

# **Over-arching Statement Safeguarding Policy and Procedures**

*[Approved by the Curriculum & Quality Enhancement Committee on 23 March  
2009]*

## Introduction

**Safeguarding** is a term used to denote the duties and responsibilities that those providing a health, social or education service have to carry out/perform to protect individuals from harm. Specifically, the DfES (2006) has stated that the objective of safeguarding, in relation to children, is to provide a safe environment to learn in and to identify those suffering or likely to suffer significant harm; it is then to take appropriate action to ensure that these children are kept safe both at home and in the education setting. To do this it must include safer staff recruitment and should include safeguarding policies and an overarching strategic purpose to create/maintain a safe and secure environment.

As a provider of 14-19 and post-16 education the College has a responsibility to ensure the safety of children, young people and those adults deemed 'vulnerable'.

A vulnerable adult is defined as a 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' (Department of Health, 2000).

The College fully implements the new vetting and barring scheme established from autumn 2008 following the publication of the Safeguarding Vulnerable Groups Act in 2006 and the DfES Safeguarding Children and Safer Recruitment in Education publication in 2006.

The College has a separate Children Protection Policy covering 14-18 year old learners (see appendix A) and a Vulnerable Adult's Policy (see appendix B).

The College's is fully commitment to creating a 'safer' learning environment that promotes well-being and security, for all learners and all staff. The College recognises that certain groups of people are legally identified as vulnerable, and has relevant policies, procedures and practices in place.

The College has a 'whole organisational' and 'inclusive' approach to safeguarding vulnerable adults and children. This is reflected in the values and ethos of the College and includes all staff and learners.

To ensure this strategy is met all Staff will be vetted in line with legislation. A comprehensive staff training structure is in place commencing at staff induction. All learners will have an introduction to the Safeguarding policies and the procedures for disclosure during induction.

The Safeguarding Procedures are widely promoted in all areas of College, on notice boards and staff areas, on the student and staff intranet and through a safeguarding leaflet.



**“Putting Learners First”**

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# Child Protection Policy

*{Approved by the Board 27 July 2007}*

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**Author:** Jayne Walker

**Reviewed:** April 2007  
**Review Date:** April 2008

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## 1. INTRODUCTION

Any young person under the age of 18 is considered, in the eyes of the law, as a child and is protected by the child protection laws and guidance (Working Together to Safeguard Children 2006).

Incidents of child abuse are not common BUT any child aged between the ages of 0 and 18 must be considered as vulnerable to abuse whether this is in the home, in school or College, in the work place or in some other place.

Child abuse can take many forms but it is categorised under 4 main themes:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It is important that children are protected from any form of harm.

As such all complaints, allegations or suspicions must be taken seriously.

The following procedure must be followed whenever an allegation is made that a young person has been abused or when there is a suspicion that a young person has been abused.

This policy will be reviewed on an annual basis and ratified by the Local Safeguarding Children Board. The Kent Child Protection Committee has been replaced by the Kent Safeguarding Children Board. The policies and procedures of the Kent Child Protection Committee will remain in operation and be followed by all agencies within Kent.

### **Designated Staff with Responsibility for Child Protection**

#### **Definitions**

<b>Designated Governor:</b>	Individual governor responsible for liaising with the Principal and Senior Designated Manager with responsibility for child protection.
<b>Senior Designated Manager:</b>	Individual responsible for liaising with the Principal and Designated Governor and <b>The Designated Child Protection Co-ordinator with Lead Responsibility.</b>
<b>The Designated Child Protection Co-ordinator with Lead Responsibility</b>	Individual who takes lead responsibility for child protection within the College on a day-to-day basis.
<b>Deputy Designated Child</b>	Other staff member with responsibility

**Protection Coordinator** for child protection

**Local Safeguarding Children Board:** The statutory body which, pursuant to the Children Act 2004 aims to ensure that the local area has a coherent approach to safeguarding children based on contributions from all key agencies.

**The Senior Designated Manager:**  
Director of Student Support Services

**The Designated Child Protection Coordinator with Lead Responsibility:**  
Head of Tutorial & ECM

**Deputy Designated Child Protection Coordinator**  
Director for Foundation Studies:

**Designated Staff Members:**  
Lead Tutors

**Designated Governor:**  
The elected Corporation Chairman

## **2. RESPONSIBILITIES OF STAFF**

### **2.1 The Role of the Governing Body**

The governing body is committed to ensuring that the College:

- raises awareness of issues relating to safeguarding and promoting the welfare of children and young people in the College;
- provides a safe environment in which children and young people learn;
- identifies children and young people who are suffering, or at risk of suffering, significant harm and takes appropriate action to see that such children and young people are kept safe at the College;
- has procedures for reporting and dealing with allegations of abuse against members of staff and volunteers;
- operates safe recruitment procedures;
- designates a member of staff with sufficient authority to take lead responsibility for child protection;
- remedies any deficiencies in or weaknesses in regard to child protection arrangements that are brought to the Governing Body's attention;
- The Governing Body will approve and annually review College policies and procedures.

### **2.2 The Designated Governor**

The Designated Governor is responsible for liaising with the Principal and Senior Designated Manager over matters regarding child protection, including:

- ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Children Board's (LSCB) procedures

- ensuring that the Governing Body considers the College Policy on Child Protection each year
- ensuring that each year the Governing Body is informed of how the College and its staff have complied with the Policy including, but not limited to, a report on the training that staff have undertaken.

The Designated Governor is responsible for overseeing the liaison with external agencies such as the police and/or social services in connection with allegations against the Principal or the Senior Designated Manager. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the Designated Governor shall receive appropriate training in line with LSCB procedures.

### **2.3 The Senior Designated Manager**

The Senior Designated Manager shall be the Senior College Manager who is designated with the overall responsibility for Child Protection.

The Senior Designated Manager is responsible for the management of the College's overall policy and procedures that relate to child protection issues. The Senior Designated Manager will have received training in child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years. The Senior Designated Manager will keep up to date with developments in child protection issues.

More specifically he has the responsibility for liaising with the Designated Governor, the Local Education Authority, Children's Social Services, the Local Safeguarding Children's Board, the Police, the Adult Services (for cases relating to vulnerable adults) and other agencies to refer individual cases of suspected or identified abuse, neglect or such allegations.

### **2.4 The Designated Child Protection Coordinator with Lead Responsibility**

The Designated Child Protection Coordinator will have received training in child protection issues and inter-agency working, as required by the LSCB, and will receive refresher training at least every 2 years. The Designated Child Protection Coordinator will keep up to date with developments in child protection issues.

- Acting as the key contact person within the College;
- Reporting to the Senior Designated Manager on matters relating to Safeguarding Young People and Child Protection;
- Being responsible for co-ordinating action within the College on child protection issues;
- Where appropriate, liaising with staff to share information, but only on a "need to know basis", to protect rights of young people to confidentiality;
- Overseeing the planning of any curricular or other provision – e.g. ensuring an effective approach to dealing with bullying;

- Representing the College at child protection meetings and being a member of a “Core Group” if required;
- Raising awareness about child protection and ensure all staff are familiar with this Policy and Procedure and receive basic training in child protection issues;
- Ensuring that specific staff are trained in the London Child Protection Procedures, the LEA guidelines and DfES guidance;
- Providing advice and support to other staff on issues relating to child protection;
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral);
- Ensuring that parents of children and young people within the College are aware of the College’s child protection policy;
- Liaising with agencies as appropriate;
- Liaising with schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils;
- Where an inter-agency child protection plan is in place, ensuring the College is involved in, if necessary, the preparation of the plan and ensuring the College’s role is clearly defined. This will include any involvement with the Multi-Agency Public Protection Arrangement (MAPPA).

## **2.5 Deputy Designated Child Protection Coordinator**

To act as the key contact person within the College in the absence of the Designated Child Protection Coordinator.

To support the Designated Child Protection Coordinator in:-

- Ensuring that there are effective arrangements for liaising with employers and training organisations that receive children or young people from the College on placements to ensure that appropriate safeguards are put in place;
- Ensuring that staff receive basic training in child protection issues and are aware of the College child protection procedures;
- Reporting to them on matters relating to Safeguarding Young People and Child Protection;
- Providing first-line advice to staff and students on child protection matters;
- Knowing how to make an appropriate referral and then to liaising with child protection officers in local authorities to seek advice on how best to deal with a specific case;
- Dealing with individual cases, including attending case conferences and review meetings as appropriate;
- Liaising with the Senior Designated Manager to agree and implement actions relating to individual child protection cases;

- Advising on any improvements that should be introduced to improve the procedures relating to child protection;
- Supporting the processes of briefing and training of staff on matters relating to child protection;
- Undertaking training in child protection issues and inter-agency working, as required by the LSCB.

## **2.6 Designated Staff Members:**

To act as the first-line of advice on their designated site and act as the key contact person within the College in the absence of more senior child protection officer

- Providing first-line advice to staff and students on child protection matters;
- Knowing how to make an appropriate referral and then to liaising with child protection officers in local authorities to seek advice on how best to deal with a specific case.

## **2.7 The roles and responsibilities of all staff**

Everyone in the College must be aware that any young person or vulnerable adult may be the victim of abuse or **may be at risk of**, physical abuse, neglect, emotional abuse or sexual abuse.

The Principal and all staff working with children and young people will receive training adequate to familiarise them with child protection issues and responsibilities and the College policy and procedures, with refresher training at least every three years.

Consequently all staff members must be familiar with these procedures. **It is the responsibility of all members of staff to act immediately if they become aware of an actual case of abuse/neglect or become suspicious that there may be a risk of abuse/neglect.**

## **3. RAISING AWARENESS OF THE CHILD PROTECTION PROCEDURES:**

It is important that all members of the College recognise the role they play in safeguarding the well being of children. Child Protection must be a topic covered within the induction of every member of the College community whether they are students, staff or employers used by the College for work experience purposes.

- 3.1. Students:** It is the aim of the College to providing an environment in which students feel safe and secure and therefore develop the confidence to bring to the notice of staff any concerns they may have, secure in the knowledge that the matter will be dealt with in a confidential and sensitive manner.

Within the Induction Programme students must be made aware of the following:

- What constitutes abuse under Child Protection

- The reporting procedures for self referral or reporting suspected abuse of a friend or colleague when in college, at work experience or on residential
- To whom the referral should be made
- The responsibility each student has for another

**3.2. Staff:** Within the Staff Induction Programme employees must be made aware of the following:

- What constitutes abuse under Child Protection
- The reporting procedures if a referral of suspected abuse is made by a student or third party, including whilst on work experience and residential (Appendix 1)
- The key College personnel to whom the report should be made
- The responsibility of members of staff under the Child Protection Procedures
- The Code of Conduct (Appendix 5) to ensure members of staff do not place themselves in a position of risk either advertently or inadvertently, with respect to Child Protection

**3.3. Employers:** Any employer working with a student must be given training on the South Kent College Child Protection Procedures by the student's course co-ordinator or nominated representative prior to the student embarking upon the experience or placement. The Course Co-ordinator and employer must:

- Identify a key employee who will act as the main contact for the student on experience or placement for the purposes of child protection;
- Instruct that key employees on the College's Child Protection Procedures and identify who their key point of contact is within College for any referrals for suspected abuse under Child Protection;
- Sign a declaration that appropriate training has taken place and that the employee is fully aware of their responsibility and the reporting process (appropriate notes and procedures will be left with the employee for reference purposes). (Appendix 3 & 4).

#### **4. DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS(SEE APPENDIX 1& 2):**

Note: Promises of confidentiality must not be given other than by counselling staff as the matter may develop in such a way that these promises cannot be honoured.

- 4.1 If the complainant is the young person, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.
- 4.2 A full record shall be made as soon as possible of the nature of the allegation on the referral forms which can be found on the staff intranet (Appendix 2) any other relevant information must also be included:

- the date
- the time
- the place where the alleged abuse happened
- your name and the names of others present
- the name of the complainant and, where different, the name of the young person who has allegedly been abused
- the nature of the alleged abuse
- a description of any injuries observed
- an account of the allegation that should be signed and dated by the person completing the report

Note: Some young persons with learning disabilities may need different treatment to other young persons e.g. in the way their physical/mental condition might mask possible abuse. (Please refer to Appendix 6 'Safe Guarding Vulnerable Adults' for those 18 or above)

4.3 Any suspicion, allegation or incident of abuse must be reported to one of the nominated members of staff (or the Principal in their absence) as soon as possible and at least within two hours.

4.4 The nominated member of staff shall telephone and report all allegations and incidents of abuse to the Kent County Council, Children Services department duty social worker, before the end of the college day. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the local Children Services department within 24 hours.

4.5 The nominated member of staff should discuss with the social services department what action will be taken to inform the parents of the young person and a note of that conversation should be made.

If a nominated member of staff (or the Principal in their absence) cannot be contacted within 2 hours of the allegation or observation, the person making the report must notify the local Children Services **department Tel: 08453302967** of the issue and inform the College's nominated member of staff, as soon as possible, about the action taken.

4.6 The nominated member of staff must notify the Principal of any allegation or incident as soon as is practicable and in any event within 24 hours of the initial concern arising.

## **5. THE WORK OF THE COLLEGE COUNSELLORS.**

5.1 At the start of any counselling session or series of sessions, clients must be informed that if information divulged during the confidential meeting leads to suspicion that a young person is at risk, the counsellor will be obliged to report the matter to the appropriate authority.

- 5.2 If, in the course of a counselling session, a client makes an allegation relating to a child abuse issue then it is incumbent upon the counsellor to assess the situation with regard to any ongoing danger to the client or other young person. The immediate aims are to:
- Ensure the safety of the client and any other young person.
  - Help prepare the clients to come to terms with the situation and begin to empower them to protect themselves, in the future.
- 5.3 Client confidentiality may be maintained, providing the above aims are not compromised.
- 5.4 The status of all allegations referred to the counsellors by a third party must be explained to the nominated member of staff, before the end of the working day, without breaching confidentiality.
- 5.5 If, in discussion with the young person, the counselling staff member considers it appropriate, she will report the details to the nominated member of staff.

## **6. REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF**

Introduction:

- 6.1 Where an allegation of child abuse is made and it involves a member of College staff the same procedure should be adopted as described above.
- 6.2 **Under no circumstances should the member of accused staff be informed about the allegation.** Notification of the allegation will be managed through the official College procedures described below.
- 6.3 Any suspicion, allegation or actual abuse of a young person by a member of staff must be reported to the nominated member of staff as soon as possible and at least within two hours. If within 2 hours of the initial concern it has not been possible to contact one of the nominated members of staff the matter must be reported to the Principal.
- 6.4 Full records must be made about the alleged incident/s as described in 2.2 above.
- 6.5 In addition to notifying Children Services, the nominated member of staff will notify the Principal/ Senior Post holder within 24 hours. The Principal/ Senior Post holder will instigate an initial assessment of the allegation, relevant investigations and enquiries and take appropriate action as detailed in the College's Disciplinary Policy.

Relevant sections include:

- Section 5.2.1.1 Investigation of incident
- Section 5.2.1.2 Suspension pending investigation

- 6.6 The College will, as deemed appropriate through the investigation, co-operate fully with the Police, Social/Children Services and other external organisations in the execution of their duties within the investigation
- 6.7 A strategy meeting may be convened with the police and Social Services Department. This meeting will agree upon subsequent action. It could result in the member of staff being suspended on full pay whilst the Child Protection/Criminal investigations are carried out.
- 6.8 The appointed governor with designated responsibility for Child Protection will be kept informed of any situation where the investigation of an alleged incident under the Child Protection Procedure is necessary. They will, in turn, keep the Chair of the Corporation informed of the incident and the necessary action taken.
- 6.9 Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it (subject to discussion with the local authority). They should also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process.

## **7. RECRUITMENT AND SELECTION PROCEDURE**

All staff appointments to the South Kent College are made following the guidelines as described in the DfES Publication 'Safeguarding Children and Safer Recruitment in Education' which includes:

- satisfactory references being received
- satisfactory 'List 99' check
- satisfactory Enhanced Criminal Record Bureau (CRB) checks
- satisfactory UK Residency/Right to work in UK

## **8. CHILD PROTECTION REGISTER**

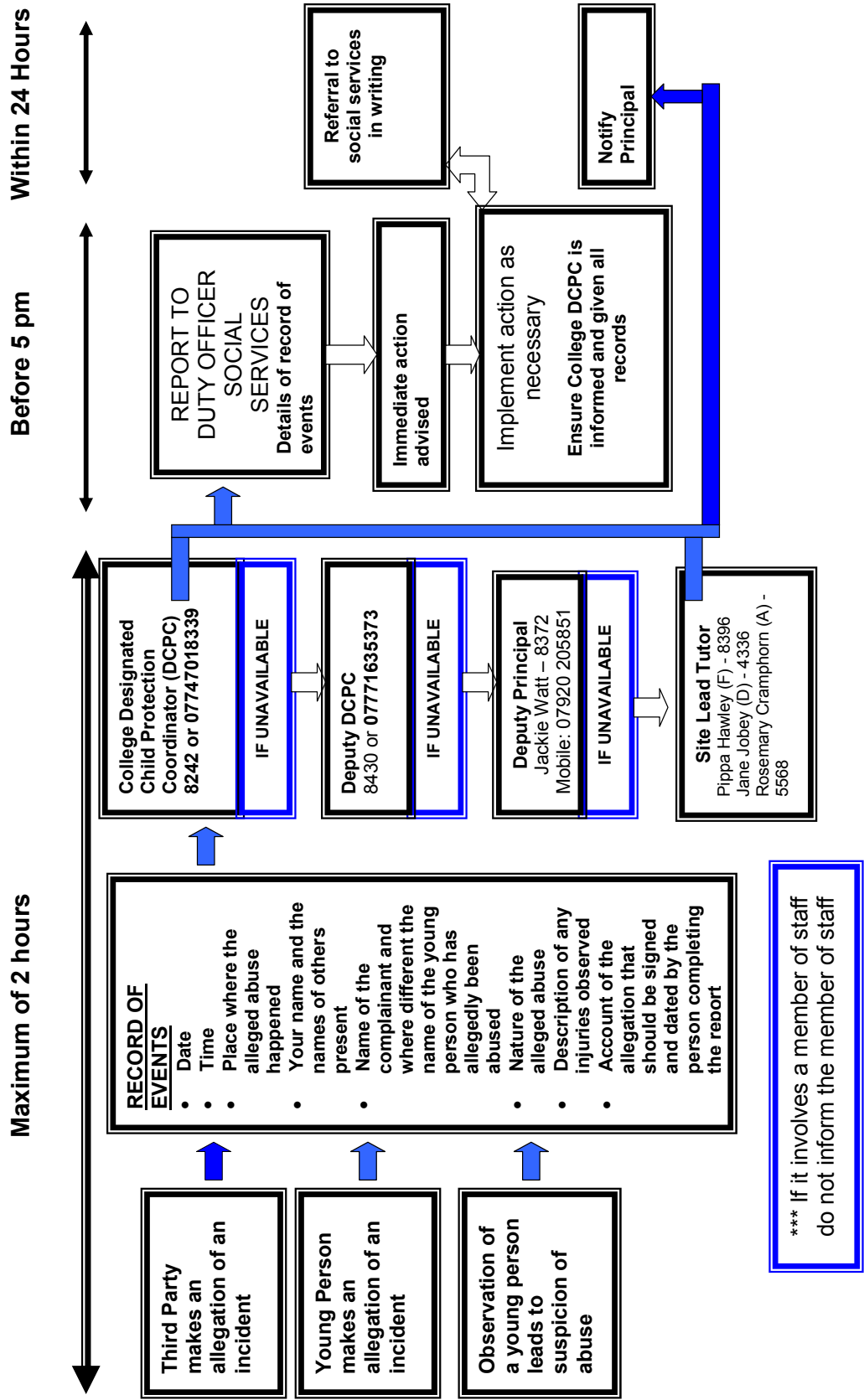
- 8.1 When a student already on the Child Protection Register enters the College, the Designated Child Protection Coordinator will receive all necessary information from the previous education establishment or Social Services.
- 8.2 When a student already on the Child Protection Register enters the College or is subsequently placed on the Register whilst a student at the College, the appropriate Head of School and Pastoral Tutor will be informed by the Designated Child Protection Coordinator
- 8.3 When a student already on the Child Protection Register enters the College or is subsequently placed on the Register whilst a student at the College, the appropriate Head of School and Pastoral Tutor must be particularly vigilant with regard to the well being of that student.

## **9. MONITORING AND REVIEW**

- 9.1 This policy will be reviewed as deemed necessary through changes in law and/or good practice but at least annually.
- 9.2 The policy will be agreed and ratified before publication by:
- the local Safeguarding Children Board
  - the College Corporation
- 9.3 This policy draws on information contained within the DfES Publication 'Safeguarding Children and Safer Recruitment in Education' and the College will refer to this document for enhanced information in areas of concern or lack of clarity.

**APPENDIX 1**  
**SOUTH KENT COLLEGE**  
Child Protection Procedure Flow Chart

**SAFEGUARDING PROCEDURES**



**APPENDIX 2**

**SOUTH KENT COLLEGE**

**SAFEGUARDING INCIDENT / CONCERN FORM**

Student Name:		Date of Birth Group:
Name and Position of person completing the form (please print)		
Date of Incident:	Date information received:	
Incident / concern / information (who what where when):		
Any other relevant information (witness, immediate action taken)		
Action taken:		
Signature:		Date form completed (dd mm yy)

**On completion please forward to the College Designated Child Protection Coordinator Jayne Walker**

**SOUTH KENT COLLEGE**

**CHILD PROTECTION RECORD FRONT SHEET**

Pupil Name:		Date of birth:
Any other name by which the child is known:		
Address:		
Telephone Number:		
Family members:		
Name	Relationship	Address & Tel No.
Date File Started:		
Are records held in school relating to other connected children (give details):		
Contact Details of other professionals:		
Name	Agency	Address & Tel No.

**SOUTH KENT COLLEGE**

**INCIDENT / EVENT RECORD CONTINUATION SHEET**

Students Name:

Signature:

Print Name

Date:

**SOUTH KENT COLLEGE**

**DESIGNATED CHILD PROTECTION COORDINATOR'S SAFEGUARDING  
RECORD OF ACTION**

<b>Students Name:</b>		
<b>Date</b>	<b>Details</b>	<b>Signature</b>

**SOUTH KENT COLLEGE**

**CHRONOLOGY**

<b>Date</b>	<b>Incident / Event/ Information Received</b>

## **SOUTH KENT COLLEGE**

### **GUIDELINES FOR STAFF IN RECORDING STUDENT CONCERNS**

- Use the proforma provided
- Record as soon as possible after an event or observation
- Before you start be clear about why you are recording
- Avoid jargon
- Wherever possible stick to facts
- If you give an opinion, separate it from the facts and explain why you have come to that particular opinion
- Record in a way that you would be happy for the child or parent to read what you have written
- Do not forget to PRINT your name, sign and date each record
- If in doubt ASK

## **APPENDIX 3**

### **SOUTH KENT COLLEGE**

#### **Child Protection**

##### **Child Protection away from College Premises April 2007**

#### **Introduction**

Any young person under the age of 18 is considered, in the eyes of the law, as a child and is protected by the child protection laws and guidance (Working Together to Safeguard Children 2006).

Incidents of child abuse are not common BUT any child aged between the ages of 0 and 18 must be considered as vulnerable to abuse whether this is in the home, in school or College, in the work place or in some other place.

Child abuse can take many forms but it is categorised under 4 main themes:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It is important that children are protected from any form of harm.

#### **Guidance**

Schools and Colleges organising work placements and other activities must ensure that policies and procedures are in place to protect children and young people from harm, focusing greatest emphasis on settings in which children may be most at risk, for example where children will be placed for long periods in one to one situations with an adult.

These can be considered where the placement is as follows:

- for more than one day a week
- for longer than one term per academic year
- aimed at those children who may be vulnerable eg: those who are aged under 16 or have special needs
- where the workplace supervisor or colleague will have substantial unsupervised access to the child, because of the nature of the business

It is essential that the key supervisor of the student, if not under the direct responsibility of a member of College staff, is aware of their responsibilities with respect to child protection and the procedures in place to ensure the safety of the child.

## Policy:

To ensure safeguards are in place to protect young people from harm and in line with Government guidance September 2004, the following procedures must be adhered to:

1. Staff who arrange work placements or host families for students of South Kent College must have received training in Child Protection with details of the training held on file.
2. Employers, host families and training organisations taking responsibility for a child or children on a placement or within their homes must be asked to endorse South Kent College Child Protection Procedure through the signing of published guidelines (Appendix 3).

Failure to endorse this documentation will disqualify the employer or host family from working with the College at this time.

3. Any person whose **normal duties** will include **regularly** caring for, training, looking after or supervising a child in the workplace must be vetted and subject to 'Standard' CRB checks to ensure they are not disqualified from working with children. **This will include the main signatory in the agreement to become a host family** for international students.

If this person is already in possession of a valid CRB Certificate it must be seen and a copy kept on file with the published guidelines (Appendix 3) by the College

Failure to complete CRB documentation if asked will disqualify the placement or host family from working with the College at that time.

The College should arrange and pay for the CRB check for the placement or home supervisor where the supervisor would not normally hold a CRB Certificate.

4. The person who has completed the CRB documentation will be given basic training about child protection, their duties and the details of who to contact if they are concerned about a child for whom they are responsible.
5. Standard guidelines will be provided to any placement or host family regarding actions to be taken and by who as a result of any child protection issues reported prior, during or after the placement. (Appendix 3)
6. Children in placements or in a host family must be given clear advice of who to contact if they are worried or uncomfortable about their surroundings or suffer abuse.

If you have any questions relating to the Child Protection Procedure or this amendment please contact the College Designated Child Protection Coordinator  
Tel: 01303 858242.

## **APPENDIX 4**

### **Child Protection: Workplace and Home Placements**

#### **Guidance**

Schools and Colleges organising work placements and host homes must ensure that policies and procedures are in place to protect children and young people from harm.

It is essential that the key supervisor of the student, if not under the direct responsibility of a member of College staff, is aware of the procedures in place to ensure the safety of the young person.

#### **Introduction**

Any young person under the age of 18 is considered, in the eyes of the law, as a child and is protected by the child protection laws and guidelines (Working Together to Safeguard Children 2006).

Incidents of child abuse are not common BUT any child aged between the ages of 0 and 18 must be considered as vulnerable to abuse whether this is in the home, in school or College, in the work place or in some other place.

Child abuse can take many forms but it is categorised under 4 main themes:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It is important that young people are protected from harm.

#### **Essential contacts:**

Placement/Home Supervisor name:	
Placement/Home contact number:	
College Tutor name:	
College contact number:	

If you are unable to contact your College contact the College Designated Child Protection Coordinator Tel: 01303 858242

## Procedures

1. All complaints, allegations or suspicions of abuse must be taken seriously.
2. If an allegation is made that a young person has been abused or if there is a suspicion that a young person has been abused this should be reported to the student's College supervising member of staff immediately (see overleaf). If the young person's College supervisor is not available please contact the College's coordinator immediately (01303 858242 or ).
3. Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.
4. If the complainant is the young person, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any following court proceedings.
5. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information including:
  - the date
  - the time
  - the place where the alleged abuse happened
  - your name and the names of other present
  - the name of the complainant and, where different, the name of the young person who has allegedly been abused
  - the nature of the alleged abuse
  - a description of any injuries observed
  - the account which has been given of the allegation that should be signed and dated by the person completing the report

Please note: Some young persons with learning disabilities may need different treatment to other young persons e.g. in the way their physical/mental condition might mask possible abuse.

If you are unable to contact your College contact the Designated College Child Protection Coordinator      Tel: 01303 858242

**SOUTH KENT COLLEGE**

Child Protection: Workplace and Home Placements  
(To be completed and returned to College)

Name of organisation/Family name:	
Address of organisation/home:	
Telephone No	
I agree that I have read and understood the guidelines and procedures contained within the attached document. I also understand my responsibilities as the Placement/Home Supervisor.	
Placement/Home Supervisor Name:	
Placement/Home Supervisor Signature	
I agree that I have explained the College's Child Protection Policy to the Placement Supervisor and that they are aware of the procedures to follow if they are concerned about the welfare of a young person.	
College Tutor Signature & Date:	
College Tutor Name:	

## APPENDIX 5

### SOUTH KENT COLLEGE

#### CHILD PROTECTION POLICY: CODE OF CONDUCT

It is exceptionally important that staff working with young people do not put themselves, or the young people they are working with, in a position that could compromise the ability to remain objective about the application of the Child Protection Policy.

Staff and volunteers **should** wherever possible:

- work in an open environment and be visible to others when working with young people eg avoiding private or unobserved situations.
- be alert to signs of abuse or information suggesting abuse and know how to report any concerns and suspicion. It is a legal and contractual responsibility for all staff and volunteers to pass on relevant information to the College Designated Child Protection Coordinator.
- be familiar, as far as practically possible, with the support agencies available to young people ie Connexions, Lead Tutors and South Kent College Student Services.
- treat young people with dignity. Respect each young person's boundaries and help them to develop their own sense of their rights, as well as helping them to know what they can do if they feel that there is a problem.
- maintain a safe, professional distance in all relationships with young people. For example, if a young person makes sexual approaches or suggestions, tell them this is inappropriate and remove yourself from the situation.
- give as much enthusiastic and constructive feedback as possible rather than negative criticism.

#### PRACTICE TO BE AVOIDED

The following practice should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should occur with the full knowledge and consent of your Learning Manager or the young person's parent(s) / carer (s).

- avoid spending excessive time alone with young people away from others.
- avoid situations where guest lecturers, workshop practitioners and visitors are left alone with the young people under **your** supervision.
- avoid taking young people to your home.

- avoid offering young people lifts in your own car or on your own motor bike.
- avoid socialising with young people enrolled on a course of study with the College on occasions when it does not constitute part of your normal duties.
- avoid giving young people alcohol, tobacco products or any form of drug or medication, including the purchase of these items on their behalf.

**PRACTICE THAT SHOULD NEVER OCCUR:**

Staff and volunteers should:

- never encourage or participate in an intimate and/or sexual relationship with young people enrolled on a course of study at the College or any other young person under the age of 18.
- never engage in inappropriate physical or sexually provocative behaviour with young people enrolled on a course of study at the College or any other young person under the age of 18.
- never make sexually suggestive or lewd comments to a young person, even in fun.
- never develop relationships with a young person which could in any way be deemed exploitive or abusive.
- never act in ways that may be deemed abusive or may place a young person at risk of abuse.
- never smack or physically hit a young person, reduce them to tears as a form of control, or intentionally shame, humiliate, belittle or degrade them.
- never allow young people to engage in unacceptable behaviour or use offensive or discriminatory language without being challenged.
- never allow allegations made by a young person to go unchallenged, unreported or not acted upon.
- never expose young people to environments or circumstances or allow them to engage in activities that compromise their health or personal safety.
- never divulge personal contact details to a young person or engage in communications with them using your own home or personal mobile phone or through your home e-mail account.
- never issue a young person's contact details to anyone.

- never do things of a personal nature for a young person that they can do themselves.
- never condone or participate in behaviour of young people, which is illegal, abusive or exposes anyone to any degree of danger or risk (that may or may not lead to injury, distress or illness).
- never create or access any form of pornography, including via the internet

## **Appendix 6**

### **SAFEGUARDING VULNERABLE ADULTS**

#### **Definition of Vulnerable Adult**

An adult (a person aged 18 or over) who:

- Is or may be in need of community care services  
and
- Is or may be unable to protect him or herself.

At South Kent College we have a number of courses for vulnerable adults and they may well be on main stream programmes. Pastoral Tutors will notify the teaching team of any learner who are defined as vulnerable.

**(See Appendix B)**



**“Putting Learners First”**

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# **Vulnerable Adult Protection Policy**

*[Approved by the Board on 23 March 2009]*

## **1. INTRODUCTION**

A Vulnerable Adult is a person (a person aged 18 or over) 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'. (Definition from 'No Secrets' March 2000 Department of Health).

This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. Their need for additional support to protect themselves maybe increased when complicated by additional factors, such as domestic violence, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

Many vulnerable adults may not realise that they are being abused.

It is important to consider the meaning of 'Significant Harm'. The Law Commission in it's consultation document 'Who Decides,' issued in Dec 1997 suggested that; 'harm' should be taken to include not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also 'the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development'.

South Kent College is committed to safeguarding the health, safety and welfare of all vulnerable adults involved in courses or activities which come under the responsibility of the College.

The purpose of this policy and accompanying procedures is to ensure that the rights of vulnerable adults are protected through staff awareness of the issues and the following statutory and local guidelines in the reporting of concerns.

South Kent College requires all staff working within the College to record and report vulnerable adult protection concerns i.e. where they believe a vulnerable adult has been or is at risk of abuse, or significant harm. This responsibility extends to all staff and not just those specifically working with vulnerable adults.

## **2. TYPES OF ABUSE**

The following categories of abuse are not mutually exclusive and a vulnerable adult may be subjected to more than one type of abuse at the same time, whatever the setting. It is important to recognise that some vulnerable adults may reveal abuse themselves by talking about or drawing attention to physical signs or displaying certain actions/gestures. This may be their only means of communication. It is important for staff to be alert to these signs and to consider what they might mean.

- Physical abuse
- Sexual abuse
- Psychological abuse

- Financial abuse
- Neglect and acts of omission
- Discriminatory abuse
- Institutional abuse
- Multiple forms of abuse
- Domestic abuse
  - Self neglect or self injurious behaviour

It is important that vulnerable adults are protected from any form of harm.

As such all complaints, allegations or suspicions must be taken seriously.

## PROCEDURE

The following procedure must be followed whenever an allegation is made that a vulnerable adult has been abused or when there is a suspicion that a vulnerable adult has been abused.

### **Designated Staff with Responsibility for Adult Protection**

#### **Definitions**

**Designated Governor:** Individual governor responsible for liaising with the Principal and Senior Designated Manager with responsibility for adult protection.

**Senior Designated Manager:** Individual responsible for liaising with the Principal and Designated Governor and **The Designated Adult Protection Co-ordinator with Lead Responsibility.**

**Deputy Designated Adult Protection Coordinator** Other staff member with responsibility for adult protection

**Local Safeguarding Adult Board:** The statutory body which, pursuant to the Adult Act 2004 aims to ensure that the local area has a coherent approach to safeguarding adult based on contributions from all key agencies.

**The Senior Designated Adult Protection Manager:**  
Director of Student Support Services: Jayne Walker Ext 8242 or 07747018339

**The Deputy Designated Vulnerable Adult Co-ordinator:**

**Designated Staff Members:**  
Lead Tutors

**Designated Governor:**  
The elected Chair of the Corporation

## **1. RESPONSIBILITIES OF STAFF**

### **1.1 The Role of the Governing Body**

The governing body is committed to ensuring that the College:

- raises awareness of issues relating to safeguarding and promoting the welfare of adult and young people in the College;
- provides a safe environment in which adult and young people learn;
- identifies adult and young people who are suffering, or at risk of suffering, significant harm and takes appropriate action to see that such adult and young people are kept safe at the College;
- has procedures for reporting and dealing with allegations of abuse against members of staff and volunteers;
- operates safe recruitment procedures;
- designates a member of staff with sufficient authority to take lead responsibility for adult protection;
- remedies any deficiencies in or weaknesses in regard to adult protection arrangements that are brought to the Governing Body's attention;
- The Governing Body will approve and annually review College policies and procedures.

### **1.2 The Designated Governor**

The Designated Governor is responsible for liaising with the Principal and Senior Designated Manager over matters regarding adult protection, including:

- ensuring that the College has procedures and policies which are consistent with the Local Safeguarding Adult Board's (LSCB) procedures;
- ensuring that the Governing Body considers the College Policy on Adult Protection each year;
- ensuring that each year the Governing Body is informed of how the College and its staff have complied with the Policy including, but not limited to, a report on the training that staff have undertaken.

The Designated Governor is responsible for overseeing the liaison with external agencies such as the police and/or social services in connection with allegations against the Principal or the Senior Designated Manager. This will not involve undertaking any form of investigation, but will ensure good communication between the parties and provide information to assist enquiries.

To assist in these duties, the Designated Governor shall receive appropriate training in line with LSCB procedures.

### **1.3 The Senior Designated Manager**

The Senior Designated Manager shall be the Senior College Manager who is designated with the overall responsibility for the protection of Vulnerable Adults.

The Senior Designated Manager is responsible for the management of the College's overall policy and procedures that relate to adult protection issues. The Senior Designated Manager will have received training in adult protection issues and inter-agency working, as required by the LSCB, and will receive

refresher training at least every 2 years. The Senior Designated Manager will keep up to date with developments in adult protection issues.

More specifically s/he has the responsibility for liaising with the Designated Governor, the Local Education Authority, Adult's Social Services, the Local Safeguarding Adult's Board, the Police, the Adult Services (for cases relating to vulnerable adults) and other agencies to refer individual cases of suspected or identified abuse, neglect or such allegations.

- Acting as the key contact person within the College;
- Being responsible for co-ordinating action within the College on adult protection issues;
- Where appropriate, liaising with staff to share information, but only on a "need to know basis", to protect rights of young people to confidentiality;
- Overseeing the planning of any curricular or other provision – e.g. ensuring an effective approach to dealing with bullying;
- Representing the College at adult protection meetings and being a member of a "Core Group" if required;
- Raising awareness about adult protection and ensure all staff are familiar with this Policy and Procedure and receive basic training in adult protection issues;
- Ensuring that specific staff are trained in the Kent Adult Protection Procedures, the LEA guidelines and DfES guidance;
- Providing advice and support to other staff on issues relating to adult protection;
- Maintaining a proper record of any adult protection referral, complaint or concern (even where that concern does not lead to a referral);
- Ensuring that carers of vulnerable adults within the College are aware of the College's adult protection policy;
- Liaising with agencies as appropriate;
- Liaising with care homes which send service users to the College to ensure that appropriate arrangements are made for the students;
- Where an inter-agency adult protection plan is in place, ensuring the College is involved in, if necessary, the preparation of the plan and ensuring the College's role is clearly defined. This will include any involvement with the Multi-Agency Public Protection Arrangement (MAPPA).

### **1.5 Deputy Designated Adult Protection Coordinator**

To act as the key contact person within the College in the absence of the Senior Designated Adult Protection Co-ordinator.

To support the Designated Adult Protection Co-ordinator in:-

- Ensuring that there are effective arrangements for liaising with employers and training organisations that receive vulnerable adults from the College on placements to ensure that appropriate safeguards are put in place;
- Ensuring that staff receive basic training in adult protection issues and are aware of the College adult protection procedures;
- Reporting to them on matters relating to Adult Protection;
- Providing first-line advice to staff and students on adult protection matters;
- Knowing how to make an appropriate referral and then to liaising with adult protection officers in local authorities to seek advice on how best to deal with a specific case;
- Dealing with individual cases, including attending case conferences and review meetings as appropriate;
- Liaising with the Senior Designated Manager to agree and implement actions relating to individual adult protection cases;
- Advising on any improvements that should be introduced to improve the procedures relating to adult protection;
- Supporting the processes of briefing and training of staff on matters relating to adult protection;
- Undertaking training in adult protection issues and inter-agency working, as required by the LSCB.

#### **1.6 Designated Staff Members:**

To act as the first-line of advice on their designated site and act as the key contact person within the College in the absence of more senior adult protection officer

- Providing first-line advice to staff and students on adult protection matters;
- Knowing how to make an appropriate referral and then to liaising with adult protection officers in local authorities to seek advice on how best to deal with a specific case.

#### **1.7 The roles and responsibilities of all staff**

Everyone in the College must be aware that any vulnerable adult may be the victim of abuse or **may be at risk of**, physical abuse, neglect, emotional abuse sexual abuse, financial abuse, discriminatory abuse, institutional abuse, self neglect or self injurious behaviour.

The Principal and all staff working with adults and young people will receive training adequate to familiarise them with adult protection issues and responsibilities and the College policy and procedures, with refresher training at least every three years.

Consequently all staff members must be familiar with these procedures. **It is the responsibility of all members of staff to act immediately if they become**

**aware of an actual case of abuse/neglect or become suspicious that there may be a risk of abuse/neglect.**

**2. RAISING AWARENESS OF THE ADULT PROTECTION PROCEDURES:**

It is important that all members of the College recognise the role they play in safeguarding the well being of vulnerable adults. Adult Protection must be a topic covered within the induction of every member of the College community whether they are students, staff or employers used by the College for work experience purposes.

**2.1 Students:** It is the aim of the College to providing an environment in which students feel safe and secure and therefore develop the confidence to bring to the notice of staff any concerns they may have, secure in the knowledge that the matter will be dealt with in a confidential and sensitive manner.

Within the Induction Programme students must be made aware of the following:

- What constitutes abuse under Adult Protection;
- The reporting procedures for self referral or reporting suspected abuse of a friend or colleague when in college, at work experience or on residential;
- To whom the referral should be made;
- The responsibility each student has for another.

**2.2 Staff:** Within the Staff Induction Programme employees must be made aware of the following:

- What constitutes abuse under Adult Protection;
- The reporting procedures if a referral of suspected abuse is made by a student or third party, including whilst on work experience and residential (Appendix 1);
- The key College personnel to whom the report should be made;
- The responsibility of members of staff under the Adult Protection Procedures;
- The Code of Conduct (Appendix 5) to ensure members of staff do not place themselves in a position of risk either advertently or inadvertently, with respect to Adult Protection.

**2.3 Employers:** Any employer working with a student must be given training on the South Kent College Adult Protection Procedures by the student's course co-ordinator or nominated representative prior to the student embarking upon the experience or placement. The Course Co-ordinator and employer must:

- Identify a key employee who will act as the main contact for the student on experience or placement for the purposes of adult protection;
- Instruct that key employees on the College's Adult Protection Procedures and identify who their key point of contact is within College for any referrals for suspected abuse under Adult Protection;
- Sign a declaration that appropriate training has taken place and that the employee is fully aware of their responsibility and the reporting process

(appropriate notes and procedures will be left with the employee for reference purposes). (Appendix 3 & 4).

### **3. DEALING WITH DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS (SEE APPENDIX 1 & 2):**

Actions taken under these guidelines must be carried out sensitively, taking account of the vulnerable adult's individual needs, including race, culture and ethnicity, age, gender, religion, disability or sexuality.

An individual's communication needs should be considered at all times. Practice will be based on the following values; enshrined in 'Homes are for Living In (SSI/Department of Health 1989);

- Privacy
- Dignity
- Choice
- Independence
- Rights
- Fulfilment

Vulnerable adults should be allowed and helped to make their own decisions based on an awareness of the choices available.

It is recognised that there will be situations where a vulnerable adult chooses to remain in a situation perceived by professionals to be risky or dangerous.

The principle of self-determination is important, but may need to be reconsidered if a vulnerable adult is unable to make an informed choice, where there is a risk to life or limb or where a statutory responsibility exists.

If the complainant is the vulnerable adult, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.

A full record shall be made as soon as possible of the nature of the allegation on the referral forms which can be found on the staff intranet (Appendix 2) any other relevant information must also be included:

- the date
- the time
- the place where the alleged abuse happened
- your name and the names of others present
- the name of the complainant and, where different, the name of the vulnerable adult who has allegedly been abused
- the nature of the alleged abuse
- a description of any injuries observed
- an account of the allegation that should be signed and dated by the person completing the report

Any suspicion, allegation or incident of abuse must be reported to one of the nominated members of staff (or the Principal in their absence) as soon as possible and at least within two hours.

The nominated member of staff shall telephone and report all allegations and incidents of abuse to either:

- **Social Services Department – Assessment Teams:** Responsible for investigating adult abuse in any setting (except nursing and residential homes or private hospitals), including a person's own home, a day centre, or hospital.
- **Community Mental Health Teams:** Responsible for investigating adult abuse relating to adults with serious mental health difficulties
- **Health Authority Inspection Unit:** Responsible for investigating adult abuse in any nursing home or private hospitals.
- **Local Authority Inspection Unit:** Responsible for investigating adult abuse in any residential home.

This must be done before the end of the college day. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the local relevant department within 24 hours.

The nominated member of staff should discuss with the relevant department what action will be taken to inform the carer of the vulnerable adult and a note of that conversation should be made.

The nominated member of staff must notify the Principal of any allegation or incident as soon as is practicable and in any event within 24 hours of the initial concern arising.

The Vulnerable Adult Protection Officer may consider that those involved may require counselling. Where it is felt there is a need for counselling (which could be for the vulnerable adults, other students, staff, parents or carers involved) the Vulnerable Adult Protection Officer will make the necessary arrangements

#### **4. CONFIDENTIALITY**

Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the vulnerable adult is the overriding concern. The degree of confidentiality will be governed by the need to protect the vulnerable adult. The vulnerable adult should be informed at the earliest possible stage of the disclosure that the information will be passed on. Discussion regarding a vulnerable adult should always be held in private.

The College complies with the requirements of the Data Protection Act 1998, which allows for disclosure of personal data where this is necessary the vital interests of a vulnerable adult.

**Whatever happens, you should always be open and honest with the vulnerable adult if you intend to take the case further.**

Staff must not discuss the case with anyone other than those involved in the case. If staff have any concerns about the progress of the case or have any other concerns these must be discussed with the Vulnerable Adult Protection Officer.

## **5. THE WORK OF THE COLLEGE COUNSELLORS.**

- 5.1 At the start of any counselling session or series of sessions, clients must be informed that if information divulged during the confidential meeting leads to suspicion that a vulnerable adult is at risk, the counsellor will be obliged to report the matter to the appropriate authority.
- 5.2 If, in the course of a counselling session, a client makes an allegation relating to a adult abuse issue then it is incumbent upon the counsellor to assess the situation with regard to any ongoing danger to the client or other vulnerable adult. The immediate aims are to:
  - Ensure the safety of the client and any other vulnerable adult.
  - Help prepare the clients to come to terms with the situation and begin to empower them to protect themselves, in the future.
- 5.3 Client confidentiality may be maintained, providing the above aims are not compromised.
- 5.4 The status of all allegations referred to the counsellors by a third party must be explained to the nominated member of staff, before the end of the working day, without breaching confidentiality.
- 5.5 If, in discussion with the vulnerable adult, the counselling staff member considers it appropriate, she will report the details to the nominated member of staff.

## **6. REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF**

### **Introduction:**

- 6.1 Where an allegation of adult abuse is made and it involves a member of College staff the same procedure should be adopted as described above.
- 6.2 Under no circumstances should the member of accused staff be informed about the allegation.** Notification of the allegation will be managed through the official College procedures described below.
- 6.3 Any suspicion, allegation or actual abuse of a vulnerable adult by a member of staff must be reported to the nominated member of staff as soon as possible and at least within two hours. If within 2 hours of the

initial concern it has not been possible to contact one of the nominated members of staff the matter must be reported to the Principal or delegated Senior Postholder.

- 6.4 Full records must be made about the alleged incident/s as described in 2.2 above.
- 6.5 In addition to notifying Adult Services, the nominated member of staff will notify the Principal/Senior Postholder within 24 hours. The Principal/Senior Postholder will instigate an initial assessment of the allegation, relevant investigations and enquiries and take appropriate action as detailed in the College's Disciplinary Policy.

Relevant sections include:

- Section 5.2.1.1 Investigation of incident
- Section 5.2.1.2 Suspension pending investigation

- 6.6 The College will, as deemed appropriate through the investigation, cooperate fully with the Police, Social/Adult Services and other external organisations in the execution of their duties within the investigation
- 6.7 A strategy meeting may be convened with the police and Social Services Department. This meeting will agree upon subsequent action. It could result in the member of staff being suspended on full pay whilst the Adult Protection/Criminal investigations are carried out.
- 6.8 The appointed governor with designated responsibility for Adult Protection will be kept informed of any situation where the investigation of an alleged incident under the Adult Protection Procedure is necessary. They will, in turn, keep the Chair of the Corporation informed of the incident and the necessary action taken.
- 6.9 Parents or carers of an adult or adults involved should be told about the allegation as soon as possible if they do not already know of it (subject to discussion with the local authority). They should also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process.

## **7. RECRUITMENT AND SELECTION PROCEDURE**

All staff appointments to the South Kent College are made following the guidelines as described in the DfES Publication 'Safeguarding Adult and Safer Recruitment in Education' which includes:

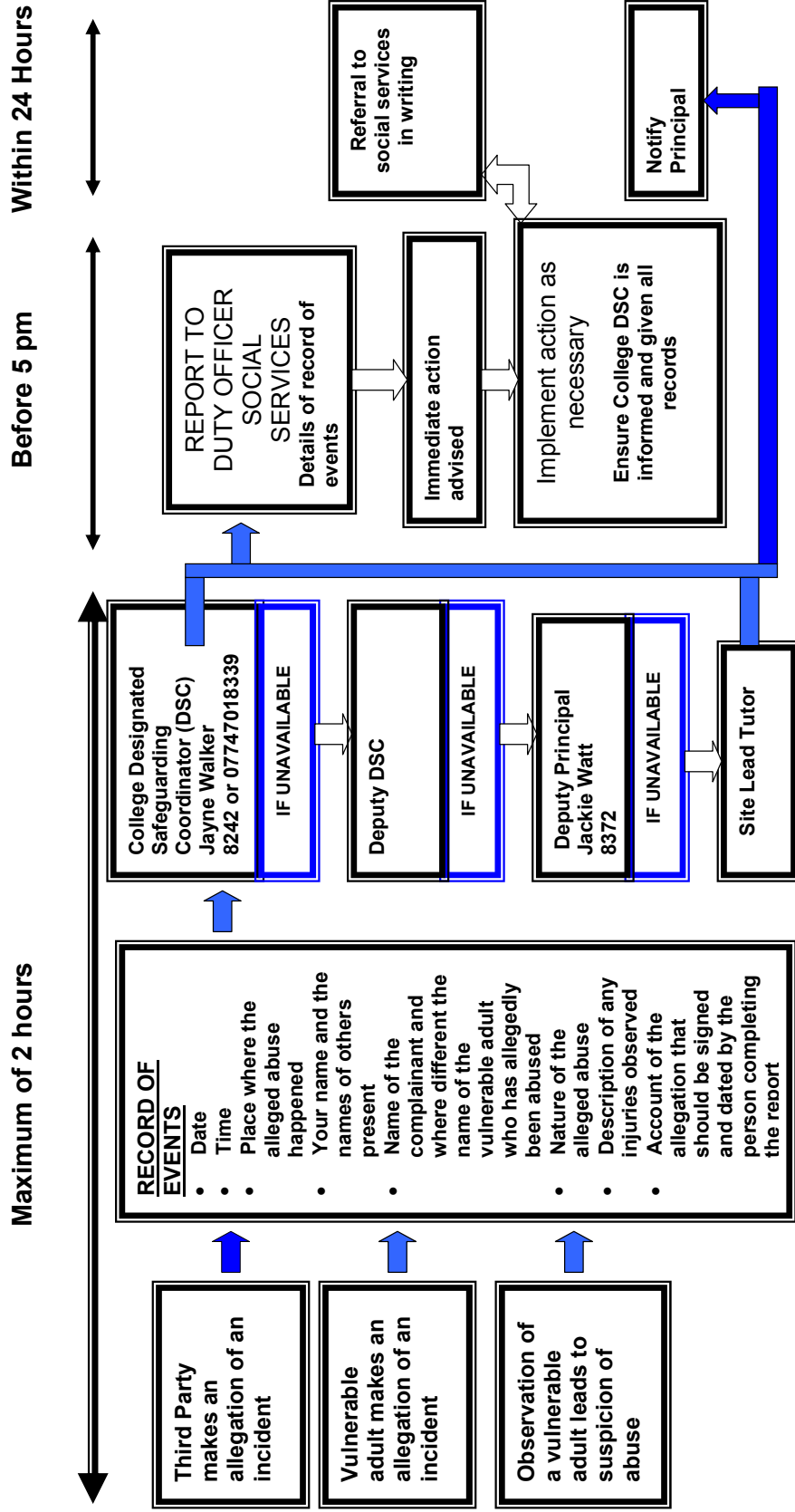
- satisfactory references being received
- satisfactory 'List 99' check
- satisfactory Enhanced Criminal Record Bureau (CRB) checks
- satisfactory UK Residency/Right to work in UK

## **8. MONITORING AND REVIEW**

- 8.1 This policy will be reviewed as deemed necessary through changes in law and/or good practice but at least annually.
- 8.2 The policy will be agreed and ratified before publication by:
  - the College Corporation
- 8.3 This policy draws on information contained within the DfES Publication 'Safeguarding Adult and Safer Recruitment in Education' and the College will refer to this document for enhanced information in areas of concern or lack of clarity.

**APPENDIX 1**  
**SOUTH KENT COLLEGE**  
Adult Protection Procedure Flow Chart

**SAFEGUARDING PROCEDURES**



\*\*\* If it involves a member of staff do not inform the member of staff

**APPENDIX 2**

**SAFEGUARDING INCIDENT / CONCERN FORM**

Student Name:		Date of Birth Group:
Name and Position of person completing the form (please print)		
Date of Incident:	Date information received:	
Incident / concern / information (who what where when):		
Any other relevant information (witness, immediate action taken)		
Action taken:		
Signature:		Date form completed (dd mm yy)

**On completion please forward to the College Designated Safeguarding Coordinator  
Director of Student Support Services: Jayne Walker Ext 8242 or 07747018339**

**SAFEGUARDING RECORD FRONT SHEET**

Pupil Name:		Date of birth:
Any other name by which the adult is known:		
Address:		
Telephone Number:		
Family members:		
Name	Relationship	Address & Tel No.
Date File Started:		
Are records held in school relating to other connected adult (give details):		
Contact Details of other professionals:		
Name	Agency	Address & Tel No.



**INCIDENT / EVENT RECORD CONTINUATION SHEET**

Students Name:

Signature:

Print Name

Date:

**DESIGNATED SAFEGUARDING COORDINATOR'S SAFEGUARDING RECORD  
OF ACTION**

<b>Students Name:</b>		
<b>Date</b>	<b>Details</b>	<b>Signature</b>

**CHRONOLOGY**

<b>Date</b>	<b>Incident / Event/ Information Received</b>

## **GUIDELINES FOR STAFF IN RECORDING STUDENT CONCERNS**

- Use the proforma provided
- Record as soon as possible after an event or observation
- Before you start be clear about why you are recording
- Avoid jargon
- Wherever possible stick to facts
- If you give an opinion, separate it from the facts and explain why you have come to that particular opinion
- Record in a way that you would be happy for the adult or parent to read what you have written
- Do not forget to PRINT your name, sign and date each record
- If in doubt ASK

## **APPENDIX 3**

### **ADULT PROTECTION**

#### **Adult Protection away from College Premises April 2007**

##### **1. Introduction**

Any vulnerable adult over the age of 18 is considered, in the eyes of the law, as an adult and is protected by the adult protection laws and guidance (Working Together to Safeguard Adult 2006).

Incidents of adult abuse are not common BUT any adult aged between the ages of 18 and 25 must be considered as vulnerable to abuse whether this is in the home, in school or College, in the work place or in some other place.

Adult abuse can take many forms but it is categorised under 4 main themes:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It is important that adults are protected from any form of harm.

##### **2. Guidance**

Schools and Colleges organising work placements and other activities must ensure that policies and procedures are in place to protect adult and young people from harm, focusing greatest emphasis on settings in which adults may be most at risk, for example where adults will be placed for long periods in one to one situations with an adult.

These can be considered where the placement is as follows:

- for more than one day a week
- for longer than one term per academic year
- aimed at those adult who may be vulnerable eg: those who are aged under 25 or have special needs
- where the workplace supervisor or colleague will have substantial unsupervised access to the adult, because of the nature of the business

It is essential that the key supervisor of the student, if not under the direct responsibility of a member of College staff, is aware of their responsibilities with respect to adult protection and the procedures in place to ensure the safety of the adult.

## PROCEDURES

To ensure safeguards are in place to protect young people from harm and in line with Government guidance September 2004, the following procedures must be adhered to:

7. Staff who arrange work placements or host families for students of South Kent College must have received training in Adult Protection with details of the training held on file.
8. Employers, host families and training organisations taking responsibility for an adult or adult on a placement or within their homes must be asked to endorse South Kent College Adult Protection Procedure through the signing of published guidelines (Appendix 3).

Failure to endorse this documentation will disqualify the employer or host family from working with the College at this time.

9. Any person whose **normal duties** will include **regularly** caring for, training, looking after or supervising an adult in the workplace must be vetted and subject to 'Standard' CRB checks to ensure they are not disqualified from working with adults. **This will include the main signatory in the agreement to become a host family** for international students.

If this person is already in possession of a valid CRB Certificate it must be seen and a copy kept on file with the published guidelines (Appendix 3) by the College.

Failure to complete CRB documentation if asked will disqualify the placement or host family from working with the College at that time.

The College should arrange and pay for the CRB check for the placement or home supervisor where the supervisor would not normally hold a CRB Certificate.

10. The person who has completed the CRB documentation will be given basic training about adult protection, their duties and the details of who to contact if they are concerned about an adult for whom they are responsible.
11. Standard guidelines will be provided to any placement or host family regarding actions to be taken and by whom as a result of any adult protection issues reported prior, during or after the placement. (Appendix 3).
12. Adults in placements or in a host family must be given clear advice of who to contact if they are worried or uncomfortable about their surroundings or suffer abuse.

If you have any questions relating to the Adult Protection Procedure or this amendment please contact the College Designated Safeguarding Coordinator Jayne Walker  
Tel: 01303 858242.

## APPENDIX 4

### ADULT PROTECTION: WORKPLACE AND HOME PLACEMENTS

#### Guidance

Schools and Colleges organising work placements and host homes must ensure that policies and procedures are in place to protect adult and young people from harm.

It is essential that the key supervisor of the student, if not under the direct responsibility of a member of College staff, is aware of the procedures in place to ensure the safety of the vulnerable adult.

#### Introduction

Any vulnerable adult over the age of 18 is considered, in the eyes of the law, as a adult and is protected by the adult protection laws and guidelines (Working Together to Safeguard Adult 2006).

Incidents of adult abuse are not common BUT any adult aged between the ages of 18 and 25 must be considered as vulnerable to abuse whether this is in the home, in school or College, in the work place or in some other place.

Adult abuse can take many forms but it is categorised under 4 main themes:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It is important that young people are protected from harm.

#### Essential contacts:

Placement/Home Supervisor name:	
Placement/Home contact number:	
College Tutor name:	
College contact number:	

If you are unable to contact your College contact the College Designated Safeguarding Co-ordinator Jayne Walker Tel: 01303 858242 or.....

## PROCEDURES

6. All complaints, allegations or suspicions of abuse must be taken seriously.
7. If an allegation is made that a vulnerable adult has been abused or if there is a suspicion that a vulnerable adult has been abused this should be reported to the student's College supervising member of staff immediately (see overleaf). If the vulnerable adult's College supervisor is not available please contact the College's co-ordinator immediately (Jayne Walker 01303 858242 or).
8. Promises of confidentiality should not be given as the matter may develop in such a way that these cannot be honoured.
9. If the complainant is the vulnerable adult, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any following court proceedings.
10. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information including:
  - the date
  - the time
  - the place where the alleged abuse happened
  - your name and the names of other present
  - the name of the complainant and, where different, the name of the vulnerable adult who has allegedly been abused
  - the nature of the alleged abuse
  - a description of any injuries observed
  - the account which has been given of the allegation that should be signed and dated by the person completing the report

Please note: Some vulnerable adults with learning disabilities may need different treatment to other vulnerable adults e.g. in the way their physical/mental condition might mask possible abuse.

If you are unable to contact your College contact the Designated College Safeguarding Coordinator Jayne Walker Tel: 01303 858242

**ADULT PROTECTION: WORKPLACE AND HOME PLACEMENTS**

(To be completed and returned to College)

Name of organisation/Family name:	
Address of organisation/home:	
Telephone No	
I agree that I have read and understood the guidelines and procedures contained within the attached document. I also understand my responsibilities as the Placement/Home Supervisor.	
Placement/Home Supervisor Name:	
Placement/Home Supervisor Signature	
I agree that I have explained the College's Adult Protection Policy to the Placement Supervisor and that they are aware of the procedures to follow if they are concerned about the welfare of a vulnerable adult.	
College Tutor Signature & Date:	
College Tutor Name:	

## APPENDIX 5

### ADULT PROTECTION POLICY: CODE OF CONDUCT

It is exceptionally important that staff working with young people do not put themselves, or the young people they are working with, in a position that could compromise the ability to remain objective about the application of the Adult Protection Policy.

Staff and volunteers **should** wherever possible:

- (i) work in an open environment and be visible to others when working with young people eg avoiding private or unobserved situations.
- (ii) be alert to signs of abuse or information suggesting abuse and know how to report any concerns and suspicion. It is a legal and contractual responsibility for all staff and volunteers to pass on relevant information to the College Designated Adult Protection Coordinator.
- (iii) be familiar, as far as practically possible, with the support agencies available to young people ie Connexions, Lead Tutors and South Kent College Student Services.
- (iv) treat young people with dignity. Respect each vulnerable adult's boundaries and help them to develop their own sense of their rights, as well as helping them to know what they can do if they feel that there is a problem.
- (v) maintain a safe, professional distance in all relationships with young people. For example, if a vulnerable adult makes sexual approaches or suggestions, tell them this is inappropriate and remove yourself from the situation.
- (vi) give as much enthusiastic and constructive feedback as possible rather than negative criticism.

#### 1. PRACTICE TO BE AVOIDED

The following practice should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should occur with the full knowledge and consent of your Learning Manager or the vulnerable adult's parent(s) / carer (s).

- (i) avoid spending excessive time alone with vulnerable adult's away from others.
- (ii) avoid situations where guest lecturers, workshop practitioners and visitors are left alone with vulnerable adult's under **your** supervision.
- (iii) avoid taking vulnerable adult's to your home.
- (iv) avoid offering vulnerable adult's lifts in your own car or on your own motor bike.

- (v) avoid socialising with vulnerable adult's enrolled on a course of study with the College on occasions when it does not constitute part of your normal duties.
- (vi) avoid giving vulnerable adult's alcohol, tobacco products or any form of drug or medication, including the purchase of these items on their behalf.

## **2. PRACTICE THAT SHOULD NEVER OCCUR:**

Staff and volunteers should:

- (i) never encourage or participate in an intimate and/or sexual relationship with young people enrolled on a course of study at the College or any other vulnerable adult under the age of 18.
- (ii) never engage in inappropriate physical or sexually provocative behaviour with young people enrolled on a course of study at the College or any other vulnerable adult under the age of 18.
- (iii) never make sexually suggestive or lewd comments to a vulnerable adult, even in fun.
- (iv) never develop relationships with a vulnerable adult which could in any way be deemed exploitive or abusive.
- (v) never act in ways that may be deemed abusive or may place a vulnerable adult at risk of abuse.
- (vi) never smack or physically hit a vulnerable adult, reduce them to tears as a form of control, or intentionally shame, humiliate, belittle or degrade them.
- (vii) never allow young people to engage in unacceptable behaviour or use offensive or discriminatory language without being challenged.
- (viii) never allow allegations made by a vulnerable adult to go unchallenged, unreported or not acted upon.
- (ix) never expose young people to environments or circumstances or allow them to engage in activities that compromise their health or personal safety.
- (x) never divulge personal contact details to a vulnerable adult or engage in communications with them using your own home or personal mobile phone or through your home e-mail account.
- (xi) never issue a vulnerable adult's contact details to anyone.
- (xii) never do things of a personal nature for a vulnerable adult that they can do themselves.
- (xiii) never condone or participate in behaviour of young people, which is illegal, abusive or exposes anyone to any degree of danger or risk (that may or may not lead to injury, distress or illness).
- (xiv) never create or access any form of pornography, including via the internet

## **Appendix 6**

### **SAFEGUARDING VULNERABLE ADULTS**

#### **Definition of Vulnerable Adult**

An adult (a person aged 18 or over) who:

- Is or may be in need of community care services  
and
- Is or may be unable to protect him or herself.

At South Kent College we have a number of courses for vulnerable adults and they may well be on main stream programmes. Pastoral/ Personal Tutors will notify the teaching team of any learner who are defined as vulnerable.