



# **Safeguarding Policy**

## **Principles, processes and practice to secure learners' safety and well-being**

Adopted: 15<sup>th</sup> September 2016

Reviewed: 1<sup>st</sup> October 2017  
30<sup>th</sup> September 2018  
23<sup>rd</sup> December 2019

Next review: 29<sup>th</sup> September 2020

## What to do if you have a safeguarding concern

If you have a Safeguarding concern about any learner you must

1. IMMEDIATELY inform a member of the Safeguarding Team DIRECTLY and IN PERSON
2. The SAFEGUARDING TEAM are
  - i. **Martin Hanbury** – Designated Safeguarding Lead
  - ii. **Beth Cocken** – Deputy Designated Safeguarding Lead
  - **Do not** delay
  - **Do not** discuss with another person before informing the Safeguarding Team
  - **Do not** explore the concern yourself
3. The member of the Safeguarding Team will instruct you on what to do next and this must be completed within the timeframe set by that person

What will happen next

4. The member of the Safeguarding Team will investigate the concern and decide whether further action is needed. They may or may not inform you of that decision

Possible actions

5. The member of the Safeguarding Team may decide to
  - address the concern directly to the family
  - refer the concern to the adult safeguarding team
  - contact the Police
  - record the concern and take no further action

## Key Contacts

- Principal: Martin Hanbury (DSL)                      martin.hanbury@salford.gov.uk
- Vice Principal: Beth Cocken (DDSL)                      bethany.cocken@salford.gov.uk
- Governor for Safeguarding: Sue Denny                      suedenny65@yahoo.com
- Chair of Governors: Dave Williams                      david.williams@srft.nhs.uk
- Chair of Trustees: Elaine Burfitt                      elaine.burfitt@srft.nhs.uk

## Important Contacts

- Salford Adult Social Care Contact Team  
Telephone: 0161 909 6517  
Email: [worriedaboutanadult@salford.gov.uk](mailto:worriedaboutanadult@salford.gov.uk)
- Adult Social Care Emergency Duty Team (out of hours)  
Telephone: 0161 794 8888  
4.30pm to 8.00am weekdays and 24 hours over weekends and bank holidays
- Salford Adult Social Services: [social.services@salford.gov.uk](mailto:social.services@salford.gov.uk)
- GMP Public Protection Investigation Unit (PPIU): 0161 856 5171 or e mail  
[parklane.ppiu@gmp.police.uk](mailto:parklane.ppiu@gmp.police.uk)

We follow the six principles of safeguarding enshrined in 2014 Care Act:

1. **empowerment** - presumption of person led decisions and informed consent
2. **prevention** - it is better to take action before harm occurs
3. **proportionality** - proportionate and least intrusive response to the risk presented
4. **protection** - support and representation for those in greatest need
5. **partnerships** - local solutions through services working with their communities
6. **accountability** - accountability and transparency in delivering safeguarding.

## **Introduction**

Chatsworth Futures is a community based specialist college located within Salford for young people aged from 19 – 25 years with severe and complex learning difficulties and as such is governed by the policies, procedures and practices of the Salford Adult Safeguarding Board.

(<http://www.partnersinsalford.org/adultsafeguardingboard.htm>).

Chatsworth Futures is a caring, happy and progressive learning community in which each person is valued equally and respected unconditionally. Our learning community promotes high expectations for each person and supports every member of our College community in achieving their potential as life-long learners.

At Chatsworth Futures, safeguarding young people is of paramount importance. Our learner population represent some of the most vulnerable members of our community as it is estimated that approximately 31% overall of children and adults with disability experience some form of abuse during their lives. This is wholly unacceptable and it is the duty of all professionals and practitioners working with people with a disability to play an effective part in eradicating this disgraceful indictment of our society.

The following policy, written in line with guidance from the Salford Adult Safeguarding Board's *No Secrets: guidance on protecting vulnerable adults in care (2000)* and *The Care Act (2014)* is intended to support our learning community in developing an environment in which young people feel, and are, safe.

## **Definitions**

### *Adult At Risk*

Chatsworth Futures caters for a range of young people between 19 and 25 years with severe and complex learning disabilities including autism. All learners accessing the College can be defined as **adults at risk**.

An adult at risk is defined as aged 18 years 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 take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (DH, 2000).

The Care Act 2014 gives clear guidance that the safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or 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 members of staff, irrespective of their role or the environment they work in, have a fundamental part to play in the prevention of harm and abuse.

**At Chatsworth Futures it is recognised that safeguarding vulnerable adults is everybody's responsibility.**

An adult's risk of being deemed 'vulnerable' or 'at risk' is determined by a range of interconnected factors including personal characteristics, if they have a protected characteristic, factors associated with their situation or environment and social factors. Therefore, the following factors must also be considered when determining entry into safeguarding procedures:

- The overall vulnerability of the individual.
- The severity of alleged abuse.
- The degree/ extent of physical, emotional, psychological or financial harm.
- The duration and frequency of abuse/ neglect.
- The extent of pre meditation or otherwise.
- The risk of repeated acts involving the victim or others.

### Abuse

The Department of Health guidance "No Secrets" states that the starting point for a definition is:

**"Abuse is a violation of an individual's human and civil rights by any other person or persons"**

Abuse may be:

- a single act or repeated acts
- an act of neglect or a failure to act
- multiple acts, for example, an adult at risk may be neglected and also being financially abused.

### Types of abuse

Types of abuse include

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Discriminatory abuse
- Institutional abuse

## **Objectives**

We follow the principles highlighted in the Care Act 2014 which enshrines the six principles of safeguarding:

1. **empowerment** - presumption of person led decisions and informed consent
2. **prevention** - it is better to take action before harm occurs
3. **proportionality** - proportionate and least intrusive response appropriate to the risk presented
4. **protection** - support and representation for those in greatest need
5. **partnerships** - local solutions through services working with their communities
6. **accountability** - accountability and transparency in delivering safeguarding.

Our primary objective as a learning community is to provide a safe and secure learning environment for all our young people. This objective is driven by our moral obligation to ensure learners' well-being and by our pedagogical knowledge that learners are only equipped to learn when they feel safe.

Learners must feel safe with us, safe from one another and safe within their families and homes and community. We recognise that when the learners in Chatsworth Futures go to the Chatsworth High School and Community College site that we must be mindful of the need to consider their protection as adults at risk within our community and the need to safely manage the interactions between our adult learner population and Chatsworth High School and Community College's younger pupils.

Our practice must be characterised by a caring and nurturing ethos supported by our knowledge of individual learners. We must work closely with our learners in order to establish trusting and honest relationships. However, we must be clear with them that we cannot guarantee that everything they tell us is treated confidentially. Therefore, we are obliged to explain to learners that sometimes it may be necessary for us to report their discussions with us to another person or agency.

Members of staff and Governors of Chatsworth Futures must be supported in this complex area of work through clear and efficient processes for safeguarding

learners. This needs to be reinforced through a comprehensive programme of staff and Governor development to enable them to address all aspects of learners' well-being.

### *Behaviours of Concern*

Some learners at Chatsworth Futures exhibit behaviours of concern and this can threaten the well-being of both their peers and members of staff. As a learning community we endeavour to protect learners from the challenges presented by their peers and to work with those learners who present behaviours of concern in order to support the development of positive behaviour patterns.

When addressing the needs of learners who exhibit behaviours of concern members of staff may, at times, find themselves in difficult situations in which they are required to act swiftly and decisively. In order to ensure that learners' needs and well-being remain paramount throughout these situations all members of the staff team will be instructed in an accredited behaviour support programme. All such difficult situations will be recorded using the recording mechanisms which are monitored on a weekly basis by the Senior Leadership Team.

We aim to work closely with parents, carers and families to secure our learners' well-being. This requires the development and maintenance of open and honest relationships between Chatsworth Futures and home in which difficult issues can be expressed in a calm, fair-minded and rational way. However, there may be occasions when, in the best interests of the learner, parents, carers and families are not engaged in the safeguarding process. These occasions are typically when it is felt that the sharing of safeguarding information places the learner at significant risk of harm.



## **Practice**

The following section describes the necessary practice required to be in place to safeguard learners. It addresses safeguarding across several dimensions and contexts and considers threats to learners' well-being in their various forms.

### *Recognition of Abuse or Neglect*

Abuse or neglect of a young person is caused by inflicting harm or by failing to act to prevent harm. The young people may be abused in a family or in an institutional or community setting by those known to them or more rarely by a stranger.

At Chatsworth Futures we recognise our duty to remain vigilant at all times in order to enable us to identify abuse or neglect and engage efficient and effective processes for the reporting of abuse and neglect. We are conscious that abuse or neglect may be caused by a range of people including members of our own staff and learners attending Chatsworth Futures or the school. We are committed to the practices of safe recruitment, support for staff in stressful situations and positive behaviour support for learners who display challenging behaviour.

### *Signs and Symptoms of Abuse*

The signs and symptoms of abuse are many and varied and are often difficult to distinguish from indicators which occur from a non-abusive accident, incident or experience. For learners with disability, determining whether a sign or symptom which causes concern is a result of abuse can be very difficult. However, all members of our learning community are obliged to remain highly vigilant at all times and report any concerns they have immediately. Members of staff should be aware of the signs and symptoms of abuse.

### *Responding to safeguarding concerns*

Swift and immediate action is required of all members of the staff team where there is a concern for a young person's well-being. All members of staff have a duty and responsibility for all learners at Chatsworth Futures Specialist College in respect to safeguarding concerns. Safeguarding concerns cannot be passed from one member of staff to another.

## What to do if you have a Safeguarding Concern

If the concern is of an **urgent** nature:

1. Ensure the young person is safe. If the young person requires urgent medical attention then this must be sought in the first instance. You can access this by Dialling 999 or taking the young person directly to the nearest hospital which is Salford Royal Hospital as appropriate. If necessary contact the police who can exercise powers of protection.
2. Having secured young person's safety, immediately inform one of the College's **Designated Safeguarding Leads** who are

<b>Martin Hanbury</b> Designated Safeguarding Lead	0161 707 1417
<b>Beth Cocken</b> Deputy Designated Safeguarding Lead	0161 707 1417

3. If you are unable to contact any of the above people:

**Contact adult social care contact team using an SG1 form.**

These are available at Appendix B or online.

<http://www.partnersinsalford.org/as-forms.htm>

Form **SG1** can be filled in by **any professional** who suspects adult abuse is taking place. Save the form before emailing it as an attachment. You can also print it off and fill it in by hand.

Please use Salford City Council's [secure upload page](#) to send the completed SG1.

The completed form should be sent to the adult social care contact team:

Email: [social.services@salford.gov.uk](mailto:social.services@salford.gov.uk)

Fax: 0843 2652903

### *What to do if you have a Safeguarding Concern*

If the concern is of a **non-urgent** nature:

1. Inform one of the College's **Designated Safeguarding Leads** who are

- Martin Hanbury
- Beth Cocken

2. If you are unable to contact any of the above people:

**Contact adult social care contact team using an SG1 form.**

These are available at Appendix B or online

<http://www.partnersinsalford.org/as-forms.htm>

Form **SG1** can be filled in by **any professional** who suspects adult abuse is taking place. Save the form before emailing it as an attachment. You can also print it off and fill it in by hand.

Please use Salford City Council's [secure upload page](#) to send the completed SG1.

The completed form should be sent to the adult social care contact team:

Email: [social.services@salford.gov.uk](mailto:social.services@salford.gov.uk) Fax: 0843 2652903

### *What to do if you have a Safeguarding Concern*

If the concern is either of an urgent or a non-urgent nature but you are **not comfortable raising the issue within Chatsworth Futures** or **you cannot contact any of the designated people outlined above**, you may either

## 1. Contact adult social care contact team using an SG1 form.

These are available at Appendix B or online

<http://www.partnersinsalford.org/as-forms.htm>

Form **SG1** can be filled in by **any professional** who suspects adult abuse is taking place. Save the form before emailing it as an attachment. You can also print it off and fill it in by hand.

Please use Salford City Council's [secure upload page](#) to send the completed SG1.

The completed form should be sent to the adult social care contact team:

Email: [social.services@salford.gov.uk](mailto:social.services@salford.gov.uk)

Fax: 0843 2652903

## 2. Inform the Chatsworth Futures nominated Governor for Safeguarding, who is

**Sue Denny**

This process is also displayed on the College's **Safeguarding Notice Board**.

Alongside these processes for reporting safeguarding concerns immediate action involving outside agencies may be necessary at any stage. In all cases it is vital to take whatever action is needed to safeguard the child or young person.

### *Working with Parents, Carers and Families*

It is good practice to be as open and honest as possible with parents, carers and families about any safeguarding concerns or subsequent referrals. However, there must be no discussion of safeguarding concerns with parents, carers or families where the consequence of such discussion is likely to place the learner at significant risk of harm. Safeguarding concerns **must not** be discussed with parents, carers and families in the following circumstances:

- where sexual abuse or sexual exploitation is suspected
- where organised or multiple abuse is suspected
- where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected
- where contacting parents, carers or families would place a young person, yourself or others at immediate risk.

All initial discussions regarding safeguarding concerns will be conducted by one of the College's **Designated Safeguarding Leads**.

### *Dealing with Disclosures of Abuse or Neglect*

It is recognised that a learner may seek you out to share information about abuse or neglect or talk spontaneously individually or in groups when you are present. In these situations **YOU MUST**:

- Listen carefully to the young person.
- **DO NOT directly question the learner.**
- Give the learner time and attention.
- Allow the learner to give a spontaneous account; do not stop a learner who is freely recalling significant events.
- Make an accurate written record of the information you have been given taking care to record the timing, setting and people present, the learner's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the learner's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - **do not offer false confidentiality**.
- Reassure the learner that:
  1. they have done the right thing in telling you;
  2. they have not done anything wrong;
- Tell the learner what you are going to do next and explain that you will need to get help to keep him or her safe.
- **DO NOT ask the learner to repeat** his or her account of events to anyone.

- Report **immediately** to a **Designated Safeguarding Lead**.

Parents, carers and families should be informed if a referral is being made unless there is a significant risk of harm to the learner as a consequence (see above). However, the inability to inform parents for any reason should not prevent a referral being made. In this event, a multi-agency decision will be made as to how and when the parents or carers should be approached and by whom.

Whilst ordinarily one of Chatsworth Futures **Designated Safeguarding Leads** will make all referrals, any member of staff is entitled to take this action. Best practice would dictate that in the first instance a **Designated Safeguarding Lead** makes referrals. However if that person is not available or if that person is implicated in the concern, members of staff must make the referral themselves using the contact details provided above.

When making a referral, be prepared to give as much information as possible. Please note that each learner's data sheet contains much of the necessary information required in the referral process. These sheets can be obtained from the College's Business Team. However, the unavailability of some information should not stop you making a referral. When referring a safeguarding concern you should, where possible, provide

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- The learner's full name and address, telephone number, date of birth and siblings.
- The learner's gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the learner or their family (GP, Health Visitor, Social Worker).
- The nature of the safeguarding concern and foundation for it.
- An opinion on whether the learner may need urgent action to make them safe.
- Your view of what appears to be the needs of the learner and family.

- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Following a referral

- Ensure that you keep an accurate record of your concern made at the time.
- Put your concern in writing following the referral (within 48 hours - and using the inter-agency referral form).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

#### *Allegations Against Adults Within Chatsworth Futures or Other Agencies*

Allegations against members of Chatsworth Futures staff or associated professionals and practitioners should be guided by the document '*Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff*' (reference: DfES/2044/2005). This document is the basis of the procedure outlined below.

If you have information which suggests a member of staff who works with our learners or children or young people has:

- behaved in a way that has harmed or may have harmed a learner, child or young person
- possibly committed a criminal offence against, or related to, a learner, child or young person
- behaved towards a learner, child or young person in a way that indicated she or he is unsuitable to work with vulnerable adults, children or young people

you should speak immediately with a **Designated Safeguarding Lead**. The **Designated Safeguarding Lead** will refer the matter to the **Adult Safeguarding Team**.

The **Designated Safeguarding Lead** must not conduct an initial investigatory interview. A Social Worker from the **Adult Safeguarding Team** will advise on a suitable course of action for the College to take.

If the Designated Safeguarding Lead is implicated in the concerns you should discuss your concerns directly with the **Adult Safeguarding Team on 0161 631 4777** during normal working hours and **0161 794 8888** outside these times

It is recognised that some learners may fabricate allegations against members of staff at times. It is essential that the circumstances around these allegations are investigated immediately by one of the College's **Designated Safeguarding Leads**. A written record of this initial investigation must be made.

Following this investigation the person leading the investigation may decide either to take no further action or make a referral to the **Adult Safeguarding Team**. Whichever course of action is decided upon, a written record of this decision including the reason or reasons for the decision must be made.

### *Confidentiality*

It is important to ensure that matters relating to the safeguarding of learners are treated in the strictest confidence. Consequently any member of staff with a safeguarding concern is required to address this concern with a **Designated Safeguarding Lead**. Under no circumstances should safeguarding concerns be discussed with colleagues or any person outside of Chatsworth Futures. **Breaches in confidentiality will be addressed through our disciplinary procedures.**

Information in relation to safeguarding concerns will be shared on a *need to know* basis and may result in members of staff not being fully informed about issues relating to certain learners. Sometimes, members of staff may report concerns and never learn the consequences of their report despite the fact that significant changes have been brought about for the learner's well-being.

However, where the sharing of information is vital in order to safeguard learners, the issue of confidentiality is secondary to the learner's need for protection. In



these cases a **Designated Safeguarding Lead** may elect to inform key individuals about specific elements of the case.

### *Record Keeping*

All reported safeguarding concerns are kept in an encrypted document stored within a restricted area on the Trust's systems.

**Any breach of this protocol will result in immediate disciplinary action being taken.**

### *Supply Staff and Volunteers*

This policy will be forwarded to all agencies that provide temporary staff to Chatsworth Futures with a clear instruction to ensure their staff have read the policy before arriving at the College. Temporary staff will be required to verify that they have read the policy by signature before they commence working in the College. Volunteers will be required to read this policy and verify by signature that they have read it prior to working within the College.

### *Sharing this Policy with Parents and Carers*

This policy is available for all parents and carers to read at any time. Parents and carers have been made aware of the existence of this policy and have been offered access to it on request.

### **Conclusion**

Chatsworth Futures is committed to safeguard the well-being of all of its learners. The College is a critical agent in the lives of its learners and is the organisation which experiences day-to-day practical contact with the young people in its care. This unique and privileged position places an obligation upon the College community to continuously evaluate the processes by which it safeguards its learners and seek to continuously improve those processes.

This policy should be read in conjunction with all pertinent College and Local Authority policies and documents.

**SAFEGUARDING ADULTS AT RISK  
GUIDELINES FOR FRONT LINE MANAGERS**

**If Abuse is Suspected or Reported – YOU MUST**

Make sure everyone is SAFE

Look to reduce any danger without endangering yourself or making things worse



**STAGE 1 – ASSESS**

Is the vulnerable adult in immediate danger?

Has a crime been committed?

**YES – YOU MUST**



Contact Emergency Services Immediately  
Police – in an emergency 999 or 0161 872 5050  
Ambulance – 999

**NO – YOU MUST**



Go straight to Stage 2



**STAGE 2 - THEN YOU MUST CONTACT**

Inform the Local Authority: via Social Care Contact Team on 0161 909 5617 and by completing alert form SG1 <http://www.salford.gov.uk/adultabuse-forms.htm> or on the Chatsworth I-drive (adult safeguarding folder)

If concern is during out of hours: contact, Salford Social Services Emergency Duty Team. Telephone: 0161 794 8888 (4.30pm to 8.30am weekdays and 24 hours over weekends and bank holidays) and complete and forward safeguarding alert form SG1 to relevant team.

## **REMEMBER**

- **Do Not contaminate** any evidence the Police may require.
- Appropriate Support for all those involved needs to be provided
- Ensure staff who are reporting concerns are able to continue their duties/consider cover
- Ensure that all information that is recorded is accurate, factual, dated, timed and signed
- Responsible information sharing is key to enabling services to protect victims
- Do not commence any investigation unless this has been agreed by the relevant Senior Manager.
- The Local Authority is responsible for initiating any investigation, be guided by them Do not commence any investigation unless this has been agreed by the relevant officer of the Local Authority.

### *Adult safeguarding procedure - contacts*

#### **For referrals and advice contact:**

Salford Adult Social Care Contact Team

Telephone: 0161 909 6517

Email: [worriedaboutanadult@salford.gov.uk](mailto:worriedaboutanadult@salford.gov.uk)

#### **Adult Social Care Emergency Duty Team (out of hours)**

Telephone: 0161 794 8888

4.30pm to 8.00am weekdays and 24 hours over weekends and bank holidays

## Appendix B

Some current issues in the protection of adults at risk

- Radicalisation and Extremism
- Trafficking
- Female Genital Mutilation
- People Missing From Education
- Sexual Exploitation
- Honour Based Violence
- Forced Marriage
- Breast Ironing
- Peer on Peer Abuse
- Sexual Violence and Harassment

