



North Tyneside Council

North Tyneside Council Adult Learning Service

Safeguarding Procedure 2017 / 2018

30.8.17

1. Statement of Intent

- 1.1 North Tyneside Council's Adult Learning Service (NTC ALS) follows the procedures set out in the interagency procedures produced by the North Tyneside Local Safeguarding Children's Board (LSCB) and North Tyneside Safeguarding Adult Board (SAB).

<http://www.northtynesidelscb.org.uk/professionals/policies-and-procedures>

http://www.northtyneside.gov.uk/pls/portal/NTC_PSCM.PSCM_Web.download?p_ID=559783

North Tyneside Council's is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. This protocol recognises and accepts our role and responsibility in ensuring the safeguarding of its learners as required by Ofsted and relevant funding bodies and the Safeguarding Vulnerable Groups Act 2006.

NTC ALS also recognises that it has a responsibility to protect staff from unfounded allegations of abuse.

- 1.2 We recognise the duties and obligations imposed upon us under the Safeguarding Vulnerable Groups Act 2006 to ensure staff recognise and accept their responsibility to understand and assess risks and issues involved in the safeguarding of all learners and respond appropriately, according to the protocol and the organisation is committed to working with existing local safeguarding boards and other health and social care partners to ensure the safeguarding of its learners.

For the purpose of this protocol children are defined in the Children Act of 1989 as a person under the age of 18 years. The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as a person aged 18 and over and;

- Receiving a social care service
- Receiving a health service
- Living in sheltered accommodation
- Detained in custody or under a probation order
- Requiring assistance in the conduct of his/her affairs
- Receiving a service or participating in an activity targeted at older people, people with disabilities or with physical or mental health conditions.



1.3 NTC ALS is committed to continuous improvement in safeguarding and will adhere to North Tyneside Council's Safeguarding legal requirements and the Skills Funding Agency (SFA) requirements. NTC ALS will ensure/provide a safe, healthy and supportive environment wherever learning takes place, including work placements and/or training delivered by a partner organisation on behalf of NTC ALS.

1. Safeguarding within Adult Learning will be overseen by the Adult Learning Management group in conjunction with the Health and Safety Task Group.
2. Learners will receive an awareness of safeguarding when starting their learning at induction by their tutor/instructor, which will include the procedure for reporting any incidents.
3. Learners will receive a Learner Handbook which outlines how they can keep safe, e-safety and how to report concerns and complaints.
4. Learning environments will be risk assessed and control measures put in place to safeguard both learners and staff.

Learners organising their own placements will have a DBS and must request a copy of the organisations safeguarding policy and share this with the tutor/assessor.

2. Responsibilities

2.1 North Tyneside Council Adult Learning Service has trained Safeguarding Officers who are accountable to the Head of Service. Incidents or concerns are reported to the Safeguarding Officers who are responsible for monitoring and managing incidents or concerns and liaising with safeguarding agencies.

Paula Maines – Programme Manager – Adult Skills and Quality
Belinda Payne - Programme Manager – Apprenticeships

2.3 It is the responsibility of all NTC ALS employees and learners to co-operate fully with the following measures to ensure a safe environment for all learners.

2.4 It is the responsibility of all tutors to:

- Ensure all learners are made aware of safeguarding, bullying and harassment, the PREVENT agenda and E-Safety policies, protocols, procedures and guidelines during induction.
- Distribute the Learner Handbook/E-Safety Guide and Acceptable Usage Policy at their discretion where learners are required to access online resources. The learners' signature is required on the induction checklist to indicate they have received it.
- Integrate Safeguarding and PREVENT into teaching, schemes of work and lesson plans.
- Carry out visual checks of teaching spaces before the commencement of the

session.

- Ensure registers are completed at the beginning of a class and if a learner is missing note accordingly and follow up.
- Inform a Safeguarding Officer if any concerns are raised or identified, or report directly to Front Door if urgent. (See appendix 1).
- Embed E-safety information in courses where online access forms a substantial part of learning programme (e.g. internet and e-mail courses/ modules). Be aware of e-safety reporting procedures.
- Keep themselves and learners safe and understand the following:
 - Respect and Consideration procedure
 - Disciplinary Procedure (learners and NTC employers)
 - PREVENT agenda.

2.5 It is the responsibility of Faculty Managers to ensure:

- Tutors are inducted into their role and all policies and protocols including safeguarding and PREVENT are understood.
- Tutors undertake training on safeguarding issues and PREVENT and have the necessary information/documentation on the safeguarding protocol.
- All tutors to have access to the E-safety Guide and Acceptable Usage Policy.
- Check all safeguarding is being adhered to during the Observation of Teaching and Learning.
- Ensure employers/placement providers receive, understand and sign a copy of Work Placement Provider Information
- Ensure that Safeguarding is on agendas for all meetings.

3. Arrangements

3.1 Risk Assessment

- 3.1.1** NTC ALS will ensure that all venues used by learners have a current premises risk assessment / venue audit report that addresses safeguarding. If none is available, NTC ALS will carry out an independent premises risk assessment in conjunction with corporate health and safety.
- 3.1.2** NTC ALS will ensure that all learning activities are risk assessed annually and control measures put in place to minimise risk for young people: women of child bearing age: expectant mothers or other vulnerable groups (as required by Regulation 19 of the Management of Health Safety and Welfare Regulations 1999).
- 3.1.3** NTC ALS will use the corporate risk assessment form based on the Council model and approved by Health and Safety Advisors.

3.1.4 Where NTC ALS are providing services for schools and within schools for learners aged 14-19 or learners on Family Learning programmes, the relevant school's protocols will be used for risk assessments.

3.2 Incidents

3.2.1 All incidents involving learners, employees or visitors to NTC ALS venues must be reported immediately using the appropriate protocol. (See appendix 1). Exceptions are:

- Where Learning is taking place on premises other than NTC ALS premises, the tutor will be responsible for reporting incidents relating to Learners only.
- Where NTC ALS are providing services within schools for learners aged 14-19 or learners on Family Learning programmes, the relevant school/work placement provider protocols should be used.

3.2.2 If an incident occurs on a learner's work experience placement the learner will be removed immediately until an investigation has taken place.

4. Review

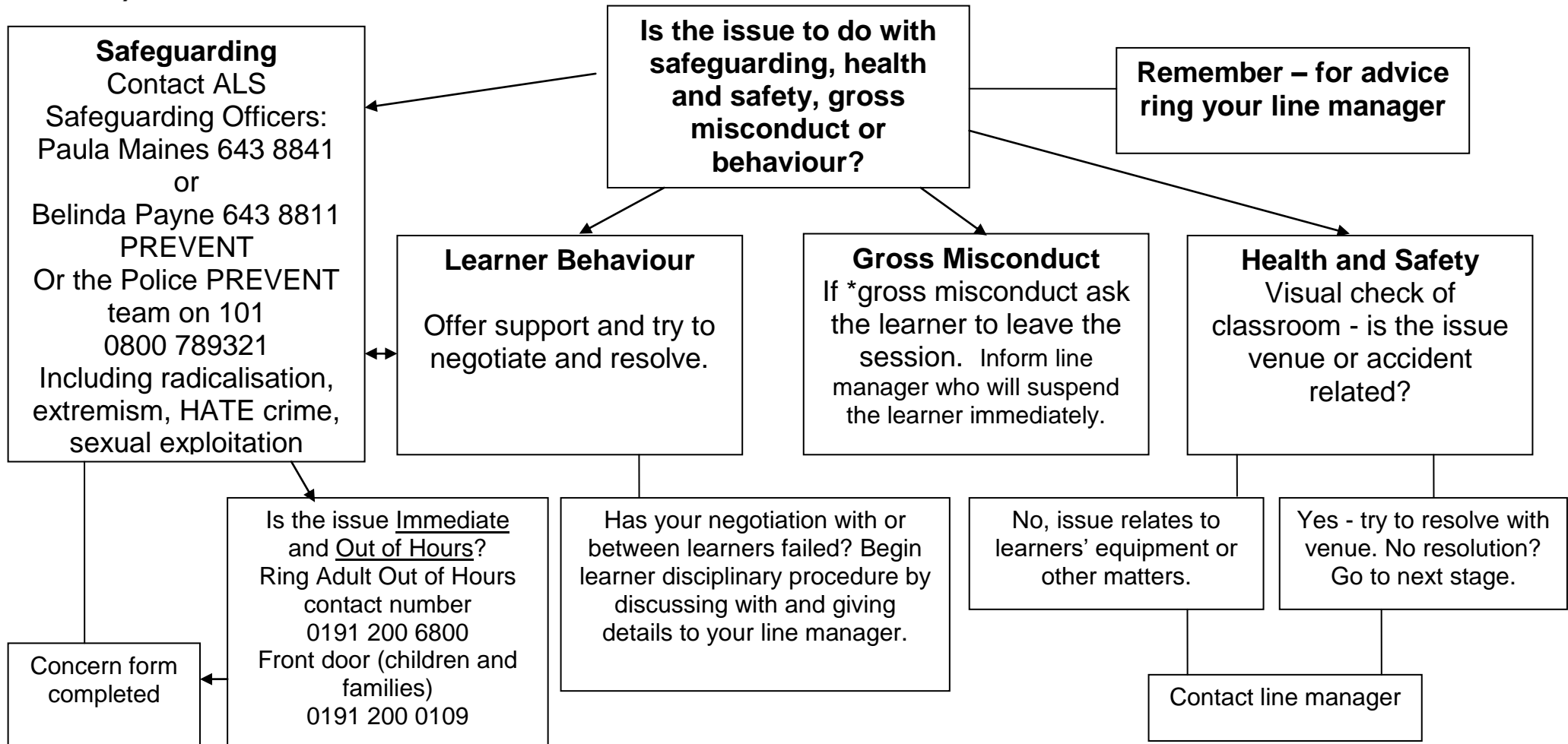
The NTC ALS Safeguarding Protocol is reviewed annually.



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Tutor Guidance on Reporting Incidents, Accidents and Concerns



*Gross Misconduct: Violence, deliberate damage to property, dishonesty and theft, bullying, illegal activity, drunk or under the influence of drugs.

