safeguarding Officer.
- Make sure that; if an employee 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 an employee 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 employee 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 the Safeguarding Officer.

8.2 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.
- 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.

8.3 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.
- Anyone who has concerns about possible abuse or neglect must contact their Line manager and/or Safeguarding Officer as soon as possible for advice and support.
- If the complainant is in relation to a vulnerable adult, young person or child, questions should be kept to a minimum and leading questions should be avoided.
- The 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 retained by the Safeguarding Officer and sent to *Next Step*.

8.4 Allegations against an Employee

- In the event there is any suspicion, allegation or apparent abuse of a vulnerable adult, young person or child by an employee, the matter must be reported to the Safeguarding Officer and/or line manager immediately.
- If the Safeguarding Officer is the subject of the allegation or complaint, the matter must be reported directly to a Director.

You should be aware that allegations made against you, whether there are grounds for substantiation or not, may result in immediate suspension and, following a robust investigation, may be subject to disciplinary action, where it is deemed appropriate.

Policy Review

This policy is reviewed at least annually by eVolve your future's Managing Director, Kay Brockall.

Date of latest review: December 2021

Signed:

A handwritten signature in black ink that reads 'K. Brockall'. The signature is written in a cursive style with a long horizontal flourish at the end.

This policy is next due for review September 2022.