



Safeguarding Children and Vulnerable Adults Policy

What is Safeguarding?

In recent years there has been increasing concern about the safety and welfare of both children and young adults.

Safeguarding is defined by the Children Act 1989 and Joint Chief Inspectors Report on Arrangements to Safeguard Children (2002) as meaning that:

“Agencies (and organisation’s) working with children and young people take all reasonable measures to ensure that the risks of harm to the individual’s welfare are minimised; and where there are concerns about children and young people’s welfare, all agencies (and organisations) take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies.”

Who Are We Safeguarding?

The Children Act 1989 states the legal definition of a child is „a person under the age of 18“. „Young person“ is not a legal term, for the purposes of the policy and procedures, a young person is someone who might not perceive themselves as a child, but who is still in the age range of the legal definition, and therefore fall within the term „child“.

Key aspects of legislation have been extended to include protection for „vulnerable adults“. 115(4) of the Police Act 1997 states that a person can be considered vulnerable if they are “substantially dependent upon others in performing basic functions, or ability to communicate with those providing services, or to communicate with others is severely impaired” may mean that they have a reduced ability to protect themselves from assault, abuse or neglect can be as a result of a learning or physical disability (not normally to include dyslexia; a physical or mental illness chronic or otherwise (including an addiction to alcohol or drugs); or a reduction in physical or mental capacity.

Why is Safeguarding Necessary in Life Long Learning?

Life long learning providers are experiencing more contact with „children“ through taster days, jobs plus, Modern Apprentice and “NEET” and ESF programmes provision. All Spring Media has a duty of care to take such steps that in the circumstances of an educational institution are reasonable to ensure that the child, young person or vulnerable adult, is safe and seen to have an enhanced duty of care.

Statement of Policy

All Spring Media is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, engaged in the breadth of its activities.

As a consequence All Spring Media has taken the view that in the interests of good practice there should be a clear policy and associated procedures to guide work with under- 18 year olds and vulnerable adults.

All Spring Media recognises that it has a duty to help staff and learners recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.

Safeguarding Structure and Responsibilities

All Spring Media has in place an organisational structure for safeguarding children and vulnerable adults. Key staff with designated safeguarding responsibilities include:

- Designated Safeguarding Officer (Director) who has a All Spring Media leadership and coordination role including investigations if required.
- Quality Manager (monitoring)
- Health and Safety Appointed person.

In those areas where staff and learners work with children and vulnerable adults as part of their roles, a manager is nominated to have responsibility for safeguarding in their area.

All Spring Media takes the view that all staff and learners are required to take a shared responsibility for the protection and safety of any children, young people and vulnerable adults on site must be aware of and abide by All Spring Media expected behaviours.

It is expected that all parents/guardians (either learners or from the general public) who bring children into All Spring Media site or any external facilities / events abide by the expected conduct as well as health and safety regulations.

Processes are in place to check the suitability of staff and learners working directly with children and young people staff and learners across the company will be in regular or significant occasional contact with under-18s or vulnerable adults in the course of their teaching or other work. is a commitment that such staff and learners have satisfactory

Control Measures/Procedures

Learners

All Spring Media believes that children/young people have rights as individuals and should be treated with dignity and respect will strive to provide a safe environment for any young people (under-18s) and vulnerable adults in its care while they are studying at All Spring Media) visiting our premises or participating in All Spring Media activities. Activities at All Spring Media that involve children/young people and vulnerable adults, in organising learning and teaching and delivery of services, are risk managed and will be supported by risk assessments, and make reasonable, proportionate adaptations to their activities as appropriate.

All Spring Media reserves the right to refuse to admit a child or vulnerable adult to a programme of study, or other managed activities, if it judges that the adaptation necessary to safeguard that individual's wellbeing go beyond what is reasonable and proportionate.

Where adaptations are reasonable and proportionate, All Spring Media puts into place a number of an action plan in order to safeguard the wellbeing of children and vulnerable adults are kept under review and added to as necessary.

As a condition of admission to certain programmes of study where they will come into close contact with children and vulnerable adults, learners (may or will be) required to undergo a DBS check prior to the commencement of placement / training activity. All Spring Media is obliged to refuse admission if the DBS disclosure disqualifies the applicant from practicing in their chosen field.

Staff

All Spring Media staff members, contractors and volunteers are advised to minimise physical contact with learners, except for reasons of health and safety, or where physical contact may be a necessary part of learning.

All Spring Media reserves the right to deny employment to individuals where permitted criminal records checks suggest they might pose a danger to the learning community.

All Spring Media also reserves the right to suspend and/or dismiss staff members, in accordance with its employment procedures, from employment or from undertaking a specific role with respect to that employment. May apply if information was withheld, when requested, about their criminal record at the point of employment, or acquires a criminal record during employment.

All members of staff working closely with children or vulnerable adults have to be alert to possibilities of abuse and any concerns about the behaviour of any adult with respect to that child should be reported in accordance with procedures. This will be supported by relevant training, skills development and updates to ensure recognition, response, reporting, recording and referral are all to required standard.

Any staff member who considers that they themselves may be a vulnerable adult, can seek support from All Spring Media human resource, who will as required support with appropriate occupational health, or counselling.

DBS disclosures will be obtained for all staff and volunteers as appropriate. All Spring Media will where appropriate evaluate information to determine individual's appropriateness to work in such an activity.

Where staff are not engaged in regulated positions, but are involved in activities that may involve children or vulnerable adults, a risk management approach is taken to delivery of learning and teaching, and activities involving the wider public.

Other Groups

The parent/guardian of children on All Spring Media premises or arranged work placement activity, whether they are children of learners, staff members or visitors, remain their responsibility, unless they are enrolled as learners, or otherwise involved in All Spring Media managed activity.

The organiser of activities on All Spring Media premises or satellite centers that children are participating in (without their parent/guardian), is responsible for their safeguarding and wellbeing.

Procedures to be used when harm/abuse is suspected

All members of staff working closely with children and/or vulnerable adults have to be alert to possibilities of abuse. Concerns should be reported to the Designated Safeguarding Officer who will decide what further action to take.

It is the duty of staff to inform only not to investigate – this is the role of the Police and Social Services.

If staff, in the course of their work at All Spring Media have a child safeguarding issue brought to their notice, this must be treated as a priority over all work.

Guidance with regard to a specific incident may be obtained from the Designated Safeguarding Officer.

Prevent

All Spring Media work to the national Prevent strategy, which is designed to reduce the number of serious incidents and to catch anyone, especially vulnerable people before they enter the criminal justice system.

All Spring Media understands its responsibilities under the Counter Terrorism & Security Act 2015 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context. All Spring Media has always promoted a multi-cultural environment where respect for and tolerance of others beliefs is required .

- Responsibility for ensuring Prevent Duty is met lies with the Martina Porter, Director
- Responsibility for the Prevent risk assessment / action plan (see below) and policy lies with Martina Porter, Director
- Their duties are to ensure delivery of an effective risk assessment/ action plan and policy as outlined here.

Working with local partners

- Make and maintain contact with the local police/ local authority Prevent coordinator to understand their role and the support available, (e.g. via the Channel process)
- Make contact with local authority to ascertain other useful local agencies
- Develop local area Prevent links with other similar organisations
- Share information with all local organisations as appropriate

Understanding terminology

- Radicalisation: act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of mind
- Extremism*: holding extreme political or religious views which may deny right to any group or individual. Can be expressed in vocal or active opposition to
- Core British values: including
 - (i) democracy
 - (ii) the rule of law
 - (iii) individual liberty
 - (iv) respectful tolerance of different faiths or beliefs.

*NB: extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, as well as any religious extremism.

Understanding risk of extremism

- Staff, students and other adults may arrive at the All Spring Media already holding extremist views. Or, whilst attending training with All Spring Media, they may be influenced by a range of factors: global events, peer pressure, media, family views, extremist materials (hardcopy

or online), inspirational speakers, friends or relatives being harmed, social networks, and more

- People who are vulnerable are more likely to be influenced
- Their vulnerability could stem from a range of causes, including: loss of identity or sense of belonging, isolation, exclusion, mental health problems, sense of injustice, personal crisis, victim of hate crime or discrimination, and bereavement.

Ways to counteract risks

- Promote a safe and supportive international environment via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated (*any changes required to student rules, staff code of conduct, homestay guidelines?*)
- Promote core British values through documents given to students, notices around the [centre/ department], via stand-alone classes on British culture and traditions on arrival and via curriculum. Approach is to educate that this is how things are in UK; although it may be different to your country.
(*Do any documents need updating?*)
- Where possible, develop critical awareness and thought to counter accepting extremism without question, especially of online material
- Challenge radical or extremist views in any context (formal or informal) via stated procedures. In most situations this would require an immediate response, referring to international environment of the [centre/ department], and tolerance expected (*state expected procedures in staff and homestay handbooks*), then reporting concerns (see section 10)
- Be ready to react when world or local events (e.g. Paris attacks) cause upset and the likelihood of conflicting feelings being expressed. Prevent lead to take initiative in these situations.
- Have strong filters on IT equipment and clear rules on accessing extremist/ terrorist websites/ uses of social networks to exchange extremist/ terrorist views
- Ensure that extremist speakers do not use premises to distribute material or expound views; have system for vetting any visiting speakers/ presenters
- Staff and homestays get to know students, their home circumstances and friendship groups, making it easier to spot changes in behaviour
- Staff and homestays to be observant and vigilant in noticing any signs of radical or extremist behaviour
- Welfare, all staff and homestays to work hard supporting any students identified as vulnerable.

Training

- Documents and face-to-face training ensure staff understand this policy:
 - a) context and expectations of Prevent
 - b) their duty to implement the policy
 - c) terminology and risks associated with radicalisation and extremism
 - d) how to identify and support vulnerable students
 - e) ways the [centre/ department] will counteract the risks

- f) signs to notice that may cause concern
- g) know the lead Prevent person and procedures for communicating concerns
- h) know the importance of their own behaviour and professionalism in
 - being exemplars of British values, and
 - not discussing inflammatory subjects with students (Code of Conduct)
- Training materials are adapted to ensure that homestay hosts understand the sections of the policy they need to be aware of.
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- Students and group leaders must be made aware of key parts of the policy:
- a) understanding terminology
- b) importance of maintaining a supportive and tolerant society in the [centre/ department]
- c) what core British values are and why they are considered important
- d) any changes to rules, particularly those regarding IT
- e) that they must report concerns/ incidents and understand the procedure to do so

Signs that may cause concern

- Students talking about exposure to extremist materials or views outside the [centre/ department] (*in this event, information must be shared with relevant local authorities*)
- Changes in behaviour, e.g. becoming isolated
- Fall in standard of work, poor attendance, disengagement
- Changes in attitude, e.g. intolerant of differences/ having closed mind
- Asking questions about certain topics (e.g. connected to extremism)
- Offering opinions that appear to have come from extremist ideologies
- Attempts to impose own views/ beliefs on others
- Use of extremist vocabulary to exclude others or incite violence
- Accessing extremist material online or via social network sites
- Overt new religious practices
- Drawings or posters (e.g. in accommodation) showing extremist ideology/ views/ symbols
- Students voicing concerns about anyone

NB: Any concerns relating to a person under 18 are safeguarding issues and should be dealt with by safeguarding staff (if different from Prevent staff) and, where necessary, the LSCB contacted

How and when to react to concerns

- Everyone given name of who to contact Martina Porter, how to contact them (email, phone etc) and contact details
- Confidentiality assured for the person reporting a concern
- Everyone told to report any concern or incident, however small.
- Reassurance that all will be dealt with sensitively and carefully

