

Community Learning Service: Safeguarding Learners and Staff

1. General Statement:

Everyone is entitled to live a life free from fear and harm, but sometimes this does not happen. The service promotes a safe, healthy and supportive working environment for all staff, learners and visitors. Some adults and young people can be vulnerable to abuse and unable to protect themselves for all kinds of reasons, including a physical or learning disability, a mental health problem, or because of old age or fragility. People who need care and support should be able to trust and depend on everyone they rely on for help regardless of who provides it, or how it is paid for e.g. by private means; personalised budget / direct payment, or through adult social care. What is important is that people have the power to make their own choices and that they remain safe.

In respect of safeguarding individuals from radicalisation, the Community Learning Service works to the 'Prevent' element of the Government's Counter Terrorism Strategy, and where deemed appropriate will seek external support for learners through referrals to the Channel Programme.

Our 'community'

The Community Learning Service engages with learners of all ages. Throughout this document and other relevant Council policies upon which this document links with, reference is made to "Children and Young People". This term is used to mean "those under the age of 18". The service also recognises that some adults (i.e. aged 18-plus) are vulnerable to abuse and the processes and procedures outlined in this document are equally applicable to such adults. Guidance on who is a 'vulnerable adult' is listed within the Care Act 2014 which defines vulnerable adults as: 'those adults who are or may be in need of community care services by reason of mental or other disability, age or illness'. The definition of vulnerable adults includes (but is not exclusive to) individuals with any of the following:

- Learning Difficulties
- Physical Impairments
- Sensory Impairments
- Mental Health Needs
- Age Related frailty
- Dementia
- Brain Injuries
- Drug or Alcohol Problems

2. Our aim

"The Community Learning Service (CLS) seeks to provide a high quality community learning programme which meets local need. The programme will focus on widening participation, developing communities, improving health and well-being, increasing skills and supporting personal progression. The Service is an apprenticeship provider for Portsmouth City Council and supports the growth of apprentices in line with the government agenda."

Essential to our aim is that all learners, centre users, visitors, volunteers and staff feel they are in a safe and secure environment where their wellbeing is paramount and they are free from anti-social, discriminatory behaviour or extremist messages and behaviours. Whilst healthy debate and free speech is encouraged it is to be understood that free speech is subject to laws, policies governing equality, human rights, community safety and community cohesion. Disciplinary procedures will be applied to any individual considered to be in breach of these expectations, policies and laws.

All staff working with children, young people, care leavers and vulnerable adults will be appropriately checked for their role, either Enhanced DBS or Scottish Disclosure. The service requires these checks to be undertaken every 3-years. Volunteers are also subject to such checks where appropriate to the roles they will be undertaking with the service.

Venues and activities are appropriately risk assessed and the service complies with corporate Health and Safety Policies.

All staff and volunteers receive training adequate to familiarise them with child / vulnerable adult protection issues, their responsibilities and the Service's procedures and policies. This includes:

- All staff and volunteers completing safeguarding training on commencement of role, with regular refresher training.
- All staff completing online Prevent Duty / Channel General Awareness training <http://www.preventforfeandtraining.org.uk/> on an annual basis. This training will consist of a variety of mediums including face to face training and e-learning.

Additionally Community Learning staff undertake a comprehensive programme of core CPD which includes as a minimum:

- Health and Safety training on commencement of role
- Equality & Diversity - every 3 years
- Information Governance - every year
- Working with computers and DSE – every 3 years
- Financial Rules – every year (modules depend on role)
- Centre specific induction / refresher (includes fire, centre specific H&S) - annually

A full and up-to-date record is retained of all staff CPD.

3. Dealing with Disclosures

The Community Learning Service has procedures for reporting cases of suspected abuse of young people or vulnerable adults which are in line with the wider Council procedures.

4. The Duty to Report

Portsmouth City Council and all members of staff have a legal duty to report cases of suspected abuse.

5. How to report

Where feasible, and there is no immediate danger to the individual, concerns should be raised with either the Service's Safeguarding Officer or a member of the Community Learning Service Management Team who will decide on the course of action and escalate accordingly. If CLS management is unavailable or a member of staff has concerns about the immediate welfare of an individual then direct referral to the agencies detailed below should be made as appropriate.

5.1. Safeguarding concerns:

- if the person is seriously hurt phone an **ambulance on 999**
- if you think a crime has been committed phone the **police on 0845 045 4545**
- if you or the person who has been harmed has a social worker or health worker you can trust you can contact them directly
- for **adults** living in Portsmouth, call the **adult social care helpdesk on 023 9268 0810**
- for people living outside of Portsmouth, call Hampshire County Council's adult services on 023 9247 1644.
- For further, less urgent information, you can email the Safeguarding Adults Team at **safeguardingadults@portsmouthcc.gov.uk**.
- If you are worried about a **child**:
 - During Office hours, phone Portsmouth City Council's **children's social care on 023 9283 9111**, or **Portsmouth's Multi Agency Safeguarding Hub (MASH) on 023 9268 8793**.

5.2. Radicalisation concerns:

- If you are worried that someone may be at risk of radicalisation and/or extremism, please contact the **Portsmouth's Multi Agency Safeguarding Hub (MASH) on 023 9268 8793** or **Hampshire Constabulary on 101 or 999** in an emergency.
- If you consider anything to be suspicious or connected with terrorism. Call the **Anti-terrorism hotline on 0800 789 321**.
- For more information about the Prevent Strategy in Portsmouth, email charlie.pericleous@portsmouthcc.gov.uk.

6. Recording

All reported concerns are recorded and logged on the Community Learning Service central record, whether:

- no further immediate action is deemed necessary,
- further advice / conferring with appropriate agencies is required, or,
- The concern requires immediate escalation to the appropriate external agencies.

7. Positive Promotion

Information on "what to do if you or you think someone you know is being abused" will be prominently displayed throughout our centre(s), will be covered at induction and all learners receive a copy of safeguarding information as part of their Learner Charter at enrolment. Leaflets /flyers promoting other agencies are displayed and available for centre users.

Safeguarding, including Prevent Duty, is appropriately referenced in other service policies, notably the service's IT User Policy and Room Hire / Use Policy. Where appropriate, schemes of work and session plans will make reference to safeguarding, Prevent Duty and British Values.

CLS staff will make appropriate use of the resources being developed and disseminated through The Education and Training Foundation <http://www.preventforfeandtraining.org.uk/> in order to ensure practice is effective, relevant and in line with sector expectations as a minimum.

All learners who regularly use computers as part of their courses will complete Learn My Way's Online Safety modules.

8. Safeguarding online

In response to the current situation CLS may decide to transfer some provision online. Online courses will ensure that key induction points are covered and are adapted for online delivery.

Online delivery will be through a medium of the tutor's course. All online delivery will be by invitation only with passwords provided to allow access.

Should it be required, a 121 or small group session, will be arranged to facilitate online delivery and to familiarise learners with IT requirements and support confidence with online learning.

For their personal privacy, learners will have the ability to:

- Change their username
- Have cameras switched off
- Only use the microphone when needed
- Any use of chat rooms will be monitored by the tutor

Tutors will remain alert and report to the CLS safeguarding lead, any changes in behaviour or appearance that cause concern.

CLS will continue to promote the use of internet safety and will encourage all learners undertaking online courses to complete relevant online safety courses.

Will send regular updates via social media, the CLS website and within the classroom reminding of the need to stay alert and forward details of any known circulating scams.

Review date: November 2021