



## **AWC Training Ltd**

**Reviewed by: Allan Clare Managing Director**

**Date of Review: 01 January 2021**

**Next Review: 01 January 2022**

**January 2021**

# Review and Version Control Sheet

NB: This Policy will be revised annually or when legislation, improved practices or other modifications occur

Date of Review	Policy Period	Next Review	Reviewer(s)	Comments	Authorised By
January 2019	12 months	January 2020	Allan Clare Peter Quinn	Update and Review Policy	<i>Allan Clare</i>
January 2020	12 months	January 2021	Allan Clare	Policy Review and Re-issue	<i>Allan Clare</i>
January 2021	12 months	January 2022	Allan Clare	Policy Review and Re-Issue	<i>Allan Clare</i>

# Safeguarding Policy

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## 1.0 Safeguarding Policy

### 1.1 Introduction

#### Company Details

Name **AWC Training Ltd**

Address **40 Fore Street  
St Austell  
Cornwall, PL25 5ER**

Telephone Number **01726 810143**

Name of person (DSO) **Allan Clare - Managing Director and Designated Safeguarding Officer**  
Responsible for  
Learner Safety

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#### **Profile**

AWC Training delivers bespoke accredited education and training programmes, financed by the ESFA (Education Skills Funding Agency) It is fully aware of the requirements to ensure all learners, employers and staff are aware of safer learner concept and the procedures to ensure AWC Training manages its responsibilities under current legislation. All programmes of learning are delivered within company premises.

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#### **Overview**

AWC Training understands the importance of good safer practice and safer learner management and is committed to ensuring compliance at all levels with safer practice and safer learner legislation. For these reasons, this safer practice and safer learner Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the company safer practice and safer learner policy statement, organisation and arrangements necessary to control all aspects of the company's operations within the workplace and on company premises and any issues that arise on a personal basis with learners.

## **1.2 Statement of Policy**

AWC Training fully accepts their responsibilities to ensure that it carries out its responsibilities when reasonably practicable under safer practice, safer learner environment and current legislation.

These responsibilities are extended to any learner/s who may be affected by the Company's operations. In order to meet these obligations, the Company shall, so far as is reasonably practicable:

- Provide and maintain an environment which is safe, without risks to the learner and provide support to ensure all aspects of learner safety are available.
- Make arrangements for ensuring a safer practice and safer learner environment.
- Provide information, instruction, training and supervision to ensure this safer practice and safer learner policy at their workplace.
- Maintain this safer practice and safer learner policy at all times and in any situation or place of work that is under its control.
- Provide means of registering complaints under this safer practice and safer learner policy.
- Provide and maintain at all times a safer practice and safer learner environment for staff and learners.
- To work with companies and their Safeguarding manager to ensure all aspects of the policy form part of all safeguarding requirements, confidentially.

The Managing Director accepts that a safer practice and safer learner environment are the responsibility of management but in order to make this policy successful, they depend on the co-operation of all persons.

It is the duty of all persons under the control of the Company to comply with the safer practice and safer learner policy at all times and to act responsibly and do everything that they can to prevent any such acts occurring.

The Managing Director of the Company will monitor and review the operation of this policy on a regular annual basis to ensure that it remains relevant and appropriate to the Company and will make available the statement, organisation and sections of the policy in a designated position for all to access.

AWC Training has made a commitment to continual improvement to conform with current legislation and to improve our safer practice and safer learner performance effectively and efficiently, to meet changing business and regulatory needs.

### **As such AWC Training identifies six categories of abuse:**

- Physical
- Sexual
- Neglect
- Psychological/emotional
- Financial or material
- Discrimination
- Organisational/Institutional

## **AWC Training recognises and act within the principles of Safeguarding**

- Empowerment-consent
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

## **2.0 Organisation**

### **2.1 Roles and Responsibilities**

**The Managing Director shall have the responsibility to.**

- Ensure that funds, resources and facilities are available to meet the requirements of the Policy.
- Have an understanding of the application of the various acts that effect vulnerability in the workplace and in particular section 42 of the Education Act, supported by the Management of the safer practice and safer learner.
- Be aware of changes in legislation with regards to safer practice and safer learner, which affect the Company.
- Respond to suggestions or comments on ways in which Company safer practice and safer learner Policy performance can be improved.
- Promote safer practice and safer learner at all times when at work.
- To communicate the contents of the safer practice and safer learner Policy, to all personnel under the control of himself via "in house" training and induction, or, where appropriate, by external training.
- To arrange or undertake risk assessments, and to devise and apply control measures deemed to be necessary, as a result of the written assessment.
- Consult with other persons on matters relating to the safer practice and safer learner Policy that may affect company activities.
- To arrange for suitable welfare facilities and first-aid equipment to be provided or made available for staff unless arrangements have been made on the company's behalf by the Client.
- To conduct regular site inspections or arrange for the Company Advisers to carry out the inspections.

- Identify safe practice and safer learner training needs within their area of responsibility and arrange training.
- Review with new employees the safer practice and safer learner policy.
- Ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer or supplier.
- Ensure that appropriate records are kept with regards to the implementation of the policy under GDPR requirements.
- Advise other persons on site of the safer practice and safer worker policy.
- To ensure that no unnecessary risks are taken by the employees in pursuance of their duties.
- To set a personal example and comply with all safer practice and safer learner rules.
- To implement the appropriate disciplinary measures, where safer practice and safer learner is breached.
- Modifying this policy, as required, and in conjunction with Companies at least annually, or as and when required.

#### **Responsibility of the Designated Safeguarding Officer**

- To be the first point of contact for all staff to go to for advice if they are concerned about any aspect relating to staff, learners or any aspect that falls within the term of Safeguarding.

#### **Responsibilities of staff in the role of Administration, Teaching Assessing and Internal Verification**

- To read and understand the Company Safeguarding Policy.
- To work in accordance with its provisions
- Comply with Company systems and procedures and support the functioning of this Company Policy at all times.
- In taking action to ensure the health, safety, safeguarding, welfare of staff, learners and others.
- To seek guidance and advice where there is any doubt about safeguarding and any aspect of safe working procedures/practices to be adopted.
- Ensure that working methods established do not require or allow persons to take unnecessary risks.

- Ensure that their subordinate staff are competent and have had the necessary checks to carry out their work and provide supervision and support.
- Report all incidents or suspected incidents of vulnerability and abuse.
- To suggest ways in which working practices may be improved.
- To ensure that all staff learners and others within the vicinity of the equipment they are operating, are not endangered by its use.
- To inform Management or Supervision of any medication which they are currently taking, and which would affect their ability to work safely or react with any treatment they may receive.
- Not to take part in "horseplay", dangerous practical jokes or acts of bullying and harassment in the workplace.
- Develop a personal concern for safety and personal welfare for themselves and for others, particularly newcomers and young people.
- To give advice on this policy when requested by the Directors, Company Advisers and/or workforce.
- To co-operate with the Director, Designated Safeguarding Officer and the Health and Safety Adviser in all matters affecting learner problems and safety.

**Employees must also be reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts or omissions.**

**Responsibilities of Services Level Agreement providers are.**

- Expected to read and comply with the provision of this policy, and if necessary, raise any queries.
- To ensure that any persons under their control or employed by them have knowledge of and will comply with the Policy.
- To identify a Designated Safeguarding Officer within the company as a contact person.
- To ensure that any incident relating to a learner/s within the guidelines in the policy is reported to the Director/DSO immediately.
- To provide information in compliance with the Management of Health and Safety at Work Regulations 1999 as requested by AWC Training.
- To co-operate with the Company in all matters affecting, Safeguarding of learners.



## **2.2 Promoting the Policy**

This Policy and need for Safeguarding compliance is promoted in the following ways.

**Employees:** All employees receive Safeguarding training during induction and at regular intervals with an annual re-training schedule. Safeguarding is on the Agenda for all Senior Management Team meetings and Standardisation meetings to ensure the policy is rigorously enforced on any learners that of concern are identified and discussed between the relevant team members.

**Employers:** All employers of learners or apprentices are issued with our Safeguarding Policy and this is discussed with their relevant contact within AWC Training Limited, together with the procedures should a Safeguarding event be identified. We will also offer training and guidance where required.

**Learners and Apprentices:** Safeguarding is discussed, and the Policy explained at the Information Advice and Guidance session. It is further discussed at all reviews with questions to ensure the learner/apprentice can provide evidence of their knowledge and understanding. Safeguarding is also included within the learner handbook issued on induction.

All staff and learners/apprentices are requested to sign a confirmation statement that they have been issued with, received training on, and understand the Safeguarding Policy.

To further promote and endorse this policy and the process, posters are displayed within training rooms, toilets and other prominent locations regarding who and how to contact in the event of a Safeguarding concern.

## **2.3 Gaining Commitment to the Policy**

All members of the management team are fully committed to this policy. The operation and effectiveness of this policy will be kept under regular review.

The company gains commitment from all staff and learners through delivering a continual safeguarding message and reference in the following ways;

- Agenda item on all Senior Management meetings
- Agenda item on all Standardisation meetings
- Safeguarding is discussed at every Apprenticeship IAG and every learner review
- Enhanced DBS checks on all staff who work with apprentices

This commitment entails that all individuals who undertake work on behalf of AWC Training Limited, and who have direct contact with learners, are suitable for employment within a position of trust following training and DBS checks.

All staff will receive an updated copy of the Safeguarding Policy each time it is updated and will undergo additional training if any significant policy changes are made.

The Policy is available to all learners, visitors and employers.

## 3.0 Arrangements

### 3.1 References

This policy has been based on a Framework developed by other educational and training establishments and is always under review to meet any changes relating to Safeguarding requirements.

- *'Safeguarding Children and Safer Recruitment in Education' (DfES 2006)*
- *'What to do if you're worried a child is being abused' (Dept of Health, 2006)*
- *'Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings' (National Network of Investigation and Referral Support Co-ordinators)*
- *Local Borough Council's 'Managing Allegations of Abuse Against Adults*
- *National Prevent strategy*
- *Who Work With Children and Young People' Procedural Guidance?*
- *Local Safeguarding Children Board Pan-Cheshire Safeguarding Procedures*
- (<http://www2.Local.gov.uk/pdfs/socialcareandhealth/pancpi>)
- *'Working Together to Safeguard Children' (DFCS 2010)*
- *Safeguarding Adults in Local - Inter-Agency Policy, Procedures and Guidance (produced by Local Borough Council)*
- *Abuse or Mistreatment of Vulnerable Adults in Local: A Worker's Guide (produced by Local Borough Council)*
- *'NO SECRETS' Department of Health 2000*
- *Health and Safety Executive updates*
- *Government legislation for COVID 19 Safety*
- *Public Health England 2020 No 1200 Coronavirus Restrictions*

This policy should be viewed alongside the following other organisation policies and leaflets:

- Equality & Diversity Policy
- Health and Safety at Work Policy
- Prevent Policy
- Prevent Leaflet
- Apprentice handbook

### 3.2 DEFINITION OF TERMS

- **Adult**  
"Adult" in this context means a person aged 18 years or over.
- **Vulnerable Adult**  
A Vulnerable Adult is any person aged 18 or over who is or maybe in need of community care services by reason of mental / physical or learning disability, age or illness and are unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation.

They may include for example, people with:

- a mental health problem or mental disorder including dementia, or people on the autistic spectrum
- a physical disability
- a sensory impairment
- a learning disability
- who are frail and who are experiencing a temporary illness

### **Community Care Services**

“Community Care Services” will be taken to include all care services provided in any setting or context.

### **Abuse**

Abuse is ‘any behaviour towards a person that deliberately or unknowingly causes him or her harm, endangers their life or violates their rights’ (‘No Secrets’ Department of Health & Home Office 2000). Abuse is a violation of an individual’s human and civil rights by any other person or persons. It may be intentional or unintentional and perpetrated knowingly or unknowingly and can occur as a result of premeditated exploitation, carer stress, ignorance, as a result of a developed poor practice e.g., struggling to find ways of managing challenging behaviour or preventing harm.

Building on the concept of ‘significant harm’ introduced in the Children Act, the Law Commission suggested that:

‘Harm should be taken to include not only ill treatment (including sexual and other forms of ill treatment that 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. (Law Commission)

Section 120 of the Adoption and Children Act 2002, updates the definition of "harm" in the Children Act 1989. The addition is "including for example, impairment suffered from seeing or hearing the ill-treatment of another" (which might be helpful in pursuing domestic abuse cases, for example).

Sometimes, a single traumatic event may constitute significant harm, e.g., a violent assault. Often, however, significant harm occurs as a result of a number of significant events, both acute and long-standing, which adversely affect physical and psychological health and well-being.

### **Physical Abuse**

Physical abuse is the physical ill treatment of an adult which may or may not cause physical injury, but which causes harm to the individual’s person. It may involve pushing, slapping, pinching, punching, hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating, force feeding, improper administration of medicines or denial of prescribed medicines, forced isolation & confinement including a person being locked in a room or inappropriate sanctions or restraint, or inappropriate manual handling. It may be the result of a deliberate failure to prevent injury occurring.

## **Neglect**

Neglect is the deliberate withholding or unintentional failure to provide help or support which is necessary for the adult to carry out activities of daily living. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned, or to others, particularly when the person lacks the mental capacity to assess risk. This includes ignoring medical or physical needs, failing to provide access to appropriate healthcare, social care or educational services, the withholding of the necessities of life, such as medication, adequate hydration or nutrition, and heating.

## **Self Neglect**

This would be dealt with under the Safeguarding Adults procedures only if it occurred in the context of abuse or neglect by another party, e.g. if it occurred in an abusive situation or if it was allowed to occur or continue to occur because of neglect.

## **Sexual Abuse**

- a) Sexual abuse involves a person participating in, or watching, sexual activity to which they have not consented or were pressured into consenting, or to which they cannot give informed consent. It is not necessary for the individual to be aware that the activity is sexual.
- b) The activities may include:
  - physical contact, including penetrative or non-penetrative acts e.g. rape, buggery, indecent assault or inappropriate touch, incest, and situations where the perpetrator touches the abused person's body (e.g. breasts, buttocks, genital area)
  - non-contact activities e.g. exposing genitals to the abused person, or coercing the abused person into participating in or watching pornographic videos or photographs.

## **Financial/Material Abuse**

Financial/Material Abuse is the exploitation, inappropriate use or misappropriation of a person's financial resources or property. It occurs when the individual is deprived of their own financial assets, for example by holding money back from the individual, obtaining money by deception, or stealing money. It includes the withholding of money or the improper use of a person's money or property, usually to the disadvantage of the person to whom it belongs.

## **Psychological and Emotional Abuse**

Psychological abuse may involve the use of harassment, bullying, intimidation, indifference, hostility, rejection, threats, humiliation, name-calling, other degrading behaviours, shouting, swearing, discrimination or the use of oppressive language. It can result in feelings of low self worth. Some level of psychological or emotional abuse is likely to be present in all forms of abuse.

## **Organisational/Institutional Abuse**

Institutional abuse can be defined as abuse or mistreatment by a regime as well as by individuals within any building where care is provided. Examples include lack of flexibility

and choice, lack of consultation, public discussion of personal matters, inadequate or delayed responses, staff overly controlling service users' relationships and activities.

### 3.3 ACCOUNTABILITY

- Staff, and volunteers working for the organisation are responsible for the operation of this policy.
- The Designated Safeguarding Officer for the organisation is:  
  
Allan Clare Managing Director
- All members of staff have a duty to report any disclosure, allegation or suspicion of abuse, to a Designated Safeguarding Officer. This must be done immediately in confidence that the disclosure/allegation/suspicion is made/arises. A 'Cause for Concern' form must also be completed Using the My Concern platform.
- The Designated Safeguarding Officer has a duty to make a referral to the local Council Adult Social Care, in accordance with *Adult Protection in local council – Inter-agency Policy, Procedures and Guidance*, whenever there is reason to suspect that a person is suffering or likely to suffer significant harm.
- The Designated Safeguarding Officer will attend any professional meetings to which the organisation is invited, or may request an appropriate colleague to attend on their behalf with relevant information known to the organisation.
- The Designated Safeguarding Officer is responsible for ensuring that any actions agreed at such meetings, as indicated on minutes which will be sent out by the chair, are progressed and followed up using GDPR.
- The consent of the abused person should be sought before a referral to a local Borough Council Adult Social Care is made. However, there may be circumstances where there is a need to overrule their wishes. For example:
  - If the person is not making an informed decision or choice, or where this is uncertain
  - If the person or others affected by the situation are in a life-threatening situation
  - If the person or other people are otherwise at risk
  - If a crime has been or may have been committed.
- My Concern can be accessed by logging on to the my concern platform <https://login.thesafeguardingcompany.com/Identity/Account/Login> or using the smart device app.
- In cases where the allegedly abused person wishes to self-refer to the local Borough Council Social Care, the matter must still be referred to the Designated Safeguarding Officer, who should accordingly refer the matter to Social Care regardless of the individual's decision to self-refer.

- The Designated Safeguarding Officers have a duty of care to seek advice from a local Borough Council Adult Social Care, if unsure as to whether a referral is appropriate.
- The welfare of the person concerned, including the welfare of any other adult or children who may be at risk, must always take precedence over confidentiality. These procedures must be followed, irrespective of any request to maintain confidentiality.
- All Designated Safeguarding Officers must be qualified and be updated with appropriate continuous professional development through internal and or external course as appropriate.
- All staff in a recruitment role will be trained in Safer Recruitment practice and will ensure the criminal background of applicants for vacant posts are checked via the Disclosure & Barring Service and that all pre-employment checks are completed for all staff, including volunteers.
- All staff and volunteers working in the organisation must be given a copy of the Safeguarding Policy immediately upon starting work for the organisation, as part of their induction.
- Targeted staff and volunteers working in the organisation will be given appropriate staff development relating to the Safeguarding Policy and related procedures guidelines within their probationary period of employment.
- All staff will receive an updated copy of the Safeguarding Policy each time it is updated and will undergo additional training if any significant policy changes are made.
- The Managing Director plus the Designated Safeguarding Officer and all members of staff will undergo Safeguarding Training
- The Managing Director shall be responsible for ensuring that the organisation has up to date policies in place with respect to Safeguarding, which include procedures for handling allegations against adults working with people whether in a paid or voluntary capacity.

### **3.4 TRAINING**

- Targeted staff and volunteers working in the organisation will be given appropriate staff development relating to the Safeguarding Policy and related procedures guidelines within their probationary period of employment.
- All staff will receive an updated copy of the Safeguarding Policy each time it is updated and will undergo additional training if any significant policy changes are made.
- The Managing Director plus the Designated Safeguarding Officer and all members of staff will undergo Safeguarding Training

### **3.5 ALLEGATIONS AGAINST STAFF/VOLUNTEERS**

- It is essential that any allegation of abuse made against a member of staff or volunteer in an education setting is dealt with fairly, quickly and consistently to provide effective protection for the person and at the same time support the person subject to the allegation.
- Any individual who has concerns or receives information in which it is alleged that a member of staff/volunteer has:
  - behaved in a way that has harmed or may have harmed a person
  - possibly committed a criminal offence against or related to a person
  - behaved toward a person in a way that indicates s/he is unsuitable to work with learners
- Must report the matter without delay to the Managing Director or a Designated Safeguarding Officer.
- In circumstances where the concern/allegation is in relation to a Managing Director or senior management, the person making the allegation needs to inform a Designated Safeguarding Officer or they can confide in a member of staff of their choice, who will investigate the allegation and inform the Local Authority or Police, if it is deemed be of a serious nature.
- Designated Safeguarding Officers will consult with Social Care to determine:
  - if there is a need to undertake preliminary enquiries and, if so, how the enquiries should be conducted or;
  - if there is sufficient information available to conduct an investigation under Safeguarding Procedures;
  - whether immediate action to protect a person is required.
- In the instance of an allegation of abuse, made against a Director, the Designated person would liaise directly with the local Council Adult Social Care.
- Preliminary enquiries should be made by Designated Safeguarding Officer, after consultation with the local Council Adult Social Care.
- The enquiries should be minimal to establish the facts of the allegation if these were not established or were unclear at the time the original concern was raised, i.e. date, time, place of any alleged incident, any witnesses and other relevant factors.
- In-depth questioning of vulnerable adults or professional carers should not take place.
- Careful records should be made regarding any concerns or allegations and actions taken in response to these and kept in compliance with GDPR.
- Further consultation with the local Council should then take place to establish the most appropriate next step.
- When an allegation is made a number of inter-related elements will exist (Safeguarding, Criminal Investigation, Disciplinary, Complaints).

- The local Council Adult Social Care concerned will therefore have the key role in co-ordinating the relevant elements and ensuring that all subsequent stages of the Safeguarding Procedures are followed. They will also be involved in the organisation's decision to inform the Independent Safeguarding Authority of any relevant information.
- If any individual is unhappy that their concerns are not being taken seriously within the Organisation, they should raise their concerns with the Designated Safeguarding Officer, and consultation with Social Services must take place.

### **3.6 MONITORING**

A summary of cases that have been dealt with by the organisation will be reported to each meeting of the Managing Director and designated persons.

#### **Whistle-blowing**

A whistle-blower is someone who voices concerns, sometimes about the practices of an organisation or an individual member of staff. Sometimes whistle-blowers decide to do so anonymously, which can make the investigation difficult. The Office of Public Guardian (OPG) promotes and supports openness in order to protect people, and so whistle-blowers should always be:

- Treated seriously
- Treated confidentially where relevant
- Treated in a fair and equitable manner
- Kept informed of action taken and its outcome

#### **IT Usage and eSafety**

Since the pandemic more learners receive online training and as such this e-Safety element has been incorporated into the Safeguarding Policy. An eSafety incident is one where the misuse of technology has had a negative impact on the safety, security or wellbeing of young learners or staff members.

Online discussions and reviews with apprentices are recorded to protect both parties. The Designated Safeguarding Officer will review recordings to ensure appropriate dialogue is maintained. Any concerns will be raised with the relevant person and appropriate action where necessary will be taken in line with due process.

Laws that may be contravened include The Computer Misuse Act 1990, The Protection from Harassment Act 1997, The Malicious Communications Act 1988 and Section 127 of the Communications Act 2003.

### **3.7 PROCEDURES**

**Procedures to follow if a person makes a disclosure to you that may relate to abuse or possible abuse.**

If a person makes an allegation of abuse to you:



**You should:**

- Listen. Do not interrupt.
- You **MUST NOT** promise that you will keep the matter confidential. Explain to him/her that you have to report the matter to the Designated Safeguarding Officer, as this is your legal duty.
- Once the individual has finished speaking, it may be necessary to ask questions.
- Only ask questions if you are still unsure whether this is a Safeguarding issue. You are not conducting an investigation; you are simply establishing the key facts.
- Only ask simple, open, non-leading questions. E.g. if a vulnerable adult tells you they have been hurt, ask “How did you get hurt?” rather than “Did someone hit you?”
- Once you know you are concerned enough to raise the matter with the Designated Safeguarding Officer, don’t ask any more questions.
- Write down what has been said immediately afterwards in words used by the Vulnerable Adult and yourself to the best of your memory. Details of the situation should be recorded using the My concern platform or app.
- Note anything about the person which is connected i.e. any visible injuries including the position and description, the demeanour of the person i.e. crying, withdrawn. These should also be recorded immediately afterwards
- The matter should be **immediately** reported to a Designated Senior Safeguarding Officer, and all records taken should be handed over at this time.
- If in doubt seek advice from a Designated Senior Safeguarding Officer.
- The Designated Senior Safeguarding Officer will make a judgement as to whether a referral to Social Services is appropriate. If there is doubt, then advice must be sought from the appropriate borough Council Social Care.

**PLEASE NOTE: If the learner is distressed and you are unable to stay with them:**

- Contact a trustworthy person to stay with the individual, until the Designated Safeguarding Officer arrives.

**Procedure for dealing with an incident that arises on an off-site visit/activity**

- When the alleged abuser and person abused are both members of an off-site visit/activity, the primary consideration is the initial protection of the vulnerable adult. Action to ensure this should be taken by the member of staff in charge of the visit. Once

there is no immediate risk of further abuse then a more considered approach can be taken.

- It is also important to note that all criminal offences need to be reported. (Phone 999 for emergencies/101 for non-emergencies). If an offence is thought to have been committed, staff should contact local police in the first instance, especially when the alleged abuser is a member of the local population.
- Careful consideration should be given to how best to inform the learner's parent/carer, and whether any or all of the students should be returned home. This will depend on the seriousness of the incident, the effect on the learners and the risk present.
- The Designated Safeguarding Officer, or a Director, should be consulted for advice. When the Managing Director makes such decisions, he or she should attempt to discuss this situation with the Designated Safeguarding Officer as soon as possible.
- When the allegation disclosed on an off-site visit relates to abuse of the student at their home, the standard procedures should be followed. Staff should discuss the situation with the Designated Safeguarding Officer at the earliest opportunity.