



WOODBIDGE
COLLEGE

Safeguarding Adults at Risk Policy and Procedures

**Written and reviewed on behalf of Woodbridge College a Partner
of Woodbridge Trust**

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Introduction

Woodbridge College is committed to

- Ensuring the welfare of adult students is paramount at all times
- Maximising student choice and inclusion
- Ensuring safe and effective practices are in place in order to protect the welfare of our adult students
- Supporting staff within the college

As all learners at Woodbridge College have Learning Disabilities they would be recognised as being Adults at Risk.

This policy sets out the roles and responsibilities of Woodbridge College in working together with other professionals and agencies in promoting and safeguarding adult students.

Aims

Woodbridge College aims to provide a safe environment in which the learning, physical, social and care needs of all learners are met in a supportive environment and where all staff understand their role in ensuring that learners are protected from harm and their responsibility to report any concerns to the designated person.

Definitions

The Care Act 2014 states that safeguarding duties apply to an adult who is over 18 years of age, who:

- Has needs for care and support
- Is experiencing, or is at risk of abuse or neglect
- And 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.

All adult students who meet the above criteria may be defined as Adults at Risk.

Principles

This policy contains six main principles which underpin all adult safeguarding work:

- **Empowerment** – People being supported and encouraged to make their own decisions
- **Prevention** – Better to take action before harm occurs
- **Proportionality** – Response appropriate to the risk
- **Protection** – Support and representation
- **Partnership** – Local solutions through services working with their communities

- **Accountability** – Accountability and transparency in delivering safeguarding.

EMPOWERMENT:

All employees need to know how to spot signs of abuse and know what to do if they have a concern. All learners need to be supported to report any concerns they may have and feel confident that what they say will be listened to and taken seriously.

PREVENTION:

The college will:

- Ensure that safer recruitment practices are followed to minimise risk to our adult learners
- Establish and maintain an environment where learners feel safe in both the real and the virtual world and are encouraged to talk and are listened to
- Ensure learners know that there are adults in the college whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
- Ensure that learners with communication difficulties are supported to use their preferred method of communication to express any concerns.
- Include in the curriculum activities and opportunities which equip learners with the skills they need to stay safe from abuse both in the real and the virtual world and information about who to turn to for help

PROPORTIONALITY

We will ensure that any concerns are discussed with other professionals involved and with partner agencies where there is risk of significant harm before any decision is taken. We will take into account the learner's capacity to make decisions and always act in the learner's best interest. Risk is an element of many situations and should be part of any wider assessment.

PROTECTION

We will ensure that our adult learners are protected and that their safety and well-being is always prioritised

PARTNERSHIP

Multi-agency partnership arrangements are in place and staff understand how to use these.

ACCOUNTABILITY

The roles of all agencies are clear, together with the lines of accountability. Staff understand what is expected of them and others. Agencies recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding arrangements.

TYPES OF ABUSE

- **Physical abuse** : physical injuries with no satisfactory explanation, includes lack of medication or physical restraint
- **Psychological/emotional abuse**: obstructing choice, intentionally affecting independence or self esteem
- **Sexual abuse**: force/coercion, physical and also non -contact abuse
- **Financial abuse**: inappropriate use of an individual's resources by a third person e.g. entering into a contract that may not be understood
- **Neglect/act of omission**: failure to keep individual clean and warm or provide optimum health. Not being able to make independent choices
- **Discriminatory abuse**: prejudice, targeting disability or other e.g. sexism

Other key safeguarding concerns:

- **Hate Crime**: intimidation or bullying motivated by prejudice
- **Domestic abuse**: between family members
- **Honour based violence**: referral to Police must be considered
- **FGM**: illegal including aiding it to take place abroad
- **Forced Marriage**: without consent
- **Human Traffickers**: recruited for purpose of exploitation
- **Criminal Exploitation of vulnerable adults** – referral to duty if there any concerns over exploitation and capacity
- **Exploitation by radicalisers who promote violence**: persuading vulnerable individuals. Refer to Counter Terrorism and Security Act 2015
- **PREVENT DUTY**
- **E safety/ Cyber abuse** – ensuring our students are protected from online abuse in accordance with our anti-bullying policy. Concerns regarding online content should be reported to CEOP.
- **Sharing of nudes/ semi nudes** – students will be supported via our curriculum to explore the dangers of sharing inappropriate images. College will report instances to duty and offer a package of support. Students will be taught to use the report remove tool.
- **Mental Health** – college promotes positive emotional wellbeing through our curriculum. Referral to appropriate services will be made if the young person's behaviour indicates a mental health difficulty.
- **Attendance**- college will follow our attendance procedures to ensure any safeguarding concerns are met.
- **Homelessness or at risk of being homeless** – college will help seek meaningful help via adult safeguarding and social care.

Responsibilities of Woodbridge College

The college will

- ensure there is a designated senior person who has lead responsibility for safeguarding in the college and who has undertaken relevant safeguarding training
- ensure that statutory training is updated every three years in accordance with government guidance

- ensure every member of staff, paid and unpaid, and the college board of trustees knows who the designated members of staff are and the procedures for passing on concerns from the point of induction
- ensure that every member of staff, paid and unpaid, and the college board of trustees knows what the contingency arrangements are for when the designated members of staff are not available.
- ensure accurate and secure records of concerns about individuals are kept , even when there is no need for immediate referral to outside agencies
- ensure that our arrangements for the community use of our buildings are robust and risk assessments are rigorously followed.
- ensure every member of staff and every college trustee knows:
 - the name of the designated person/s and their role
 - how to identify the signs of abuse and neglect
 - how to pass on and record concerns about an adult student in a timely manner
 - that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring safeguarding concerns to the Designated Person/s
 - that they have a responsibility to provide a safe environment in which our adult learners can learn
- provide robust safeguarding training for **all** staff from the point of their induction including Adult safeguarding level 1 (updated every 3 years), the use of CPOMs and college safeguarding procedures so that they are confident about:
 - the organisation's legislative responsibility
 - their personal responsibility
 - the college's policies and procedures
 - the need to be alert to the signs and indicators of possible abuse, including possible sexual exploitation, female genital mutilation, radicalisation
 - how to record concerns
 - how to support and respond to an adult student who reports abuse
- ensure that parents are informed of the responsibility placed on the college and staff in relation to safeguarding by setting out these duties in the college prospectus/brochure/website

- ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to our adult students and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies
- endeavour to both filter and monitor all internet usage within the College in a responsible and transparent way in order to ensure and maintain the safety of staff and students.
- ensure that our curriculum gives our young adults the skills to make healthy and safe choices and equips them with the skills to be safe in the community, including RSE and online safety.

Record Keeping

The college will:

- keep clear, detailed, accurate, written records of any safeguarding concerns (noting the date, event and action taken)
- ensure all records are kept securely, separate from the main learner file, and in a locked location
- ensure that information recorded on CPOMs is accurate and factual and recorded in a timely manner

Confidentiality and information sharing

Safeguarding records will be stored and handled in line with G.D.P.R 2018. The Data Protection Act does not prevent college staff from sharing information with relevant agencies, where that information may help to protect an individual from significant harm.

The college will ensure that all staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard our adult students and that they are clear that they cannot promise confidentiality or to keep secrets.

The use of two factor authentication for safeguarding leads ensures that College is able to securely control who has access to what information and when ensuring that information can remain confidential.

Procedure for responding to a disclosure of abuse (See Appendix A)

Actions to take

Firstly ensure the learner is safe. Provide or arrange any necessary first aid or medical attention, then

Listen

- Explain that you can't keep the information a secret but only people who need to know will be told (explain who)
- DO NOT directly question
- DO NOT stop the learner when they're recounting the flow of main events
DO NOT ask the learner to repeat their account to anyone
- Tell the learner they were right to tell you
- Explain that you need to get help to keep the learner safe
- Make an accurate written record of information/time/presentation ASAP
- Refer matter to DSL without delay

Procedure for responding to a suspicion of abuse:

- Members of the public or colleagues may talk about our adult learners known to them who are being harmed
- The referral should be made by the designated person.
- Record what was said to you.
- Once relevant details are passed to the Local Authority, further enquiries will usually be made by them or the Police.

Note

If one learner reports the abuse of another learner, this should be responded to as an allegation of abuse. The designated person will refer on as necessary.

Contact details for adult safeguarding referrals

The Adult Safeguarding Team can be contacted on 01204 337000/333410. The designated safeguarding lead should always make the referral.

Concerns about Female Genital Mutilation (FGM)

You should contact MASSS team and/or Greater Manchester Police immediately.

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is a surprisingly common form of abuse in the UK. FGM is carried out on children between the ages of

0–15, depending on the community in which they live. It is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

Radicalisation and Extremism

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views. From 1st July 2015 all registered children's homes are subject to duty under section 26 of the Counter Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism".

Concerns about Radicalisation

Where there are concerns that an adult may be at risk of radicalisation a referral should be made to the Channel Panel – DC Keith Galley (12507) Northwest Counter Terrorism Unit Prevent Engagement Officer – Greater Manchester Police

Keith.galley@gmp.pnn.police.uk

Tel: 0161 856 5662

SAFER RECRUITMENT AND SELECTION PROCEDURES

The college operates safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken. New staff will have a DBS prior to commencing employment. College will seek DBS updates for staff transferring from another sector of Woodbridge Academy.

The College holds a Single Central Record detailing checks that have been carried out in relation to each employee. Human Resource services are provided by Firwood High School as part of Woodbridge Academy. All updates and termly checks will be carried out in partnership with the HR officer and the Head of College.

Any allegation of abuse made against a member of staff will be reported straight away to the Designated Safeguarding Lead. In the event of the

designated person being the subject of an allegation, it will be reported to the Executive Head Teacher of Woodbridge Trust.

Any allegations are reported to the Local Authority usually on the same day. Following consultation with the adult safeguarding team the designated person will advise on all further action to be taken.

Consideration must be given to the needs of the learner and recognition that a learner may make an allegation against an innocent party because they may be too afraid to name the real perpetrator. It is rare for someone to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

The college will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with learners and parents/carers. This includes contact via social media.

Equal Opportunities:

The college supports the rights of all learners to equal access and opportunities regardless of age, culture, religion, gender, ability, disability or sexuality. The college promotes an ethos of respect for everyone.

Continuing Professional Development (CPD):

A programme of on-going CPD is in place to ensure that our staff are fully able to respond to and meet the needs of each learner.

Appendix A

Managing allegations against those working with vulnerable adult learners ***What to do if a safeguarding allegation or incident is received.***

- Ensure all young adults and staff member/s are safe. This may include medical attention.



- Do not question the alleged perpetrator, witnesses or victim.



- However, you can ask the adult student, 'Are you hurt?' and/or 'Is there anything else that you want me to know?'



- Make a factual written record of what the adult student has stated in their allegation, using their exact words



- Report the safeguarding concern to the Designated Safeguarding Lead



- The DSL will conduct a fact finding exercise to establish if a referral needs to be made to the Safeguarding Adults Board (SAB)



- Referral made and agreed course of action.

Contact numbers

Safeguarding Adults Team

Adults: 01204 337000/ 333410/337777 (Out of Hours)

Contact Details	
Yvonne Heywood Designated Safeguarding and Prevent Lead	01204 332382
Emma Collinson Ruth Macleod Gillian Yates Deputy Safeguarding leads	01204 332382 01204 332383 01204 332356
Safeguarding Adults Team	01204 337000 01204 333410 01204 337777 (out of hours)
Keith Galley Channel Panel	0161 8565662
CEOP (online content reporting)	0800 1111