

## Safeguarding Policy

### Introduction

Blackburn with Darwen Adult Learning, incorporating the National Careers Service, works closely with adults, some of whom may be at risk of abuse and some who have children. We believe that every adult and child has the right to be treated with dignity, have their choices respected and live a life free from fear. All staff therefore have a duty to be aware of the importance of the wellbeing of all members of the public, particularly those considered vulnerable.

This policy sets out the expectations of staff, learners/customers and any other relevant person relating to safeguarding. It applies to all learners/customers across our provision and all staff are expected to read, understand and adhere to this policy and related procedures.

### Context

As part of the People Department within the council, the Adult Learning Service, incorporating the National Careers Service, has access to advice and support from the Safeguarding Adults Team and if required the Children Advice and Duty Service. The policies and relevant documentation are available by accessing the Local Safeguarding Adult Board (LSAB), the Children Safeguarding Assurance Partnership (CSAP) website and the Local Authority intranet.

Blackburn with Darwen Adult Learning, incorporating the National Careers Service, recognises its responsibilities in providing staff and learners/customers the necessary information and guidance to ensure that people remain and feel safe at all times.

### Purpose of the Policy

The purpose of this policy is to:

- Clarify the roles, responsibilities and expectations of Adult Learning/NCS staff in relation to safeguarding
- Clarify the responsibilities and expectations of learners/customers, and others, in relation to safeguarding
- Outline and explain the procedures for dealing with and reporting safeguarding issues
- Provide staff guidance on how to address safeguarding concerns

### Policy Details

#### Current Activity

- All members of staff are required to undertake the online Safeguarding training (adults and children) to at least Level 1
- A 'Safeguarding Adults' guidance document has been produced to ensure that staff are aware of the appropriate procedures within the council. It is on the Tutor Portal along with the 'Safeguarding Adults Continuum' and the 'Children Continuum of Need and Response' and the guidance is also provided in tutor course packs
- The Welcome to Learning booklet contains information for learners/customers about what they should do if they wish to raise any safeguarding concerns
- Course induction covers the information covered in the Welcome to Learning booklet
- All staff have access to the relevant Local Safeguarding Adults Board policies and guidance from the following link: <http://www.lsab.org.uk/> and children policies and procedures [www.lscb.org.uk](http://www.lscb.org.uk)

- Staff contact the Local Authority Safeguarding Teams with any specific queries and are well supported
- Signposting to relevant services as appropriate. For example, where issues are raised for people who are not deemed 'vulnerable'
- Tutors refer any safeguarding issues to one of three Skills and Quality Managers who will then refer to the relevant agencies or request further advice and support. Advisers refer to the Employment Manager in the first instance.
- Additional training is available on request from the Safeguarding and Community Safety Teams in relation to Safeguarding and Prevent
- Blackburn with Darwen Adult Learning, incorporating the National Careers Service, has established a Designated Contact for Safeguarding. The role of this person includes the following:
  - Oversight of the Single Central Record for the Adult Learning Service and NCS team which records the DBS numbers of all staff as well as mandatory training and dates each are due for update
  - Central point of contact for advice relating to Safeguarding issues
  - Collation of information relating to Safeguarding issues raised and/or reported

## **Associated Policy Statements**

### **Safer Learning**

Learners/customers and staff have the right to feel safe where they learn or work. Responsibilities include:

- Respect other people's right to safety
- Do not hurt or abuse others
- Do not to threaten to hurt or abuse others

### **Online Learning**

We must ensure that our learners/customers are aware of how to stay safe online. This includes use of the Internet, electronic communication and use of mobile devices within class settings. We aim to educate learners/customers about the benefits and risks of using new technology and raise their awareness so they are better able to control their online experiences.

The Council filters inappropriate websites, but if they are displayed learners/customers are encourage to tell their tutor/adviser. They are also advised to contact the Child Exploitation and Online Protection Centre at [www.ceop.gov.uk](http://www.ceop.gov.uk) if appropriate.

A separate policy document, 'Online Learning' is available which sets out the expectations of staff, learners/customers and any other relevant person relating to online learning.

### **Modern Slavery**

As part of our approach to safeguarding, we must also ensure that our learners/customers are protected from the threat of Modern Slavery, and where we have suspicions, we take appropriate action immediately through our safeguarding procedures.

Referral routes for support include:

- **999** in case of an emergency
- **101** about a general situation
- **0800 0121 700** for the Modern Slavery helpline
- **0800 555111** for Crimestoppers

## **Prevent**

Under the Counter Terrorism and Security Act 2015, all education providers must have due regard for the need to prevent individuals from being drawn into terrorism. We aim to protect all of our learners/customers and staff and work closely with the Prevent Team based within Blackburn with Darwen Borough Council.

The Prevent Team can be contacted on **01254 585588**.

## **Responsibilities**

### ***Staff should:***

- Inform learners/customers through the induction process of how they can raise and discuss any safeguarding concerns
- Complete, as a minimum, the online Safeguarding training to at least Level 1 (joint adults and children course). Managers to complete level 2 online Safeguarding training
- Attend additional training as required as part of the ongoing CPD process
- Ensure they have access to the adults and children's guidance documents and this policy to refer to so that they are aware of the appropriate procedures within the council.
- Ensure they are aware of where to find the relevant policies, procedures and guidance relating to safeguarding locally, including where to signpost to
- Contact a manager or the Designated Contact for Safeguarding with concerns where they require additional advice

### ***Learners/customers should:***

- Contact their tutor/adviser, or a member of the Safeguarding Team, if they have any concerns relating to their own safety or that of others

## **Monitoring Safeguarding**

- Designated Contact for Safeguarding to maintain and review database of safeguarding concerns, issues and near misses. This is discussed at regular service-wide Managers' Meetings

### **Designated Contact for Safeguarding**

Karen Wignall, Service Lead – Adult Learning and Employment Support

Email: [Safelearning@Blackburn.gov.uk](mailto:Safelearning@Blackburn.gov.uk)

Tel: 01254 222124

## Safeguarding Concern Flow Chart

To assist with decision-making, please also refer to the Adult Safeguarding Continuum and its accompanying guidance document available on: [www.lsab.org.uk/policies](http://www.lsab.org.uk/policies) or the Children Continuum of Need and Response available on [www.lscb.org.uk](http://www.lscb.org.uk)

