

# bltraining

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## Safeguarding Children and Vulnerable Adults – A quick guide for staff & employers

It is important that children, young people and vulnerable adults are protected from abuse, neglect or significant harm. It is the responsibility of all employees to safeguard and promote the welfare of children, young people and vulnerable adults participating on training programmes and activities. Employees should report any allegations or concerns regarding the welfare of these groups using the following guidelines. The **Safeguarding poster** which accompanies these guidelines/ or is displayed in the training centres conveys in words and pictures what constitutes abuse.

### What is abuse and when is a person at risk.....

For children and young people this includes:

- **Physical** abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm
- **Emotional** abuse which is the persistent emotional maltreatment so as to cause severe and persistent adverse effects on their emotional development
- **Sexual** abuse which involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child/young person is aware of what is happening
- **Neglect** consisting of the persistent failure to meet a child's or young person's basic physical and/or psychological needs, which is likely to result in the serious impairment of their health or development

For vulnerable adult's abuse can mean:

- **Physical** abuse including hitting, slapping, punching, kicking, misuse of medication, restraint or inappropriate sanctions
- **Sexual** abuse including rape, sexual assault, or sexual acts to which the victim has not consented, could not consent to or was pressurised into consenting to
- **Psychological** abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, verbal abuse, isolation, or withdrawal of services or supportive networks
- **Discriminatory** abuse including racist, sexist, religious abuse or abuse that is based on a person's disability
- **Financial** abuse including fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits
- **Neglect** including ignoring physical or medical care needs, failure to provide access to appropriate services or the withholding of necessities of life

## **What to do if.....**

### **A young person or vulnerable adult discloses abuse to you**

Take the disclosure seriously and never dismiss the allegation of abuse. Provide a quiet and supportive environment to help the person feel at ease. Remember that an allegation of abuse or neglect may lead to a criminal investigation and asking leading questions or attempting to investigate the allegations yourself may cause problems for any subsequent court proceedings.

Do not make promises regarding confidentiality. Explain to the person **at the outset** that you will need to report the disclosure and share the information with the BL Training Safeguarding Manager. The Safeguarding Manager will, where possible respect the wishes of the individual; however, information will be shared with external agencies where it is judged that a person is at risk of suffering significant harm.

Report the disclosure to the BL Training Safeguarding Manager (Judith Speed) immediately by telephoning 07889010806. Complete the COMP 145 Safeguarding Concern Record and forward to the Safeguarding Manager within 24 hours. The Safeguarding Manager or Senior Manager will identify the appropriate next steps and keep in contact with you to ensure that our Duty of Care is fulfilled.

## **What to do if.....**

### **You are concerned a young person or vulnerable adult may be at risk**

- Contact the BL Manager and the Safeguarding Manager for advice and guidance
- Make and keep a record of your concerns and forward to the Safeguarding Manager within 24 hours
- Discuss your concerns with the young person if appropriate

## **What to do if.....**

### **A young person or vulnerable adult accuses you or another member of staff of abuse**

- Contact your manager and the BL Safeguarding Manager for advice and guidance
- Make and keep a record of the accusation and actions taken and forward to the Safeguarding Manager within 24 hours

For further information, see the **BL Training Safeguarding Policy**