



CableCom Training Protection of Children and Vulnerable Adults Policy

Policy Summary

CableCom Training Ltd has a statutory obligation to safeguard and promote the welfare of its learners (under the Children Act 1989 and section 175 of the Education Act 2002).

The Policy Covers:

- Learners who have concerns regarding their siblings or offspring
- Learners over the age of 18 who have learning or physical disabilities or suffer from mental ill health.
- Learners under the age of 18

Child/Vulnerable Adult abuse can involve one or more of the following:

- Emotional abuse
- Neglect
- Discriminatory abuse
- Sexual abuse
- Financial abuse
- Physical injury/violence

CableCom Training Ltd implements the policy in the following ways:

- If issues arise with a young person then the designated College staff member must be informed immediately.
- On occasions staff may not be able to guarantee confidentiality if a young person wishes to disclose a situation of abuse. The young person must be made aware of this.

CableCom Training Ltd Designated Staff

The **Senior Designated person** is Tony Horridge, Managing Director at CableCom Training Ltd: 01642 804000

The other members of the team are:

Christine Duffield: Quality and Improvements Manager at CableCom Training Ltd: 01642 804000

Introduction

Everyone within CableCom Training Ltd support services shares an objective to help keep children, young people and vulnerable adults safe by:

- Providing an environment that is safe for children, young people and vulnerable adults.
- By identifying children, young people and vulnerable adults who are suffering or likely to suffer significant harm and by taking any appropriate action whose sole aim is to make sure they are kept safe both at home and within the training setting.

Systems designed to achieve this objective:

- Carry out appropriate checks CRB for example, so that unsuitable people do not end up working with children, young people or vulnerable adults.
- At all time promote safe practices and if required challenge any poor or unsafe practice.
- If grounds for concern are identified then action must be initiated and the appropriate action taken to keep them safe.
- At all times contribute to an effective support system by utilising their skills available through other services that provide support for children young people and vulnerable adults.

(Safeguarding Children and Safer Recruitment in Education 'HM Gov 2007)

For local authorities, schools, Colleges and Learning Providers, safeguarding therefore covers more than the contribution made to child protection in relation to an individual child/young person.

Safeguarding and promoting the welfare of children is defined as:

- Protecting any child from maltreatment
- Preventing the impairment of a child's health or development
- Ensuring that a child is growing up in circumstances which are consistent with the provision of safe and effective care and support.
- Undertaking any role that enables the child to have optimum life chances to enter adulthood successfully

CableCom Training Ltd aims to at all times safeguard the interests of individual learners and outline the legal framework in which we operate in relation to Child Protection issues. The College believes that young people have a right to make important decisions about their own lives and at all times we will endeavour to support them to achieve their aims. The College intends that this policy and procedure be applied with sensitivity and respect.

General Principles

CableCom Training Ltd recognises that under the Children Act 1989 and Section 175 of the Education Act 2002 it has a statutory obligation to safeguard and promote the welfare of all of its learners. The document offers some guidance and outlines the official procedures that must be followed in all cases of suspected abuse or situations of serious risk. It applies to all of our learners under the age of 18 or those over the age

of 18 who are considered to be classed as Vulnerable Adults. A Vulnerable Adult is a person over 18 years of age or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to care for themselves, or unable to protect themselves against significant harm or exploitation.

CableCom Training Ltd recognises its responsibilities to safeguard children and vulnerable adults in the wider community, for instance, if a learner has younger siblings, offspring or a vulnerable adult within their family.

What is abuse?

Abuse can take many forms and failure to act to prevent harm can include any one or more of the following:

- **Sexual Abuse** involves forcing or enticing a child or young person to take part in any sexual activity which may include, prostitution, whether or not a child 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.
- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent fabricates the symptoms of, or deliberately induces illness in a child. This may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect** This is the persistent failure to meet a child's basic physical and /or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from the home or abandonment, failing to protect a child 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 child's emotional needs.
- **Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may also involved conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capabilities, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

The Children Act 1989 places a duty on us to take steps to protect children and gives certain powers to the Police so that they can take action to protect where necessary. The act defines a child as a person under the age of 18. **The Police and social Services have the primary legal responsibility to protect children and investigate allegations of abuse.**

In relation to vulnerable adults, the Government sets out key principles in its guidance document 'No Secrets (DOH, 2000), which says 'the protection of vulnerable adults should always receive high priority and that all agencies should clearly demonstrate they are able to respond to abuse with prompt, timely and appropriate action'.

CableCom Training Ltd Policy

Within CableCom Training Ltd duty of care, it has a responsibility to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any action. However, it is not the College's responsibility to investigate allegations or suspicions of abuse. CableCom Training Ltd has a responsibility to provide information to Social Services about a learner or family, if required for a protection assessment. In addition, CableCom Training Ltd may also provide help or a specific service to a learner as part of a protection plan agreed at a Child protection Case conference and could also contribute to reviewing a learner's progress in regard to this.

Therefore CableCom Training Ltd response to its role in safeguarding the welfare of its learners concerning abuse is:

- To monitor and review the Policy and its procedures
- To raise the awareness of issues relating to abuse within CableCom Training Ltd or our Sub-Contractors premises
- To ensure risk assessment is undertaken in taking on board any learners who may pose a threat to others
- To ensure that the person who discloses the abuse is offered all appropriate levels of support
- To provide adequate staff training to ensure staff are aware of the issues of protection from abuse and the correct procedures to follow
- To refer the learner to Social Services or other appropriate agency e.g. the police or NSPCC, when the young person requests it or the situation necessitates it
- To appoint a nominated a Designated members of staff responsible for child protection
- To work together with Local Safeguarding Children's Boards

CableCom Training Ltd Procedure

When a learner discloses to a member of CableCom Training Ltd staff that abuse has taken place, the individual staff member should:

- Stay calm
- Listen
- Take him/her seriously
- Inform him/her that they will need to tell someone else
- Ask clarification questions only (if necessary). Remember that it is not your duty to investigate

Remember staff cannot make guarantees of confidentiality. **If possible, they should warn the learner about this before they disclose the abuse.** If the learner then does not wish to continue he/she should be encouraged to access support from the designated specialist organisations.

A member of staff should not question the learner in depth. This is because asking leading questions or attempting to investigate the allegations could jeopardise any criminal investigation that may follow. The member of staff should re-assure the learner that they are doing the right thing in telling, but avoid making comments or judgements.

1. If the young person wishes to continue to disclose abuse, the member of staff should:

- Refer the learner to a Designated Person from within CableCom Training Ltd as soon as possible
- Inform the young person of the action that would follow the conversation and assure them they will be kept informed of all developments
- As soon as possible write down what the learner has told them as soon as they can, using the learner's own words, including the time, the setting and names of those present and give this to the designated member of staff from within CableCom Training LTD
- If the learner volunteers the information, it is useful to record the general nature of the allegation. Where and when it occurred, who was involved and if any other persons were present

If the disclosure is made by a parent/guardian/carer, **the staff member should follow the same procedure and refer them to a CableCom Training Ltd Designated person.**

Individual staff should never deal with abuse disclosures in isolation and should always refer to a CableCom Training Ltd Designated Person with responsibility for child/vulnerable adult protection. These are the only people who should make a decision of whether or not to report suspected abuse to Social Services or the Police.

2. Once a referral is made to a CableCom Training Ltd designated Person, they will undertake to ensure that the learner is not in any immediate danger and seek medical attention if needed.

3. The learner will be asked to repeat the disclosures they have made. Every effort will be made to communicate with the learner in a way that is appropriate to their age, understanding and preference. This is especially important with learners with a disability or those whose preferred language is not English. The learner will be asked if there are younger children or any vulnerable adults who might also be at risk. However, the Designated Person for CableCom Training Ltd will avoid asking leading questions and will not attempt to investigate the allegations. A written account will be made of the disclosure and the context.
4. If the learner wishes to take the allegations forward, the designated person for CableCom Training Ltd should support the learner in contacting Social Services, the Police and NSPCC.
5. When the learner is not sure about taking the allegation forward, the CableCom Training Ltd Designated Person can, without necessarily identifying the person in question, discuss concerns with Social Services or the Police, so that an informed decision can be reached.
6. Following consultation, the CableCom Training Ltd Designated Person will ask for the learner's views. If it is clear that they can understand the significance and the consequences of a referral to Social Service or the Police. However, it remains the responsibility of the CableCom Training Ltd Designated Person to take whatever action is necessary to ensure the learner's safety and that of any children or vulnerable adults who may also be at risk. A CableCom Training Ltd Designated Person will always discuss cases and referrals with the Senior CableCom Training Ltd Nominated Person before taking any action.
7. Where practicable, concerns will be discussed with a parent or guardian unless this may, either by delay or behavioural response it prompts, place the learner at risk of harm. The learner's view will also be considered when deciding whether to contact their parent/guardian. A written record will be made of any discussion with parents or guardians.
8. In the event of a decision to report, the Designated Person should inform the learner of the proposed action and the reasons for the decision. Ideally this should happen before the appropriate agency is informed, unless doing so would place the young person at greater risk.
9. The Designated Person should contact the Social Services Department of the appropriate Local Authority by telephone in the first instance and record the date and time that this took place. The Designated Person will agree with the recipient of the referral what the learner and parents will be told, by whom and by when. The Designated Person will make a confirmation of the referral in writing.
10. Where a learner decides not to take the matter further (and the designated person agrees), the learner will be asked to sign and date a written statement to that effect.
11. All concerns, discussions made and reasons for those decisions will be recorded. Written records will be kept in a securely locked location where unauthorised persons cannot access them.
12. A CableCom Training Ltd Designated Person will be the contact if Social Services or the Police require further information about the learner and if necessary, represent CableCom Training Ltd at multi-agency strategy discussions or protection courses.
13. There may be instances where more than one member of the designated staff team will be involved in a particular Disclosure. On occasions, designated staff may work collaboratively to deal with a particular case.

14. On an annual basis, designated staff and lead designate will undertake a review of protection cases that may have been recorded and review CableCom Training Ltd procedures to ensure that they are kept up to date. It will also include details of any training staff have undertaken on the issue of Child Protection.

Allegations against CableCom Training Ltd Staff

These should immediately be referred to Tony Horridge who will then inform and involve other agencies and CableCom Training Ltd Managers. This would then move into the CableCom Training Ltd Disciplinary Procedures, taking account of any current DfES guidelines ('Working Together to Safeguard Children).

Safeguarding Officer:	Elaine Crompton	Tel: 01642 804000
Health & Safety Officer:		Tel: 01642 804000
1st Aider:	John Trattles	Tel: 01642 804000
L.A.D.O:	Connie O'Neil (Stockton Council)	Tel: 01642 527415

"All our qualifications are free from any barriers that restrict access and progression. We will ensure equality of opportunity for all who wish to access our qualifications and participate in training within a safe, healthy and secure environment."