

Safeguarding guidance

The Blackford Centre is committed to safeguarding and promoting the welfare and safety of all its learners. Safeguarding is intended to keep children and adults at risk safe from a range of potential harm. We believe that it is unacceptable for any learner to experience any kind of abuse or neglect and recognise our responsibility to safeguard the welfare of all learners.

The Blackford Centre is committed to promoting and delivering the safeguarding message to all employees, with its learners and with relevant bodies. This document sets out the arrangements that The Blackford Centre have put into place to safeguard children and adults at risk within the learning environment. Our approach reflects current legislation and guidance.

Purpose of this policy:

- To provide protection for all children and adults at risk who come in contact with The Blackford Centre
- To provide staff with guidance on procedures they should use in the event of a disclosure or they suspect a young person or an adult is at risk of harm.
- This procedure for safeguarding is available on our website.

Definitions: (Taken from 'Working together to safeguard children')

A **child** is defined as anyone under the age of 18.

An **adult at risk** is defined as anyone who is or may be in need of community care by reason of mental or other disability, age or illness, and who is or may be unable to take care of him/her self, or unable to protect him/herself against significant harm or exploitation.

However, we believe that there are a number of other situations that may cause a person to become 'vulnerable'. These include victims of domestic abuse, migrants, living in a drug-misusing family, living in an area of high crime, living in areas where people are likely to face racism and young carers.

Abuse is 'a violation of an individual's human and civil rights by any other person'.

Categories of abuse:

The Department of Health identifies six categories of abuse. Please read our Safeguarding Definitions document for further information about types of abuse.

Who is responsible?

All staff have a duty of care to ensure learners who may be experiencing or have disclosed harm or abuse at home has been referred to the designated safeguarding lead (DSL). The DSL for the Blackford Centre is Anna Giles.

As we do not directly work with children or adults at risk, staff are not required to have a DBS.

The responsibilities of the DSL are:

- To ensure all staff have read the safeguarding and prevent guidance
- To refer concerns to the appropriate social services department
- To ensure concerns and referrals paperwork is stored safely and securely

We recognise that hearing a disclosure can be a stressful and traumatic and we will support employees by providing seek further support if necessary.

We will safeguard learners by:

- Following child protection guidelines
- Sharing information about concerns with other agencies on a need to know basis and involving parents and children in safeguarding or prevent issues
- Valuing learners, listening to and respecting them
- Ensuring staff are aware of our safeguarding policy and procedures
- Policies will be reviewed annually

Learners under the age of 18

The Blackford Centre engages learners of all ages for its diploma courses, who can demonstrate they meet the course requirements and will benefit from the learning environment, which we provide. We obtain parental consent for all learners under the age of 16 who wish to complete a course.

Learners with additional needs

When we are informed that a learner has an additional need then the course tutor is informed and alterations can be made for ease of access. This ensures that we meet these learners' needs and we maintain our duty of care.

As we are a distance learning provider the risk of abuse is minimal.

- Centre staff and tutors do not have direct physical contact or video contact with learners.
- Learners do not have direct physical contact or video contact with other learners.

If allegations of abuse are made against a member of staff or a learner we will follow statutory Government guidance.

Making a referral

All staff must respond to concerns or disclosures regarding safeguarding.

If the learner is not a child or adult at risk then the learner must give consent to information being shared with relevant bodies. If the staff member knows there is immediate risk to the learner, they must contact the police.

The Blackford Centre uses the 5 R's when reporting a safeguarding concern:

- Recognition
- Response
- Reporting
- Recording
- Referral

Steps to take if a learner makes a disclosure

If a learner makes a disclosure, you need to do the following:

Recognition

- Remain calm, acknowledge their concern and take it seriously.

Response

- Listen. Do not ask leading questions and only ask questions for clarity.
- Give the learner time. Reassure them, they are doing the right thing.
- Never promise confidentiality – you have a legal obligation to tell the DSL, their family and in some cases social services or the police.

Reporting and Recording

- Write down the details using the learner's words at all times. Do not include your own thoughts or opinions.
- Write down times, dates, locations and relevant facts.

Referral

- Refer the incident to the DSL as soon as possible. The DSL will inform social services

Confidentiality is important. All information is shared on a need to know basis.

You should not:

- Make promises.
- Promise confidentiality.
- Make comments or judgments about the situation.
- Ask leading questions.
- Appear shocked, disgusted or angry.
- Give your mobile number to the learner

If you are worried about **an adult at risk** the DSL will contact Adult Social Care.

If you are worried about a **child or young person** who could be in danger, the DSL will contact Children's Social Care.

In an emergency you must contact the police by dialling 999.

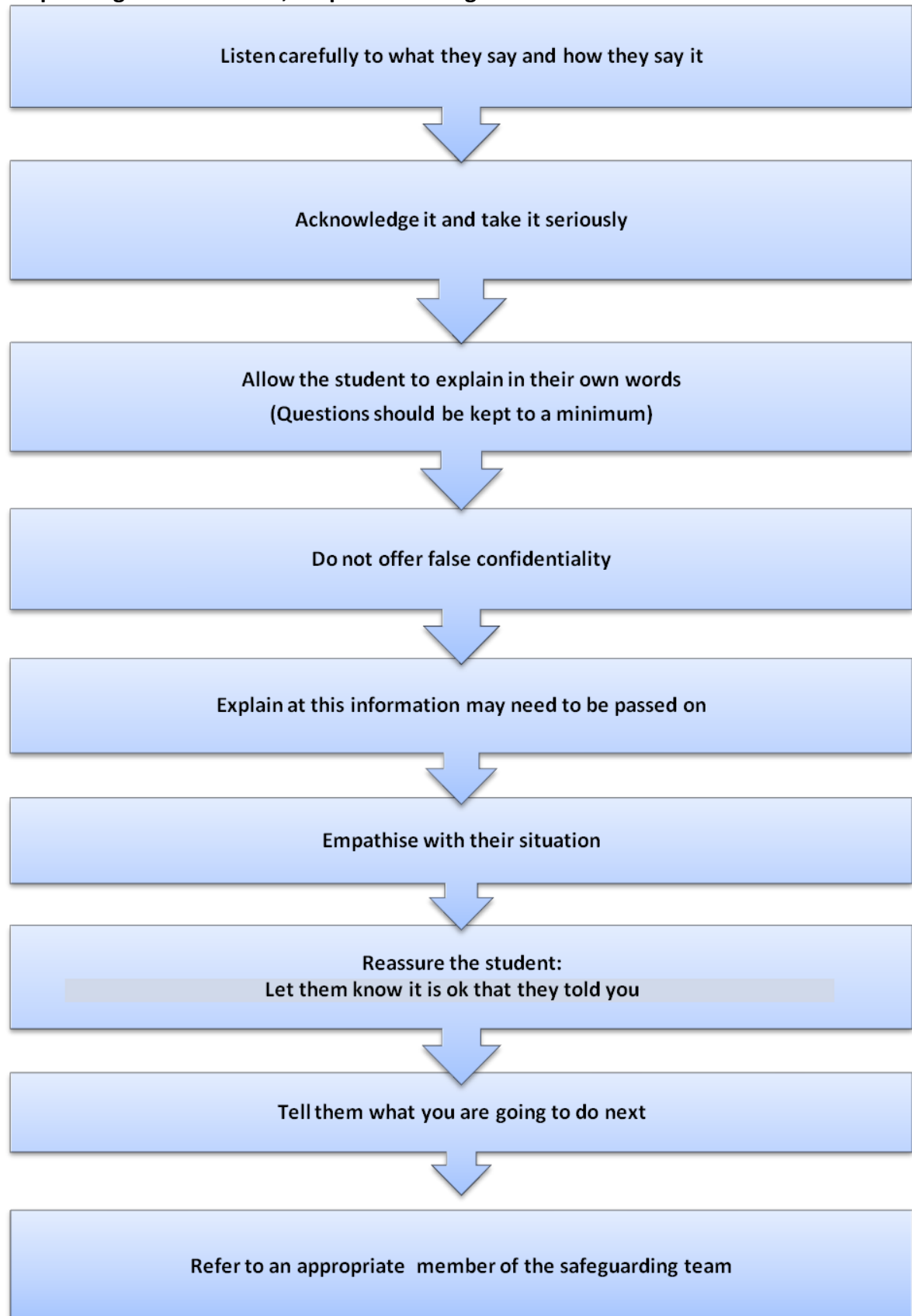
If it is not an emergency but you want to talk with the police, dial 101.

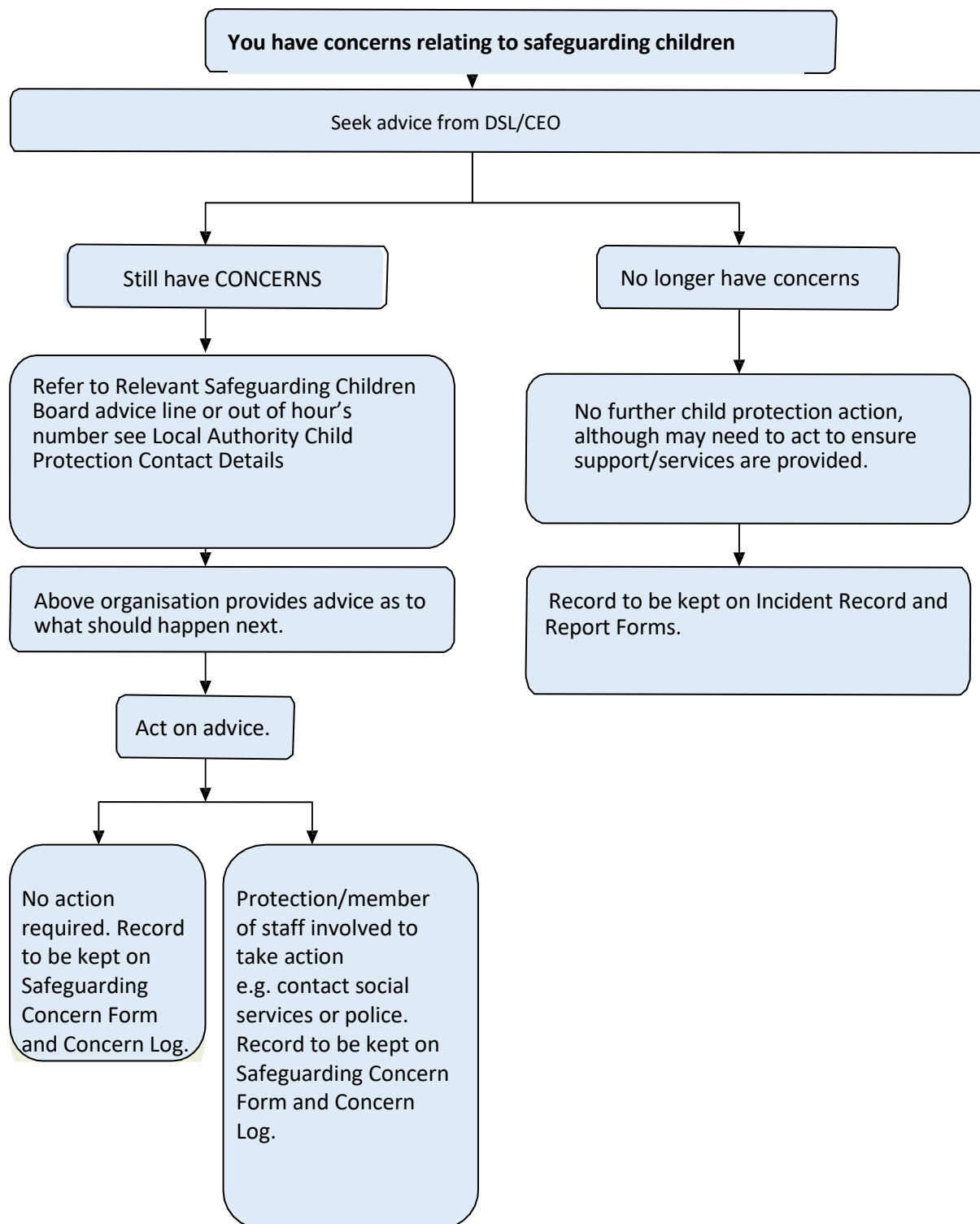
Staff Attitudes

Members of staff are accountable for the way in which they manage risk, use resources, and actively protect young people and adults at risk from discrimination and avoidable harm.

Staff should have a respectful, caring and professional relationship between themselves and young people. Staff behaviour should demonstrate integrity, maturity and good judgement.

Responding to a Disclosure, Suspicion or Allegation





Reporting a safeguarding concern form

Date of issue raised		Staff member	
Learner Name		Course	

Nature of concern: Please give full details of the nature of the concern, ensuring that you record dates, times, frequencies, as appropriate and any relevant conversations with the learner.

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Initial action taken: this section might include details of initial enquiries of the learner, consultation with the Lead Safeguarding Officer, contact with Safeguarding Advisory Service, any contact with or advice from others.

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Outcome of Action: who was notified etc.

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