

Wakefield Adult and Community Education Service

Adult & Community Education Service

**Guidelines for
The Safeguarding of
Children, Young People and
Vulnerable Adults**

Wakefield Adult and Community Education Service

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1. Policy Statement

The Adult & Community Education Service (ACES) has a statutory duty to safeguard and protect the well-being of children, young people and vulnerable adults under the Protection of Children's Act 1999 and under the Care Standards Act 2000 (Extension of Protection of Vulnerable Adults Scheme) Regulations 2004 and the Human Rights Act (1998). The ACES is committed to act in accordance with the Wakefield & District Safeguarding Adults/Children Board (SGCB & SGAB).

In addition, the ACES recognises its duty under the Learning & Skills Act 2000 to ensure that LSC funded courses promote the 'Safe Learner' and take place in a safe, healthy and supportive environment¹.

Child abuse and the abuse of vulnerable adults is an emotive and disturbing subject for those who care for their well-being. However, it is a reality, and consequently staff whose work brings them into regular contact with children, young people or vulnerable adults need information and practical guidance to ensure that they are able to recognise possible signs of abuse (Appendix 4) and deal appropriately with their concerns (Appendix 1).

This policy aims to promote inclusive and integrated practice and procedures which will safeguard children, young people and vulnerable adults from potential abuse as well as protecting the ACES's teaching and non-teaching staff, including volunteers (for the purpose of this policy the inclusive term 'staff' will be used) in positions of responsibility from potential allegations of abuse.

Most importantly, this policy creates a 'safer' environment that promotes well-being and security for all as outlined in Working Together to Safeguard Children² and NIACE's Safer Practice, Safer Learning³.

2. Introduction

This policy complements the SGCB Interagency Procedures to Safeguard and Promote the Welfare of Children www.wakefield.gov.uk/lscb and the SGAB Multi-agency Adult Protection Policy <http://webintranet2/FamilyServices/-SocialCare/AdultsAndOlderPeople/AdultProtection/Policy/default.htm>. And should be read in conjunction with both documents.

It aims to clarify the ACES procedures for:

- Staff recruitment and vetting
- Staff training and development

¹ LSC www.safelearner.info

² Working Together to Safeguard Children – www.teachernet.uk/publications

³ Niace – Safer Practice, Safer Learning – www.prolog.uk.com

2.3 Safeguarding Children, Young People and Vulnerable Adults.doc

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- Reporting suspicion of abuse, disclosure of abuse and allegations of abuse
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- Recording general concerns about a child, young person or vulnerable adult

This policy (and future updates) will be posted on the ACES website and communicated to key staff through senior management and network meetings and the tutor forum so that it can be cascaded to all staff within their designated teams.

3. Staff Recruitment and Vetting

The local authority central recruitment team and ACES will ensure WMDC policies for safe recruitment and vetting procedure are complied with for all newly appointed staff in line with Safer Recruitment in Education (2007)⁴. To ensure that ACES make decisions about appointments with the full knowledge of the facts, regardless of whether or not a potential employee has previously worked in the education sector and is suitable to take up a particular appointment, the qualifications of potential employees will be photocopied from original certificates and rigorously scrutinized during the interview process and used as a point of discussion along with available references and completed application form.

Confirmation of appointments will be issued once the central recruitment team has successfully completed all vetting procedures. Approval details will be logged onto the central ACES database.

ACES will undertake a rolling programme of CRB checks for existing staff (employed from 2002 onwards and with agreement prior to this date) in line with relevant WMDC policy. All information will be held in accordance with the Data Protection Act 1998 and Caldicott & Safe Havens Principles.

4. Staff Training & Development

All staff that have regular contact with children, young people and/or vulnerable adults will undertake basic child/adult protection training (level 1/2) as part of their induction process or as part of the ACES staff development and mandatory training programme.

Access to L1/2 child protection training is available by contacting Anne-Marie Spencer on amspencer@wakefield.gov.uk or 01924 303369

Staff that have a designated responsibility for child protection will, in addition to basic training, undertake further training as agreed with their line manager through the appraisal process at level 3, 4 or 5 available through the Early Education and Childcare Service Training Directory or SGCB training programme.

⁴ Safeguarding Children and Safer Recruitment in Education – [www.teachernet.gov.uk/publications/2.3 Safeguarding Children, Young People and Vulnerable Adults.doc](http://www.teachernet.gov.uk/publications/2.3%20Safeguarding%20Children,%20Young%20People%20and%20Vulnerable%20Adults.doc)

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Safeguarding children and young people training will be updated on a 3-year cycle in line with the SGCB guidance and to meet Section 175 of the Education Act 2002.

Safeguarding vulnerable adults' training is available through social services central training team and the Mental Health Trust and can be applied for through the ACES.

5. Allegations of Abuse and Reporting Suspicion of Abuse

Allegations of Abuse

If a child, young person or vulnerable adult makes an allegation of abuse they should be listened to carefully and sensitively. A careful record (dated and signed) should be made of what the child, young person or vulnerable adult is saying (using their own words) - it is particularly important that staff do not ask questions, nor should staff attempt to gain detail or establish the truth as this may prejudice subsequent enquiries. Confidentiality must be observed at all times. The reporting procedure below must be followed so that the matter can be referred immediately to Social Care Direct who have a duty to investigate.

The referral process outlined in the SGCB Guidance and Wakefield's Multi-agency Adult Protection Policy will be followed – Appendix 1

Designated person - Line Manager and/or Adult & Community Education Officer and/or Anne-Marie Spencer the designated safeguarding officer at Manygates Education Centre HQ on 01924 303328

The designated person will advise on the course of action to be taken – this may involve discussing the concern with the parents/carers to seek agreement to refer to Social Care Direct (except in situations where it is clear that such a discussion will place the child, young person or vulnerable adult at increased risk of significant harm – Appendix 2, Information Sharing). This is not an easy decision to make. SCD will be able to give advice on the best course of action. Referrals can be made:

- In writing
- In person
- By telephone or minicom (to be confirmed in writing within 48hrs)
- By email or on-line form for adults referrals only – www.wakefield.gov.uk

To:

Social Care Direct - Telephone: 0845 850 3503 (24 hour number)

Police: 0845 60 60 606

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Any allegation by a child, young person or vulnerable adult that he/she has been abused should be taken very seriously even if they later deny it or claims to have made up their original allegation. Children, young people and

vulnerable adults who have been abused have often been threatened about the consequences of reporting the abuse and they are often frightened and may want to take back what they have said.

5.2 Reporting Suspicion of Abuse

If you have a suspicion of abuse such as a child, young person or vulnerable adult is seen with an injury it maybe appropriate to make general enquires. In many situations doubts and suspicions regarding the abuse grow gradually - with an accurate picture only developing over a period of time. It is therefore important to be vigilant when suspicions are aroused – Appendix 4. If you have concerns but are not sure whether a child protection referral should be made, it is important that you discuss your concerns with the designated person (line manager, ACES Officer or Anne-Marie Spencer), who will ring Social Care Direct for **advice**. SCD will link this with similar concerns reported by other people who know the child, young person or vulnerable adult and will be able to act accordingly.

5.3 Allegations of Abuse made against Staff

Allegations are, on occasions, made against staff; this will include anyone working with children, young people and/or vulnerable adults in a paid or voluntary capacity concerning ill treatment or abuse. It is important to understand that Social Care Direct and the Police will investigate all allegations as outlined in the SGCB Guidance Section 2.6 and Wakefield's Multi-agency Adult Protection Policy. Each case will be treated on an individual basis and the staff concerned may be suspended whilst an investigation is undertaken, in line with the Council's policies – Appendix 3.

Allegations against staff can be very distressing and stressful – the ACES nominated representative to provide support for staff whilst an allegation is being investigated is: **Sandra Elliott**

6. Recording Concerns and Child Well-being Model (CWB)

The designated person in each Adult & Community Education Centre will keep a 'Safeguarding Book' to record any concerns staff may have about the well-being of children, young people or vulnerable adults. Where repeated concerns are logged the procedures above must be followed. However, the child well-being model can be used where there are lower level concerns. The CWB recognises everyone has a responsibility for the safety and well-being of children and young people and aims to offer help and advice at an earlier stage in order to prevent more serious problems occurring later. This model provides a structure to enable agencies to work together effectively and share information to ensure that children and young people are safeguarded

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and their well-being protected. Contact Anne-Marie Spencer for further information or Gill Newey, Child Well-being Project Manager 01924 305730.

7. Conclusion

Children and young people are vulnerable. They rely on families for nourishment, comfort, safety, love and protection. All staff that work with them have an essential role to play in identifying, and handling appropriately, concerns regarding abuse. Taking appropriate action can be instrumental in transforming a potentially damaging situation into a more secure and positive future for the child or young person.

Vulnerable adults also have all the rights that any other member of the community has. This includes the right to live without the threat of violence or assault or actual assault and to live without being subject to exploitation either emotionally or financially.

[Associated policies you may wish to refer to can be accessed via the intranet/VLE](#)

Risk Assessment
Health & Safety
Equality & Diversity
Staff Code of Conduct
Recruitment of Staff & Volunteers
Whistle Blowing Policy
Domestic Violence
Work Experience and Off-site Learning Guidance (for staff working with the 14-19 sector)

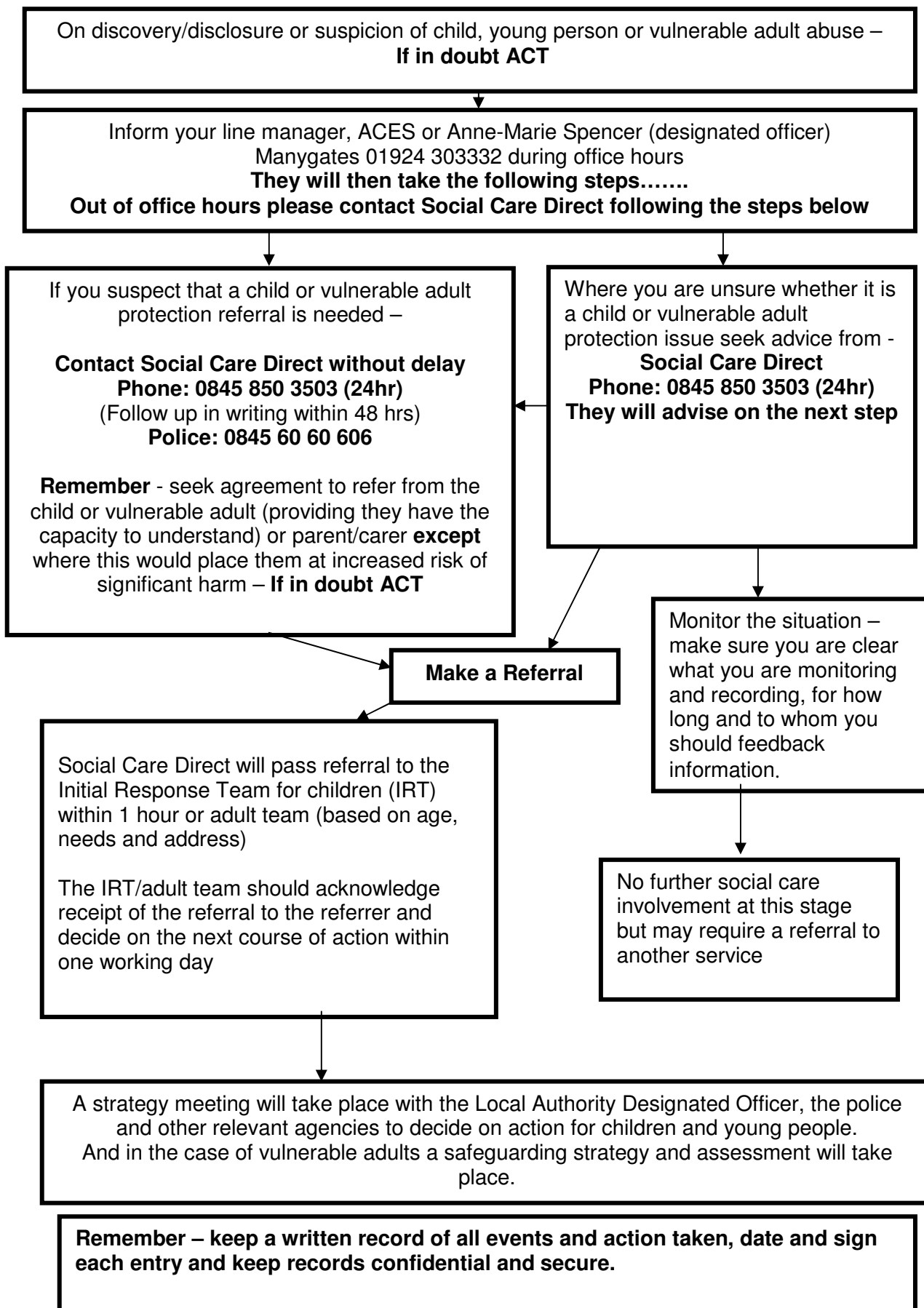
For more information on policies which have been approved by the 'safeguarding' board including: sexual exploitation, sports recreation policy, procedures and additional information, forced marriages and substance misuse visit the following website:

<http://www.wakefield.gov.uk/HealthAndSocialCare/ChildrenAndYoungPeople/SafeguardChildren/PoliciesAndProcedures/default.htm>

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Appendix 1

What to do if you suspect abuse



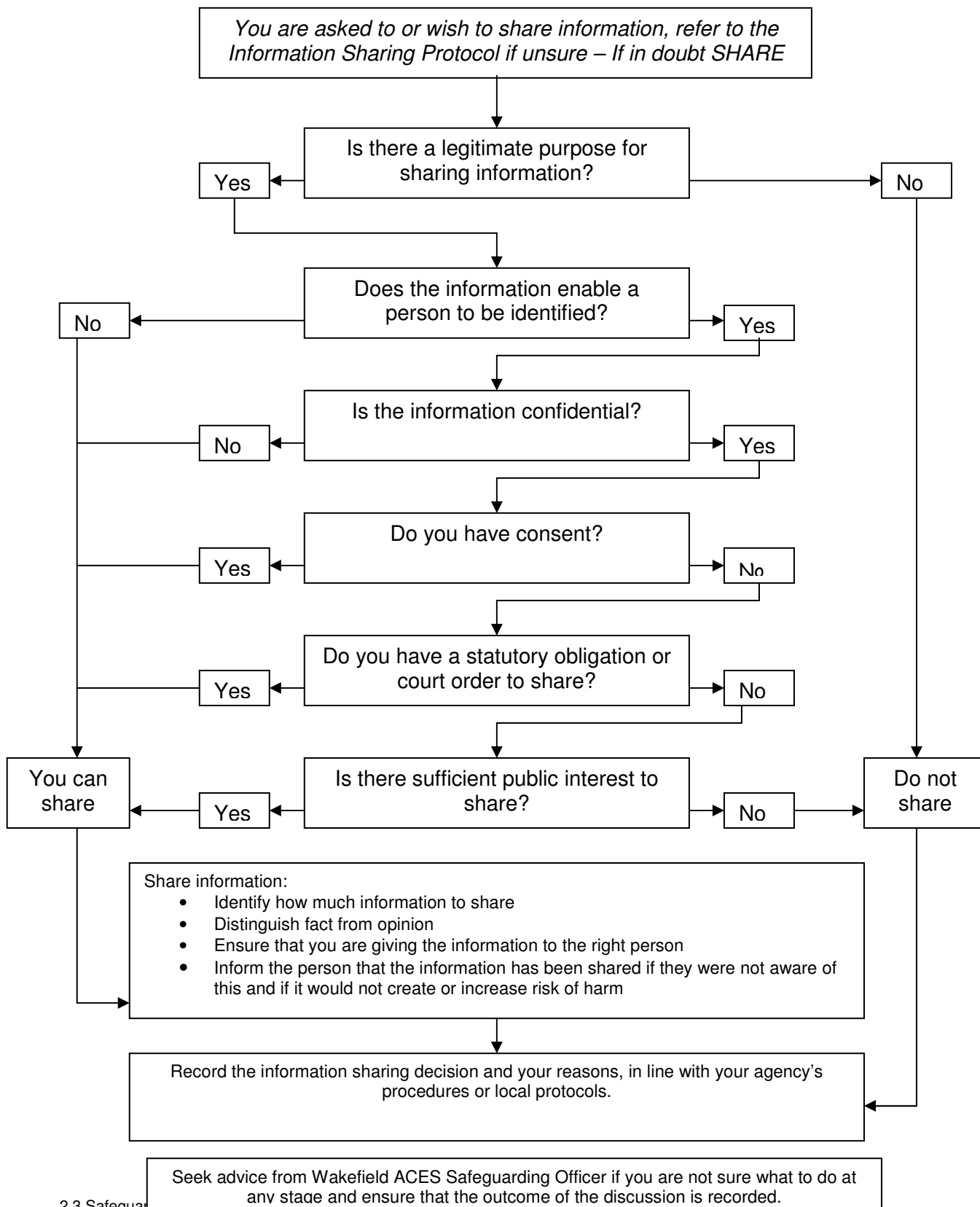
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Appendix 2

Information Sharing

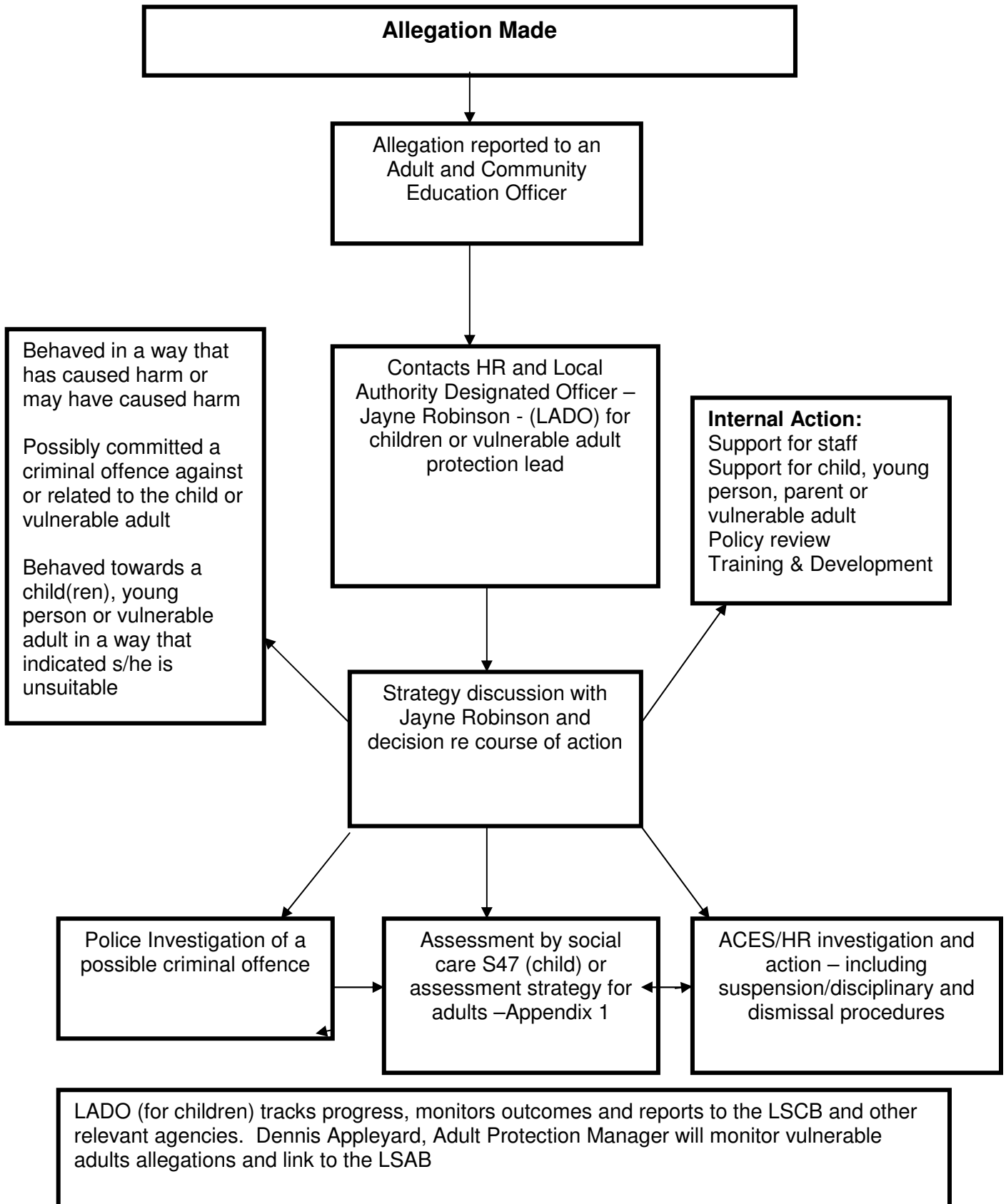
Flowchart of key principles for information sharing



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Appendix 3

Allegations Against Staff



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Appendix 4

Definition of Abuse?

Abuse of Vulnerable Adults

A vulnerable adult is defined as a person 'who is or 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 against significant harm or exploitation' (DoH, No Secrets 2000).

Abuse of children and young people

The term "Child Abuse" covers a wide range of ill treatment of children from neglect, failure to provide care, rejection and persistent severe disciplining to acts of violence or sexual exploitation. Abuse may be committed by a range of people with a range of motives and can occur in any sector of society. In many cases it is committed by parents who were themselves abused or who are disturbed, under strain and unable to obtain the help they need. In other situations it can be committed in a willful and deliberate way, sometimes by organised groups of people such as paedophiles.

Child abuse always involves a hurt child and, unless corrected, may produce a damaged child who will carry the effects throughout their life. Child abuse can occur to a child of any age. However the under fives are especially vulnerable and are the age group most likely to be permanently or fatally injured.

Definition of Abuse

Currently the Department of Health identifies six categories of abuse, however, for child protection categorization only the first four are used: physical; sexual; psychological/emotional; neglect and acts of omission financial or material; and discriminatory.

Physical abuse

This includes any inflicted physical injury, from minor bruising and marks to beatings, which may be life-threatening, including broken limbs and head injuries. This may include misuse of medication, restraint or inappropriate sanctions. The deliberate failure to prevent injury or suffering and a rare condition (Munchausen Syndrome by proxy), where a parent/carer deliberately poisons, suffocates or causes physical symptoms in a child/vulnerable adult to mimic a real illness to gain attention from medical personnel.

Some of the recognised signs of physical abuse are:

- unexplained burns;
- scratches;
- bruising and abrasions;

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- drowsiness from misuse of medication; and
- anxiety in the presence of an abuser.

Sexual abuse

This involves the sexual exploitation of children, adolescents and vulnerable adults. The abuser could be a parent/carer or any adult(s) with whom the child/vulnerable adult is in contact. The term includes rape, intercourse, buggery, oral sex, fondling, mutual masturbation and involvement in pornographic activity or prostitution.

For children – Sexual curiosity in play involving children of the same age is recognised by professionals in childcare as part of the normal process of development. However, where a child's imaginative play has strong sexual emphasis and reveals knowledge that is inappropriate to the child's years, then abuse should be suspected.

For vulnerable adults – this includes has sexual contact which was not consented, or could not consent or was pressured into consenting.

Some of the recognised signs of sexual abuse are:

- changes in behaviour;
- torn, stained or bloody underclothing;
- bruising around breasts or genital area;
- sexually transmitted diseases;
- difficulties in walking or sitting; and
- sexualised behaviour.

Psychological/emotional abuse

This includes the failure to provide the love and support that a child or vulnerable adult needs to grow in self-esteem and develop a sense of self-worth. Where children are denied emotional and physical affection their development will be impaired. Emotional abuse may take a number of forms – for example, a parent who is unable to hold or cuddle a baby or a parent who subjects a child to persistent ridicule or criticism, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. All forms of physical and sexual abuse contain a strong element of emotional ill treatment.

Some of the recognised signs of psychological or emotional abuse are:

- fear;
- passivity;
- confusion;
- apathy;
- lack of eye contact;
- low self-esteem;
- disturbed sleep patterns; and

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- reluctance to talk openly.

Neglect and acts of omission

This involves the neglect of a child or vulnerable adult or the failure to protect them from danger, including cold and starvation. It includes failure to give a child or vulnerable adult the care that is needed for them to grow and develop and sustain good health such as an adequate diet and warm clothing.

In assessing whether a child or vulnerable adult is being neglected we have to bear in mind that within our society there are many cultural differences and attitudes towards care. We must be careful to respect individual differences and not to judge everyone by our own standards. However, if a child or vulnerable adult is suffering harm in any form then abuse is occurring. This may include 'ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate heating and nutrition.

Some of the recognised signs of neglect and acts of omission are:

- dehydration;
- cleanliness;
- infections;
- malnutrition; and
- hypothermia.

Financial or material abuse

This may include 'theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Some of the recognised signs of financial or material abuse are:

- loss of jewellery and personal property;
- lack of money to purchase basic items;
- a bill not being paid when money is entrusted to a third party;
- inadequate clothing;
- unexplained withdrawal of cash; and
- loss of money from a wallet or purse.

Discriminatory abuse

This may include abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or ethnicity or sexual orientation.

Some of the recognised signs of discriminatory abuse might be very similar to psychological and emotional abuse.

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CHILD, YOUNG PERSON AND VULNERABLE ADULT SAFEGUARDING RECORD

STRICTLY PRIVATE AND CONFIDENTIAL

FACTS:

Name of child/vulnerable adult:

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Date of birth if known:

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.....

Details of learning difficulty/disability and/or capacity to understand:

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.....

Parents'/carers' details:

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Child's/vulnerable adult's address:

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.....
.....

Relevant phone numbers:

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.....

Date of incident:

.....
.....

What is said to have happened or what has been seen:

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.....
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.....

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.....

Where this occurred:

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.....

Who was there at the time?

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EXPLANATIONS

What was said by those involved?

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.....
.....

What did the child/vulnerable adult say?

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.....

OBSERVATIONS

Whether there is any actual **visible** evidence, e.g. bruising, bleeding, self-harm, changes in behaviour of child, parent/carer, young person or vulnerable adult:

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.....

ACTIONS

Have parents, vulnerable adult or young person (providing they have the capacity to understand and make their own decisions) given their consent for the action discussed to be taken?

YES/NO

Date:

.....

If No, please follow Information Sharing procedure – Appendix 2

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Was medical attention required: YES/NO

If yes, what was the name of the doctor/person who dealt with the incident?

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.....

Has Social Care Direct been contacted for (advice only) or (a Referral)?

If making a referral this document must be forwarded to SCD along with any other relevant information.

Date forwarded:

.....
.....

If a referral has not taken place not, why not:

.....
.....

Who else has been told about the incident (Police, other staff, family etc)?

.....
.....

Advice, guidance or information received from SCD

.....
.....
.....

Signature:

Date:

PLEASE NOTE:
Under no circumstances must the child, young person or vulnerable adult be questioned. It is intended that this form be used to document information in accordance with the Interagency Procedure to Safeguard and Promote the Well-being of Children and ACES Safeguarding Policy.
Please ensure that a copy of this form is forwarded to the ACES Safeguarding Officer.