

**Safeguarding Policy**

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| **Policy reviewed** | 17th October 2024 |
| **Date for next review** | 17th October 2025 |

**CONTENTS**

|  |  |
| --- | --- |
| **SECTION** | **PAGE NUMBER** |
| 1. **Purpose** | **3** |
| 1. **Definitions** | **4** |
| 1. **Recruitment** | **4** |
| 1. **Expectations** | **4** |
| 1. **Training** | **5** |
| 1. **Acting on safeguarding concerns** | **5** |
| 1. **Learning and improving** | **5** |
| 1. **Useful contacts** | **5** |

## Purpose

This policy sets out Trinity Specialist College’s approach to safeguarding and the promotion of the welfare of learners/adults at risk. It applies to Advisory Board, employees, volunteers, visitors, employers, transportation companies and contractors with direct access to learners/adults at risk, all of which have an important role to play in safeguarding, in particular to ensure the welfare and prevention of abuse and/or harm.

## Definitions

Trinity Specialist College uses definitions of the term ‘safeguarding’ from statutory guidance.

* The 2014 Care Act
* Mental Capacity Act (Including Deprivation of Liberty Safeguarding) 2005
* Safeguarding Vulnerable Groups Act 2006
* Protection of Freedoms Act 2012
* Section 26 (1) of the Counter Terrorism and Security Act 2015
* Keeping Children Safe in Education September 2024
* Prevent Duty Guidance for Further Education Institutions 2015
* Mandatory Reporting of Female Genital Mutilation October 2015
* Controlling or Coercive Behaviour Statutory Guidance Framework December 2015
* Education Inspection Framework Ofsted September 2023
* Further education and skills inspection handbook From: [Ofsted](https://www.gov.uk/government/organisations/ofsted) Published May 2019 Last updated 26th January 2024
* Working Together to Safeguard Children July 2023

Adult safeguarding – what it is and why it matters is defined in the [Care and support statutory guidance](https://www.gov.uk/government/publications/care-act-statutory-guidance) issued under the 2014 Care Act as:

* protecting the rights of adults to live in safety, free from abuse and neglect
* people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
* people and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
* recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

An ‘Adult at Risk’ is a person who is 18 years of age or over and:

a) has needs for care and support (whether or not the local authority is meeting any of those needs) and;

b) is experiencing, or at risk of, abuse or neglect; and

c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

‘Looked After Children’, ‘Care Leavers’ and students with special educational needs up to age 25 may also need additional services, assistance, protection and consideration.

## Recruitment

Trinity Specialist College carries out safer recruitment checks on everyone who works or volunteers with us. All roles require-

* a photographic identity check;
* a barred list check;
* an enhanced Disclosure and Barring Service (DBS) check
* a prohibition from teaching check;
* further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
* a check of professional qualifications;
* a check to establish the person’s right to work in the United Kingdom;
* at least two references from previous employers prior to interview
* an online search as part of their due diligence on the shortlisted candidates

In line with statutory changes, underpinned by regulations, the College will maintain a Single Central Record (SCR). This document will cover the following people:

all staff, including supply staff, visitors and volunteers. The SCR is audited twice a year, once by the safeguarding Trustee and once by the external auditor.

## Expectations

Everyone working at Trinity Specialist College has a responsibility to familiarise themselves with this Safeguarding Policy and the procedures that go with it. They must maintain a focus on the safety and welfare of learners and adults at risk in all aspects of their work.

## Training

Trinity Specialist College is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All staff receive annual safeguarding refresher training and all new employees receive safeguarding training as part of their induction. In addition, the college responds to specific areas of risk and safeguarding practice by identifying and delivering bespoke training sessions.

## Acting on concerns

Trinity Specialist College staff have a responsibility to make sure that any concerns are reported immediately.

If anyone is concerned that an adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

Concerns regarding learners should be recorded on My Concern and managed by the Designated Safeguarding Officer.

Concerns regarding staff should be reported following the Statement of Procedures for Allegations about a Member of Staff, the Low Level Concerns Procedure, the Trustee or Volunteer and Disciplinary Policy or Whistle Blowing Policy.

1. **Learning and improving**

Trinity Specialist College staff are determined to keep improving knowledge and understanding of how best to protect adults at risk. Reviews of our actions will take place regularly to learn lessons about when our systems need to improve and to check that we are placing the right emphasis on safeguarding in our work. We will also promote a culture in which we are able to highlight and review near misses to learn and improve our practice.

1. **Useful Contacts:**

**West Midlands Police:** 0345 113 5000

**Local Authority Designated Officer (LADO):** 0121 675 1669

**Adults and Communities Access Point (ACAP):** 0121 303 1234

**Trinity Specialist College Safeguarding Contacts**

Jodie Diver - Designated Safeguarding Officer and Prevent Coordinator 07538 86247

Terrianne Holland - Designated Safeguarding Officer - 07943 964 654

Peter Harwood - Advisory Board Safeguarding Officer - peterh@trinityspecialistcollege.co.uk

**Online Safety National helpline**: www.saferinternet.org.uk/helpline

**FGM Helpline**: 0800 028 3550

At Trinity Specialist College our Designated Safeguarding Lead is Lindsay Harris and our Designated Safeguarding Officer is Jodie Diver. Our Safeguarding trustee is Amanda Daniels

**Making a Referral to Prevent**: <https://www.gov.uk/guidance/making-a-referral-to-prevent>

**Reporting and responding to concerns about an adult at risk**

At Trinity Specialist College the Designated Safeguarding Lead (DSL) is Lindsay Harris, the Designated Safeguarding Officers are (DSO) Jodie Diver and Amy Sturdy and the Deputy Designated Safeguarding Officer (DDSO) is Naomi Hague. The Safeguarding Trustee is Liz Garnham.

Concern about an adult at risk



If the person is seriously injured or at immediate risk, take immediate action. Seek help from emergency services by dialling 999.



If it is safe to do so, speak to the person about the concern. Does the person have capacity to consent to this concern being reported?

No



Yes

Seek the persons views regarding the safeguarding concern. What do they want to happen? Include their views throughout the process.

Act without consent from the person.



Collect all relevant facts and appropriate information.



Tell the person, where appropriate, what you are going to do. Note their views and how they wish this concern to be dealt with.



Report the concern through the My Concern system. If you feel it is urgent, seek advice from the DSL/DSO/DDSO. Only inform those who need to be aware.

**Decision making process to concerns about an adult at risk**

DSO to review concerns raised and decide next steps.



Consider the balance between the wishes of the person and the need to refer the information on where they or others may be at risk.



Discuss the concern with the person/parents or carers where necessary. Seek consent from the person where appropriate.





Inform the police if the concern relates to a criminal matter.

Report possible abuse or neglect of a person to Adult Social Care services.

Refer the concern to internal professionals to offer support.



Update the person / parents / carers regarding the concern where appropriate and necessary.

Update the staff member of the concern progress and monitor any internal support being offered.

File the concern when appropriate.