

# Safeguarding of Vulnerable Adults Guidance

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## 1. Context

These procedures have been developed in conjunction with the Adults at Risk Policy, and is fully compliant with all relevant legislation and guidance listed within the Policy.

In preparing this guidance London College of International Business Studies (LCIBS) has consulted with, referred to, and worked within Southwark councils Safeguarding Adults' Board Inter-agency Safeguarding Adults Procedures. This Guidance has been updated to include referrals to Channel in compliance with the Prevent Duty.

## **2. London College of International Business Studies (LCIBS) Commitment**

LCIBS will ensure the following commitments are made:

- Every step will be taken to ensure that students of all ages are provided a safe environment conducive to learning. Students should be able to develop their personal, social, behavioural and educational skills in a supportive environment
- Staff will be informed that procedures are in place and that these must be followed if staff become aware of a safeguarding issue
- Copies of the Safeguarding Policy and related Procedures will be made easily accessible and will be freely available
- Appropriate reporting documentation will be easily accessible
- A Safeguarding Team will be nominated to act as the principal point of contact for co-ordinating and liaising with other agencies; e.g. local authorities, the Police, Channel, the Home Office, Careline/social services etc. These staff will receive specific training and guidance
- Appropriate training will be delivered to all staff to ensure they are aware of the procedures to be followed, as well as the importance of LCIBS's other related policies named on page 2 of LCIBS's Safeguarding of Adults at Risk Policy.
- Training will also ensure that all staff are aware of a range of safeguarding issues, including health-related risky behaviours, grooming on social media, susceptibility to radicalisation and students showing signs of being drawn into extremist activity.
- Training will cover the development of the skills of staff in identifying and supporting students with these issues
- Ongoing liaison and collaboration with LCIBS Safeguarding Boards.
- Thorough risk assessments will take place which cover the range of LCIBS activities both on educational visits and on-site where appropriate

### **3. Responsibilities**

The Head of Quality and Programme Enhancement has overall responsibility for Safeguarding within the 'Safe LCIBS' agenda and vulnerable adults' protection issues, and acts as LCIBS's Designated Safeguarding Lead. A Deputy Safeguarding Lead will oversee the operational functioning of Safeguarding procedures. Both the strategic and operational safeguarding leads are also the designated Prevent coordinators for LCIBS.

They are responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to Adult Services or other relevant agency, including Channel and/or the Police in relation to extremism and radicalisation
- Liaising with LCIBS Safeguarding Board and other relevant agencies
- Maintaining a proper record of any vulnerable adult referrals, complaints or concerns
- Providing advice and support to other staff on issues relating to child and vulnerable adults' protection
- Ensuring that staff receive written briefings and basic training in vulnerable adult protection and are aware of LCIBS 'Safeguarding' procedures
- Ensuring that parents, carers and sponsors are aware of LCIBS's policy for safeguarding vulnerable adults
- Ensuring that procedures are in place for term time day visitors to sign in and for vetting external speakers

## 4. Definitions

### **Vulnerable Adult (or Adult at Risk\*)**

- 'An adult who may be vulnerable to abuse or maltreatment is deemed to be someone aged 18 or over, who:
  - has needs for care and support (whether or not the authority is meeting any of those needs);
  - is experiencing, or is at risk of, abuse or neglect; and
  - as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.'

**(Care Act 2014)**

\*The term Vulnerable Adult is used interchangeably with Adult at Risk within this document.

### **Abuse of Vulnerable Adults/Adults at Risk**

Abuse is defined widely and includes domestic and financial abuse. The Care Act 2014 states: 'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

The other crucial difference from previous definitions is that the duties apply regardless of whether the adult lacks mental capacity.

LCIBS also acknowledges that specific social or cultural groups of people may also be at greater risk of harm and will therefore be more vulnerable, such as (but not exclusively):

- Those young people who are in or leaving public care
- Asylum seekers who are under 18 and/or who are independent from their parents
- Those who are under the supervision of the youth offending or probation service

## 5. Categories of Abuse or Harm for Adults at Risk (Vulnerable Adults)

Unless otherwise stated, definitions are from **LCIBS Safeguarding Adults Board: Inter-agency Safeguarding Adults Procedures 2013 (LSAB2013)**

### **Abuse**

Abuse is any behaviour towards a person that deliberately or unknowingly causes him or her harm, endangers their life or violates their rights. Abuse may be perpetrated as the result of deliberate intent, negligence or ignorance. Abuse may consist of a single act or repeated acts. It may be **physical, sexual**, verbal, financial or **psychological**. It may be an act of **neglect** or an omission to act or it may occur when a vulnerable person is persuaded to enter into any transaction to which he or she has not consented, or cannot consent. Abuse may be motivated by prejudice or hate; this would be defined as discriminatory abuse. An individual, a group or an organisation may perpetrate abuse.

#### ▪ **Physical Abuse**

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

#### ▪ **Emotional (or Psychological) Abuse**

‘The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.’

#### ▪ **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not

solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child 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, a child's basic emotional needs.

### **Other types of abuse affecting both Children and Adults at Risk**

- **Financial or Material Abuse**

This may include theft, fraud, exploitation or pressure in connection with wills, property, enduring power of attorney, inheritance or financial transactions. This also includes the inappropriate use, misuse or misappropriation of property, possessions or benefits. Typical signs may be loss of jewellery or personal property; lack of money to purchase basic items; inadequate clothing; loss of money from wallet or purse, etc.

- **Neglect and Acts of Omission**

This may include the deliberate withholding of or failure to provide the help or support a person needs to carry out activities of daily living. It includes the failure to provide appropriate intervention or support to help a person, who does not have the capacity to assess risk or to deal with situations which are dangerous for them or others.

- **Self Neglect**

This is not a direct form of abuse but staff need to be aware of it in the general context of risk assessment/risk management and to be aware that they may owe a duty of care to a vulnerable individual who places him/herself at risk in this way.

- **Discriminatory Abuse**

This may include abuse, bullying and harassment based on the individual's age, sex, disability, religion or belief, race or ethnicity, pregnancy and maternity status, or sexual orientation, gender reassignment, marriage and civil partnership (Equality Act, 2010). Recognised signs may be very similar to psychological and emotional abuse.

- **Hate Crimes/Incidents**

Any incident which may or may not constitute a criminal offence, which is perceived by the victim or other person as being motivated by prejudice or hate.

A Hate Crime or incident can be any incident which is usually targeted at someone or a family due to their race, disability, gender, age, religion, sexual orientation or transgender.

- **Radicalisation and/or extremist behaviour**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

There is a legal duty to reduce or eliminate the risk of individuals becoming involved in terrorism. 'Prevent' involves the identification and referral of those susceptible to violent extremism into appropriate interventions.

Safeguarding in this context, is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.

- **Trafficking**

The United Nations (UN) defines Trafficking in people as: the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, or abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.

Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs. The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered 'trafficking in persons' even if this does not involve any of the means as set out above.

- **Domestic Violence and Abuse**

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality, including **teenage relationship abuse**. This can encompass but is not limited to the following types of abuse: Psychological, Physical, Sexual, Financial and Emotional.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This definition includes '**honour**' based violence, **Female Genital Mutilation** and **Forced Marriage**, which are against the law, and is clear that victims are not confined to one gender or ethnic group.

## **Other Areas of Safeguarding Concern**

- Bullying/Cyberbullying and the impact of new technologies
- Drug or alcohol misuse
- Exposure to gang activity and/or youth violence
- Involvement in relationships which may cause concern
- Potentially dangerous environments; e.g. work placements/workshops
- Risky behaviours
- Unsafe sexual activity
- Use of manipulation or coercion into unsafe practices or risky situations
- other issues that pose a risk to children and vulnerable adults

## **Self Harm, Risk to Self, or Suicidal Intent or Ideation**

This is not a form of abuse but may constitute 'significant harm' or risk thereof. Cases involving self harm, or the potential for it, should be referred immediately to the Safeguarding Team. In urgent cases, the emergency services will need to be contacted in the first instance; e.g. the Police to conduct welfare checks or an ambulance in the case of suspected overdose.

## **6. Dealing with disclosures and suspicions of abuse**

All staff must be vigilant in matters relating to safeguarding students. Staff may find themselves having a suspicion about a student's safety or may have to deal with an actual disclosure.

LCIBS staff should be prepared to alert or raise a concern about abuse.

This means:

- Recognise signs of abuse against adults at risk
- Record initial information
- Report a concern, suspicion, disclosure or allegation following LCIBS's Staff Guidelines/Reporting Procedures (see Appendix 1)
- Act on the guidance given by the Designated Safeguarding Lead
- Complete Part A of the Safeguarding Referral Form: (see Appendix 4)
- Keep the Safeguarding Team up to date with ongoing concerns

For the purposes of these procedures, a **suspicion** is considered to be based on serious concerns about an individual's wellbeing. This might include changes in an individual's behaviour (including becoming withdrawn, displaying extremes of emotion, inappropriate behaviour and language) and appearance (including bruising, marks, weight loss, generally looking unkempt).

Suspicions around students drifting into extremist activity might arise as a result of the following behaviours; quick to anger, intolerant, closed-mindedness, poor attitude to women, verbose, isolated, physical change – clothing, tattoos, spreading messages, overt new religious practices, change in attitude, non-attendance, fall in work standard, disengagement or asking questions around certain topics.

A **disclosure** would be a situation where you are presented with an **allegation** or information which gives you reason to believe that an individual is, or is likely to be at risk of, significant harm to themselves or others.

Staff should follow current guidance, which can be found on the student emergencies section of the staff intranet, to report concerns to the Designated Safeguarding Lead or Deputy Safeguarding Lead (see Appendix 1). They should not investigate concerns or allegations themselves. As an alerter, a member of staff is not being asked to verify or prove that information is true.

The **Safeguarding Team** consists of **Designated Safeguarding Lead and Deputy Safeguarding Lead**, available from:

**9.00 a.m. – 5.00 p.m. during term time on 0207 242 1004**

**ask for safeguarding team**

Staff with a safeguarding concern, will be given advice from the Designated Safeguarding Lead or Deputy Safeguarding Lead. A safeguarding referral and report form will be completed accurately and factually recording the allegation or suspicion, actions taken and reasons for these actions.

Safeguarding Team:

- Deputy Safeguarding Lead report to the Designated Safeguarding Lead on safeguarding cases
- Designated Safeguarding Lead and Deputy Safeguarding Lead provide advice and support to other staff on fulfilling their responsibilities and on issues relating to vulnerable adults protection
- Deal with individual cases, including alerting the relevant authority/making referrals and attending case conferences/review meetings as appropriate

## **7. Information Sharing**

Relevant information should always be shared with LCIBS's Safeguarding Team who act as the central point of contact in LCIBS.

The following document should be used by LCIBS staff when deciding how, when, with whom and what information should be shared in a safeguarding context with other persons or agencies:

**Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015**

LCIBS staff cannot offer confidentiality to students; however, information will need to be shared only with nominated persons or agencies, if:

- a vulnerable adult is at risk of significant harm or of harming others
- there is information that a student with a learning difficulty or disability of any age is being abused
- an individual may present a risk to a vulnerable adult or themselves

If a member of staff finds themselves in a 'disclosure' situation with a student they should inform the student as soon as possible that they have a duty to follow LCIBS procedures and inform an appropriate person.

- If at any time a member of staff is unsure of who they can share confidential information with, they should discuss this with the Safeguarding Team.
- LCIBS keeps information about staff, learners and other parties to allow it to operate as a successful organisation and meet its legal obligations. To comply with the Data Protection Act 1998 ("the Act), information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, LCIBS must comply with the Data Protection principles outlined in the Act.
- Where there are concerns that a vulnerable adult is, or may be, at risk of significant harm, their needs must always come first. The priority must always be to protect the vulnerable adult.

## **8. Record Keeping**

LCIBS will:

- Keep clear, detailed, written records of concerns about children, young people or vulnerable adults (noting the date, event and action taken) even where there is no need to refer the matter to Adult's Social Care (where applicable)
- Ensure all records clearly indicate statements of fact, opinion and second or third hand information
- Ensure all records are kept secure online and in locked locations

LCIBS will keep all safeguarding records, for vulnerable adults, as advised by the guidelines above.

## **9. Liaison with other Agencies**

LCIBS will work to develop effective links with other services and agencies and co-operate as required with their enquiries regarding vulnerable adult protection matters. This includes attendance at case conferences, core groups, strategy meetings, review conferences and the submission of written reports where required.

## **10. Safeguarding Operations Group**

This group, which meets termly, includes Designated Safeguarding Lead, Deputy Safeguarding Lead and staff members with an expertise or interest in this area of work who discuss operational issues and points arising from individual cases.

## **11. Safer Recruitment of Staff**

LCIBS is committed to safeguarding and promoting the welfare of adults at risk and expects all staff, sub contractors and volunteers to share this commitment.

The Recruitment and Selection procedure is designed to assist managers to recruit and select the best candidates for a vacancy and takes account of all relevant legislation including the Safer Recruitment in Education Guidance 2007. The Recruitment and Selection procedure will be regularly updated as vetting and barring arrangements develop in order to ensure LCIBS not only meets its legal duties but goes beyond compliance whenever possible to reduce the risk of harm.

### **Staff working in LCIBS**

Regular training and briefings are delivered to staff groups. These vary from written briefings to interactive and online training sessions depending on the roles and responsibilities of staff. All new staff receive a written briefing with their starter packs and attend safeguarding training as part of their induction within 6 months of joining LCIBS.

## **12. Monitoring**

Termly reports will be submitted to SLT and Board Governors detailing the number and nature of interventions. An annual report will be submitted to SLT and Governors that will provide:

- an overview of the cases and interventions for the previous year
- a summary of staff development activities and attendance at events
- a summary of activities which promote safeguarding themes to students and raise their awareness
- key safeguarding-related developments for the previous year

## **13. Board of Governors**

The governing body will receive termly reports from the Designated Safeguarding Lead which record cases, outcomes and key developments.

This governor is responsible for liaising with the Safeguarding Lead in order to ensure that LCIBS has procedures and policies that are consistent with the requirements of the Local Safeguarding Boards and are reviewed annually.

## **14. Dealing with Allegations made about a Member of Staff**

The procedures apply to all LCIBS employed staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

### **Receiving an allegation**

A member of staff who receives an allegation about another member of staff should report the allegation immediately to a Deputy Safeguarding Lead or Designated Safeguarding Lead who will report the allegation to the Head of Operations, HR or representative unless the Head of Operations, HR is the person against whom the allegation is made. In this case the report should be made to the Dean.

The Head of Operations, HR or representative (or the Dean if the allegation is against the Head of Operations, HR) should:

- obtain written details (signed and dated) of the allegation from the person who received it. The written details should be countersigned and dated by the Head of Operations, HR or representative (or the Dean)
- record information about times, dates, locations and names of potential witnesses

### **Initial assessment of the allegation**

The Head of Operations, HR or representative (or Dean) should make an initial assessment of the allegation, consulting with the Deputy Safeguarding Lead. Where the

allegation is considered to be either a potential criminal act or indicates that the child has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the Safeguarding Board.

It is important that the Head of Operations, HR or representative (or Dean) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

Other potential outcomes are:

- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the students. The matter should be addressed in accordance with LCIBS disciplinary and dismissal procedures
- The allegation can be shown to be false because the facts alleged could not possibly be true

### **Enquiries and investigations**

LCIBS may be able to use the outcome of external agencies' enquiries as part of its own procedures. The agencies, including the police, will not usually have powers to direct LCIBS to act in a particular way; however, LCIBS will assist the agencies with their enquiries.

LCIBS shall, except in cases where the offences have been admitted, hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary and dismissal procedures.

If there is an investigation by an external agency, for example the Police, the Head of Operations, HR or representative (or Dean) will normally be involved in, and contribute to, the inter-agency strategy discussions. The Head of Operations, HR or representative (or Dean) is responsible for ensuring that LCIBS gives every assistance to the agency's enquiries. She/he will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Head of Operations, HR or representative (or Dean) shall advise the member of staff that he/she should consult with a representative; for example, a trade union.

Subject to objections from the police or other investigating agency, the Head of Operations, HR or representative (or Dean) shall:

- inform the adult at risk or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.

- ensure that the parents/carers or sponsor of the adult at risk making the allegation have been informed that the allegation has been made and what the likely process will involve.
- inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve unless to do so would potentially jeopardise any investigation.

The Head of Operations, HR or representative shall keep a written record of the action taken in connection with the allegation.

The Designated Safeguarding Lead shall be informed when an allegation has been received and will be told the outcome of the investigation.

### **Suspension of Staff and the Disciplinary Investigation**

The suspension of staff shall be conducted in accordance with LCIBS's disciplinary and dismissal procedures.

### **Allegations without Foundation**

False allegations may be indicative of problems of abuse elsewhere. A record should be kept in order that other agencies may act upon the information. This is compliant with the Data Protection Act and consistent with the recommendations included in the Bichard Report 2004. It supersedes the usual requirements under LCIBS Disciplinary and Dismissal Policy.

In consultation with the designated senior member of staff, the Dean shall:

- inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary will be taken. Consideration should be given to offering counselling/support
- inform the parents/carers or sponsor of the alleged victim that the allegation has been made and of the outcome
- where the allegation was made by an adult at risk other than the alleged victim, consideration to be given to informing the parents/carers or sponsor of that adult at risk
- Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation, confirming that the above action has been taken

## **Records**

Documents relating to an investigation will be retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file. Where the allegation is found to be without foundation, a record of the allegation, investigation and outcome should be retained. This is compliant with the Data Protection Act and supersedes the usual requirements under LCIBS Disciplinary and Dismissal Policy and is consistent with the recommendations contained in the Bichard Report.

If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about LCIBS's statutory duty to inform the Secretary of State for Education.

## **Monitoring Effectiveness**

Where an allegation has been made against a member of staff, the nominated governor, together with the senior staff member with lead responsibility will, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of LCIBS's procedures and/or policies, and/or which should be drawn to the attention of the Safeguarding Board. Consideration will also be given to the training needs of staff.

**Any member of staff who feels that an amendment needs to be made to LCIBS's Safeguarding Policy, Guidance or the related Procedures, must inform the Designated Safeguarding Lead in writing immediately.**

## Appendix 1

### Safeguarding Adults Staff Guidelines/Reporting Procedures

Follow if a disclosure about abuse is made to you by or concerning an adult at risk, or you have concerns that a student is being drawn into extremism or radicalisation  
(See Safeguarding Policy on website – for full details of the above)

#### 1) Alert the Safeguarding Team

9.00 -5.00 p.m. term time

Call the College Phone  
**020 7242 1004**

#### 2) Complete Safeguarding Referral form

(Website – Policies)

Send Safeguarding Referral form to the Safeguarder dealing with the case  
(**within 24 hrs**)



<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"><li>• Be honest about your position, who you have to tell and why</li><li>• Listen carefully to the allegations the student is making, asking the student to clarify anything you do not understand</li><li>• Reassure the student that they haven't done anything wrong and it is not their fault</li><li>• Keep the student fully informed about what you are doing and what is happening throughout the process</li><li>• Maintain professional boundaries with students at all times</li><li>• Keep yourself safe</li></ul>	<ul style="list-style-type: none"><li>• Promise confidentiality or discuss with others except on a need to know basis.</li><li>• Ask leading questions (e.g. did your mother do this to you?)</li><li>• Press the student for any more information than they are willing to give</li><li>• Make promises (e.g. this will never happen again)</li><li>• Have a relationship with a student as it is a breach of trust.</li><li>• Give your personal email/mobile/social networking details to students</li><li>• Reply to emails from students late at night or at the weekend</li><li>• Take a student home</li></ul>

**Please do not offer a place to anyone where it is known that they have a criminal record for a violent or sexual offence without first contacting LCIBS 0207 242 1004**

## Appendix 2

### Procedures for Safeguarding Team

**(See procedure with relevant appendices in staff handbook- Safegaurading)**

When an allegation of abuse is made by a vulnerable adult to a member of staff or they have a suspicion about a student's safety they should contact the Safeguarding team.

If the Designated Safeguarding Lead is unable to undertake their designated session they must contact the Deputy Safeguarding Lead (or representative).

See Part 4 for definitions of a vulnerable adult/adult at risk and categories of abuse or harm.

When a Designated Safeguarding Lead or Deputy Safeguarding lead is notified by a member of staff they should:

- Ask the member of staff what the situation is and what their concerns are.
- Ask the member of staff when talking to the student to follow guidance – see Appendix 1
- Talk to the student/subject of concern if appropriate (or direct another member of staff to do so)
- Make a judgement and give advice and guidance to staff
- Take appropriate action as necessary to keep the subject safe; e.g. ring Adult Services or emergency services (contact numbers will be updated in Student Services office and Shared drive)
- Ask the member of staff to complete Part A of the Safeguarding Report Form (see Appendix 4), and ask them to send the completed form to them as soon as possible or within 24 hours
- Give staff guidance on how to accurately and factually record the allegation or suspicion (e.g. don't give own opinion)
- Complete the safeguarding referral form giving details of actions taken, advice given and reasons why
- Continue appropriate liaison and take appropriate additional actions in order to reduce the risk of significant harm

## Appendix 3

### Safeguarding Procedures for Deputy Safeguarding Lead

This is a summary of the current policy, procedures and guidance.

Deputy Safeguarding Lead should familiarise themselves with the following policy, procedures, guidance and legislation and take part in annual training provided by the Designated Safeguarding Lead:

- **Safeguarding of Vulnerable Adults: Policy**
- **Safeguarding of Vulnerable Adults: Guidance**
- **Safeguarding Referral/Report Form**
- [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#)

When significant harm or an allegation of, or potential for, risk of significant harm to self or others is made about a vulnerable adult **between 9.00 a.m. and 5.00 p.m. during term time**, direct the reporting staff member to notify the **Safeguarding Team**. A Designated Safeguarding Lead will assist.

Note: In the case of students or visitors disclosing concerns, keep a record and take appropriate action before liaising with the Designated Safeguarding Lead.

Deputy Safeguarding Lead is responsible for dealing with Safeguarding concerns at the following times:

- **Absence of Designated Safeguarding Lead**

**When a Deputy Safeguarding Lead dealing with a safeguarding case is notified by a member of staff they should:**

- Ask the member of staff what the situation is and what their concerns are
- Talk to the student/subject of concern (see **Appendix 1** for guidance) or direct another member of staff to do so (where appropriate)
- Make an assessment as to whether there is a **risk of (or actual) significant harm**
- Make an assessment of the level of urgency; i.e. is immediate action required?
- Take appropriate action as necessary to keep the subject safe; e.g. ring Adult Services or emergency services (see Appendix 2 for contact numbers)
- Share Information appropriately using the guide: [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#)
- Complete the **Safeguarding Referral/Report form** whilst on duty (see Appendix 4). Part A covers situation and concerns. Part B covers actions taken and reasons for these.
- Email completed form to Designated Safeguarding Lead before leaving.
- Follow up with Designated Safeguarding Lead as soon as possible

## Appendix 4

### Safeguarding: Referral Form - Part A

Part A to be completed by reporting member of staff as soon as possible and sent by email to the member of the safeguarding team dealing with the disclosure.

Reporting member of staff name:	Ext./telephone no:
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Student's Name:	Date of Birth:	Age*:
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Please check all these details are accurate on Pro Monitor – it is essential. Make changes where needed:

Address:	
	Postcode:
Student's mobile no.:	Home/parents phone no. (if not accurate on Pro Monitor):

Social Worker / Other key person (specify)/contact details:
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What is the situation?

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What is your concern?

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Does the student concerned have any siblings or children of their own? If so what are their ages?

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## Safeguarding: Report Form - Part B

To be completed by member of the safeguarding team

<b>Your name:</b>	<b>Date of disclosure:</b>
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<b>Give details of any actions you have taken/advice given and reasons why:</b>
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<b>Background notes:</b>
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- Please ensure you have contacted the reporting member of staff to check they're OK and given them a progress report so far as you can without breaching information sharing guidance
- Please store this in a confidential place ensuring data protection