



## **Policy Statement**

### **Safeguarding Learners**

InnoLearn is committed to ensuring that all employees, learners and others associated with the service are treated fairly

#### **Scope of the Policy**

The aim of this policy is to ensure-

1. the safety of vulnerable adults by outlining clear procedures and
2. All staff members within both InnoLearn and partner organisations commissioned by InnoLearn to deliver Adult Learning are clear about their responsibilities.

#### **Definition of 'Vulnerable Adult'**

A vulnerable adult is a person aged 18 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 against significant harm or exploitation'

This may include a person who:

- is elderly and frail
- has a mental illness
- has a physical or sensory disability
- has a severe physical illness
- is a substance misuser
- is homeless

Within InnoLearn commissioned learning, vulnerable adults could be present in any centre, at any time so this safeguarding policy statement is applicable throughout all of InnoLearn provision. In the case of suspected abuse initially InnoLearn staff will raise an alert form and submit this to the Operation Manager. The Operation Manager will then work with our Council's Adult Safeguarding Coordinator in investigating the case in full.

#### **What is abuse?**

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert. Examples of abuse that could occur in a learning environment include:

- physical abuse
- sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibition
- Emotional/psychological abuse e.g. intimidation or humiliation
- Discriminatory abuse e.g. racial, sexual or religious harassment, or due to age or

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- ability/disability
- Personal exploitation
- Institutional abuse e.g. failure to ensure privacy or dignity

## **Standards**

InnoLearn Staff are required to:

- Have a Criminal Records Bureau Standard check when they commence employment. If this is not practicable staff will not be allowed to work with vulnerable adults unless supervised by a member of staff who has had a clear CRB check.
- Demonstrate respect for learners as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.
- Undertake relevant training in safeguarding, disclosure and diversity matters. Ask a senior member of staff if they have any uncertainties about how to deal with a specific learner.
- Ensure that all learners are aware of relevant policy on Disclosure and create a suitable and supportive environment to encourage learner disclosure of any issues which might affect the way in which they should be treated.
- Ensure all learners are aware of our Equality and Diversity policy and that they know how to complain if they become victims of harassment bullying, unfair treatment or harassment.
- Ensure a diverse curriculum that is sensitive to difference.
- Invite and encourage constructive feedback from learners about standards and styles of behaviour and promote an open and honest culture of respect for diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures (see CE complaints procedure for formal complaints).

## **Learners are required to:**

- Help prevent inappropriate behaviour by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, constructive learning environment within which diversity is valued positively.
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## **InnoLearn Actions**

- Contractually ensure all staff including volunteers that come into contact with our learners are CRB checked on employment or before being able to work unsupervised with vulnerable adults
- Contractually ensure all safeguarding issues are recorded and reported to Managers
- Provide ongoing continuing CPD on safeguarding adults and children as part of a generic staff training programme.
- Promote a culture of value and respect for all within a supportive learning environment.

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- Ensure that all learners and staff are not subjected to abuse, harassment, bullying, unfair treatment or discrimination.

## **Dealing with claims of abuse perpetrated by members of Staff & Volunteers**

Our local authority Luton Borough Council Policy makes it clear how staff and volunteers are expected to perform in dealing with vulnerable adults and specifically it ensures that claims made of abuse by internal staff will be investigated and dealt with in accordance with the procedures set for dealing with any claim regardless of the domain of the accused perpetrator. LBC Council policy states that;

- We do not accept that any form of abuse, under any circumstances, is acceptable and hold a position of zero tolerance in respect of abuse directed at vulnerable adults.
- All vulnerable adults should be protected from abuse and supported in seeking treatment and redress in the event that they have suffered at the hands of an abuser and that necessary and appropriate action will be taken against anyone engaged in the deliberate and systematic abuse of vulnerable adults.
- We will ensure that partner organisations apply the same values, principles and processes in responding to report of abuse to ensure consistency in approach and the effective prevention, investigation and resolution of abuse cases.
- Actions will be coordinated against perpetrators to ensure that parallel processes and actions such as criminal investigation, disciplinary action, formal notification procedures do not compromise the planned outcomes from each strand of activity.

**This policy is reviewed annually for the purposes of ensuring that it meets and complies fully with current government legislation and takes account of best practice in the field of Safeguarding Vulnerable Adults.**

**Any concerns then please contact our Safeguarding Champion:**

**Kamil Ahmed**

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