

SCLS Safeguarding and Prevent Policy **2025/2026**

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Safeguarding Adults at Risk Policy

1. Introduction

1.1 What is Safeguarding?

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

SCLS is committed to providing a safe learning environment based upon positive well-being, personal safety and security of all staff and learners. The Service will not tolerate the abuse of learners, staff or volunteers by other learners, staff members or volunteers.

This policy sets out Sefton Community Learning Service (SCLS) commitment in relation to its duty to safeguard and promote the wellbeing of all our staff and learners.

1.2 The objective of this policy is to ensure there is a clear, transparent, and robust approach to Sefton MBC and SCLS statutory and moral duty in relation to all of its staff and learners.

1.3 It is intended to:

1. Ensure the Service takes appropriate action, in a timely manner, to safeguard and promote the welfare of staff and Service users
2. Raise awareness of the importance of safeguarding staff and learners
3. Raise awareness regarding issues vulnerable adults may be faced with
4. Ensure responsibilities and procedures are fully understood and that everyone can recognise signs and indicators of abuse or neglect and respond to them appropriately.
5. To ensure that the Service practice meets local and national guidance and all statutory requirements are in place.

2. Responsibilities

2.1 Who is responsible for safeguarding?

Effective safeguarding is underpinned by two key principles. Safeguarding is **everyone's responsibility**; for services to be effective each professional and organisation should play their full part. Professionals and organisations must work in partnership to effectively incorporate safeguarding into their organisation.

2.2 Staff & Volunteers are expected to:

- establish and maintain an ethos where learners feel safe, are encouraged to talk and are listened to.
- encourage a belief in equality of opportunity, celebrate diversity and challenge extreme views.
- be aware of SCLS Safeguarding Policy and have access to regular safeguarding training as appropriate for their role.
- understand and adhere to the reporting procedure for a safeguarding concern, seeking support from the Designated Safeguarding Officer where necessary. If the person you have concerns about is the Designated Safeguarding Officer contact the **Head of Service**.
- contribute to safeguarding any person who is at risk, reassuring that reporting a safeguarding concern is ok.

2.3 Teaching Staff

In addition to 2.2 above, tutors are expected to:

- promote opportunities in class for learners to acquire skills and attitudes to resist abuse in their own home and to prepare themselves for responsibilities in their lives.
- be aware of how technology is a significant component in many safeguarding and wellbeing issues. Ensure that learners understand these risks and are informed about how to stay safe online.
- be aware that there is a specific legal duty on teaching staff to report concerns of Female Genital Mutilation (FGM) immediately to the police, in addition to reporting through the normal safeguarding procedure, in certain circumstances as indicating in section 14.5
- be made aware of any welfare, safeguarding or child protection concerns that may affect their learners in order to promote educational outcomes. It is the responsibility of the DSO to ensure that this information is disseminated accordingly and, on a need, to know basis only.

- adhere to the Teaching Standards (DfE 2021) which requires all tutors to 'uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside College, including:
- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a tutor's professional position
- having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others

2.4 Designated Safeguarding Officer/s (DSO) will be expected to:

- be informed about programmes and services that are planned in the organisation that may involve young people or adults where regulated activity is taking place and plans that indicate how safeguarding will be covered.
- act as first point of contact for any safeguarding concerns.
- assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.
- consult initially with a statutory safeguarding agency to test out any doubts or uncertainty.
- make a formal referral to the relevant statutory child or adult safeguarding agency or the police, as appropriate including the legal duty to report to the ISA using the ISA report form (this would be carried out in conjunction with the Lead Accountable Designated Officer from the Local Authority).
- refer cases of suspected radicalisation to the SPOC/Channel programme.
- maintain a record of any complaint or concern (even where the concern does not lead to a referral).
- record and maintain concise and accurate records which may be used as a source of evidence.
- provide advice and support to staff in relation to safeguarding issues.
- promote and support safer recruitment practice
- minimise the risk of misplaced or malicious allegations made against adults who work with children and young people
- reduce the incidence of positions of trust being abused or misused

- ensure that work placement providers, service level agreement holders, tutors, partners and sub-contracted training providers are risk assessed and have their own exemplary policies and procedures.
- chair and attend partner/provider meetings and senior management meetings where this policy will be monitored. In addition, monitor any cases of reported allegations or risk, if and when they arise, and report these to the appropriate Senior Manager and Board of Governors.
- undertake training. In addition to the formal training their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role
- maintain a single central record for Safeguarding

2.5 SCLS Designated Safeguarding Officer will be available 9-5 Mon-Thu and 9-4pm on Friday to discuss any safeguarding concerns. The Designated Safeguarding Officer will arrange adequate and appropriate cover arrangements for when on leave.

2.6 The Governing Body is responsible for liaising with the Head of Service and Designated Safeguarding Officer over matters regarding safeguarding, including:

- ensuring SCLS has adopted procedures in line with Sefton Safeguarding Adults Board. SCLS will implement the procedures of Sefton Safeguarding Adults Board (SSAB) to prevent abuse wherever possible. This procedure relates to all Service users and partners of the Community Learning Service.
- ensuring the Governing Body considers SCLS policy on safeguarding each year.
- undertaking appropriate training as directed by Sefton MBC and SCLS Designated Safeguarding Officer.

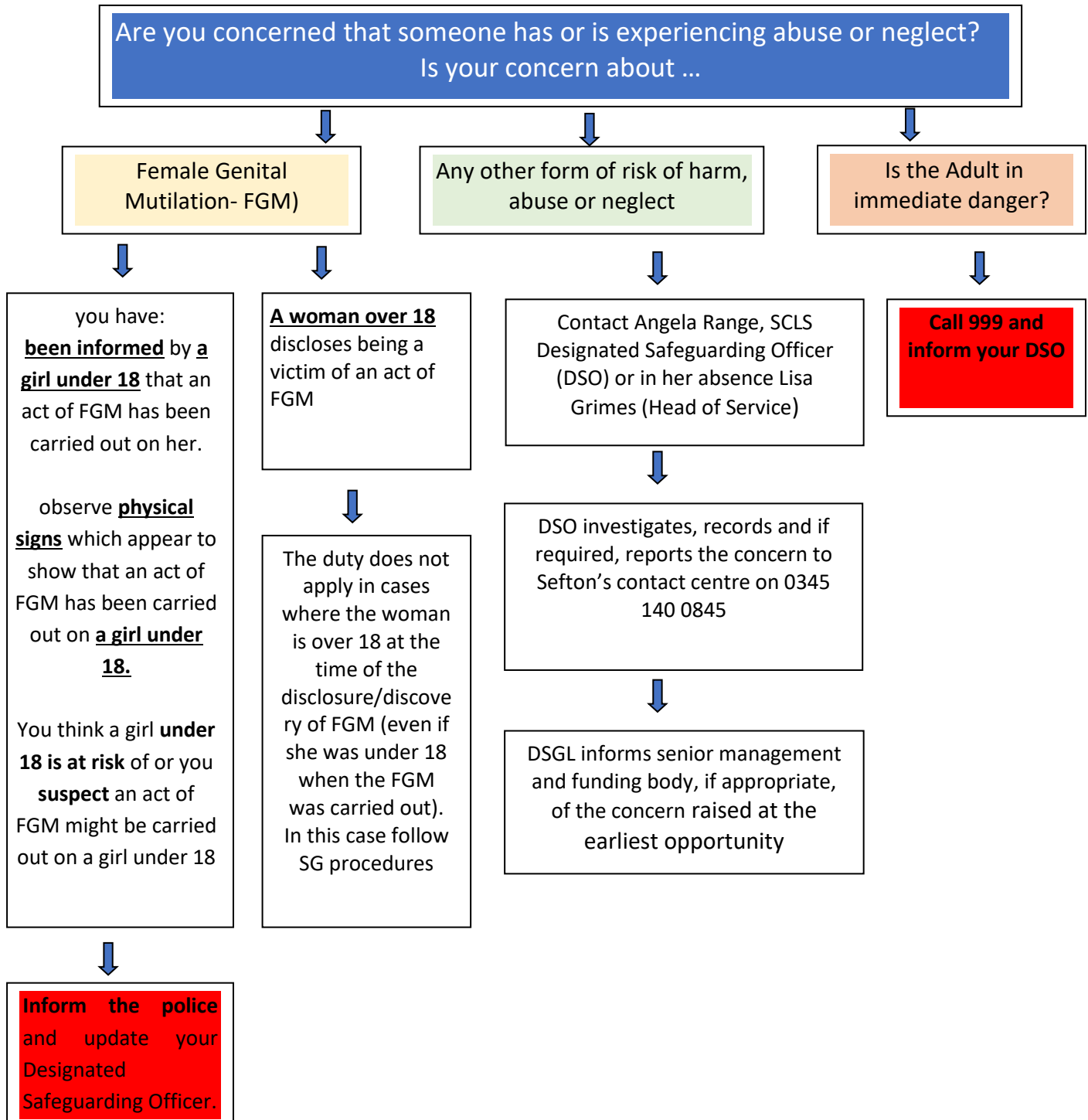
3. Raising Concerns

3.1 Alerting or raising a concern about abuse means:

- Recognising signs of abuse/ongoing bad practice
- Responding to a disclosure
- Reporting a concern, allegation or disclosure
- Recording initial information
- Working strictly in accordance with anti-discriminatory practice

3.2 Reporting Procedure

Flow chart



Professionals should also be clear that FGM is a criminal offence in the UK and must not be permitted or condoned. They should consider whether there are others in the family who may be at risk.

4. Funding Agreement Requirements

Sefton Community Learning Service complies with all requirements as determined by funding bodies to ensure that our provision is offered with a view to safeguarding and promoting the welfare of learners.

This includes informing Liverpool City of any referrals as stated on the Funding Agreement.

The Service shall ensure to notify Liverpool City Region:

- where a referral has been made of an individual for the purposes of determining whether that individual should be referred to a panel for the carrying out of an assessment under section 36 of the Counterterrorism and Security Act 2015 of the extent to which that individual is vulnerable to being drawn into terrorism.
- where a referral has been made or information has been provided to the Disclosure and Barring Service in compliance with any duties of the Body under the Safeguarding Vulnerable Groups Act 2006

5. Confidentiality/Record keeping

Staff will be told of concerns about an adult at risk on a 'need to know basis'. The Service understands the need to keep its safeguarding records securely.

Staff cannot promise adults at risk confidentiality but must always act in their best interest and share disclosures made by the adult at risk or others with the Safeguarding Team. SCLS will retain records in keeping with legal guidelines.

SCLS uses a single central record of staff Safeguarding, Compliance & Prevent training and DBS checks

SCLS will aim to seek consent of individual or their carers before sharing information with other agencies, however legislation states that colleges and other agencies can share information without this consent in particular circumstances.

6. Good Practice Guidelines

6.1 Recognising Signs of Adult Abuse:

- Thinking about what you see and asking yourself if it is acceptable practice
- Working strictly in accordance with anti-oppressive practice
- Taking seriously what you are told
- Being alert to hints, signals, non-verbal communication that could indicate abuse

6.2 Responding to disclosure:

- Incidents of abuse or crimes may only come to light because the abused person themselves tells someone
- The person may not consider that they are being abused when they tell you what is happening to them
- Disclosure may take place many years after the actual event even after the person has left the setting in which they were abused
- Even if there is a delay the information must be taken seriously

6.3 If someone makes an allegation or discloses abuse to you:

DO

- Stay calm and try not to show shock
- Listen carefully
- Be sympathetic
- Tell the person that:
 - they did the right thing to tell you and that you are treating the information seriously
 - it was not their fault
 - you will have to report the information to the Designated Safeguarding Officer
- Report to the Designated Safeguarding Officer. (Incident Report form See Appx. 1)
- Write down what the person said to you as soon as possible

DO NOT

- Question the person about the incident
- Ask the person who, what, why, where, when questions, this is the role of the police
- Promise to keep secrets
- Make promises that you cannot keep, for example, 'This will not happen to you again'
- Contact the alleged abuser
- Be judgemental, for example, 'Why didn't you run away'
- Gossip about the incident

Remember! Only the Police have the responsibility to establish if a criminal offence has been committed.

7. Safer recruitment

The Service adheres to Sefton Borough Council policy on safer recruitment and makes all relevant checks including the Disclosure and Barring Service (DBS) checks (when relevant) prior to start of employment, to ensure that staff recruited are appropriate for an educational environment.

Appropriate action will be taken against staff (in service) who have committed a relevant offence. This includes reporting them to Disclosure and Barring Service.

8. Working with Volunteers

SCLS welcomes the use of volunteers to provide additional support to learners and staff. All volunteers within the Service must be assessed to the risks they may pose to individual learners or groups of learners.

- All volunteers to provide additional support to learners must have a DBS check completed prior to completing voluntary work in classes.
- Such volunteers should complete Safeguarding, including Prevent, training.
- Clear roles and responsibilities must be outlined by the tutor in the lesson plan/ class risk assessment.
- Volunteers who attend classes to support individual learners e.g. a carer, it is the learners' responsibility to ensure that adequate safeguarding checks have been completed. However, the volunteer should be supervised by the tutor to ensure that no risks are posed to other learners.
- Volunteers must adhere to data protection rules and should not have access to learner personal details.

9. Guest Speakers and Visitors

Sefton Community Learning Service will encourage the use of guest speakers and tutors to provide a wide variety of views and experiences which could enthuse and motivate learners positively. Tutors who identify a guest speaker or another tutor should ensure that the views they present to the learners are balanced and not extreme.

Staff will therefore complete the form provided in Appendix 2 outlining the details of guest speakers and the checks they have completed to ensure that the speaker does not portray extremist views which could incite violence or terrorism.

Checks could include:

- References from other organisations.
- Research completed by tutor on websites & social media platforms.
- Visit to events where the guest speaker has delivered similar material.
- Example of materials provided by the speaker that will be used as part of the lesson.
- Discussions with other staff members including safeguarding lead about the guest speaker

10. Subcontracts

When it applies and prior to award of contract, subcontracted providers must show satisfactory procedures for Safeguarding and adhere to SCLS and the Council's Safeguarding Policy.

11. Staff training / briefings and Awareness Raising

- Alert training is included for all new tutors during induction.
- Members of staff are required to keep updated on this process. It is the Safeguarding officer's responsibility to ensure all staff receive Safeguarding 'Alerter' and PREVENT (Preventing Violent Extremism) updates once a year.
- Education and Training Foundation Certified Safeguarding and PREVENT training will be updated every two years for all staff and volunteers. Staff undertake certified training from the home office.

12. Complaints

All staff, volunteers and learners should feel able to raise concerns or make a complaint about poor or unsafe practice within the Service's safeguarding policies and procedures and know that such concerns will be taken seriously and act on by Senior Managers.

Complaints about safeguarding should follow SCLS complaints policy or Sefton M. Borough Council whistle-blowing policy.

13. Learner Information

Safeguarding and Prevent is included in Learner Induction Sessions. Tutors will raise the awareness of Safeguarding and Prevent at the start of the course. Tutors will make reference to the following:

- Posters outlining responsibility of learners and staff- In each classroom
- Learner handbook provided to each learner at the start of their course
- Ground rules, and British Values
- Health and Safety posters in classrooms
- Safer Learning posters in classrooms
- Staying Safe online posters in ICT rooms
- Learners will receive induction outlining procedures and their responsibilities

Electronic version of the above are available for learners attending online courses.

Tutors include safeguarding as part of the overall risk assessment process. This will include if learners attend with carers or support workers. This will support both staff and learners to make, for example, reasonable adjustments appropriate to the learning course / environment.

14. Safeguarding

14.1 Preventing radicalisation.

We encourage learners to respect the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject within the Service and where political issues are brought to the attention of the learners; reasonably practicable steps have been taken to offer a balanced presentation of opposing views to learners.

14.2 PREVENT

Staff should be aware of, and take note of any learners(s) who express views that could be interpreted as pro-extremist (professional judgement will be needed as to whether the statements/views are bravado/showing off or more serious)

- If there is a suspicion this should be reported to the Designated Safeguarding Officer immediately
- If there is a positive response from the learner this will mean no further action is required, other than the interview being recorded
- The Designated Safeguarding Officer will manage the situation and make the appropriate referral via the SPOC/Channel programme
- A negative response will mean contacting Sefton's lead Prevent Officer (Chris White) who will work with the learner

14.3 Modern Day Slavery

Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Sefton Community Learning Service adhere to the clear systems that are in place through Sefton Council to report any signs of abuse because of modern day slavery. Further information around the council policy can be found by following the link below. Reporting concerns can be completed via the Services safeguarding lead or the online reporting link found below.

[Sefton Safeguarding Adults Partnership Board \(SSAPB\) - Modern Slavery & Human Trafficking \(seftonsab.org.uk\)](https://seftonsab.org.uk)

14.4 Homelessness

Sefton Community Learning Service utilises Sefton Council's prepared guidance document that gives information about the new Duty to Refer and how public authorities can make a **referral via the Housing JIGSAW 'Alert' system**. All Sefton Community Learning staff members receive regular information and mandatory update training to ensure that adult learners who are homeless or are likely to become homeless are referred appropriate following council guidelines to the relevant agency for support.

<https://www.sefton.gov.uk/housing/homeless-duty-to-refer.aspx>

14.5 Female Genital Mutilation

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). **It is a form of child abuse and violence against women.** FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. All Sefton Community Learning staff members receive regular information and mandatory update training to ensure that that female who may be at risk are referred to the appropriate agencies following council guidelines. Further information follow this link [Female Genital Mutilation Reporting procedural information](#) or contact SCLS Safeguarding Lead.

The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires teachers to make a report to the police were, in the course of their professional duties, they either:

- are informed by a girl under 18 that an act of FGM has been carried out on her.
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18.

For the purposes of the duty, the relevant age is the girl's age at the time of the disclosure/identification of FGM

The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred.

14.6 County Lines

What does county lines mean? County lines is a form of criminal exploitation in which criminals groom and manipulate children into drug dealing. The 'lines' refer to mobile phones that are used to control a young person who is delivering drugs, often to towns outside their home county.

As part of the Safeguarding training, all staff at Sefton Community Learning Service are trained on recognising signs of learners being victims of criminal exploitation and the process to report this is as for all other safeguarding matters.

For further information on County lines please click on the link below:

[County Lines - National Crime Agency](#)

14.7 Domestic abuse

If you are forced to alter your behaviour because you are frightened of your partner or family member's reaction, you are being abused. This includes both violent and non-violent behaviour and can be committed by a partner or family member.

The 2013 cross-government definition of domestic abuse is: 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality'.

The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

For further information on domestic abuse, please click on the link below:

[Sefton Safeguarding Adults Partnership Board \(SSAPB\) - Domestic Abuse Services \(seftonsab.org.uk\)](http://seftonsab.org.uk)

14.8 Online Safety

14.8.1 Due to an increase in the use of technology in learning, it is essential that learners are safeguarded from potentially harmful and inappropriate online material. Additionally, any safeguarding concerns that are identified by staff when online should be reported following the usual process

14.8.2 Staff should ensure that they adhere to the guidance regarding Online Safeguarding Processes applicable to all online learning, support and communication with students.

14.8.3 Sefton MBC and SCLS have robust filtering and monitoring systems installed on its owned devices. Any breaches to the online safety standards should be referred through the usual safeguarding process.

14.8.4 All users, all students and staff, all members of the College community who have access to the Sefton MBC and SCLS (schools) systems, both on the premises and remotely, have a role in ensuring that e-Safety is embedded within the organisation. Any user of systems must adhere to the Acceptable Use Policy. Learners participating in the device loan scheme must sign a hard copy of the lending agreement.

15. Links to other Organisations and Policies

15.1 Sefton Adult Learning Service is part of Sefton Council and as such will adhere to the Council's Policies and Procedures around Safeguarding including the safe recruitment of staff, whistleblowing, code of conduct, equal opportunities, use of internet & social media. All policies are available on the Council's Portal.

The Service has links to the following organisations:

Sefton Adult Safeguarding Board/ Merseyside Safeguarding Adults Board

Sefton Children's Safeguarding Board

Sefton Prevent Lead

Sefton Adult Social Care

Merseyside Police

Merseyside Antiterrorist Division

15.2 Sefton Safeguarding Adult Board (SSAB) is the multi-agency strategic body which oversees safeguarding activity in Sefton. It has an overall aim to ensure all adults at risk within Sefton are able to live safely, free from the fear of harm, abuse, neglect or victimisation. To enhance and promote the work of the SSAB a separate webpage has been created, which can be accessed via the link below.

<https://www.sefton.gov.uk/safeguardingadults>

It is the intention of the SSAB and the Sub-groups to promote adult safeguarding messages and developments including information around, Community Safety, DoLS, Domestic Abuse, Modern Slavery, County Lines, Hate Crime, Dignity and PREVENT.

16. Contacts

16.1 Anyone can make a referral to Sefton MBC by:

Telephone: 0345 140 0845 They will ask you for some information about;

- yourself (unless you wish to remain anonymous)
- the person you are concerned about
- the alleged abuser
- what you have seen or heard
- We will let you know who needs to be told

<https://seftoncitizenportal.sefton.gov.uk/web/portal/pages/portalessessments>

[safeguarding-flowchart.pdf \(sefton.gov.uk\)](#)

In an emergency call 999

16.2 For further information contact:

SCLS Designated Safeguarding Officer

Angela Range 0151 934 4546 (ask for the Safeguarding Officer)

angela.range@sefton.gov.uk

Adults Safeguarding

8th Floor, St Peters House, Balliol Road, Bootle L20 3AB 0151 934 3078

Appendix 1 – Incident Report Form

This form **CANNOT** be used for more than one person – a separate form **MUST** be completed for each individual involved in the incident

Names of any other adult must **NOT** be used on this report – please use initials

Name & Role of Referrer:
Referral Date:
Telephone Contact No. :

Name of Adult Learner

Title	Surname	Forename/s	Any other Surname	DOB

Address:

Postcode:	Telephone:

Ethnicity:	Language:
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Learner Aware of Referral Y/N	
If No please give reason:	Lives Alone: Y/N

Any other significant family members/friends:

Surname	Forename	Relationship	Address	Telephone

It is important to indicate if information is not known or not applicable.

Details of presenting problems	N/K	N/A
Details of any known Diagnosis/Disabilities/Medication/	N/K	N/A
Details of known current networks of support or services being received	N/K	N/A
Name and contact number of allocated social worker, if known	N/K	N/A
Who reported/witnessed the incident?	N/K	N/A
When and where did the incident occur?	N/K	N/A
Has this happened before?	N/K	N/A
Are there any signs of injuries?	N/K	N/A
Have the police been informed (where appropriate)?	N/K	N/A

Where is the person now and are they safe?	N/K	N/A
Action Follow Up		

Signed
(Referrer).....

Signed (Safeguarding Lead)

Date
.....

Appendix 2 – Guest Speaker Authorisation Form

This form is to be completed by the member of staff who plans to invite a guest speaker to deliver materials to learners. Once complete please ensure that a copy is sent to your curriculum manager for authorisation.

Name of speaker				
Contact details of speaker				
Venue				
Date and time of event				
Planned subject content.				
Checks made by tutor			Yes	No
Have you gained a satisfactory reference regarding the speaker			☐	☐
Have you checked the content of the material			☐	☐
Have you had experience of hearing this speaker previously			☐	☐
Have other staff had experience of hearing this speaker previously			☐	☐
Have you checked social media platforms and website for suitability			☐	☐
other			☐	☐
other			☐	☐

Comments:

Tutor signature.....Date.....

Manager Authorisation.....Date.....