



## **Safeguarding Adults and Children Policy**

Designated Safeguarding Lead: Vishnu Appadu

### **Statement of purpose**

Universal Vibes Limited T/A Care Trainings fully recognises its responsibility for child and vulnerable adult protection and for safeguarding and promoting the welfare of young people and vulnerable adults.

Universal Vibes Limited T/A Care Trainings aims to create and maintain a safe environment for young people and similarly for students, who are over eighteen, staff, volunteers, and visitors.

### **Scope**

The policy applies to all directors, staff and Training consultants and Quality Personnel.

### **Definitions**

For the purposes of the Child and Vulnerable Adult Protection Policy

- a 'young person' means any person under the age of 18 (i.e., those who have not yet reached their 18<sup>th</sup> birthday).
- a 'vulnerable adult' means any 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 because of mental or other disability, age or illness."
- 'Staff' means all employees, full-time and fractional, and all agency, franchise, contract and volunteer staff working for UNIVERSAL VIBES LIMITED T/A CARE TRAININGS group of companies.

### **Objectives of the policy**

- To promote an environment that is safe, where staff and learners treat each other with mutual respect and develop good relationships built on trust.
- To raise the awareness of all staff, teaching and non-teaching, of the need to safeguard young people and vulnerable adults and of their rights and responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of supporting young people and vulnerable adults known or thought to be at risk of harm.
- To ensure that appropriate risk assessments are undertaken by UNIVERSAL VIBES LIMITED T/A CARE TRAININGS and other managers to ensure that learners are safeguarded.
- To ensure that relevant information about a young person or vulnerable adult at risk of harm is disseminated to appropriate staff within the Centre on a 'need to know' basis.
- To ensure that all staff who have access to young people or vulnerable adults have been checked for their suitability.

### **Key Safeguarding Principles**

The needs of the young person are paramount and underpin all child protection work and resolve any conflict of interests

- All young people have the right to be safeguarded from harm and exploitation



- UNIVERSAL VIBES LIMITED T/A CARE TRAININGS have a responsibility to provide a safe environment and minimise risks of harm to young people's welfare
- Centre staff have a responsibility to identify young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.
- Responsibility for protection of young people must be shared because young people are safeguarded only
- when all relevant agencies and individuals accept responsibility and co-operate with one another
- Statements about or allegations of abuse or neglect made by young people must be taken seriously
- UNIVERSAL VIBES LIMITED T/A CARE TRAININGS is further committed to applying these safeguarding principles to vulnerable adults

### **Responsibility for Child and Vulnerable Adult Protection**

Care Trainings must ensure that they have the relevant CRB checks in place for all front-line trainers and personnel who come into contact with young adults under the age of 18. UNIVERSAL VIBES LIMITED T/A CARE TRAININGS will see evidence of these checks as part of the quality assurance process.

Within UNIVERSAL VIBES LIMITED T/A CARE TRAININGS nominated Managing Director, will be responsible for the implementation of the child and vulnerable adult protection policy and procedures.

UNIVERSAL VIBES LIMITED T/A CARE TRAININGS will in addition have a Safeguarding and Protection team who will deputise for the Director and will also lead on the implementation of this policy in the areas of the company for which they have responsibility. The Safeguarding and Protection Team will include:

- Lead IQA
- All tutors and Trainers

All staff are expected to contact one of the Safeguarding and Protection Team for advice, when necessary or to make referrals.

### **Work Experience**

UNIVERSAL VIBES LIMITED T/A CARE TRAININGS Ltd will ensure that:

- Appropriate health and safety checks are in place prior to establishing work experience placements.
- Staffs is aware of their responsibilities in relation to safeguarding and the protection of children or vulnerable adults.
- Staff are aware of the action to be taken, and by whom, should a child or vulnerable adult protection issue be raised before, during or after the placement.

### **Confidentiality, Reporting and Disclosure**

UNIVERSAL VIBES LIMITED T/A CARE TRAININGS recognises the need to comply with relevant legislation and guidance in relation to data protection and confidentiality. UNIVERSAL VIBES LIMITED T/A CARE TRAININGS also recognises that, where there are concerns about abuse or safeguarding, data sharing with appropriate agencies may be necessary even when it is contrary to the wishes of an individual.

The following issues will assist with making informed decisions about sharing data:

- UNIVERSAL VIBES LIMITED T/A CARE TRAININGS will ensure that as part of the child and vulnerable adult protection training for staff, the issue of confidentiality is clarified so that staff know they cannot promise confidentiality in all cases as they may have to pass on information to other professionals to keep the young person or vulnerable adult safe.

- The principle of ‘proportionality’ applies to sharing confidential information, i.e. when disclosing information without consent the member of staff limits the extent of the disclosure to that which is absolutely necessary to protect the young person or vulnerable adult.
- UNIVERSAL VIBES LIMITED T/A CARE TRAININGS recognises that young people aged 16 or 17 will have the understanding to make decisions about their own lives and their views and wishes will be respected unless they are deemed to be at risk of harm which is a serious threat to their personal safety, or they are the victim of a crime.
- Young people under 16 may be sufficiently mature to understand and consent to the disclosure of information. The young person’s ability to make such decisions should be assessed on a case-by-case basis
- Referrals to other agencies such as Children’s Social Care should be made with the young person’s agreement where practicable. However, it may not be practicable to seek their agreement where, for example, seeking permission might place them or another person at risk of serious harm or where they are not mentally competent to give their agreement. There may also be cases where the young person’s agreement is sought but they refuse to give that agreement.
- Disclosure of information can take place without consent in cases where this is justifiable in the overriding public interest – e.g. to protect the young person from significant harm.
- In the context of child protection, the welfare of the young person outweighs the family’s right to privacy.
- Vulnerable adults may choose to remain at risk in dangerous situations. Professional staff may find they have no statutory powers in cases where the adult is judged to have sufficient capacity to make his or her own choices and refuses the help which staff feel is needed and where public interest considerations do not apply.

Where a member of staff considers that a decision of a vulnerable adult to remain at risk should be respected, the member of staff should:

- Note that decisions about the capacity and the ability of the vulnerable adult to give informed consent are a matter of medical judgement and multi-disciplinary assessment. There should be no abandonment of the duty to care under the guise of “choice”.
- Keep a record of the issues discussed and a note of the risk identified.
- Seek advice from a member of the Safeguarding Team who will advise on whether to respect the wish for confidentiality or make an appropriate referral.
- We need to report certain referrals to ESFA

## **Record Keeping**

An accurate record should be made whenever there is a concern about a child or vulnerable adult in terms of risk of harm or safeguarding.

The record should include:

- i) Appropriate personal details of the child or vulnerable adult.
- ii) The nature of the concern.
- iii) The source(s) of information about the concern.
- iv) Any advice given.
- v) Whether confidentiality has been discussed with the child or vulnerable adult.
- vi) Names of staff with whom discussed
- vii) Details of action taken or any referral to an external agency
- viii) Date and signature of the person making the record



## **Monitoring and Review of the Policy**

UNIVERSAL VIBES LIMITED T/A CARE TRAININGS will review its policies and procedures to ensure that they comply with the relevant legislation and the agreed procedures in UNIVERSAL VIBES LIMITED T/A CARE TRAININGS. The Child and Vulnerable Adult Protection Policy will be reviewed annually and updated to remedy any deficiencies or weakness in regard to child and vulnerable adult protection arrangements that are identified without delay.

## **Definitions of Abuse**

a) Physical abuse this may take many forms e.g. hitting, shaking or poisoning a young person or vulnerable adult. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a young person or vulnerable adult.

b) Emotional abuse this is the persistent emotional ill treatment of a young person or vulnerable adult such as to cause severe and persistent effects on their emotional development. Some level of emotional abuse is involved in most types of ill treatment of young people or vulnerable adults, though emotional abuse may occur alone.

c) Sexual abuse this involves forcing or enticing a young person or vulnerable adult to take part in sexual activities. This may include non-contact activities such as looking at, or in the production of pornographic materials, watching sexual activities or encouraging young people or vulnerable adults to behave in sexually inappropriate ways.

d) Neglect Involves the persistent failure to meet a young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health and development. This may involve failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

## **The Context of Abuse**

e) Family Circumstances: Domestic Violence

i) Where there is domestic violence the implications for the vulnerable adult or young person at college and for younger children in the household must be considered. Young people from families with a history of domestic violence often have behavioural difficulties, absenteeism, ill health, bullying, and drug and alcohol misuse.

f) Drug/alcohol abusing parents

i) There is an increased risk of violence in families where this occurs. A young person at college may have to take on responsibilities for younger children in the family.

g) Forced Marriages

i) Forced marriage is an entirely separate issue from arranged marriage. Forced marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young people at risk of a forced marriage are usually experiencing physical and/or emotional abuse at home.

h) Mental Health Issues

i) Self-harming and suicidal behaviour

ii) Self harm, suicide threats and gestures by a young person or vulnerable adult must always be taken seriously and may be indicative of a serious mental or emotional disturbance. The possibility that selfharm, including a

serious eating disorder has been caused or triggered by any form of abuse or chronic neglect should not be overlooked

Abuse by peer group: bullying, racism and abuse

- i) Bullying is a common form of deliberately hurtful behaviour, usually repeated
- ii) over a period of time, when it is difficult for the victims to defend themselves.
- iii) It can take many forms, but the three main types are physical (e.g. hitting); verbal (e.g. threats); and emotional (e.g. isolating the individual).
- iv) It may involve physical, sexual or emotional abuse including homophobic, sexual, racial or religious harassment, or behaviour which is offensive to those with learning or physical disabilities.
- v) Severe harm may be caused to young people and vulnerable adults by the abusive and bullying behaviour of their peers. The damage inflicted by bullying is often underestimated and can cause considerable distress. In extreme cases it can cause significant harm, including self-harm.

## **Sexual Harassment**

Sexual harassment is behaviour of a sexual nature that is unwanted. Sexual harassment must be either (a) have violated a person's dignity and/or (b) created a hostile environment for them.

Examples include:

- flirting, gesturing or making sexual remarks about someone's body, clothing or appearance
- asking questions about someone's sex life
- telling sexually offensive jokes
- making sexual comments or jokes about someone's sexual orientation or gender reassignment
- displaying or sharing pornographic or sexual images, or other sexual content
- touching someone against their will, for example hugging them
- sexual assault or rape

## **Sexual Violence**

Sexual violence is any sexual act or attempt to obtain a sexual act by using violence or coercion regardless of the relationship to the victim.

## **What is the difference between sexual harassment and violence?**

Sexual violence is rape, assault by penetration or sexual assault. Sexual harassment is unwanted conduct of a sexual nature. Harmful sexual behaviour is problematic, abusive and violent behaviour that is developmentally inappropriate and may cause developmental damage.

## **Is sexual harassment or violence tolerated?**

No, Care Trainings have zero tolerance of sexual harassment and sexual violence. If you see something, say something and report it to us [safeguarding@caretrainings.com](mailto:safeguarding@caretrainings.com).



## **Consent**

Consent is when a person voluntarily gives verbal permission to another for something to happen or agrees to do something

### **Can I withdraw my consent?**

Yes, consent is reversible. Consent is not given if:

- The person asked isn't saying anything
- The person asked is not sober
- The person asked didn't say no
- The person asked said yes earlier, is in a relationship and they didn't say no

Useful links

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>

<https://www.acas.org.uk/sexual-harassment>

<https://www.stopbullying.gov/cyberbullying/what-is-it>

<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help#coronavirus-covid-19-and-domestic-abuse>

<https://www.nhs.uk/conditions/stress-anxiety-depression/>

<https://www.gov.uk/workplace-bullying-and-harassment>

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

## **Reporting Procedures**

If you have a Safeguarding concern, then you must follow the safeguarding reporting procedure which is outlined below. It is important to remember the following steps when a disclosure is made to you. When working through the process it is recommended that you:

- Remain calm and reassure the person that they have done the right thing by speaking up
- Listen carefully and give the person time to speak
- Explain that only the professionals who need to know will be informed, never promise confidentiality if the learner is at risk of harm or danger
- Act immediately, and do not try to address the issue yourself
- Telephone a Designated Safeguarding Lead (DSL) to raise the concern within 2 hours of the incident, and disclosure.



## **External Reporting Procedures**

- Designated Safeguarding Lead must inform the Head of Safeguarding for them to pass to local prevent co-ordinator & local safeguarding board.



Last Name:	First Name:
Student ID Number:	Date of Birth: Age:
Nature of concern :	
Sources of Information :	
Details of Advice Given :	
Discussed Confidentiality :	
Name of the staff with whom Discussed :	
Form Completed by : Name :	Signature :
Date:	

**Action Taken:**

Details of action taken or referral to an external agency:		
Referred: Yes	Date:	Referral To:
No	Reason for non – referral:	
Name (Safeguarding Team Member dealing with the report)		

<b>Name:</b>	Vishnu Appadu	
<b>Position:</b>	Managing Director	
<b>Signature:</b>	V.Appadu	<b>Date:</b> 17.05.2022