

# **Rochdale Training Association Ltd**

## **SAFEGUARDING POLICY**

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Approval Body	Senior Leadership Team	
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Is this Policy included in the Staff Handbook?		No

# **ADULTS SAFEGUARDING PROCEDURE**

## **SECTION 1**

### **Procedures**

#### **Adult protection procedures and systems**

##### **a. Safeguarding Officers are:**

Rachel Yates and Josh Harper

##### **b. Responsibilities overview**

###### **Designated Safeguarding Officer**

- Will always be someone with authority in Rochdale Training such as a Manager or Team Leader or will report to the Safeguarding lead on the SLT.
- Will be a paid member of staff
- Will have a full Disclosure and Baring Service (DBS) check.
- Will have at least two references which are followed up.

A deputy has been appointed (in case of sickness or leave) who has been checked with the same rigour.

##### **c. Detailed Responsibilities**

The Designated Safeguarding Officers are the first point of contact for all staff and volunteers to go to for advice if they are concerned about an adult (this may also need to be out of hours so staff and volunteers should always know how to contact them)

<b>Rachel Yates</b>	Tel: 01706 631417	Mob: 07860 919379	<a href="mailto:safeguarding@rochdaletraining.co.uk">safeguarding@rochdaletraining.co.uk</a> <a href="mailto:ryates@rochdaletraining.co.uk">ryates@rochdaletraining.co.uk</a>
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###### **(DSL):**

<b>Josh Harper:</b>	Tel: 01706 631417	Mob: 07377 400379	<a href="mailto:safeguarding@rochdaletraining.co.uk">safeguarding@rochdaletraining.co.uk</a> <a href="mailto:jharper@rochdaletraining.co.uk">jharper@rochdaletraining.co.uk</a>
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Staff holding this formal appointment have a higher level of safeguarding training and knowledge than the rest of the staff and should have read the DoH policy on adult protection and be aware of the role of the Local Authority Adult Protection Team.

They are responsible for ensuring that the organisation's safeguarding policy is kept up to date.

They ensure that they comply with safe recruitment procedures for new staff members and their induction.

They assess information from staff regarding concerns about adults and make decisions about whether staff concerns are sufficient enough to notify the local Adult Protection Team at Social Work Services or whether other courses of action are more appropriate – for example – police involvement.

They make formal referrals to the local authority Duty and Advice Team:

They ensure that concerns are logged and stored securely.

They have joint responsibility with the Rochdale Training management committee to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated;

They are responsible for promoting a safe environment for adults

They know the contact details of relevant statutory agencies

**Please note:** It is not the responsibility of the designated safeguarding officer to decide whether an adult has been abused or not - that is the responsibility of investigative statutory agencies

However, keeping all adults safe is everybody's role and all staff should know who to go to and how to report any concerns they may have about an adult being harmed or at risk of being harmed.

Further information below shows some of the risk areas you should be aware of.

Rochdale Training Designated Safeguarding Lead and Officer are registered with the Local Adult Safeguarding Board to ensure that they are kept up to date with all the latest safeguarding information in the local and national regions and details of events and training.

## **2. Concerns over Adult Abuse**

The DoH gives the following advice which may help safe-guarders to recognise harm and abuse even though it does not meet the legal requirements for adult regulated activity.

### **Abuse in the home**

An adult is more at risk of abuse at home if:

- They are isolated and don't have much contact with friends, family or neighbours i.e., during lockdowns.
- Have memory problems or have difficulty communicating
- Become dependent on someone as a carer
- Don't get on with their main carer.

- That carer is addicted to drugs or alcohol
- The carer relies on them for a home, or financial and emotional support.

### **Spotting signs of abuse: advice for staff**

It's not always easy to spot the symptoms of abuse. Someone being abused may make excuses for the abuser, they may not want to talk or be ready to talk about the situation.

Therefore, it is important for staff to know the signs of abuse and, how to support adults who require it. If you wait, hoping the person will tell you what's been happening to them, you could delay matters and allow the abuse to continue.

Signs of abuse in an adult could include:

- Becoming quiet and withdrawn
- Being aggressive or angry for no obvious reason
- Looking unkempt, dirty or thinner than usual
- Sudden changes in their normal character, such as appearing helpless, depressed or tearful
- Physical signs of abuse, such as bruises, wounds, fractures and other untreated injuries
- The same injuries happening more than once
- Not wanting to be left on their own or alone with particular people, not wanting to go home.
- Being unusually light-hearted and insisting there's nothing wrong.
- Taking a sudden interest in religion/new groups.

Other signs to watch out for include a sudden change in their finances, not having as much money as usual to pay for shopping or regular outings or getting into debt.

Rochdale Training acknowledge that peer on peer abuse could take place within the centre. Bullying behaviours will not be tolerated, and sanctions will be applied to perpetrators.

If you feel a learner is showing signs of abuse or is at risk of abuse, report it to the Safeguarding Officer immediately.

If a learner makes a disclosure. It is up to the staff member that the disclosure is made to, to complete the Safeguarding incident form and pass it on to the safeguarding team immediately.

Don't ignore your concerns. That could allow any abuse to carry on or escalate.

## **I'm worried about a learner who may be experiencing abuse or neglect. What should I do?**

Start by talking to the person in private if you feel able to do so. Mention some of the things that concern you – for instance, that they've become depressed and withdrawn, have been losing weight, or seem to be short of money.

Let them talk as much as they want to, but be mindful that if they've been abused, they may be reluctant to talk about it because they're afraid of making the situation worse, because they don't want to cause trouble or they might be experiencing coercion by someone or being threatened in some way.

Do not promise the person you won't tell anyone what you've heard. If an adult is being abused or neglected, it's important to find help for them and stop the harm. Stay calm while the person is talking, even if you're upset by what you hear, otherwise they may become more upset themselves and stop telling you what's been going on.

It can be very difficult for an abused or neglected person to talk about what's been happening to them.

If the adult has been abused or neglected, report it to the Safeguarding Officer without delay.

## **How to respond and Report**

There are three types of reporting:

- a. The member of staff who notices abuse or harm or the risk of harm to an adult must tell a Safeguarding Officer. They must initially record their concerns or the disclosure on the safeguarding reporting form.
- b. The Safeguarding Officer must act immediately by reporting it to the local Adult Safeguarding Board or police.
- c. The Regulated Activity Provider (RAP) (Chief Executive) in liaison with the Safeguarding Officer must complete the Disclosure & Barring Service Documents if a staff member has caused harm, is likely to have caused harm, has resigned, retired or escaped – but only where an adult was within regulated activity at the time.

### **Please note:**

Staff members accused of harm may not be guilty. They may have been deliberately or mistakenly accused. If they are sent home from work this is not a disciplinary action. It is merely an administrative procedure to allow for further investigation.

### **Keeping reports:**

All reports and incidents must be stored securely until destruction is directed by police or the Disclosure & Barring Service. The GDPR storage requirements do not apply to the preservation or records of abuse or possible abuse, since the

Disclosure & Barring Service reporting forms require details of previous or ongoing concerns at the time of final reporting.

### **3. Information Sharing**

**The protection of the adult is the most important consideration.** You cannot keep abuse or harm secret. During your staff training you will be shown how to obtain key information whilst ensuring the confidence of the person who may have been abused. All actions should be carefully thought through, empathetic to the plight of the adult and reassuring that help will be obtained. There is to be no draconian interrogation of an already alarmed adult.

Ask your Safeguarding Officer for advice.

### **4. Code of Behaviour**

Rochdale Training has policies which set out the standards of behaviour at work and when representing Rochdale Training in public and to visitors or telephone enquirers.

As staff you must have read and signed to accept the following policies:

- Disciplinary and grievance procedures
- Whistleblowing
- Staff conduct (including misuse of social media)
- Health & safety at work
- Anti-radicalisation
- Equality & diversity
- Anti-harassment & bullying policy
- Safeguarding children
- Safeguarding adults
- Remote Learning Policy Statement and Protocols
- Online safety
- Sexual violence and harassment

### **5. Safe Recruitment and Selection**

Rochdale Training requires and will ensure safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all staff and volunteers who have direct or indirect (e.g. helpline, email) contact with adults in regulated activity only.

The Rochdale Training Management team are to be fully familiar with all aspects of the Disclosure and Barring Service Regulations and procedures and current protection legislation. They are empowered to consult with external agencies in cases of doubt over technical or complicated issues.

## **6. Complaints**

Rochdale Training has a fully available and well-promoted complaints procedure which encourages and enables any child or adult learner or staff member to complain about the treatment of adults.

## **7. Whistleblowing**

Nothing in any staff contract prevents the truth from emerging. You all have full permission to report wrongdoing or harm without prejudice to your own employment or career potential.

## **8. Staff Supervision and Monitoring**

Rochdale Training has systems to ensure that all staff and volunteers working with adults are monitored and supervised and that they have opportunities to learn about adult protection in accordance with their roles and responsibilities; safeguarding training is mandatory for all those who work directly with adults in regulated activity.

## **9. Staff Training**

In addition to learning about all forms of harm to adults in regulated activity and our safeguarding procedures all Rochdale Training staff and volunteers will regularly learn at induction and at regular intervals about these further adult protection concerns in accordance with and as appropriate to, their roles and responsibilities:

- Online Safety,
- Domestic violence
- Forced marriage
- Female genital mutilation
- Race and racism
- Violent extremism
- Safeguarding adults from abuse
- Sexual violence and harassment

**Next Review: September 2025**