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**RNC Policy: Safeguarding Vulnerable Adults Policy and Procedure**

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| Responsibility: | Director of Student Support Services |
| Reviewed by: | Director of Student Support Services/Head of Safeguarding/SMT |
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| Other relevant policies and reference documents - held on the RNC Intranet: [Policies, Procedures and Resources - Home (sharepoint.com)](https://rncac.sharepoint.com/sites/policiesproceduresresources)   * Safeguarding and Child Protection Policy * Prevent Strategy and Duty * Student Behaviour Policy * Staff Code of Conduct * Equality, Diversity and Inclusion Policy * Acceptable Use Policy * Bring Your Own Device (BYOD) Policy * E-Safety Policy * Recruitment & Selection Policy * DBS Policy * Student Anti-Bullying & Harassment Policy * Whistle Blowing Policy * Missing Student Policy * Student Substance Misuse Policy | |
| **Commitment Statement**  RNC is committed to the fundamental values of equality, diversity and inclusion, which creates a supportive environment for all members of our community to live, work and study. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and to eliminate discrimination to other equality groups related to age, sexual orientation, gender identity, marital or civil partnership status, pregnancy or maternity and religion or belief. We believe that safeguarding has paramount importance and RNC recognises its responsibility and duties within the Government Prevent Strategy to be aware of and where appropriate act to ensure the safety of all students from radicalisation and extremism.  This document is available in alternative formats on request. If you think RNC can improve the fairness of this policy please contact the author who has responsibility for the review and update | |

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**The term ‘Student’ is used throughout this policy and should be interpreted as being inclusive of younger funded students over the age of 18 and any other participants of training activity over the age of 18 that takes place at the College.**

**Safeguarding Policy**

**For a Definition of Terms and Acronyms contained within this policy please reference Appendix 1**

All staff and volunteers at RNC share an objective to help keep young people and vulnerable adults safe. We believe that the safeguarding of all RNC students has paramount importance and we have a zero tolerance of abuse and other harmful behaviour. RNC recognises its responsibility to prevent unsuitable people working with vulnerable adults and is committed to ensuring safer recruitment of staff and volunteers. In line with the Counter-Terrorism and Security Act 2015, RNC recognises its responsibility within the Prevent Duty to be aware of and, where appropriate, act to ensure the safety of all students from radicalisation and extremism.

We believe in creating a supportive environment that enables students to be able to speak out and that staff should be empowered to promote safe practice and challenge poor and unsafe practice.

We are committed to working with other local colleges, the Herefordshire Safeguarding Adults Board (HSAB) and their guidance, and other health and social care partnerships, and accept our responsibility to apply procedures for addressing any breach. Refer to the link below:

[Herefordshire Safeguarding Adults Board - Herefordshire Safeguarding](https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-adults-board/)

RNC is committed to safeguarding adults under the guidance given in the 2014 Care Act. This summarises our duties as: ‘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.’

# What staff should do if they have concerns about safeguarding practices within the College

1.1 All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the College Safeguarding Policy and Procedures and know that such concerns will be taken seriously by the Senior Management Team (SMT).

1.2 Appropriate whistleblowing procedures are in place for such concerns to be raised with SMT. SMT will periodically test staff awareness of the whistleblowing procedures.

1.3 Where a staff member feels unable to raise an issue with SMT or feels that their genuine concerns are not being addressed, they should contact the Safeguarding Governor.

# **Raising Safeguarding Awareness and Continuing Professional Development (CPD)**

2.1 All new permanent staff members receive a Safeguarding Induction from a Designated Safeguarding Officer (DSO) within the first week of employment. Temporary staff receive a briefing through Smartlog. The safeguarding induction includes ensuring new staff are aware of the identity of the LDSO and designated deputies and the location of the following documents on Smartlog:

Acceptable Use

Bring Your Own Device (BYOD)

E Safety

Information on Prevent and Fundamental British Values (FBV)

Keeping Children Safe in Education (KCSiE) - part 1

Prevent Policy

Staff Code of Conduct

They also have to complete Level 2 Safeguarding and Prevent

2.2 All staff are required to undertake annual online safeguarding training at Level 2,

New staff members who are student-facing must have attended this training within three months of commencement of employment. Safeguarding Committee members and the Safeguarding Governor are required to undertake Level 3 Safeguarding Lead Training. Governors receive annual safeguarding training and KCSiE updates and an annual safeguarding update presentation at the first Board meeting of the academic year, presented by the LDSO.

2.3 All new staff members are required to complete online Prevent training within the first three months of employment. Support will be provided to staff who cannot fully access the online Prevent training.

2.4 All volunteers are required to attend a Safeguarding Induction from a DSO. Volunteers who are student-facing and therefore considered to be in regulated activity must also read the safeguarding briefing in line with national and local standards at least once every three years.

2.5 All RNC staff receive an annual mandatory safeguarding update at the start of each autumn term. Staff are required to read the update in full, including any linked documents, and confirm they’ve read this on the Smartlog training platform. Staff who aren’t able to access this platform will be sent the resources and will need to confirm to HR they’ve read the update. Staff who are on long term absence leave receive a briefing on their return to work.

2.6 Two further updates are provided to staff during the spring and summer terms via an all-staff email. Hard copies are made available for teams who do not routinely access email. The updates advise staff of College policy and procedures, how to recognise safeguarding concerns, how to report, and how the College is linked to external safeguarding authorities.

2.7 The DSO team ensure that up to date flow charts are displayed in prominent positions around College informing all students, staff and volunteers of the procedures for reporting safeguarding allegations or concerns (Appendix 2).

2.8 The Residential Managers advise new students of the RNC Safeguarding Policy as part of their induction to College.

2.9 A representative cross-College Safeguarding committee meets half-termly to ensure that safeguarding is embedded within all organisational activities.

2.10 Safeguarding is a standing agenda item on College Managers Group, Residential Managers’ meetings, Senior Management Team meetings and all residential department meetings.

2.11 A member of SMT or an appropriate external organisation will undertake an annual safeguarding audit to assure policy and procedure is embedded throughout the organisation and to inform areas for improvement. The Safeguarding Committee will review the findings and, if required, develop an action plan. The audit and action plan may be shared with local authorities on request.

# **Staff Named Person**

3.1 RNC is required to ensure that a nominated senior member of staff holds a management responsibility for safeguarding arrangements at the College. The ‘Named Person’ will liaise with the social services and other relevant agencies on safeguarding issues on behalf of the organisation. The ‘Named Person’ will also notify and update the Safeguarding Governor and Executive Principal of any arising safeguarding matters. At RNC the Named Person is referred to as the Lead Designated Safeguarding Officer (LDSO); in their absence any member of the Designated Safeguarding Officer (DSO) Team will hold this responsibility.

3.2 RNC senior managers with responsibility for safeguarding are listed in Appendix 6.

# **Vetting process for staff, governors and volunteers**

4.1 The RNC campus comprises of all College learning areas, halls of residences and their surrounding grounds. All College campus paid staff and volunteers may be required to work unsupervised in a regulated activity and as such are subject to full Enhanced Disclosure & Barring Service (DBS) checks including barred lists checks for Children in addition to standard vetting checks. Barred list checks for Vulnerable Adults are carried out for all student facing staff. Regulated activity is work that a person barred from working with vulnerable people/children must not do.

4.2 Within the recruitment stage, if a ‘positive’ DBS is received, action is taken in line with the College DBS Policy to determine the suitability of the candidate’s employment or volunteering.

4.3 If a ‘positive’ DBS is received at renewal stage for existing staff, action is taken in line with the College DBS Policy to determine the continued suitability for employment or volunteering.

4.4 Any staff or volunteers who have not received an enhanced DBS are not permitted to work on the College campus unsupervised and without an appropriate risk assessment being in place and on file with the Human Resources (HR) department.

4.5 For all regulated activity RNC HR staff check applicant identity against the official documents required for the DBS application. This requires them to have sight of three separate official documents for each member of staff or volunteer.

4.6 RNC HR staff store evidence of vetting checks on the Single Central Record.

4.7 Reference request letters specifically ask for information relating to any known reason why the person should not be employed to work with young people or vulnerable adults. The letter also includes the statement 'there should be no material mis-statement or omission relevant to the suitability of the applicant’.

4.8 RNC will first internally verify the reference and ensure that any discrepancies or anomalies will be followed up by externally verifying the reference, should this be required.

4.9 Written records of interviews are stored on successful applicants' employee files, and unsuccessful applicants’ interview sheets are stored for six months.

4.10 Essential qualifications are routinely checked for every successful applicant. The requirement for a full employment history is made clear on the RNC application form and any gaps are either discussed at interview stage or subsequently followed up by the HR department.

4.11 RNC ensures the reference contact provided is appropriate to the role applied for and checks the reasons previous employment ended.

4.12 SMT undertakes termly internal audits of staff files (one file from each directorate) to check that the above measures are routinely and robustly implemented.

# Responding to Protection Allegations or concerns.

Quick reference Action Guidelines for Staff Receiving Disclosure/Suspicion can be found in Appendix 3.

5.1 Any member of staff or volunteer who is told of any incident or the strong suspicion of abuse of a student occurring in the College, or to a student of the College at home or outside the College, must report the information the same day to a DSO via the College reporting form or contacting a DSO out of hours via their contact number. The Executive Principal must be informed immediately and kept informed of all decisions, actions and outcomes.

5.2 If the allegation or suspicion is about a member of staff or a volunteer refer to the guidance in Section 7 of this policy.

5.3 No member of staff should investigate reports of physical or sexual abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved must not be interviewed by College staff beyond the point at which it is clear that there is an allegation.

5.4 Any staff member to whom an allegation of abuse is made must:

* Limit any questioning to the minimum necessary to seek clarification, strictly avoiding ‘leading’ the person who has approached them by making suggestions or asking questions that introduce their own ideas about what may have happened.
* Stop asking any more questions as soon as the individual has disclosed that they believe that something abusive has happened to them or to someone else.
* With the knowledge of the individual concerned (and, where appropriate, their consent) refer the matter immediately, with all relevant details, to a DSO.

5.5 Staff members must never give absolute guarantees of confidentiality to students or other staff members wishing to tell them something serious. However, they should guarantee that they will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken. They should guarantee that they will not tell anyone who does not have a clear need to know, and that confidentiality will be respected within the designated team.

5.6 The informing or disclosing student or staff member should be assured of safeguarding from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

5.7 Dealing with disclosures or allegations can be upsetting for individuals. The DSO Team are available to meet with staff to provide debrief and support.

5.8 In a case where a low-level concern is reported or a concern that does not meet the harm threshold for reporting to MASH, Police or the LADO, the College will apply appropriate policies and protocols to deal with the concern raised. Please see Appendix 1 for the definition of a low-level concern.

# Procedures for Designated Safeguarding Officer

The DSO, on receiving an allegation or concern of a safeguarding nature will:

6.1 Meet with the student and seek clarification of the report or disclosure.

6.2 Ask the informing person what steps they would like taken to protect them now that they have made an allegation and assure them that the College will try to follow their wishes.

6.3 Take any steps needed to protect any student involved from risk of immediate harm whilst remaining aware of the possibility of forensic evidence.

6.4 Start a confidential Safeguarding Incident Log (Appendix 4); this timeline of contact and actions will be maintained throughout the reported case. A copy of this log must be available to the Executive Principal and be available for inspection purposes if required by the Lead Inspector or other agency representatives.

6.5 If the nature of the allegation or disclosure is that there is potential that a crime has been committed, the DSO will inform the Director of Student Support Services or the Executive Principal. The DSO will not investigate the allegation further.

6.6 If the student is considered a vulnerable adult, a Safeguarding Adults Concern Form (AP1), accessible to the DSO Team from Herefordshire Safeguarding Adults Board, will be completed and the DSO will refer the matter without delay to the Safeguarding Adults Advice and Referral Team and the Police. In some circumstances an AP1 will be sent to Adult Social Care Team in the student’s home area.

The Safeguarding Adults Advice and Referral Team is contactable on:

Tel: 01432 260 715 (Available weekdays 9am-5pm) (Checked September 2023)

0330 123 9309 (after 5pm, weekends and public holidays) (Checked September 2023)

E-mail: [safeguarding@herefordshire.gov.uk](mailto:safeguarding@herefordshire.gov.uk)

If someone is injured or in immediate danger telephone 999

If there is no emergency but if it is thought a crime may have been committed telephone West Mercia Police 101

6.7 The DSO will follow the advice from the Police and/or Safeguarding Adult Advice and Referral Team on any necessary next steps in relation to:

* informing a student's parents/guardians/carers (depending on consent status and the nature of the concern)
* medical examination or treatment of the student
* immediate safeguarding measures that may be needed for a student who has been the victim of abuse, a student who has given information about abuse, or a student about whom an allegation has been made
* referral to other appropriate agencies, for example the Forced Marriages Unit

6.8 The DSO will inform the student and/or the person who made the initial allegation of what the next steps are to be, having been advised of these by the Police or the Safeguarding Adults Advice and Referral Team or other relevant agency.

6.9 The DSO will take any necessary steps for the longer-term safeguarding and support of each student who has made allegations of abuse, or is alleged to have suffered from abuse, taking their wishes into account.

6.10 The DSO will take any necessary steps to protect and support a student who is alleged to have abused another.

6.11 The DSO will ensure that any student being interviewed by the Police has a supportive member of staff (appropriate adult) from within available staff resources to accompany them if this becomes necessary.

6.12 The DSO will ensure the notification of external bodies such as the sponsoring authority.

6.13 The DSO will ensure the cooperation by the College in any subsequent investigation by the Safeguarding Adult Advice and Referral Team, Police or other relevant agency.

6.14 The DSO will oversee arrangements, where feasible, for any student who has been the subject of abuse to receive any necessary continuing counselling and support.

# Allegations of Abuse of Students by Staff, Volunteers, Visitors or Contractors

7.1 The College considers it a reasonable request that any member of staff asked a question relating to the safeguarding of students answers openly and honestly.

7.2 All allegations of abuse of students by staff, volunteers, visitors or contractors are taken seriously and treated in accordance with the local safeguarding procedures and national guidance. These procedures are used in respect of all cases in which it is alleged that a member of staff or a volunteer at RNC has:

* behaved in a way that has (or may have) harmed a student or students
* possibly committed a criminal offence against or related to a student or students, or
* behaved towards a student or students in a way that indicates they are unsuitable to work with vulnerable groups.

7.3 Where allegations of abuse are made against a member of staff, volunteer, visitor or contractor, the DSO will notify the Director of Student Support Servicers immediately, who will notify the Executive Principal. In cases where members of the DSO Team are the subject of the allegation, any staff member receiving the allegation must pass on the allegation directly to the Executive Principal.

7.4 In cases where a member of the Executive Principal is the subject of the allegation the RNC Lead Designated Officer will contact the Designated Safeguarding Governor (see Appendix 1).

7.5 The senior member of staff or Governor assigned to oversee the allegations will report without delay to the Safeguarding Adults Advice and Referral team (Refer to 7.6 for contact details) and the LADO.

7.6 The Safeguarding Adults Advice and Referral team will advise on three strands in the consideration of an allegation:

* a Police investigation of a possible criminal offence
* enquiries and assessment by the Safeguarding Adults Advice and Referral team about whether the student is in need of protection
* consideration of disciplinary action in respect of the individual, which includes guidance for suspending a member of staff/volunteer.

7.7 The Senior Management Team, if necessary and following advice from the Safeguarding Adults Advice and Referral team and the LADO, will suspend from duty, pending investigation, any member of staff who is alleged to have abused a student or students.

7.8 RNC’s HR department will ensure that the person who is the subject of the allegation is informed of the progress of the case.

7.9 RNC will ensure that every effort is made to maintain confidentiality and guard against unwanted publicity.

7.10 RNC will ensure that any allegation will be followed through, regardless of whether the subject of the allegation chooses to resign or cease to provide their services.

7.11 RNC will not enter into compromise agreements (by which the person agrees to resign, the College agrees not to pursue disciplinary action and both parties agree a form of words to be used in a reference) in relation to any allegations of abuse.

7.12 RNC will work under the direction of the Safeguarding Adults Advice and Referral Team and engage fully with strategy discussions and information sharing protocols.

7.13 If an allegation is substantiated RNC will ensure that the Independent Safeguarding Authority are notified, usually via the Local Authority Designated Officer (LADO).

7.14 If the investigation concludes that the person who has been suspended can return to work RNC will consider how best to facilitate this, which will include consideration of supportive measure to deal with stress issues.

7.15 If an allegation is determined to be false the Safeguarding Adults Advice and Referral Team should refer the matter to the appropriate team to determine whether the person concerned is in need of services or may have been abused by someone else.

7.16 In a case where the LADO or the Police provides information to the College in regards to a criminal conviction or a member of staff being on the barred list actions will be taken in line with the College DBS Policy.

7.17 At the conclusion of each case SMT and Governors will consider the lessons of the case and how they should be acted upon.

# Internal Case Review

8.1 In all cases where there has been a requirement to make a report to the Police an internal case review will be held.

8.2 A minimum of two members of SMT will meet with the Director of Student Support Services and relevant members of the DSO Team.

8.3 The relevant DSO will provide a full written report to the identified members of SMT which will include all activity, decision making rationale and actions as detailed in the Safeguarding Log, no later than five days prior to the date of the review meeting.

8.4 The intended purpose of the case review is to provide a vehicle for reflection, identify good practice, provide challenge where required in relation to decision making, and to make recommendations for changes to procedure and policy as appropriate.

8.5 The outcome and any recommendations will be reported to SMT and the College Safeguarding Committee.

# External Work Placements for all students

9.1 Responsibility for the students’ welfare always remains with the College.

9.2 The College has a Work Placement Co-ordinator who has received Safeguarding training.

9.3 The Work Placement Co-ordinator is responsible for organising and confirming that a pre-placement visit is undertaken, for those placements organised by RNC, to ensure the suitability of the placement and of the student for the placement, unless the student has organised the work placement themselves in their home area or is placed with a government organisation with parental agreement in place.

9.4 Transportation for work placements arranged by the College is always with approved taxi companies whose drivers have enhanced DBS in place. The college also uses company cars to transport students to workplaces where necessary.

9.5 The Work Placement Co-ordinator will put in place reporting systems for the student and employer.

9.6 The Work Placement Co-ordinator is responsible for agreeing with the student and employer a monitoring process for the duration of the placement.

9.7 The Work Placement Co-ordinator is responsible for providing a Placement Safeguarding Briefing sheet for the student and employer which clarifies safeguarding responsibilities and who to contact in the event of any concerns.

9.8 The Work Placement Co-ordinator will ensure that the employer appoints a Placement Supervisor. The Supervisor will be required to sign their understanding and agreement to work within the guidance stated within the Placement Safeguarding Briefing which is in line with RNC Safeguarding Policies and Procedures.

9.9 Enhanced DBS checks are not required for short-term placements i.e. half day/full day a week if lasting one term or block placements of up to three weeks.

The above steps should be taken in relation to all work placements.

9.10 Long term placements require the Placement Supervisor to receive a safeguarding briefing.

9.11 The LDSO must be consulted when consideration is given to a work placement with a sole trader, or if there is a residential component required.

# Work Placements at RNC

10.1 Requests for work placements at RNC from external bodies or individuals should be referred to:

* LDSO for placements within Student Support Services and the Learning Directorate (with the exception of Mobility placements)
* Teacher in Charge of Skills for Life for Mobility placements
* Commercial Manager for placements within commercial areas of the College
* Executive Principal for placements with Marketing, Registry and Fundraising
* HR departments for placements within finance, HR and Estates

10.2 The HR Department should be informed of all placement requests to enable them to track procedural compliance.

10.3 The TiC or manager for the area where the placement is requested will decide on the suitability of the placement.

10.4 RNC will appoint a Placement Supervisor who will meet with the school/college who made the request for the placement to agree expectations.

10.5 Individuals requesting a work placement will be required to provide an Enhanced DBS or have an appropriate risk assessment in place and filed with HR.

10.6 The RNC Placement Supervisor will ensure that the Placement Organiser and individual on placement receive the RNC briefing sheet (Appendix 5).

10.7 The Placement Supervisor will provide the HR department with a signed copy of the briefing sheet (Appendix 5).

10.8 The Placement Supervisor will be responsible for ensuring compliance with expectations set out in Appendix 5 and must report any concerns without delay to their TiC or manager.

## **Appendix 1 - Definition of** terms **and acronyms**

The term ‘Student’ is used throughout this policy and should be interpreted as being inclusive of, younger funded students over the age of 18 and any other participants of training activity over the age of 18 that takes place at the college.

A **vulnerable person/adult** is defined as any person aged 18 and over who:

* is or may be in need of community care services by reason of mental health or other disability, age or illness
* is or maybe unable to take care of themselves
* is unable to protect themselves against significant harm or exploitation

Thus all adult students who meet the above criteria may be defined as vulnerable adults.

**Harm** means ill-treatment or the impairment of health or development, including for example impairment suffered from seeing or hearing the ill-treatment of another.

**Health** means physical or mental health.

**Emotional abuse** is a form of significant harm which involves the persistent emotional maltreatment of a vulnerable adult. It may involve conveying to a vulnerable adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include interactions that are beyond the vulnerable adult’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the vulnerable adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing a vulnerable adult to feel frightened or in danger, or the exploitation or corruption of a vulnerable adult.

Some level of emotional abuse is involved in all types of maltreatment of vulnerable adults, though it may occur alone.

**Domestic abuse** comprises of broad categories of behaviour including physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse and psychological, emotional, or other abuse. It can be prosecuted under a range of offences and it does not matter whether the behaviour consists of a single incident or a course of conduct.

Domestic abuse is rarely a one-off incident and it is the cumulative and interlinked types of abuse that have a particularly damaging effect on the victim. The ‘domestic’ nature of the offending behaviour is an aggravating factor because of the abuse of trust involved.

**Neglect** is a form of significant harm which involves the persistent failure to meet a vulnerable adult’s physical and/or psychological needs, likely to result in the serious impairment of the vulnerable adult’s health or development. Neglect may involve a parent or carer failing to provide adequate food, clothing or shelter, including exclusion from home or abandonment. It may involve failing to protect a vulnerable adult from physical and emotional harm or danger, failure to ensure adequate supervision, including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable adult’s basic emotional needs.

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

**Sexual abuse** is a form of significant harm which involves forcing or enticing a vulnerable adult to take part in sexual activities, including prostitution, whether or not the vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving a vulnerable person in looking at, or in the production of, pornographic material, watching sexual activities, or encouraging a vulnerable adult to behave in sexually inappropriate ways.

**Financial or material abuse** can take the form of fraud, theft or use of the vulnerable adult’s property without their permission. This could involve large sums of money or small amounts from a pension or allowance each week.

**Institutional abuse** is different from other categories because it is about who abuses and how that abuse comes to pass, rather than about types of harm. Abuse occurs in a relationship, family, service or institution and it can be perpetrated by an individual or more collectively by a regime.

**Hate/discriminatory/racial abuse** of individual rights is a violation of human and civil rights by any other person or persons.

**The Safeguarding Adults Advice and Referral Team** is the local central point of contact for all adult safeguarding referrals. It has responsibility for ensuring effective interagency working together to safeguard and protect vulnerable adults in the area. The Team ensures that clear local procedures are in place to inform and assist anyone with a professional or personal interest or who has concerns about a vulnerable adult.

**Prevent Duty**

The Prevent Agenda is one of the four elements of CONTEST, the government’s counter-terrorism strategy. It aims to stop people becoming radicalised or being subjected to extremist views associated with terrorism or supporting terrorism. The College has considered the Prevent Duty and the importance of collaborative working between College staff, local authorities, Police, other educational institutions, policy makers and health providers to identify, detect and safeguard vulnerable people throughout the organisation.

**Low Level concern -** A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:

* is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
* does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

**Acronyms**

LDSO – Lead Designated Safeguarding Officer

DSO – Designated Safeguarding Officer

HSAB – Herefordshire Safeguarding Adults Board

DBS – Disclosure and Barring Service

LADO – Local Authority Designated Officer

## Appendix 2 - Safeguarding at RNC

The Lead Designated Safeguarding Officer (LDSO) is Jessica Price (Director of Student Support Services), or in her absence Jeremy Perrott (Student Intervention Manager), Vicky Hamilton, (Residential Manager) or Tim Morton (Residential Manager).

Action guidelines for staff receiving disclosure/suspicion

**Suspicion**

**Disclosure**

Report to DSO Team, a member of whom is on-call 24hrs day during term time via the college reporting process

* Do not delay in registering concerns or suspicions of abuse
* Write down relevant facts (not opinion)
* Do not wait for your suspicions to be confirmed

U18

* Inform the young person that you have to pass on their disclosure to the DSO Team
* Take steps needed to protect any student from risk of immediate harm
* Write down everything you have seen or been told

O18

* Ask student what support they would like i.e. link worker, counsellor
* Take steps needed to protect any student or others from risk of immediate or subsequent harm
* Write down everything you have seen or been told
* Allow time to listen to what the student has to say
* Do not stop a young person who is revealing painful events
* Do not investigate or ask leading questions
* Seek clarification

If a crime has been committed do not disturb forensic evidence. The DSO will undertake a risk assessment and appropriate action and referral, and may or may not involve the Police

Report to DSO Team, a member of whom is on-call 24hrs day during term time via the college reporting process

O18

Referral can only be made with informed consent or if withholding referral will place others at risk

U18

Referral may be made to Social Services or Police or Ofsted or a confidential referral can be made to the NSPCC Helpline – 0808 800 5000

## Appendix 3 - Action Guidelines for Staff Receiving Disclosure/Suspicion

The Lead Designated Safeguarding Officer for adult and child safeguarding is Jessica Price, or in her absence Jeremy Perrott (Student Intervention Manager), Vicky Hamilton, (Residential Manager) or Tim Morton (Residential Manager).

If a crime may have been committed do not disturb forensic evidence. The DSO will undertake a risk assessment and appropriate action and referral which may involve the Police.

**DISCLOSURE**

Allow time to listen to what the student has to say.

Do not stop a young person who is revealing painful events.

Do not investigate or ask leading questions.

Seek clarification.

**SUSPICION**

Do not delay in registering concerns or suspicions of abuse.

Write down relevant facts and keep in a safe place.

Do not wait for your suspicions to be confirmed.

## Appendix 4 - Critical Incident/Safeguarding Information and Action Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: | | | | DofB: |
| Date of Initial report/incident: | |  | | |
| Incident Ref No. | |  | | |
| Lead Staff: | | | | |
| Other staff involved: | | | | |
| Internal Information Sharing | | | | |
| Who | Date | | Time | Method |
| DSO Team |  | |  |  |
| Executive |  | |  |  |
| Directors of Learning |  | |  |  |
| Registry |  | |  |  |
| Other – please specify | | | | |
|  |  | |  |  |
|  |  | |  |  |
|  | | | | |
| External Information Sharing | | | | |
| Who | Date | | Time | Method |
| Parents/Guardians |  | |  |  |
| Social Services |  | |  |  |
| Medical Services |  | |  |  |
| Local Authority |  | |  |  |
| Other – please specify | | | | |
|  |  | |  |  |
|  |  | |  |  |
| Initial Information/Contact report | | | | |
|  | | | | |
| Staff Name: | | | | Date: |
| Initial Actions | | | | |
|  | | | | |
| Staff Name: | | | | Date: |

## Appendix 5 - Briefing Sheet for Short Term Placements at RNC

Welcome to your placement at the Royal National College for the Blind (RNC). It is our intention to ensure this placement meets your learning needs.

RNC is an independent specialist College and it is our mission to enable people who are blind or partially sighted, together with those who may have additional disabilities, achieve their full potential and integration in society.

We have a diverse range of students who are referred from all across the United Kingdom, with some international students. We expect everyone in the College, including those on placement, to behave in a way that promotes equality, values diversity and respects human rights.

RNC provides residential support for a wide range of students which includes younger people aged 16 and over, and vulnerable adults. It is of paramount importance that safeguarding is the responsibility of everyone. It is because of this that there will be some requirements in place that protect our students and also protect you whilst on placement.

During your placement please abide by the following:

You will be allocated a Placement Supervisor who will ensure that your activities meet your requirements and will provide you with a Health & Safety briefing.

You will be provided with an RNC or visitor badge and will be required to wear this badge throughout your placement.

You are expected to be supernumerary (that is, that your presence will always be in addition to minimum staffing requirements) and to work alongside a member of RNC staff during your placement. You should take necessary steps to ensure that you are in the line of sight of RNC staff during all student contact.

You will be shown the location of the staff room and toilets and should restrict your comfort breaks to these areas.

You may have access to the College computers in the Learning Hub. In line with our data protection procedures we are unable to provide access to our internal information systems but you will be provided with a ‘guest’ log in.

You should restrict your presence at College to times agreed by your supervisor.

Under no circumstances can you enter a residential area unless accompanied by a member of RNC staff.

Should you have a safeguarding concern or receive a disclosure please inform your Placement Supervisor immediately. Your Placement Supervisor will pass on this information to the Designated Safeguarding Officer (DSO). In the event of your Supervisor not being available please go directly to any DSO.

Declaration: I have read the above briefing and agree to abide by these placement requirements.

Signed………………………………………… (Learner on placement)

Date………………………..

Signed……………………………………….. (Placement Supervisor)

Date……………..…………

## Appendix 6 - RNC Safeguarding Team

**Executive Principal** - Lucy Proctor

**Designated Governor** - Victoria Pugh

**Lead Designated Safeguarding Officer** -Jessica Price

**Designated Safeguarding Officers**

Jeremy Perrott - Student Intervention Manager

Vicky Hamilton - Residential Manager

Tim Morton - Residential Manager

**Lead responsibility for Safer Recruitment -** Human Resources

**Safeguarding Committee**

Jessica Price - Director of Student Support Services and Lead Designated Safeguarding Officer (LDSO)

Victoria Pugh - Safeguarding Governor

Jeremy Perrott - Student Intervention Manager

Vicky Hamilton - Residential Manager

Tim Morton - Residential Manager

Louise Brice - HR Manager

Nicola Smith - Director of Learning and Curriculum

Ailsa MacLeod - Teacher - ICT

Gareth Brydon - Teacher in Charge – Mobility and Independence

Clive Stewart - Estates and Facilities Manager

Debbie Ward - Nurse

Naomi Bury - tP4 Duty Manager

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Amendments | Author |
| 1.0 | 02/17 | SMT approved | JP |
| 1.1 | 26/02/18 | Draft Annual review, minor amendment to wording, reorganisation of appendices, document accessibility addressed. | MKJ |
| 1.2 | 12/03/18 | Approved at SMT | MKJ |
| 1.3 | October 2018  February 2019 | Reviewed. Links and contact numbers checked/updated.  2.1 – additional detail added to content of Safeguarding Induction  2.12 – addition regarding annual safeguarding audit  Appendix 6 – updated  Minor wording and layout changes.  Approved by SMT panel. | MKJ |
| 1.4 | February 2020 | 1.2 Second sentence added  1.4 Removed  2.3 WRAP training for staff to take place within 3 months  2.12 Bi Annual Audit to take place, rather than annual  6.6 Emergency details updated  6.11 removal of ‘of their choice’  Appendix 2/3 – staff/job titles updated  Minor amends for clarity | MF |
| 1.5 | May 2021 | Job titles updated  Email address updated  Appendix 1 – removal of reference to SES Customers | JPr |
| 1.6 | Oct 2022 | Job roles and titles updated  Hyperlinks checked  LADO included in additional steps in Section 7  Visitors and contractors added to section 7  Director of Student Support Services added to 6.5  Explanation of Domestic abuse added to Appendix 1  Low Level concerns included in policy and appendix  Committee members amended in Appendix 6  Education and Training Committee signed policy off. | JPr |
| 1.7 | September 2023 | Section 9 amended to reflect the work placement section within the Safeguarding and Child Protection policy  Bi-Annual audit replaced with Annual  Links and contact numbers of external organisations reviewed  Section 7 – new 7.1 ref answering questions openly and honestly | JPr |
| 1.8 | Nov 2023 | Reference to volunteers in introduction page  Reference to Safeguarding Committee and Safeguarding Governor undertaking Level 3 Safeguarding Training added to 2.2  Updated front page.  Moved version control to end of document  Removed EIA to be held in EIA folder for review. | JPr  EG |