

WAKEFIELD COLLEGE

**POLICY ON SAFEGUARDING CHILDREN AND
VULNERABLE ADULTS**



Review Cycle: Annually
Next Review Date: December 2010
Person Responsible: Student Services Manager
Approving Body: Board of Governors

1 Purpose

To state the responsibilities of the College in relation to safeguarding children and vulnerable adults in response to current legislation and guidance.

2 Definitions

2.1 The Children Act 1989 defines a **child** as “a person under the age of 18”. This could therefore include:

- Any student up to the age of 18;
- Any other persons under the age of 18 participating in College activities on College premises;

2.2 A **vulnerable adult** is a person of 18 years of age or older 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 be unable to protect him or herself against significant harm or exploitation.

3 Key Principles

- 3.1 Children and vulnerable adults have a fundamental right to be protected from harm.
- 3.2 The protection of children and vulnerable adults is a shared community responsibility.

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- 3.3 The abuse of children and vulnerable adults is a clear infringement of human rights and in many cases may be a criminal offence.

4 Statement of Policy

The College recognises the need to co-operate with other agencies in the Wakefield area in performing the duties required by the guidance in “Safeguarding Children and Safer Recruitment in Education”, DfES 2006 and “Safer Practice, Safer learning” NIACE/DfES 2007.

- 4.1 The College will establish and maintain policies and procedures to provide a safe environment for children and vulnerable adults, and to ensure appropriate co-operation takes place. In relation to safeguarding children the College will operate according to the West Yorkshire Consortium Safeguarding Children Procedures and in relation to safeguarding adults within the procedures established by the Wakefield & District Safeguarding Adults Board.
- 4.2 The Student Services Manager and Human Resources Manager are nominated by the Principal to co-ordinate and manage the procedures related to the safeguarding of children and vulnerable adults.
- 4.3 The College will ensure that its employees are fit to work with children and vulnerable adults and will have recruitment policies and procedures in place which follow best practice and have regard for legislation and guidance.
- 4.4 The College will ensure that all staff understand their role in relation to the protection of children and vulnerable adults and will include an appropriate statement in job descriptions.
- 4.5 The College will provide training to make managers, teaching staff and appropriate support staff aware of the signs of abuse and the College procedures for recording and reporting suspected abuse or concerns about other members of staff.
- 4.6 The College will deal with allegations of child or vulnerable adult abuse by staff or students according to the College Disciplinary Procedures as appropriate in conjunction with the West Yorkshire Consortium Safeguarding Children Procedures and Wakefield & District Adult Protection Policy and Procedures. Allegations against staff will be reported as required in “Safeguarding Children and Safer Recruitment in

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Education” and to the ISA as required by the Safeguarding Vulnerable Groups Act. Allegations against the Principal will be dealt with by a member of the Governing Body.

- 4.7 The College Counselling Service will operate according to the British Association for Counselling and Psychotherapy guidelines on confidentiality in relation to disclosures of abuse.
- 4.8 The College will reserve the right to refuse admission to any person who may pose a risk to children or vulnerable adults.
- 4.9 The College will include child protection and vulnerable adult protection in the curriculum of appropriate programmes which lead to employment with these groups.
- 4.10 The College will ensure that entry to programmes which include placements with, and lead to employment with vulnerable groups is subject to a satisfactory enhanced Criminal Records Bureau disclosure and ISA registration as required.
- 4.11 The College will ensure that appropriate risk assessment is undertaken before students go on placement, both within and outside the College, in relation to safeguarding children and vulnerable adults. The placement pre-assessment questionnaire will refer to child and vulnerable adult protection issues and the students and employers will be briefed.

5 Monitoring

Implementation of the policy will be reviewed through an annual report to the Board of Governors.

6 Review

The College will review this policy annually as required by the DfES guidance “Safeguarding Children and Safer Recruitment in Education”. It will be published on the College Freedom of Information Webpage and will be referred to in all prospectuses.

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Supporting documentation

The following College documents give further guidance on the application of this policy:

- Wakefield College Safeguarding Children and Vulnerable Adults – Guidance and Procedures 2006:
- Wakefield College Health and Safety Policies and Placement Procedures.
- Wakefield College Recruitment and Selection Procedures and Guidance 2009
- Guidance on Safe Working Practice for the Protection of Young People and Staff at Wakefield College 2007

This Policy and the related procedures above are driven by the following legislation and guidance:

Child Protection

- Children Act 1989
- Protection of Children Act 1999
- Education Act 2002
- Children Act 2004
- Working Together to Safeguard Children 2006
- Safeguarding Children and Safer Recruitment in Education DfES 2006
- Safeguarding Vulnerable Groups Act 2006
- West Yorkshire Consortium Child Protection Procedures 2007
- Guidance for Safer Working Practice for Adults who Work with Children and Young People Allegations Management Advisors 2007

Adult Protection

- No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse DoH 2000
- Wakefield & District Safeguarding Adults Board Adult Protection Policy and Procedures 2008
- Safer Practice, Safer Learning: A whole organisation approach to safeguarding vulnerable adults for the learning and skills sector. NIACE/DfES 2007

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