



# Northern College

## 1. Overview

<b>Policy Title</b>	Adult Safeguarding Policy 2024/25
<b>Who does the policy apply to?</b>	<p>This policy will outline the guidance and implementation of Adult Safeguarding.</p> <p>This policy and its underpinning guidance should be read by all students, staff and governors.</p>
<b>Aims</b>	To create and maintain a safe and positive environment and accept responsibility to safeguard the welfare of all adults at Northern College, in accordance with legislation and statutory duties.
<b>To be read in conjunction with</b>	Northern College Safeguarding Procedures Equality and Diversity Policy Health & Safety Policy Whistleblowing Policy Staff Disciplinary Process Student Disciplinary Procedures Complaints Policy and Procedures
<b>Further advice may be sought from</b>	Assistant Principal Student Experience – Designated Safeguarding Lead Head of Student Support Services – Deputy Designated Safeguarding Officer
<b>Review arrangements</b>	<p>This policy will be reviewed annually in line with Northern College annual review cycle.</p> <p>This policy may be reviewed outside of this cycle should operation and/or legislative guidance dictate it.</p> <p>The policy, guidance and review arrangements can be viewed on the Northern College website, staff and student inductions and within the student handbook.</p> <p>The review schedule is set out in section 9.</p>

<b>APPROVED BY:</b>	BOARD OF GOVERNORS
<b>DATE:</b>	July 2024
<b>NEXT REVIEW DUE:</b>	July 2025

## 2. Purpose

2.1 The purpose of this policy is to provide a framework for the implementation of safeguarding practice for all students, staff, and visitors in relation to safeguarding adults. This policy is to support the prevention and risk of abuse to adults at risk and ensure that the College complies with statutory safeguarding procedures and legislation.

2.2 The key statutory instruments include:

- Adult safeguarding: statement of government policy;
- Care Act 2014 (Sec 14);
- Safeguarding Vulnerable Adults Act 2006 amended by Protection of Freedoms Bill 2012;
- Care and Statutory Guidance 2023;
- The Mental Capacity (Amendment) Act 2019;
- Human Rights Act 1998;
- The Counter-Terrorism and Security Act 2015 (the ACT); Section 26(1).
- HM Government; Prevent Duty Guidance: guidance for specified authorities in England and Wales 2023;
- Public Interest Disclosure Act 1998;
- Equality Act 2010.

2.3 Underpinning Legislative and Statutory Duties Guidance:

- Barnsley Safeguarding Adult's Board Policies and Procedures;  
[For professionals and volunteers \(barnsley.gov.uk\)](https://www.barnsley.gov.uk/for-professionals-and-volunteers)  
[Protocol for responding to concerns about a person in a position of trust \(PiPoT\) \(barnsley.gov.uk\)](https://www.barnsley.gov.uk/protocol-for-responding-to-concerns-about-a-person-in-a-position-of-trust-pipot)
- South Yorkshire Safeguarding Adults Board Procedures Manual 2014.  
[South Yorkshire Safeguarding Adults procedures \(barnsley.gov.uk\)](https://www.barnsley.gov.uk/south-yorkshire-safeguarding-adults-procedures)
- West Yorkshire Consortium Inter Agency safeguarding and Child Protection Procedures  
[Policies & Procedures \(proceduresonline.com\)](https://www.proceduresonline.com)
- The Department for Education; the Prevent Duty – Safeguarding Learners Vulnerable to Radicalisation  
[The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation)

## 3. Context - Safeguarding Adults

3.1 *'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.'*

Care and Support Statutory Guidance, Department of Health, updated June 2023

3.2 Northern College adheres to following the six key principles which underpin safeguarding work (Care Act 2014):

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

### 3.3 Who do adult safeguarding duties apply to at Northern College?

The Care Act 2014 sets out that adult safeguarding duties apply to any adult who:

- has care and support needs, and

- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs

3.4 The College within the auspices of the Counter Terrorism and Security Act 2015 will respond effectively to the ideological challenge of terrorism, extremism and the risk of radicalisation. This will be an explicit duty outlined within policy, practice and curriculum.

3.5 Northern College will ensure good practice and responsibility for admission, within the context of inclusion, for individuals who present with an unspent criminal conviction.

#### **4. Policy**

4.1. In line with Government Legislation Northern College aims to reduce the risk of harm to vulnerable adults through abuse, exploitation or radicalisation. Northern College will not tolerate the abuse of adults in any of its forms and is committed to prevention, detection, and reporting where appropriate.

4.2. The College will work together with professional agencies in promoting the adult's welfare and safeguarding them from abuse and neglect including but not limited to; Barnsley Safeguarding Adult Board, the Barnsley Cohesion & Prevent Officer, the FE Regional Prevent Coordinator.

4.3. This policy is intended to support staff to understand their role and responsibilities in safeguarding adults. The key objectives of this policy are for all staff to:

- have an overview of adult safeguarding;
- be clear about their responsibility to safeguard adults;
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

4.4. The College will ensure Making Safeguarding Personal (MSP) means any safeguarding cases should be person-led and outcome-focused. In the College context this means the student will be involved in identifying how best to respond to their safeguarding situation by giving choice and control as well as improving quality of life, wellbeing, and safety.

4.5. Northern College will ensure that safe and effective working practices are in place with robust referral pathways and reporting mechanisms both internally and externally.

#### **What constitutes abuse and neglect for adults – potential issues may include:**

- Zero tolerance to bullying, including cyber bullying (by text, on social media etc.) and prejudice-based bullying
- sexual violence and/or harassment sexual acts to which the adult has not consented or was pressured into consenting
- sexual teasing or innuendo
- Self-neglect and neglectful behaviours
- Peer on peer abuse
- online safety
- Up skirting
- Domestic abuse
- mental health and well-being
- contextual safeguarding in relation to children (where the adult may be a parent/carer)
- Female Genital Mutilation (FGM)
- zero tolerance to sexism, racism, disability and homophobic, biphobic or transphobic abuse including risks for gender reassignment, sexual orientation (LGBT+; lesbian, gay, bi-sexual, trans +)
- radicalisation and extremist behaviour
- sexual imagery
- Religion or belief and Anti-Semitism
- alcohol/substance misuse

- risk management and safety of others in relation to admissions and on-course students
- issues that may be specific within Barnsley or areas from which students arrive
- issues in relation to, sexual exploitation and forced marriage
- Financial or material abuse
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits
- Modern slavery, human trafficking, forced labour and domestic servitude

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- 4.6. In complying with national guidance the College will carry out robust risk assessments on safeguarding practice, Prevent duties and the health, safety and welfare of all its staff, students and premises. This will be supported by action planning where appropriate.
- 4.7. The College will ensure that where there are instances of pandemic or infectious contagions that safeguarding, and health and safety procedures will be paramount within operational processes.
- 4.8. The College will ensure that partners from the community will be involved in any safeguarding work, where appropriate, in preventing, detecting and reporting neglect and abuse. Northern College will be transparent and accountable in delivering safeguarding actions in line with local guidance and procedures.
- 4.9. The College will ensure that allegations made by students in relation to peer-on-peer abuse or bullying behaviours will be subject to disciplinary process and where appropriate reported to external agencies.
- 4.10. The age of students at Northern College is not a barrier to reporting abuse against children and the College will work with external referring agencies and partners for the health, safety and welfare of children connected to students at the College.
- 4.11. Northern College in line with best practice will communicate with students via College provided email, social media or telephone.
- 4.12. The College expects staff to behave in a responsible and professional manner at all times and prohibits sexual relationship between members of staff and students.
- 4.13. The College is committed to ensuring that staff who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.
- 4.14. The College will ensure it has robust monitoring and filtering systems to support students and staff to understand the dangers and responsibilities.

## **5. Responsibility**

- 5.1. The overall responsibility of safeguarding lies with the governing body who will ensure that the College is compliant with safeguarding and Prevent duties within current legislation ensuring policy, procedure and training is effective; alongside support and challenge to the Executive Leadership Team.
- 5.2. The governing body will nominate a Designated Lead Governor (DLG) for Safeguarding who will liaise with the Designated Safeguarding Lead for reporting of safeguarding compliance in line with legislation and local safeguarding duties. The DLG will ensure standards are met in relation to filtering and monitoring.

- 5.3. The Designated Governor is responsible for consulting with the Chair of Governors in the event of allegations made against the College Principal and CEO.
- 5.4. The College in line with good practice will allocate a Designated Safeguarding Lead within executive leadership; the Assistant Principal Student Experience who has overall responsibility for the College safeguarding arrangements.
- 5.5. The Assistant Principal Student Experience is responsible for ensuring that Northern College is effectively represented at Barnsley Adult Safeguarding Board and Barnsley Silver Prevent alongside appropriate partner strategic boards within South Yorkshire and that the College works in line with local and national procedures and policies.
- 5.6. The Head of HR and the Assistant Principal Student Experience are responsible for ensuring that staff training meets the needs of the College safeguarding requirements in line with Barnsley Adult Safeguarding Board (BASB) workforce development and training needs audits.
- 5.7. The Assistant Principal Student Experience and the Head of Student Support Services are responsible for ensuring the effective delivery of an effective risk assessment process for students in line with Rehabilitation of Offenders Act 2074 (updated 2014).
- 5.8. The Head of HR is responsible for ensuring that staff are vetted in line with Disclosing and Barring Service (DBS) legislation.
- 5.9. The responsibility of Safeguarding Lead on College open weekends will be delivered on a rotational basis between the Assistant Principal Student Experience and the Head of Student Support Services.
- 5.10. The Head of Student Support Services is responsible for ensuring that all safeguarding incidents are appropriately recorded and reported.
- 5.11. Where a safeguarding concern has been raised the College is responsible for ensuring that information relating to PiPoT (Person in a Position of Trust) concerns are shared and escalated where appropriate. Any upheld concerns will be referred to the DBS.

## **6. The Prevent Duty**

- 6.1. The College is subject to duties within section 26 of Counter Terrorism and Security Act (2015) in exercising the function of 'having due regard' to the need to prevent individuals from being drawn into terrorism. The Government's counter terrorism strategy is known as CONTEST and Prevent is part of the strategy. CONTEST has four key principles:
  - Pursue to stop terrorist attacks;
  - Prevent to stop individuals from becoming radicalised into terrorism or supporting terrorism;
  - Protect to strengthen protection against a terrorist attack.
  - Prepare to mitigate the impact of terrorism.
- 6.2. Prevent is the pre-criminal space by which individuals are identified and supported to avoid entering the criminal space. Northern College will focus on the Prevent element and support students to understand the risks of exploitation. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism; the vocal or active opposition to fundamental values of rule of law, democracy, individual liberty and the mutual respect and tolerance of different faiths and beliefs.
- 6.3. Northern College understands its duties and obligations within the auspices of The Counter Terrorism & Security Act (2015). The College will ensure that staff, and students are aware of the risks and will monitor them effectively by:

- Understanding the threat from violent extremism and potential risks from external influences
  - Ensuring plans are in place to respond appropriately to a threat or incident
  - Having effective ICT security, forensic monitoring of IT traffic and IT Use and Misuse Policies
  - Respond appropriately to a locally derived threats or incidents alongside national or international concerns
  - Reducing permissive environments
  - Use College Risk Assessment Procedure and monitor visiting speakers
- 6.4. The College will ensure that staff are trained to identify behaviours which may indicate that a student or child (via contextual safeguarding) or family member/carer who may be at risk or may need protection.
- 6.5. Northern College will ensure that staff and students are aware of the risks of radicalisation and extremism by:
- ensuring that British values are embedded and promoted throughout curriculum delivery and student experience activities to support students' understanding;
  - tackling the ideology of terrorism by limiting exposure to narratives which may incite behaviours that allow terrorism to flourish both online and offline.
  - work in partnership with organisations involved in Prevent Strategies
  - having cross College themed months which support tolerance and respectful behaviour
  - provide support and make appropriate referrals for students at risk of radicalisation
  - support interfaith and intercultural engagement through external partnership working
  - ensure that the Northern College has a zero tolerance to bullying, harassment and antisemitism
  - listen and respond effectively to issues within local community and wider communities where students may be based (local risks)
  - conduct learning walks to test students understanding of Prevent, safeguarding and local risks;
  - ensure the College is compliant with the Prevent Duty Guidance 2023
  - ensure that the responsibility within the Filtering and Monitoring Standards 2023 are met;
  - delivering effective and local risk-based training to governors, staff and students;
  - forensically monitoring all IT traffic;
  - having effective IT user policies;
  - engaging with Joint Information Systems Committee (JISC) to ensure specialist advice is implemented into online and IT safer working practice;
  - implementing a robust risk-based approach to visiting speakers;
  - ensuring staff and students can respond to threats or incidents which will impact on the College community;
  - ensuring staff and students understand their responsibilities in the prevention of radicalisation and violent extremism;
  - asking all students, staff, governors and visitors to wear College lanyards and ID whilst on campus
- 6.5. The College will work with external partners to support good practice in relation to responsibility, referrals, due diligence and audit.
- 6.6. Northern College will support interfaith relationships through an internal multi-faith Chaplaincy service and externally with faith groups and Churches Together.
- 6.7. The College will monitor use of inter-faith related facilities to ensure appropriate use and management of concerns.

## 7. Training

- 7.1 Northern College will ensure that all staff receive basic safeguarding adults' awareness training and that training is effective to a minimum of level 1. Training will be supported and monitored via HR.

- 7.2 Northern College safeguarding training compliance will be reviewed annually via the annual appraisal process.
- 7.3 All Northern College staff will receive annualised Prevent training which will include information about why radicalisation, terrorism and extremism is relevant to the College alongside indicators of risk local risk.
- 7.4 Staff will be expected to take responsibility for their training and renewing when appropriate.
- 7.5 Designated Officers, according to responsibility, will receive training appropriate to the role, the expectation of Barnsley Safeguarding Adults Board training strategy and national legislative requirements.
- 7.6 Northern College will engage with and complete Barnsley Safeguarding Adults Board training audits as appropriate to ensure compliance, assurance and good practice.
- 7.7 The Designated Safeguarding Lead in line with good practice will receive external support and supervision in line with personal development needs, accountability and assurance.
- 7.8 Northern College Designated Safeguarding Lead will deliver annual training and briefings, where appropriate, to the Board of Governors to ensure compliance and understanding with relevant legislation.
- 7.9 In line with good practice Filtering and Monitoring will feature within annual Continuing Professional Development for staff.

## **8. Safer Recruitment**

- 8.1. Human Resources will lead on all recruitment and determine level of DBS checks required for a role as appropriate (including volunteers).
- 8.2. Curriculum vitae (CV) will only be accepted alongside a full application form in all instances. Online searches will also be considered, where relevant as part of safer recruitment due diligence (as part of shortlisted candidates).
- 8.3. Any convictions or cautions for 'relevant offences' or 'relevant conduct' (been involved in an action or inaction that has harmed a vulnerable adult) either whilst on College premises or off duty will be referred to the DBS and the Teacher Regulatory Agency (TRA).
- 8.4. The College will make further checks where appropriate to include relevant events that may have occurred outside the UK and where these can be considered. These checks could include, where available:
  - criminal records check for overseas applicants
  - for teaching positions obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked

## **9. Monitoring, Review and Dissemination**

- 9.1. The policy and administration procedures will be reviewed annually in line with:
  - National legislation and good practice guidance;
  - Barnsley Safeguarding Adults Board guidelines and audit requirement;
  - College strategic priorities and curriculum plan;
  - Student feedback;
  - Curriculum, Quality and Student Experience Committee approval
- 9.2. The Safeguarding Adults Policy will be reviewed annually by the Board of Governors to ensure compliance with safeguarding and Prevent duties.

- 9.3. The College will ensure that accurate digital records are retained to evidence where students' have been the subject of a safeguarding intervention. These records will be held for seven years.
- 9.4. Adherence to this policy will be monitored through the audit process through Barnsley Council and Barnsley Adult Safeguarding Board.
- 9.5. Information on safeguarding and Prevent will be disseminated via the following:
- student enrolment and induction sessions;
  - staff induction and training event;
  - curriculum;
  - poster campaigns and notice boards;
  - open days;
  - the College website/social media;
  - student progress meetings;
  - Safeguarding weekly updates
- 9.6. This policy and its underpinning procedures will be located on Staff Teams and College website.

## 10. Complaints

- 10.1. All complaints will follow the College complaints procedure.
- 10.2. Complaints will be dealt with in the context of this policy and Barnsley Safeguarding Adults procedures.
- 10.3. Complaints in the first instance should be made in writing to the Quality Manager at Northern College. All complaints will be treated sensitively and seriously with support where appropriate.

## 11. Data Protection Act 2018 and UK GDPR (UK General Data Protection Rules)

- 11.1. Confidentiality and appropriate information sharing is key to safeguarding and Northern College expects all staff to maintain confidentiality at all times. The College will reserve the right to contact next of kin where there is an individual presents in immediate danger or risk to self.
- 11.2. The College will only share information by consent; however, information will be shared with external agencies where it is believed that the safety of a child is compromised or in the interest of public safety or where the College believes the individual is in immediate danger.
- 11.3. In line with Data Protection law, Northern College will only share information which is proportionate and relevant for the protection and prevention of abuse.
- 11.4. All information held in relation to safeguarding concerns will be held securely and in line with the Data Protection Act and UK GDPR for a period of seven years.
- 11.5. Northern College is a data controller in terms of the Data Protection Act and UK GDPR.
- 11.6. Personal information and any supporting evidence will be held by the College for audit and referral purposes where appropriate.

## 12. Equality, Diversity and Inclusion

- 12.1. Northern College work is aligned to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students.

## 13. Policy sign off and ownership details

<b>Document Name:</b>	Adult Safeguarding Policy
<b>Version Number:</b>	5.0



<b>Effective from:</b>	July 2024
<b>Next scheduled review date:</b>	August 2025
<b>Policy owner:</b>	Assistant Principal – Student Experience
<b>Approved by:</b>	Board of Governors

#### 14. Revision history

<b>Version No</b>	<b>Effective date</b>	<b>Revision description/summary of changes</b>	<b>Author</b>
1.0	August 2020	Review - with changes in line with legislation	Assistant Principal – Student Experience (Diane Lawson)
2.0	August 2021	Review - with changes in line with legislation	Assistant Principal – Student Experience (Diane Lawson)
3.0	August 2022	Review - with changes in line with legislation	Assistant Principal – Student Experience (Diane Lawson)
4.0	August 2023	Review - with changes in line with legislation particularly Filtering and Monitoring Standards 2023	Assistant Principal – Student Experience (Diane Lawson)
5.0	August 2024	Review - update in line with legislation aligned to Prevent Duty 2023	Assistant Principal – Student Experience (Diane Lawson)