

## Introduction

Wise Origin College (**WOC**) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. This policy seeks to ensure that Wise Origin College undertakes its responsibilities with regard to protection of vulnerable children and / or adult at risks and will respond to concerns appropriately. The policy establishes a framework to support staff in their practices and clarifies the organisation's expectations.

NHS define an adult at risk as someone aged 18 years or over; Who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The types of contact with children and / or adult at risks will be regulated and controlled.

The current threat from Terrorism and Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people, including children and young people.

We have created a separate Prevention of Extremism and Radicalisation (PREVENT) policy. PREVENT is a key part of the Government's strategy to stop people becoming terrorists or supporting terrorism and Wise Origin College recognises the need for all staff, learners, subcontractors and volunteers to be aware of these threats and how to identify any relevant indicators and report any concerns you may have. This also provides guidance in promoting British values throughout the organisation to encourage working towards a society in with a common vision and sense of belonging by all.

## Scope

Our policy applies to all staff, learners, sub-contractors and volunteers working with the organisation.

### Promoting the Policy:

There are six main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff, learners, sub-contractors and volunteers to work with children and / or adult at risks so that no one unsuitable to work with these groups, or who is disqualified from working with children and / or adult at risks, is appointed.
2. Ensure all staff, learner, sub-contractors and volunteers are aware of their responsibility to protect children, young people and adult at risks and are provided with adequate support and opportunities to develop their skills and knowledge in relation to protection issues.
3. Raising awareness of safeguarding issues and equipping children/ adult at risks with the skills needed to keep them safe.
4. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse and ensuring all staff, learners, sub-contractors and volunteers understand and adhere to these procedures.
5. Supporting clients who have been abused in accordance with his/her agreed protection plan.
6. Establishing a safe environment in which children and / or adult at risks can learn and develop and promote the rights of children and / or adult at risks to be listened to and taken seriously so that they are able to express their views, thoughts and concerns.

For the purpose of the policy and safeguarding regulations a "child" is defined as a person

who is not over the compulsory school leaving age, a 'young person' is defined as someone between minimum school leaving age and 18 years of age.

An adult at risk is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance mis-user
- Is homeless

## Definitions

Safeguarding is about embedding practices throughout the Wise Origin College to ensure the protection of children and / or adult at risks wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

## Legislation

The principal pieces of legislation governing this policy are:

- Human Rights Act 1998
- Childcare Act 2006
- Education Act 2002, 2011
- Education and Skills Act 2008
- Mental Capacity Act 2005
- Modern Slavery Act 2015
- The Care Act 2016
- GDPR 2018
- Data Protection Act 2018
- Working together to safeguard Children 2018
- Safeguarding Vulnerable Groups Act 2006
- The Adoption and Children Act 2002:
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997 (including part V)
- Protection of Freedoms Act 2012 (including part 5)
- Mental Health Act 1983

- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974
- Education Act 2011
- Safeguarding Children and Safer Recruitment in Education 2007
- Keeping Children Safe in Education – June 2019 (to be implemented Sept 19)
- Counter-Terrorism and Security Act 2015

### **Achieving commitment to the Policy**

Wise Origin College will follow the legal requirements and procedures and take account of guidance issued by the relevant authorities to:

- Ensure we have a designated senior person who has received appropriate training and support for this role.
- Ensure we have a nominated responsible person for the protection of children and/ or adult at risks.
- Ensure every member of staff (including temporary and supply staff and volunteers) and our contractors knows the name of the designated senior person responsible for safeguarding and their role.
- Ensure all staff, learners and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible.
- Notify social services if there is an unexplained absence of more than two days of a client who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding children and / or adult at risks protection matters including attendance at case conferences.
- Keep written records of concerns, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main client file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff, sub-contractor or volunteer.
- Ensure safe recruitment practices are always followed.

### **Responsibilities**

The Director is responsible for ensuring that safeguarding policies, procedures and systems are in place, implemented and followed.

Senior Management are responsible for ensuring the safe implementation of this policy is cascaded through the organisation and Contract Managers and Designated H&S / Safeguarding representatives are responsible for ensuring the parameters of this policy are adhered to within the centres, ensuring advisors and support staff exercise the policy in all aspects of their job role.

**The Designated H&S / Safeguarding Lead (DSL) are responsible for investigating and acting upon concerns raised by other members of the organisation or any external third party where it involves a concern about any current Wise Origin College customers or members of staff.** The DSL is also responsible for liaising with the Local Safeguarding Children Board (LSCB) where appropriate. The DSL is responsible for

ensuring all concerns are logged on the Safeguarding Log located on the cloud system and for producing and submitting reports at regular intervals, no less than once a year, to the Senior Management Team.

**All Wise Origin College staff have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.** We expect all Wise Origin College staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

### **Implementation**

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. Including the following;

- Alcohol and Substance Abuse Policy
- Home workers Policy
- Protected Disclosure Policy
- Recruitment Policy
- Young Persons Policy

The organisation commits to providing protected disclosure checks i.e. DBS on all employees and where recommendations are made, will be subject to an enhanced disclosure check.

### **Training Employees**

Wise Origin College commits resources for induction, training of staff, effective communications and support mechanisms in relation to Safeguarding. All staff who, through their role, are in contact with children and /or adult at risks will have access to appropriate safeguarding training at an appropriate level.

We are committed to ensuring that the DSL officer is suitably and legally qualified to fulfil this role and also further ensure that all staff have access to online, in house and external up to date training.

All staff, sub-contractors and volunteers will receive an induction. This induction will include reading the relevant company policies, attending in house workshops as well as formal external training on basic Safeguarding and PREVENT.

### **Communications and discussion of safeguarding issues**

Each centre has a designated H&S / Safeguarding representative (DSR) who reports directly into the Designated H&S/ Safeguarding Lead (DSL). Weekly H&S checklists are completed and any resulting corrective action plans are uploaded to the H&S section on the cloud system. These are then reviewed weekly by the DSL to progress any necessary actions. Safeguarding concerns would be raised immediately following the reporting procedure below.

### **Ensure Protection of apprentices and prevention of abuse Monitoring**

Wise Origin College will monitor the following safeguarding aspects

- Safe recruitment practices
- DBS Disclosure
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ adult at risk protection
- Monitoring whether concerns are being reported and actioned

- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Safeguarding Referrals and its outcome

## Reporting - Raising Recording and Investigating

The process outlined below details the stages involved in raising and reporting safeguarding concerns within Wise Origin College. There is a separate policy and reporting procedures for safeguarding concerns in relation to Radicalisation and Terrorism concerns (PREVENT policy);

1. **Listen carefully to any safeguarding concerns raised and accept without judgement. Do not promise confidentiality but ensure discretion. Let the customer speak without leading or prompting. Note these concerns down verbatim and include relevant contextual information such as time and date.** Complete the Safeguarding Internal Report Form and submit this to [safeguarding@wiseorigincollege.com](mailto:safeguarding@wiseorigincollege.com). If a Safeguarding concern is raised by an external party then complete the Safeguarding External Report Form and submit this to [safeguarding@wiseorigincollege.com](mailto:safeguarding@wiseorigincollege.com). All emails to this address go directly to the DSL. **Those hearing the concern should not interrogate or investigate. The report should be signed and sent to your DSL immediately and within the same day.**
2. If the DSL is unavailable, or if your concerns relate to your DSL, then raise these directly with the Director.
3. Seek medical attention for the vulnerable person if needed.
4. DSL to make referral to Local Safeguarding Children Board where appropriate. DSL to complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form (obtainable from local council), where appropriate, and submit to the local authority within 24 hours of making a contact. If the suspicion is recorded, the parent or carer may be informed at the same time of the report, where appropriate, except where the guidance of the LSCB does not allow this. DSL to ensure that feedback from the Local Authority is received and their response recorded.

**Only the DSL is allowed to investigate Safeguarding concerns and raise these with the LSCBs where appropriate.**

The local authority has a process for reporting and this must be adopted. Wise Origin College will complete the local authorities initial contact form in all safeguarding instances when there are concerns about a child/adult at risk. This is a **MANDATORY** requirement of Wise Origin College Safeguarding policy. If there are any queries in regards to this, please seek advice from DSL immediately upon concern being raised.

The DSL shall liaise with relevant Senior Manager(s) to report any safeguarding incidents to all relevant parties within 24 hours of the incident.

## Designated Safeguarding Officers and Staff Support

We recognise involvement in situations where there is risk or actual harm can be stressful for staff concerned. The DSL is available to offer support and advice. We offer a free confidential service for all staff. This can be accessed by emailing [safeguarding@wiseorigincollege.com](mailto:safeguarding@wiseorigincollege.com) or by contacting the local council:

**Leicester:**

0116 454 1004 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)  
Emergency Number - 0116 255 1606

**Leicestershire:**

0116 305 004 (Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)  
[adultsandcommunitiescsc@leics.gov.uk](mailto:adultsandcommunitiescsc@leics.gov.uk)  
Emergency Number – 0116 255 1606 (Evenings, weekends, Bank Holidays)

**Nottingham:**

0300 1310 300 – Option 2 (8.30am – 5pm)

**Nottinghamshire:**

0300 500 8080

**Derby:**

01332 642855 (Monday to Friday 9am to 5pm)  
Emergency Number – 01332 786968

**Derbyshire:**

01629 533190

**Bedford:**

01234 276222 (Monday to Thursday 8:45am to 5:20pm, Friday 8:45am to 4:20pm)  
[adult.protection@bedford.gov.uk](mailto:adult.protection@bedford.gov.uk)  
Emergency Number – 0300 300 8123

**Bradford:**

01274 431077 (Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm)  
Emergency Number – 01274 431010 (Monday to Thursday, 5pm to 7:30am, Friday to Monday 4:30pm)

## E-Safety & IT usage, Monitoring and Review

We understand that technology in this area evolves and changes rapidly.

E-Safety will be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure

- We will regularly monitor internet use and evaluate E-safety mechanisms to ensure that this policy is consistently applied.
  - To ensure they have oversight of E-safety, the SMT will be informed of E-safety concerns, as appropriate.
  - The DSL for safeguarding will report on a regular basis to the SMT on E-safety practice and incidents, including outcomes.
  - Any issues identified via monitoring will be incorporated into our action planning
- The purpose of E-Safety procedure is :
    - Safeguard and protect all users i.e. staff, learners and stakeholders
    - Identify approaches to educate and raise awareness of E-Safety
    - Enable all staff to work safely and responsibly, to role model positive behaviour and to manage professional standards and practice when using technology.
    - Identify clear procedures to use when responding to online e-safety concerns.
  - identifies that the issues classified within E-safety are considerable, but can be broadly categorised into three areas of risk:
    - **Content:** being exposed to illegal, inappropriate or harmful material
    - **Contact:** being subjected to harmful online interaction with other users
    - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

### **Responsibility of all members of staff to:**

- Contribute to the development of E-safety policies.
- Read and adhere to the E-safety policy and acceptable use policies.
- Take responsibility for the security of setting systems and the data they use or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed E-safety education in curriculum delivery, wherever possible.
- Have an awareness of a range of E-safety issues and how they may be experienced by the children in their care.
- Identify E-safety concerns and take appropriate action by following the settings safeguarding policies and procedures.
- Know when and how to escalate E-safety issues, including signposting to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

### **Responsibility of learners (at a level that is appropriate to their individual age and ability) to:**

- Engage in age appropriate E-safety education opportunities.
- Contribute to the development of E-safety policies.
- Read and adhere to the acceptable use policies.
- Respect the feelings and rights of others both on and offline.

- Take responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing E-safety issues.

### **Responsibility of parents and carers to:**

- Read the acceptable use policies and encourage their children to adhere to them.
- Support our E-safety approaches by discussing E-safety issues with their children and reinforcing appropriate and safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the setting, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the E-safety policies.
- Use our systems, such as learning platforms, and other network resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

### **Managing Information**

Information will be gathered, recorded and stored in accordance with the following policies;

- Data Protection Policy
- Information Security Policy (GDPR)

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and adult at risks. The public interest in safeguarding children and adult at risks may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the DSL.

## **SAFEGUARDING – OUT OF HOURS**

Wise Origin College has the adequate procedures and steps in place to ensure all learners have access to 24/7 safeguarding support and assistance. Our Safeguarding Officer is Shameema Patel – Training and Operations Manager.

Wise Origin College is open 9.00am – 5.00pm, Monday – Friday. All learners are able to contact us on 0116 242 5557 / 07881 363147 during these hours or can alternatively email us at [safeguarding@wiseorigincollege.com](mailto:safeguarding@wiseorigincollege.com).

In the event that a learner has a safeguarding issue that needs to be dealt with outside these hours, Wise Origin College has a designated page for Safeguarding concerns and queries: <http://wiseorigincollege.com/policies/safeguarding>

The Leicester City Council also offers support and guidance with their emergency team in place: 0116 255 1606.

Upon induction, all learners are informed about what Safeguarding is, how to deal with it and how to report any concerns they have. This is detailed in the Enrolment Form we use as part of the IAG Guidance. We also display Safeguarding posters around our college to actively create awareness and ensure learners are aware of how to report any concerns.

## SAFEGUARDING POLICY



Please find more details regarding Safeguarding on our website:  
<http://wiseorigincollege.com/policies/safeguarding/>

### Review of the Policy

The Safeguarding Policy will be revised annually by the Senior Management Team and Director.

Policy Review	Review Date	Next Review Date	Approved by
Annually	26 July 2021	25 July 2022	Asif Khan