

Emerson College Safeguarding Policy and Procedure

This document outlines Emerson College's policy on identifying and responding to concerns regarding the safeguarding and protection of adults at risk of abuse. This policy, with the associated procedures, provides guidance for all staff who may have safeguarding concerns within the context of their work for Emerson College.

Emerson College is not a provider of services for children or services that are designated for adults at risk. However, in our courses we may come into contact with those who are vulnerable to abuse because of their age, physical or mental ability or ill health.

What does safeguarding mean?

An adult at risk of abuse is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. The Care Act 2014 states "Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect". Key statutory guidance is "Care and support statutory guidance "17 August 2017. The "Safeguarding Vulnerable Groups Act 2006" was introduced to help avoid harm by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.

What does Prevent mean?

The Counter-Terrorism and Security Act 2015 is about preventing people from being drawn into radicalisation and must also be considered within the scope of this policy. Section 26 of this Act places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

We are committed to

1. The care and respect of all who engage with Emerson College in any capacity.
2. The safeguarding and protection of adults at risk.
3. The promotion of a culture of good practice in relation to the work of Emerson College:
 - Adopting a safeguarding policy
 - A rigorous recruitment procedure for staff
 - Knowledge of, and preparedness to, refer to statutory agencies when abuse is known about or suspected
 - A willingness to respond, without delay, to any allegation or complaint made, which suggests that an adult may have been harmed
 - Providing training to our own staff in the safeguarding of adults at risk and Prevent
 - Obtaining DBS checks for relevant staff if it is possible that they will have direct contact with adults at risk as part of their work duties
 - Developing procedures and good practice guidelines to further these principles.

Policy Statement

Our staff, including contractors and suppliers instructed by and acting on our behalf should not have any unsupervised contact with adults at risk during visits or in any other situation as part of their work for us unless they have a current DBS check and clearance. We require directly employed staff to declare unspent and exempt convictions at recruitment and appointment. We would not knowingly place an employee in a position that caused them to come into contact with adults at risk where the employee was unsuitable to do so.

The Designated Safeguarding Lead (DSL) has responsibility for reviewing and updating the Safeguarding Policy and Procedures annually, and following any safeguarding incident; promoting them throughout Emerson College and for being the first point of contact for anyone with concerns for an adult at risk.

Procedure when there is a Safeguarding (and Prevent) alert about an adult at risk

Any Emerson College employee, member of faculty, third party or trustee who suspects there is abuse of an adult at risk, or to whom another has confided such abuse, should report this as soon as possible to the Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL). This is described as a “safeguarding alert”. If there is a concern that an adult is at immediate risk of harm the emergency services should also be called immediately.

The DSL or DDSL will contact the relevant local authority East Sussex Adult Social Care & Health ([Adult Helpdesk](#)) or [East Sussex Safeguarding Adults Board](#) and act in accordance with their guidance.

If an alert implicates a member of Emerson college staff, faculty or consultant, the DSL or DDSL, will inform the chair of trustees and liaise with the East Sussex Safeguarding Adult Helpdesk (0345 6080191) with regard to the possible suspension of the member of staff/consultant and advise regarding further action. These will also advise about making a referral to the [Local Authority Designated Officer \(LADO\)](#) who is responsible for dealing with such allegations.

If the individual raising an alert regarding an adult at risk feels that the DSL or DDSL has not responded appropriately, it is their right and responsibility to make a direct referral to the [local authority designated safeguarding service](#) (number given above).

If there is an alert implicating either the DSL or DDSL, the person with that concern should inform the other, who will follow the procedure above.

If the alert concerns both of the above the person raising the alert should contact the chair of trustees and the [local authority designated safeguarding officer](#).

Guidance on concerns, disclosure and response regarding adults at risk

We are aware that anyone having a concern or receiving a disclosure that some kind of abuse has taken place may feel uncomfortable, hesitant or anxious about voicing it to someone else. It is important to report any concern to DSL or DDSL, without trying to make a judgement or assess its validity. It is the job of others to assess the risk. Emerson staff & faculty, consultants and trustees must simply ensure that they report any concern or disclosure.

If a disclosure is made, the person first being confided should allow the discloser to talk without rush or interruption; showing acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used. They should try to remain calm, even if on the inside they are feeling something different.

We will follow these guidelines for someone confided in:

- ensure that the adult at risk is and feels safe, calling emergency services if there is immediate danger of harm
- show that you take what they are saying seriously
- reassure and stress that they are not to blame
- be honest and explain that you will have to tell someone else (DSL or DDSL) if possible, ask them whether it is alright to make a note of what they are saying
- inform them that you will make a record of what has been said as soon as possible after the event
- if the discloser decides not to tell you after all, accept their decision but let them know that you are always ready to listen and that you will still need to tell the DSL or DDSL that a conversation was initiated;
- for those with a communication difficulty such as hearing or sight impairment, learning difficulty or where English is not their first language, try to ensure there is someone available who can interpret appropriately.

A person who is confided in should not carry out their own investigation into an allegation or suspicion of abuse. Instead, they should report what they have been told and/or any concerns as soon as possible to the DSL or DDSL.

It is then the job of the DSL or DDSL to collect and clarify the details of the concern and pass these on to statutory agencies with the legal duty to investigate.

[Key contacts for Adult Safeguarding & Prevent | Appendix A](#)

[Safeguarding Flow Chart | Appendix B](#)

[Prevent Flow Chart | Appendix C](#)

If a person is in significant risk of harm or injury resulting from either Safeguarding of Prevent then Sussex Police should be contacted immediately on 999

Categories of Abuse

What is meant by abuse?

A person may abuse by inflicting harm or failing to prevent harm. They may do it within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with an adult at risk.

Abuse of adults

Abuse is the violation of an individual's human and civil rights by any other person or persons. Abuse might be unintentional, the important factor is whether the person is harmed or not.

Definitions

Physical Abuse, which can include any form of assault, over-medication, restraint or poor manual handling practice.

Domestic Abuse/Violence, including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual Abuse, which can include rape and any sexual act which was not actively consented to or the person did not have the capacity to understand.

Psychological/Emotional Abuse, which can include threats, intimidation, coercion, harassment.

Financial abuse can include theft, borrowing money without repayment and any pressure in connection with wills or property, possessions or benefits.

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.

Neglect which can include ignoring medical or physical needs, not providing access to appropriate health or social care, the withholding of the necessities of life, such as medication, adequate food, water and heating.

Discriminatory Abuse, which includes all forms of harassment, slurs or similar treatment based on a person's disability, ethnic origin, gender or sexuality, this is often called hate crime.

Organisational Abuse, including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-

treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation

Self-Neglect, this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Other categories of adult abuse:

- Exploitation (includes radicalisation)
- Spiritual abuse
- Multiple forms of abuse
- Inappropriate restraint
- Hate crime
- Human trafficking
- Forced Marriage
- Female Genital Mutilation (FGM)

Recognising possible abuse

Staff, faculty, consultants and trustees are not expected to diagnose abuse but we need to be aware, recognise and be alert to signs that all is not well with an adult.

Possible indicators may include an adult:

- Disclosing partially or fully
- Frequent or unexplained minor injuries or bruising
- Signs of depression or stress which may happen suddenly or gradually emerge
- Neglected personal care
- Weight loss
- Dramatic change of behaviour /personality – this can happen very suddenly and unexpectedly and is often associated with fear
- Confusion
- Persistent financial hardship
- Denial that anything is wrong and an emphasis that all is extremely well
- Seeking help from numerous sources/people – this may be a direct request for help or attention seeking behaviour
- Acceptance or resignation of a situation as being part of being old and/or disabled
- Deference or submission to a suspected abuser
- Not getting to medical appointments

Abuse can happen in any setting where people are dependent on the care of others for their well-being. For further advice contact East Sussex Adult Social Care and Health on the phone number given above or www.eastsussex.gov.uk

Appendix A | Key contacts for Adult Safeguarding & Prevent:

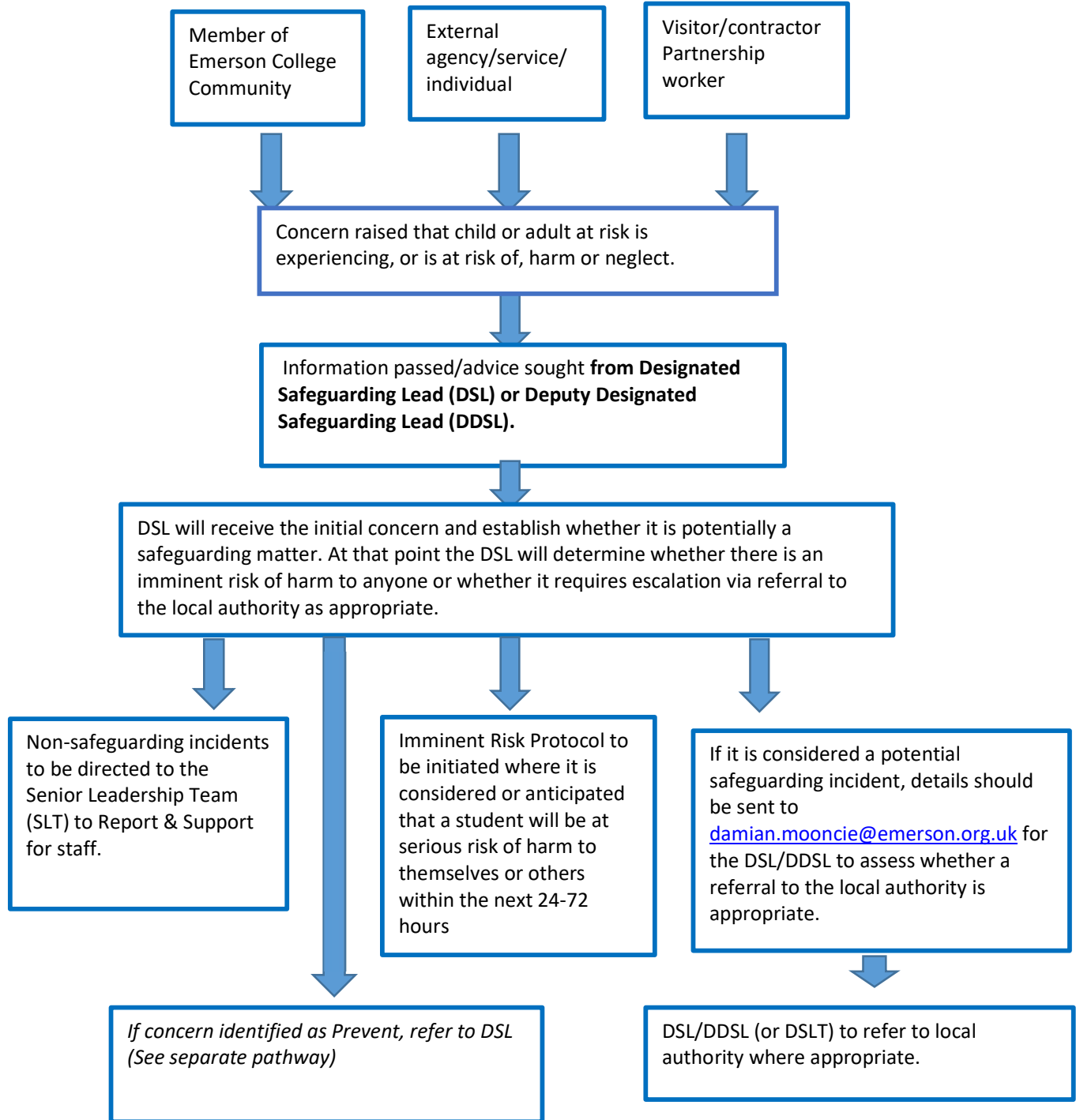
ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Damian Mooncie	<ul style="list-style-type: none"> • 01342 822 238 • 07756 307402 • damian.mooncie@emerson.org.uk
Deputy DSLs		
Designated safeguarding lead Trustee (DSLTL)	Susanne Fuller	<ul style="list-style-type: none"> • 01342 822 238 • susanne.fuller@emerson.org.uk
Designated member of senior leadership team if DSL (and deputy) can't be available.	Chiara Cornes	<ul style="list-style-type: none"> • 01342 822 238 • registrar@emerson.org.uk
Sussex Safeguarding Adults Board		<ul style="list-style-type: none"> • Contact Brighton & Hove City Council Adult Social Care on 01273 295555 • Contact East Sussex Health and Social Care Connect on 0345 60 80 191 • Contact West Sussex Adult Services on 01243 642121

Local authority designated officer (LADO)	ESCC LADO Sam Efde	https://www.eastsussex.gov.uk/children-families/professional-resources/allegations/lado Lado referral form Sam.Efde@eastsussex.gov.uk
Other key contacts	Single Point of Advice: Emergency Duty Service (after hours, weekends and public holidays):	<ul style="list-style-type: none"> • 01323 464222 • SPoA@eastsussex.gov.uk • 01273 335906/01273 335905
PREVENT For East Sussex referrals		PreventReferrals@eastsussex@sussex.police.uk
Action Counter Terrorism Support Line		0800 011 3764

Review / Contacts / References	
Policy title:	Emerson College Safeguarding Policy
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Next review date:	August 2024
Policy owner:	Designated Safeguarding Lead
Lead contact / author:	Designated Safeguarding Lead

Appendix B: Safeguarding referral pathway: simple over-arching version

EMERSON COLLEGE SAFEGUARDING REFERRAL PATHWAY



Appendix C: Prevent referral pathway

