

Safeguarding Vulnerable Adults Policy and including Prevent

EQV UK LTD is committed to safeguarding and promoting the welfare of learners and expects all learners, staff, employers and subcontractors to share this commitment.

EQV UK LTD has responsibilities to ensure the safety of young people (under 18s) and vulnerable adults ('a person 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' Department of Health, 2000). EQV UK LTD is also responsible for having due regard to the need to prevent people from being drawn into terrorism. The aim of this policy is to emphasise and reinforce the principle that a safer learning and training environment is fundamental to all EQV UK LTD policies, strategies and delivery. This policy is informed by the publication 'Safer Practice, Safer Learning' and Safeguarding Vulnerable Groups Act 2006.

Safeguarding	<p>Safeguarding refers to the duties and responsibilities that providers have to carry out / perform to protect individuals from harm. Specifically, the objective of safeguarding, in relation to children (under 18s), is to provide a safe environment to learn in and to identify those suffering or likely to suffer significant harm; it is then to take appropriate action to ensure that children are kept safe in the education setting.</p>
The Prevent Duty	<p>The Counter Terrorism and Security Act 2015 introduced the Prevent Duty for all providers. The Prevent Duty requires specified authorities (EQV) to have "due regard to the need to prevent people from being drawn into terrorism".</p> <p>All employers, learners and staff should promote the Prevent Duty - to promote British values: the rule of law, democracy, liberty and mutual respect and tolerance for different faiths and beliefs; and to keep people safe from extremism.</p>
Policy	<p>EQV UK LTD believes that it is always unacceptable for a learner to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all learners by commitment to practice that protects them.</p> <p>EQV UK LTD recognises that:</p> <ul style="list-style-type: none"> • The welfare of the learner is paramount • All learners, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse • Working in partnership with learners and with other agencies is essential in promoting a safe learning environment <p>EQV UK LTD commitment is further formalised in this Safeguarding and</p>

Prevent policy document. The purpose of this policy document is to:

- provide protection for the learners with EQV UK LTD including recognising potential issues
- provide staff and employers with guidance on procedures they should adopt in the event that they suspect a learner may be experiencing, or be at risk of, harm.

This policy applies to all staff, subcontractors, employers, learners; and anyone working on behalf of EQV UK LTD. Although this policy does not apply to partner organisations (for example employers) EQV will expect the principles of safeguarding outlined here & reporting of concerns to be adhered to by them.

We will seek to safeguard all learners by:

- valuing them, listening to them, and respecting them.
- adopting safeguarding guidelines through procedures and a code of conduct for staff and employers
- recruiting staff safely – we will use a single central record to record
 - DBS checks
 - Right to work
 - References
 - Annually refresher training on Safeguarding/Prevent
 - On-line Safety
 - Health & Safety
- sharing information about concerns with agencies who need it, and involving learners appropriately
- ensuring that learners are aware of any behaviour towards them that is not acceptable and how they can keep themselves safe. All learners know who the Designated Person is and what action to take in the case of abuse. DSL lead and deputy information is in EQVs training rom

We are also committed to reviewing our policy and practice annually or in response to examples of good practice.

<p>Designated Person</p>	<p>The Designated Safeguarding Lead (DSL) with lead responsibility for safeguarding is Lindsey Miller (03333 444475), and Deputy DSL is Nicola Cooper (03333 444475).</p> <p>Key duties include to:</p> <ul style="list-style-type: none"> • raise awareness with staff and employers of issues relating to the welfare of young people and vulnerable adults, and the promotion of a safe environment for all • oversee the referral of cases of suspected abuse or allegations • provide advice and support to staff and employers on safeguarding issues • maintain records of any referral, complaint or concern • ensure that learners, employers and staff are aware of EQV UK LTD policy • liaise with the Local Safeguarding Boards / Police / Social Care • report on safeguarding arrangements in the annual self assessment report
<p>Safeguarding principles</p>	<p>Essentially, guidelines focus on providing a safe learning environment based upon positive well-being, personal safety and security of all staff and learners. Key aspects include:</p> <ul style="list-style-type: none"> • EQV UK LTD role in championing the importance of safeguarding and promoting the welfare of vulnerable adults throughout the organisation – for all learners, employers and staff • Ensuring that effective systems and procedures are in place to deal with any concerns about the welfare of vulnerable adults, and are taken seriously and acted upon appropriately • Partnerships with external agencies and other providers – ongoing work with local vulnerable groups, safeguarding partnerships, obtaining guidance on appropriate reporting and action procedures for vulnerable adults, and examples of best practice • Definitions of abuse and harm, defined, communicated and understood by all staff and learners. This is included in the apprentices Induction Day and mandatory staff training • Clearly defined action to be taken by staff in the event of an allegation of abuse, communicated and understood by all staff. Any accusation must be listened to carefully and reported fully in writing. Guidance on recording and reporting allegations and maintaining confidentiality should be sought from Lindsey Miller • Appropriate staff development – all staff have attended Safeguarding training and have completed Prevent Duty training. • Each member of staff has a legal responsibility to safeguard all learners, and must have an awareness of EQV UK LTD Safeguarding and Prevent Duty Policy and procedures, must adhere to this policy and procedures, must be vigilant and must actively work to create a culture which assures learners that they will be listened to • All employers have a duty to inform the Disclosure and Barring Service of any individual (paid employee, volunteer or other) who poses a threat to vulnerable adults • Staff liaise with employers to ensure and promote continuous

	<p>improvement in arrangements for safeguarding learners on employers' premises, and during the Health and Safety checks every visit</p> <ul style="list-style-type: none"> • All employers provide a safe learning environment and safe working practices are promoted in all work and training • Induction for every learner result in understanding of Safeguarding policies re bullying, harassment, discrimination, abuse, the Prevent Duty and internet and online safety
Extremism	<p>The government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs." This also includes calls for the death of members of the British Armed Forces.</p> <p>In this staff and employers need to be vigilant and if they recognise any behaviour that conflicts with the above definition they must contact Lindsey Miller 033334475 immediately.</p>
British values	<p>British values are defined as "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs". EQV UK LTD encourages all learners, staff and employers to respect other people with particular regard to the protected characteristics set out in the <u>Equality Act 2010</u>.</p> <ul style="list-style-type: none"> • All apprentices have signed a British Value charter
Code of conduct for staff	<p>All staff must always maintain proper and professional relationships and behave responsibly to safeguard themselves and learners. All staff must set and maintain professional boundaries, follow good practice guidelines and adhere to EQV UK LTD guidelines and policy:</p> <ul style="list-style-type: none"> • propriety and professional behaviour, promote British values - the rule of law, democracy, tolerance and mutual respect for others at all times, for example when learners are attending training sessions, shows, courses, and being accompanied by EQV UK LTD staff / employer • always use appropriate language and under no circumstances swear, make jokes at the expense of learners, or use innuendo. Care should be taken so that what is said cannot be misconstrued. • avoid any physical contact, unless there is a genuine reason in relation to the activity • do not exceed the requirements of your role by embarking on any form of personal counselling. In cases of concern, learners should be advised to seek support from their employer, or telephone Designated Safeguarding Lead EQV UK LTD • use of technology – only to be used for research relevant to the qualification, and used under supervision during training sessions • if necessary, to provide first aid – ensure the learner is aware of what is happening, with a witness wherever possible. Must only carry out First Aid if qualified • confidentiality – safeguarding information is shared on a need to

	<p>know basis. Staff have a duty to share concerns about a young person with the Designated Person and investigating agencies if required.</p> <ul style="list-style-type: none"> • Attend EQV UK LTD training events and keep your Continuous Professional Development records up-to-date • Complete Safeguarding and Prevent Duty training and updates • Exemplify British values in your management, teaching, assessment, and through general behaviour
Safer Recruitment	<p>Safeguarding arrangements must be followed at each stage:</p> <ul style="list-style-type: none"> • advertising the vacancy • inviting candidates to interview seeking references • conducting the interview • making a conditional offer • carrying out pre-employment checks. <p>All staff will be made aware of this Policy at induction and receive appropriate training.</p>
Positive action	<ul style="list-style-type: none"> • Training and assessment sessions are a good opportunity for trainers and assessors to establish the concept of an environment where abuse, neglect and practices that place an unacceptable risk on personal safety are not tolerated. British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs must also be promoted. Respect for people with particular regard to the protected characteristics set out in <u>the Equality Act 2010</u> must also be encouraged. • During training sessions make it clear that there is zero tolerance of abuse and other harmful behaviour • Clear reporting procedures for ill-health, extremism, health and safety incidents, abuse, bullying and harassment (Appendices pack) • Contact details of EQV UK LTD Designated Persons are in the apprentice's pack, employer handbook and EQVs training room, as well as the Induction day • Contact details of external support agencies provided for different situations such as reporting abuse, signs of extremism, security issues or unreasonable behaviour in 'apprentices pack, employer handbook •
Dealing with allegations of abuse	<p>In all cases where there are allegations or other evidence of abuse, it is vital that these are dealt with fairly, quickly and consistently. There are three main strands to be considered:</p> <ul style="list-style-type: none"> • An investigation of a possible criminal offence by the police • Involvement of an appropriate social care worker • Investigation by the provider • Consideration of any disciplinary action on staff or learners <p>The first step should be to advise the apprentice to make their employer aware of the issue. If it relates to the employer they should contact the DSL immediately. Reassure them that they have done the right thing in</p>

	<p>telling someone. Do not promise to keep what they tell you a secret, tell them that you may have to tell someone to get further help and to keep them safe. Follow the procedures.</p> <p>If a young person tells you about possible abuse, you should:</p> <ul style="list-style-type: none"> • Listen carefully and stay calm • Do not interview them, but be sure that you understand and check what the person is telling you • Do not put words in their mouth • Inform them that you must pass the information on to the DSL • Make a detailed record of the date, time, place, what the young person said, did, and your questions etc. and pass this directly to the DSL • The DSL may need to refer to the Disclosure and Barring Service, with information about individuals vulnerable adults where they are considered to have caused harm or pose a risk of harm. Confirm if Referral form should be completed. • If so, complete the Referral form and return to the DBS, available from https://www.gov.uk/government/organisations/disclosure-and-barring-service
<p>Dealing with an allegation against a member of staff, employer or apprentice</p>	<p>If an allegation is made against a member of staff / learner action will be taken both to protect the individual and the accused member of staff / learner. Immediate guidance will be taken from the relevant external safeguarding agency. This may include ensuring that the member of staff / learner is not placed in a vulnerable situation while investigations take place. Actions may include suspension or ensuring that they are not working alone with vulnerable adults.</p> <p>The DSL must be informed immediately of the allegation and should:</p> <ul style="list-style-type: none"> • Obtain written details of the allegation from the person who received it, signed and dated, within 5 working days • Record information about times, dates, locations and names of potential witnesses <p>Initial assessment:</p> <ul style="list-style-type: none"> • LM should make an initial assessment of the allegation, consulting with the local Safeguarding Board and/or Police and reported if there is considered to have been a potential criminal act. • LM does not investigate the allegation if a criminal case is likely, this must be left to the Police. The initial assessment should be based on the information received and is a decision whether or not the allegation warrants further investigation. • Establish need and arrangements for supporting the accused individual, which may include counselling and legal advice.
<p>For more information and guidance:</p>	<p>Local Authority Safeguarding Board: Social Services: County Hall,</p>

	<p>NSPCC Helpline 028 9035 1135</p> <ul style="list-style-type: none"> • Disclosure and Barring Service https://www.gov.uk/government/organisations/disclosure-and-barring-service Tel: DBS helpline: 03000 200 190 <p>If you have any Safeguarding concerns relating to a child (under 18) you should contact EQV UK LTD or your Local Authority Out of Hours Social Care number, which you can find by putting in the postcode of where you are reporting from at the following link: https://www.gov.uk/report-child-abuse-to-local-council</p> <p>Alternatively, if you feel that a child is at immediate risk and in need of protection you should contact the Police immediately (telephone 999). These organisations will be able to help you and take any necessary action.</p>
<p>For Prevent Duty concerns:</p> <p>Regional Coordinators for Prevent</p>	<p>The regional Prevent coordinators provide information on the Prevent strategy, details of training courses related to Prevent (such as WRAP) and links to relevant stakeholders in each region including the local authority.</p> <p>For the East Midlands and Yorkshire the contact is: Sam Slack sam.slack@education.gov.uk Tel: 07384 452156. Sam will provide the latest Prevent Referral form if necessary.</p> <p>Prevent Team Leader, Derbyshire Police Tel: 0300 122 4177</p> <p>Referral to Channel is via the Prevent Coordinator.</p> <p>Police Anti-terrorist Hotline 0800 789 321 to report an immediate threat to life or property.</p>

Appendix One

Responsibilities for all staff and employers	<p>All staff and employers have a responsibility to make the learning environment safe and secure for all.</p> <ul style="list-style-type: none">• Recognition - to recognise behaviour that may indicate abuse or extremism - whether at work or in the home or any other setting the learner may find themselves. All those playing a role in meeting the learners' needs should be aware and informed so that possible issues can be recognised, investigated and acted on seamlessly and effectively.• Response - appropriate response is vital. No report of a concern about possible abuse or extremist behaviour should ever be ignored. To determine the most appropriate response, find out whether you are dealing with an allegation from a learner against a member of staff or a fellow learner, or another. Is this a disclosure from an individual alleging abuse to themselves or to another? Is it the reporting of a concern or suspicion? What, precisely, is alleged to have happened? Detailed clarity is vital. <p>Do not lead or probe with questions. Remain calm and demonstrate interest and concern while investigating. Listen well. Inform the person sharing a concern with you that the concerns they have raised must be recorded and passed on so that possible abuse can be dealt with, and that this will be done on a limited "need to know" basis, with as few others as possible knowing the identity of the complainant and all in the chain of reporting will respect confidentiality.</p> <p>Reassure that they have done the right thing in reporting their concerns and that you will do everything you can to help. Do not make unrealistic promises. Ensure that testimony is recorded and reported, and that the complainant and subject of the complaint are treated in line with policy and guidance.</p> <ul style="list-style-type: none">• Reporting - report your concerns to Lindsey Miller (03333 444475), the Designated Safeguarding Lead (DSL) or if not available the Deputy DSL Nicola Cooper (03333 444475). Your testimony will be recorded and reported to the Safeguarding Officer. Once you have reported concerns about abuse to the Designated Person the responsibility for taking any further decisions and/or actions resides with them. Concerns must be reported within 24 hours to EQV UK LTD by telephone or email EQV UK LTD.• Recording - you should record precisely what has been alleged, using the words of the complainant. Your record should use accurate quotation. It should also, if felt appropriate, include factual observations about the observable physical and emotional state of the individual sharing their concerns with you. This information should be recorded and stored securely, in line with confidentiality policy and should be
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accessible only to those who need to access it as part of action taken to resolve a complaint or allegation

- **Referral** - only the designated Safeguarding Officer or their deputy can decide to refer a complaint or allegation, having gathered and examined all relevant testimony and information. No one other than the Safeguarding Officer or their deputy should start an investigation into complaints, allegations or suspicions of abuse. An investigation may include questioning colleagues, learners, carers, parents, learner representatives, volunteers, assessors, partners and the complainant. Actions of these sorts carried out by someone other than the Designated Safeguarding Officer could be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case

Appendix Two

Definitions of abuse	
Abuse	The Department of Health (2000) states that: 'Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.
Physical abuse	Some of the recognised signs of physical abuse are: <ul style="list-style-type: none"> • unexplained burns • scratches • bruising and abrasions • drowsiness from misuse of medication • anxiety in the presence of an abuser
Sexual abuse	Some of the recognised signs of sexual abuse are: <ul style="list-style-type: none"> • changes in behaviour • torn, stained or bloody underclothing • bruising around breasts or genital area • sexually transmitted diseases • difficulties in walking or sitting • sexualised behaviour
Emotional abuse	Some of the recognised signs of psychological or emotional abuse: <ul style="list-style-type: none"> • fear • passivity • confusion • apathy • lack of eye contact • low self-esteem • disturbed sleep patterns • reluctance to talk openly
Neglect	Some of the recognised signs of neglect are: <ul style="list-style-type: none"> • dehydration • infections • malnutrition • hypothermia
Forced marriage	A clear distinction must be made between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whatever to accept the marriage remains with the individuals. In forced marriage, at least one party does not consent to the marriage and some element of

	duress is involved. Forced marriage is primarily aged 13-30 years. It is a criminal offence; offences can include abduction, physical violence, threatening behavior and rape
Radicalisation	<p>Identification of concerns might include:</p> <ul style="list-style-type: none"> • expression of views which are discriminately against protected groups or individuals • third party reports of concerns about behaviour e.g. plans to travel abroad or extremist activities • evidence of discriminatory treatment of other groups or individuals • possessing or accessing extremist materials / websites • evidence of family concern about vulnerability to extremism • expression of extremist views including on Facebook. • use of extremist language • threats of violence
Upskirting	<ul style="list-style-type: none"> • Upskirting is the act of taking a photograph of underneath a person's skirt without their consent. • It is often performed in a public place such as on public transport or on an escalator, with crowds of people making it harder to spot people taking these photos. • A large proportion of women are targeted in places such as nightclubs, restaurants and shops. • Being victim to such an incident can cause emotional distress for a long time after it has happened

Appendix Three

Referral form

Personal details of adult at risk			
Name:	Mr/Mrs/Ms	Dob:	Gender:
Current Address:	Home address <i>(if different)</i> :	GP:	Surgery:
Postcode:	Postcode:	Tel no:	Tel no:
Tel no:	Tel no:	Tel no:	
Other ref no:	Ethnic origin: preferred language/communication needs?		
Allegation			
Date alleged abuse took place:	Time (if known):		
Where did the abuse happen:			
What type of abuse is suspected?		Please check all appropriate	
Extremism or Radicalisation	<input type="checkbox"/>	Sexual	<input type="checkbox"/>
Self-neglect	<input type="checkbox"/>	Modern Slavery	<input type="checkbox"/>
Domestic Abuse	<input type="checkbox"/>	Discriminatory (including hate crime)	<input type="checkbox"/>
Psychological/emotional	<input type="checkbox"/>	Physical	<input type="checkbox"/>
Financial/Material	<input type="checkbox"/>	Organisational	<input type="checkbox"/>
Please provide a brief, factual summary of the concerns leading to the referral. This should include what harm/injury or potential harm was caused?			
Is anyone else at risk of harm?			
<i>Please state</i>			
Confidentiality and consent			
Has this referral been discussed with the apprentice? Yes or No?	Has the observer made the apprentice aware that this reported concern can't be confidential and may be escalated to outside agencies Yes or No?		
If the answer either/both of the above questions is No , please state the reasons for proceeding without consent?			
What are the apprentices views and what outcome do they expect?			
Details of the people involved in the incident			
Name:	DOB:		
Address:	Occupation:		
	Relationship to service user?		

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Immediate actions (Including any emergency medical treatment provided, evidence preserved, actions taken to prevent further abuse)
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Safeguarding plan

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Please indicate other agencies alerted

Health & Community Services		East Midlands Prevent Co-Ordinator	
Police			
Acute hospital			
Social Services		Other	

Details of person completing the referral
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Name:	
Contact number:	Date referral form completed:

Please return form to: lindsey.miller@eqv.co.uk