

Safeguarding Adults Policy

For use by whom: All Staff

Commencement Date: January 2010

Reviewed and amended : May 2017

Next Review Date: May 2018

Associated Documents:

Safeguarding Children

Suspicion of abuse procedure Medication procedure

Risk taking Restraint

Whistle blowing Dignity & respect

Missing person Student protection

Complaints Confidentiality

Student charter Care planning

Staff recruitment Behaviour management

Racial harassment Behaviour & sanctions

Supervision & support Student's rights & responsibilities

Work placement procedure Staff involvement with student finances

E-safety Information Sharing Policy

Policy Statement

This document is the Safeguarding Adults Policy for Langdon College which will be followed by all members of the organisation and, followed and promoted by those in the position of leadership within the organisation.

The College takes responsibility for ensuring that our employees and volunteers are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of the people we support.

Aim of the Policy

We know that being a young adult with complex needs makes our students potentially vulnerable to abuse by other adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young adults we support.

This document is written in accordance with the Salford Adult Protection Procedures and 'Safeguarding Adults'; and Bury's Multi-Agency Safeguarding Adults Policy and Procedure as well as Greater Manchester Safeguarding Procedures.

Principles upon which the Safeguarding Adults Policy is based:

- The welfare of a young adult will always be paramount;
- The rights, wishes and feelings of young adults and their families will be respected and listened to;

- Those people in positions of responsibility within the organisation will work in accordance with the interest of the young adults and follow the policy outlined below.

Keeping vulnerable young adults safe from harm requires people who work with them to share information. See information sharing: practitioners guide published by DfES.

College Policy and Procedures on Safeguarding Young Adults

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with vulnerable young adults.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE YOUNG ADULT OR ADULTS CONCERNED i.e. :-

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking the young adult to the nearest Accident and Emergency Department.
- If a young adult is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a vulnerable individual immediately if protection is necessary, via their powers to use Police Protection.

Recognition of Abuse or Neglect

Abuse and neglect are forms of maltreatment of a vulnerable young adult. Somebody may abuse or neglect a young adult by inflicting harm or by failing to act to prevent harm. Vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or potentially another young adult who is one of their peers.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a young adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a vulnerable person.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a young adult such as to cause severe and persistent adverse effects on the individual's ongoing emotional development. It may involve conveying to the young adult that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

It may feature developmentally inappropriate expectations being imposed on the young adult. These may include interactions that are beyond the individual's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the young adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying, causing the young adult frequently to feel frightened or in danger, or the exploitation or corruption of individuals. Some level of emotional abuse is involved in all types of ill treatment of a vulnerable young adult though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a young adult to take part in sexual activities, whether or not the individual is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving a young adult in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging a vulnerable young adult to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet vulnerable young adult's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or ongoing development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a vulnerable young adult from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, young adult's basic emotional needs.

Self Neglect

Self-neglect is a behavioral condition in which an individual neglects to attend to their basic needs, such as personal hygiene, appropriate clothing, feeding, or tending appropriately to any medical conditions they have. More generally, any lack of self-care in terms of personal health, hygiene and living conditions can be referred to as self-neglect.

Self neglect is any **failure of an individual to take care of himself or herself** that causes, or is reasonably likely to cause within a short period of time, serious physical, mental or emotional harm or substantial damage to or loss of assets.

Self-neglect can happen as a result of an individual's choice of lifestyle, or the person may

- be depressed,
- have poor health,
- have cognitive (memory or decision making) problems, or

- be physically unable to care for self.

Self-neglect includes:

- Living in grossly unsanitary conditions
- Suffering from an untreated illness, disease or injury
- Suffering from malnutrition to such an extent that, without an intervention, the individual's physical or mental health is likely to be severely impaired.
- Creating a hazardous situation that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets, and
- Suffering from an illness, disease or injury that results in the individual dealing with his or her assets in a manner that is likely to cause substantial damage to or loss of the assets.

Individuals within the organisation need to be alert to the potential abuse of vulnerable young adults including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving young adults and where there are concerns about an individual's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a young adult in accordance with these procedures.

It is good practice to be as open and honest as possible about any concerns. However, any concerns must be raised at the earliest opportunity with a manager who will then contact a Senior Manager to seek advice. Decisions should not be taken in isolation and if in any doubt or concern consult with your line manager/senior manager immediately.

The on call procedure can be followed to ensure you seek advice from a Manager, Senior Manager or the Principal at any time. The relevant person will then take responsibility for reporting to the responsible person who will take over investigation of any concerns.

All staff employed and volunteers engaged by Langdon College has a duty of care to be vigilant and immediately report any concerns around safeguarding or abuse issues to the relevant people outlined in this policy. Failure to do so may potentially result in this being treated as gross misconduct which is likely to result in dismissal.

Safeguarding Committee

Langdon College also have a Safeguarding Committee that meets on a regular basis to discuss any potential safeguarding issues.

Committee Details:

Wendy Shepherd – Head of Student Services

Karen Lawler – Learning Support Assistant

Peter Palmer – Support Worker

Pauline Harwood – Home Manager

Esty Rubner – Student Representative

Susan Fagelman – Safeguarding Governor

Any non immediate concerns should be raised with a member of the committee.

Student Involvement

A student representative was elected in student forum to represent the student group as a whole and raise issues at the committee meetings. The Langdon College student representative is currently Esty Rubner. All students are aware that they can raise issues with Esty to bring to the meeting and give feedback to all/individuals from the Committee.

What to do if the young adult talks to you about Abuse or Neglect

It is recognised that a young adult may seek you out to share information about abuse or neglect, or talk spontaneously, individually or in groups when you are present. In these situations YOU MUST:

- Listen carefully to the individual. DO NOT directly question the individual.
- Give the individual time and attention.
- Allow the individual to give a spontaneous account; do not stop an individual who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the individuals presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the young adults own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the young adult that:
 - they have done the right thing in telling you;
 - they have not done anything wrong;
- Tell the individual what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the individual to repeat his or her account of events to anyone.

Staff members **must not** investigate allegations themselves. Staff **must always** seek advice immediately in all cases of disclosure and refer to the appropriate senior member of staff.

If you have an Adult Protection concern you should:

1) Consult about your Concern

Because of your observations of, or information received you may become concerned about a vulnerable adult who has not spoken to you.

It is good practice to ask a vulnerable young adult why they are upset or for example how a cut or bruise was caused, or respond to an individual wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about an individual in our care you **must** share your concerns and have a duty of care to do so. You should at the earliest opportunity talk to one of the people designated as responsible for safeguarding and adult protection within your organisation. In this organisation the person is Wendy Shepherd, Head of Student Services Tel: 0161 740 5900 or Jane Bowers, Head of Education Tel: 0161 740 5900 if you are unable to go directly to a designated person then you must activate the on call procedure and speak to a senior manager or the Principal.

(If one of those people is implicated in the concerns you should discuss your concerns either with the Principal directly or if ongoing/unresolved discuss concerns with the Safeguarding Adults Unit (Salford)- Tel: 0161 631 4777 or 0161 253 7190 (Bury).)

You should consult with your local Adult Protection Social Care Duty & Investigation Team in the area where the child resides, in the following circumstances:

- When you remain unsure after internal consultation as to whether adult protection concerns exist
- When there is disagreement as to whether adult protection concerns exist
- When you are unable to consult promptly or at all with your designated internal contact for adult protection /safeguarding
- When the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Adult Social Care or the Police should progress.

Langdon College will ensure they will do all they can to address concerns promptly and effectively. The Principal and senior management team maintain an 'open door' policy to ensure all staff and students can raise concerns and be listened to at all times.

2) Make a Referral

A referral involves giving the local Authority Adult Social Care Team or the Police information about concerns relating to an individual in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

The senior management team will make a careful and considered decision about whether a referral is necessary using the relevant threshold guidance. Local policy and procedure and where necessary liaising with the local teams to seek advice about further action.

Parents/carers should be informed if a referral is being made except in the circumstances where they are the subject of an allegation /concern.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with the Adult Social Care Team about how and when the parents should be approached and by whom.

- If your concern is about harm or risk of harm from a family member or someone known to the vulnerable young adult, you should make a telephone referral to the Adult Social Care Duty & Investigation Team in the area where the individual resides.
- If your concern is about harm or risk of harm from someone not known to the individual or the individual's family, you should make a telephone referral directly to the Police and consult with the parents.
- If your concern is about harm or risk of harm from an adult in a position of trust see the section titled : allegations against adults who work with vulnerable adults

If your concern is that a young adult or family need additional help or support, you should contact the appropriate team (see useful numbers).

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same information of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of the vulnerable adult.
- Gender, ethnicity, first language, any special needs.
- The names of professionals /relevant others known to be involved with the individual/family e.g.: GP, Health Visitor, etc.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the young adult may need urgent action to make them safe.
- Your view of what appears to be the needs of the individual.

- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Action to be taken following the referral:

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the relevant Adult Social Care Duty & Investigation Team (either Salford or Bury) following the referral (within 48 hours - and using the relevant **multi-agency referral form**).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Allegations against Adults who work with vulnerable young adults

If you have information which suggests an adult who works with vulnerable young adults (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed an individual
- possibly committed a criminal offence against, or related to, an individual
- behaved towards a vulnerable young adult in a way that indicated s/he is unsuitable to work with them

You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The Senior Manager will consult with/make a referral to the Safeguarding Adults Unit.

(If one of those people is implicated in the concerns you should discuss your concerns directly with the Principal, Chris Mayho or the Safeguarding Adults Unit - 0161 253 7190 (Bury) or 0161 631 4777 (Salford))

3) Record and Report

All information and evidence collated when investigating any safeguarding issue should be recorded promptly and factually by all individuals involved.

The responsible individual will ensure appropriate reporting to relevant people and agencies.

Once a referral has been made and investigation has been conducted and concluded with a clear outcome the following reports should be completed:

- In cases of a student residing at a Registered Property a Regulation 37 report/notification should be made to the Care Quality Commission and Ofsted
- If relevant (in cases of conclusion that a staff member has perpetrated abuse) it may be appropriate to make a referral (liaising with the local authority) to the Adult Protection Register.

Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place

Information in relation to any adult protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to adult protection and, therefore, the issue of confidentiality is secondary to a vulnerable adults need for protection.

See information sharing policy for more information.

If in doubt, consult:

Wendy Shepherd – Head of Student Services/designated responsible person or Jane Bowers – Head of Education/designated responsible person

Prevent Duty

From 1 July 2015 all schools and child care providers must have regard to the statutory guidance issued under section 29 of the Counter Terrorism and Security Act 2015. Under section 26 of the counter Terrorism and Security Act 2015, in the exercise of their functions, all staff and volunteers are to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the **Prevent duty**.

We have a role of protection for vulnerable children, young people and adults. Therefore we are obliged to ensure we pay particular attention and have measures in place to address this. The Prevent Strategy, published by the Government in 2011, is part of an overall counter terrorism strategy called CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In addition, the Counter Terrorism and Security Act 2015 sections 36 to 41 sets out the duty on local authorities and partners to establish and cooperate with a local Channel programme of 'Channel Panels' to provide support for people vulnerable to being drawn into terrorism. It is essential that Channel Panel members and their partners ensure that children and young people are protected from harm.

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults to involve them in terrorism or activity in support of terrorism.

The 10 Greater Manchester local authorities and Greater Manchester Police, agree that this exploitation should be viewed as a safeguarding concern and should be approached in the same way as safeguarding children/adults from other risks.

To summarise key points:

Violent Extremism is defined by the Crown Prosecution Service (CPS) as:

"The demonstration of unacceptable behaviour by using any means or medium to express views, which:

- *Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;*
- *Seek to provoke others to terrorist acts;*
- *Encourage other serious criminal activity or seek to provoke others to serious criminal acts;*
- *Foster hatred which might lead to inter-community violence in the UK."*

There are a number of offences that can be considered when dealing with violent extremism. They include offences arising through spoken words, creation of tapes and videos of speeches, internet entries, chanting, banners and written notes and publications.

There is no such thing as a 'typical extremist' and those involved in extremism come from a range of backgrounds and experiences.

Most individuals, even those who hold radical views, do not become involved in violent extremism. Holding extreme views is not illegal, but inciting a person to commit an act in the name of any belief is in itself an offence.

It is vital that all professionals who have contact with vulnerable individuals are able to recognise those vulnerabilities and help to increase safe choices and remember that violent behaviour operates on many levels in the absence of protective factors and that individuals largely act within the context of their environment and experiences.

Research shows that indicators that may make an individual vulnerable to radicalisation can include:

Identity Crisis - Distance from cultural / religious heritage and uncomfortable with their place in the society around them;

Personal Crisis - Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging;

Personal Circumstances - Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;

Unmet Aspirations - Perceptions of injustice; feeling of failure; rejection of civic life;

Criminality - Experiences of imprisonment; poor resettlement/reintegration; previous involvement with criminal groups.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of exploitation for the purposes of violent extremism.

See the full policy online (see the link below) for information about more critical risk factors.

There is a statutory duty for workers to share information where there are concerns about the safety or well being of a child or vulnerable adult. Protecting children and young people from radicalisation and extremism requires careful assessment and working collaboratively across agencies as initially concerns may be inconclusive. Sharing information effectively and keeping the child and young person in focus should be the main aim of any interventions and services. (See information sharing policy).

Roles and Responsibilities of the Single Point of Contact (SPOC)

Wendy Shepherd – Head of Student Services is the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.

As with other safeguarding issues, where a professional has any concerns that a person or their family may be at risk of radicalisation or involvement in terrorism, they should speak with the organisation's safeguarding lead. The SPOC should offer advice and guidance about the appropriateness of making a referral to Children's/Adult Social Care and/or undertaking integrated working processes, such as the Common Assessment Framework, to better understand the issue and gather additional information.

If, at any stage, it is felt that the individual poses an immediate danger to themselves or any other person, the police should be called immediately.

If the concerns about an individual are not serious, the Safeguarding Lead / Prevent SPOC may decide that they can be addressed by action within the organisation. In this case, the organisation should take the appropriate action to address any concerns, and review whether the concerns remain after this.

If the Safeguarding Lead / Prevent SPOC consider that the concerns relating to an individual are more significant, and require a multi-agency response, they will take the appropriate action in line with Greater Manchester's Policy.

Further guidance can be found at:

<http://greatermanchesterscb.proceduresonline.com> where information can be used to provide a clear framework for all professionals working with children for whom there are concerns that they are at risk of becoming involved in violent extremist activity.

It includes the link between safeguarding procedures and the Channel programme, and provides a mechanism for supporting those who may be vulnerable to violent extremism by assessing the nature and the extent of the potential risk and, where necessary, providing an appropriate support package.

When deciding whether to refer to Channel. As a minimum there must be information evidencing a concern that the individual is either moving towards support for terrorism, or an attraction to terrorism or a vulnerability to radicalisation.

The Channel Team is based at GMP Headquarters within the North West Counter-Terrorism Unit.

The telephone contact number for the Channel Team is **0161 856 6362**.

The e-mail address for the Channel Team is **channel.project@gmp.police.uk**.

Training/Induction

All staff will be trained to recognise safeguarding issues, how to deal with incidents and how to report their suspicions.

All staff are required to read all relevant policies during their induction period (all associated documents) and ensure they discuss with a manager if they have any concerns, or feel they need more support to understand the content of these.

Relevant training completed by staff:

- NSPCC Child Protection training
- safeguarding the older child
- safeguarding adults
- safeguarding procedures training
- prevent duty training

Relevant Documents to be read on induction: (also to sign to confirm understood content of these)

- 'No Secrets'
- Safeguarding associated policies file
- Information sharing – practitioners guide
- Guidance for safer working practice for Adults who work with children and young people in education settings
- Safer practice, safer learning

Your manager may ask you to read and sign to confirm you have understood other documents and relevant updated information from time to time. If you want any more information on safeguarding there are relevant information and legislation files held in the support manager's office.

Relevant legislation:

- The 'whistle blowing' Public Interest Disclosure Act, 1999
- The Adult protection Act 1989
- The Data Protection Act 1998
- The Disability Discrimination Act 1995
- The Human Rights Act 1998
- The Special Educational Needs (SEN) Code of Practice 2001
- The Special Educational needs and Disability Act 2001
- Mental Capacity Act 2005
- Health and Social Care Act 2008
- Care Standards Act 2000
- 'No Secrets' 2007
- Protection of Freedom Act 2012

These acts outlined do not constitute an exhaustive list but are some of the relevant acts to safeguarding vulnerable adults.

Current Legislation

We will keep all staff up to date with current legislation and our policy will be amended as necessary to reflect any changes to government led policy. We will email all staff regularly with any new information as well as include this in training days and whole staff meetings.

Recruitment

When recruiting new staff, the College ensure to follow all relevant policies and procedures in line with legislation. All staff will have been checked through the Disclosure and Barring Scheme prior to starting work at the College. Safeguarding responsibilities of all staff are outlined right from interview stages to outlined in their job description/contract/staff manual. A detailed interview process is completed and 2 references are also sought prior to staff starting work at the college.

All staff are regularly reminded of their responsibilities in this area and that safeguarding is 'everyone's business'.

Framework for Accountability

Framework for Accountability – Safeguarding at Langdon College	
Trustees and Governors	<p>Accountability “Trustees have primary responsibility for safeguarding in their Charity” <i>The Charity Commission “ Strategy for dealing with safeguarding vulnerable groups in including children issues”</i></p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Ensure they have a good knowledge of the organisation, it’s work, staff and volunteers • Agree a lead Trustee for Safeguarding • Review and agree all policies on an annual basis • Ensure they receive an Annual Safeguarding report • Ensure Safeguarding is a standard item on the Trustee Agenda • To take the lead in ensuring appropriate action is taken following any allegation against the Principal ensuring if necessary a referral is made to the LADO • Ensure the safe recruitment of Trustees • To ensure a Code of Conduct is in place for Trustee and that it is reviewed annually • To ensure any breach of the Code of Code is acted upon • Ensure the safe recruitment of Trustees • Ensure Trustees complete a self declaration form • To undertake appropriate safeguarding training

<p>Principal</p>	<p>Accountability Accountable to the Trustees and Governors for safeguarding within the organisation</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To lead on ensuring the organisation is a safe organisation, where the needs of children and vulnerable adults are prioritised • Ensure an Annual Safeguarding report based on an audit against the Salford Safeguarding Standards is submitted to the Board • Report to the Board any safeguarding incidents or referrals • To ensure the two designated Safeguarding Leads are named in the Safeguarding and Child Protection Policy and the Vulnerable Adults Policy and that their contact details are known to all staff and volunteers • Ensure clarity in regard to the roles and responsibilities of the Designated Safeguarding leads • To take the lead in ensuring appropriate action is taken following any allegation against a trustee, member of staff or volunteer, ensuring if necessary a referral is made to the LADO
<p>Senior Management Team</p>	<p>Accountability Accountable to the Principal for Safeguarding within their staff/volunteer teams and projects</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To ensure that staff are appointed following safe recruitment practices and that staff have appointed have the necessary skills and experience in safeguarding as appropriate to their role • To ensure all staff and volunteers

	<p>within their team receive regular supervision</p> <ul style="list-style-type: none"> • Ensure that all staff and volunteers are made aware of and read all relevant safeguarding policies as part of their induction • Assess the development needs of their staff and volunteers and ensure the take up of appropriate safeguarding training and other learning opportunities • To ensure staff undertaking a regulatory activity consent to a Disclosure and Barring Service check (formally CRB check) and sign up to the update service and agree to the organisation requesting an annual update. • Ensure staff who are not DBS checked complete a self-declaration form and are not in a position where they have unsupervised access to children or undertake regulatory activity • Undertake appropriate safeguarding training
<p>Designated Safeguarding Leads (Head of Student Services/Head of Education)</p>	<p>Accountability Accountable to the Principal and Trustees/Governors for ensuring best safeguarding practice within the organisation</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To ensure appropriate referrals are made to Children's Services and Adult Social Care including referrals to the LADO • Offer advice and support on safeguarding to staff, volunteers and trustees • To promote safeguarding across the organisation and keep trustees, staff and volunteers informed of good

	<p>practice, new legislation and guidance including learning from Serious Case Reviews</p> <ul style="list-style-type: none">• Monitor safeguarding concerns and keep accurate recording that include: Action taken and decisions made following any safeguarding incident Number of referrals and to whom and the outcome of any referral• Lead on the annual safeguarding review based on an audit against the Salford Safeguarding Standards• Review the Child Protection Policy and Vulnerable Adults Policy on an annual basis or as a response to any major changes in legislation or guidance• To disseminate new or reviewed policies throughout the organisation• Know whom to contact in both Children's and Adult's Services to ensure prompt appropriate referrals• Ensure contacts for referrals in Children's and Adults' Services are disseminated throughout the organisation.• To ensure links are made and maintained with Salford's Safeguarding Children Board• To ensure links are made and maintained with Salford 's Adult Safeguarding Board• To ensure links are made and maintained with national safeguarding networks
--	---

<p>Admin Manger</p>	<p>Accountability To the Principal for ensuring good administrative systems are in place to support safeguarding within the organisation</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Keep a record of any staff performing a regulatory activity and ensure there is a record of the date of their CRB/ DBS checks. • To ensure the organisation is signed up to the DBS update service • To develop a system to ensure all staff in a regulatory activity have their DBS's annually update • To ensure a system is in place to record safeguarding training undertaken by the trustees, staff and volunteers, and to ensure this system flags up when individuals need to update their training • To support and advise the designated Safeguarding Lead in regard to the maintenance of confidential safeguarding records
<p>All Staff and Volunteers</p>	<p>Accountabilities Accountable to their Line Manager for Safeguarding within their work</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To be all alert to safeguarding issues in all of their work and have regard to the needs of children and vulnerable adults • To read, understand and work within the organisations safeguarding policies • To ensure that the Designated Lead is informed of any safeguarding concerns

	<ul style="list-style-type: none"> • To ensure that if they had a concern about a child or vulnerable adult and they were unable to contact a Designated Safeguarding Lead, they know how and to whom to make a referral • To have awareness of sources of safeguarding advice and information including the Salford Safeguarding Children Board, Greater Manchester Safeguarding Procedures Site and Safe Network • To keep accurate and timely records • Undertake appropriate safeguarding training • If undertaking regulatory activity consent to a Disclosure and Barring Service check (formally CRB) and sign up to the update service agree to the organisation requesting an annual update.
<p>Rabbinical Input</p>	<p>Accountabilities/Responsibilities Rabbi Daniel Walker - Working with the Principal and Senior Managers to support and advise and ensuring monitoring of local Jewish services and synagogues we use. On our Jewish Lifestyle Committee - filtering of any pertinent information to the Committee and the staff team.</p>

Working together to safeguard young people (2015)

Keeping young people safe in education (2015)

Relevant Contact Details:

Useful Salford Telephone Numbers:

- Salford City Council Adult protection Unit 0161 631 4777 Monday to Friday
- Emergency Duty Team – 0161 794 8888
- For individuals with learning Disability:0161 631 4777
- For individuals with physical disability or sensory impairment :0161 607 1499
- Police Central Switchboard - 872 5050

Useful Bury Numbers:

- Bury Adult Social Care Services – 0161 253 7190 Monday to Friday
- Emergency Duty Team – 0161 253 6606
- Safeguarding Adults Co-ordinator – 0161 253 5600 Monday to Friday

Langdon College Numbers:

- Wendy Shepherd –Head of Student Services Tel: 07809 210299
- Jane Bowers – Head of Education Tel: 07894 266 508
- Chris Mayho – Principal Tel: 07764 190508

CST (Protecting our Jewish Community): 0800 980 0668

Prevent Duty Contact:

The Channel Team is based at GMP Headquarters within the North West Counter-Terrorism Unit.

The telephone contact number for the Channel Team is **0161 856 6362**.

The e-mail address for the Channel Team is **channel.project@gmp.police.uk**.



Signed:

Date: May 2017