



# Adult Safeguarding and Prevent Duty Procedure

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## Approvals

The signatures below certify that this Adult Safeguarding and Prevent Duty Procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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## Amendment Record

This Adult Safeguarding and Prevent Duty Procedure is reviewed annually to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

## Document Control

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document number in the field below:

Document No \_\_\_\_\_ Rev \_\_\_\_\_

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## Contents

Approvals .....	2
Amendment Record .....	2
Document Control.....	2
Contents.....	3
1. Introduction & Purpose .....	4
2. References .....	4
3. Terms & Definitions .....	4
4. Application & Scope.....	4
5. Definitions of Abuse and Exploitation .....	5
6. Possible signs of Abuse and/or Exploitation .....	5
Physical Abuse .....	5
Sexual Abuse.....	6
Psychological Abuse.....	6
Financial or material abuse .....	6
Neglect.....	6
Discriminatory Abuse.....	6
Radicalisation.....	7
7. Prevent Duty Regional Co-ordinator.....	7
Safeguarding/Prevent Duty Concern Form – Part One.....	8
Safeguarding/Prevent Duty Concern Form – Part Two .....	9
Safeguarding/Prevent Duty Concern Form – Part Three .....	9
Safeguarding/Prevent Duty Concern Form – Part Four .....	10
Initial Cause for Concern Form .....	11
Safeguarding/Prevent Duty Feedback Form.....	14
Disclosure Form .....	15
Useful websites for Safeguarding Adults and Preventing Extremism .....	16
Glossary.....	17
Supporting documentation.....	18
A.1 Abbreviations & Acronyms .....	18

# Adult Safeguarding and Prevent Duty Procedure

## 1. Introduction & Purpose

The purpose of this procedure is to ensure that Cleverclogs Training is in line with the Safeguarding Vulnerable Groups Act 2006 and section 26(1) of the Counter-Terrorism and Security Act 2015 and as such we have a duty when exercising our functions, to have due regard to the need to prevent people from being abused or drawn into terrorism. All individuals have a responsibility within their role regarding safeguarding the welfare of adults and preventing their abuse and/or radicalisation.

All staff must complete both Prevent Duty training and Safeguarding in Further Education as a minimum and review and renew every two years. All evidence and certificates must be stored in Athena MIS and staff CPD folders.

## 2. References

Standard	Title & Description	Clause
BCS	IT User Operational Requirements Manual	
NVQ Code of Practice 2006	Qualifications and Curriculum Authority	Regulatory requirements for the delivery of vocational qualifications
Joint Awarding Body Guidance	Joint Awarding Body guidance on Internal Verification of NVQs	Code of practice for Internal Quality Assurance
Federation of Awarding Bodies	Additional requirements for qualifications that use the title NVQ within the QCF September 2009	Guidance to all awarding organisations
Sector Skills Council	Sector Skills Council Assessment Strategies	Guidance on the delivery of qualifications

## 3. Terms & Definitions

Term	Definition
Document	Information and its supporting medium
Procedure	Specified way to carry out an activity or a process
Record	Document stating results or evidence of activities performed

## 4. Application & Scope

The Adult Safeguarding and Prevent Duty Procedure is designed to ensure Cleverclogs Training ensure that all complaints, allegations or suspicions must be taken seriously and brought to the attention of the Designated Senior Person before any steps are taken.

These procedures will enable staff to respond to any specific adult protection issues that have been witnessed or brought to their attention.

## 5. Definitions of Abuse and Exploitation

Abuse and/or exploitation occur when people mistreat or misuse other people, showing no concern for the other individual(s), and in a manner that degrades their well-being and puts them in danger of harm.

Abuse and/or exploitation 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. It may occur when a vulnerable person is persuaded to enter into a financial, sexual transaction or extreme situation to which he or she has not consented, or cannot consent. Abuse and/or exploitation can occur in any relationship and may result in significant harm to or radicalisation of the person subjected to it.

**Physical abuse** can include hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

**Sexual abuse** can include rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

**Psychological abuse** can include emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial or material abuse** can include theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect and acts of omission** can include ignoring medical or physical care needs, failure to provide access to appropriate health, social care or education services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Discriminatory abuse** can include racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

**Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. A radicaliser is an individual who encourages others to develop or adopt beliefs and views supportive of terrorism and forms of extremism leading to terrorism.

## 6. Possible signs of Abuse and/or Exploitation

The following are some signs which may or may not be indicators that abuse and/or radicalisation has taken place, but the possibility should be taken into consideration:

### **Physical Abuse**

- Unexplained fractures
- Unexplained burns
- Unexplained marks or bruising
- Not wanting to be touched.

### **Sexual Abuse**

- Physical symptoms include genital itching or soreness or having a sexually transmitted disease
- Using bad language
- Not wanting to be touched
- Behaving in a sexually inappropriate way
- Changes in appearance.

### **Psychological Abuse**

- Being withdrawn
- Too eager to do everything they are asked
- Showing compulsive behaviour
- Not being able to do things they used to
- Not being able to concentrate or focus.

### **Financial or material abuse**

- Theft
- Fraud
- Exploitation,
- pressure in connection with wills
- property or inheritance or financial transactions
- misuse or misappropriation of property, possessions or benefits.

### **Neglect**

- Having pain or discomfort
- Being very hungry, thirsty or untidy
- Failing health
- Changes in behavior.

### **Discriminatory Abuse**

- The person is not receiving the care services they require
- Their carer is overly critical or makes insulting remarks about the person
- The person is made to dress differently from how they wish.

## **Radicalisation**

- Views become increasingly extreme regarding another section of society or government policy
- Becoming increasingly intolerant of more moderate views
- Expressing a desire/intent to engage with extremist ideologies, groups or individuals.
- Changes in appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.
- Becoming withdrawn and focused on one ideology
- Downloading, viewing or sharing extremist propaganda from the web.

## **7. Prevent Duty Regional Co-ordinator**

North East and Yorkshire: Chris Sybenga

[chris.sybenga@education.gov.uk](mailto:chris.sybenga@education.gov.uk)

### Safeguarding/Prevent Duty Concern Form – Part One

<b>Name</b>	
<b>DOB</b>	
<b>Gender</b>	
<b>Ethnicity</b>	
<b>Address</b>	

<b>Date &amp; Time allegation/concern received:</b>	
<b>Address at which allegation/concern was received:</b>	
<b>Name of staff member that raised allegation/concern:</b>	
<b>Date:</b>	

<b>Factual details of allegation/concern</b>
<p><b>I agree that these notes are a true or accurate record of the concern(s) raised:</b></p> <p><b>Signed</b>..... <b>Date</b>.....</p>



### Safeguarding/Prevent Duty Concern Form – Part Two

<b>Any additional advice taken?</b>	
<b>Whom contacted:</b>	
<b>When:</b>	
<b>Advice given:</b>	

### Safeguarding/Prevent Duty Concern Form – Part Three

<b>Action taken by Enable:</b>	
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### Safeguarding/Prevent Duty Concern Form – Part Four

<b>Any further action to be taken by Enable?</b>	
<b>If yes, what action is to be taken?</b>	

**Name of Safeguarding/Prevent Duty Officer completing the form:** .....

**Signature:** .....

**Date:** .....

**This information has been discussed with the Designated Senior Person and the appropriate action has been agreed.**

**Designated Senior Person:** .....

**Signature:** .....

**Date:**

.....

.....

.....

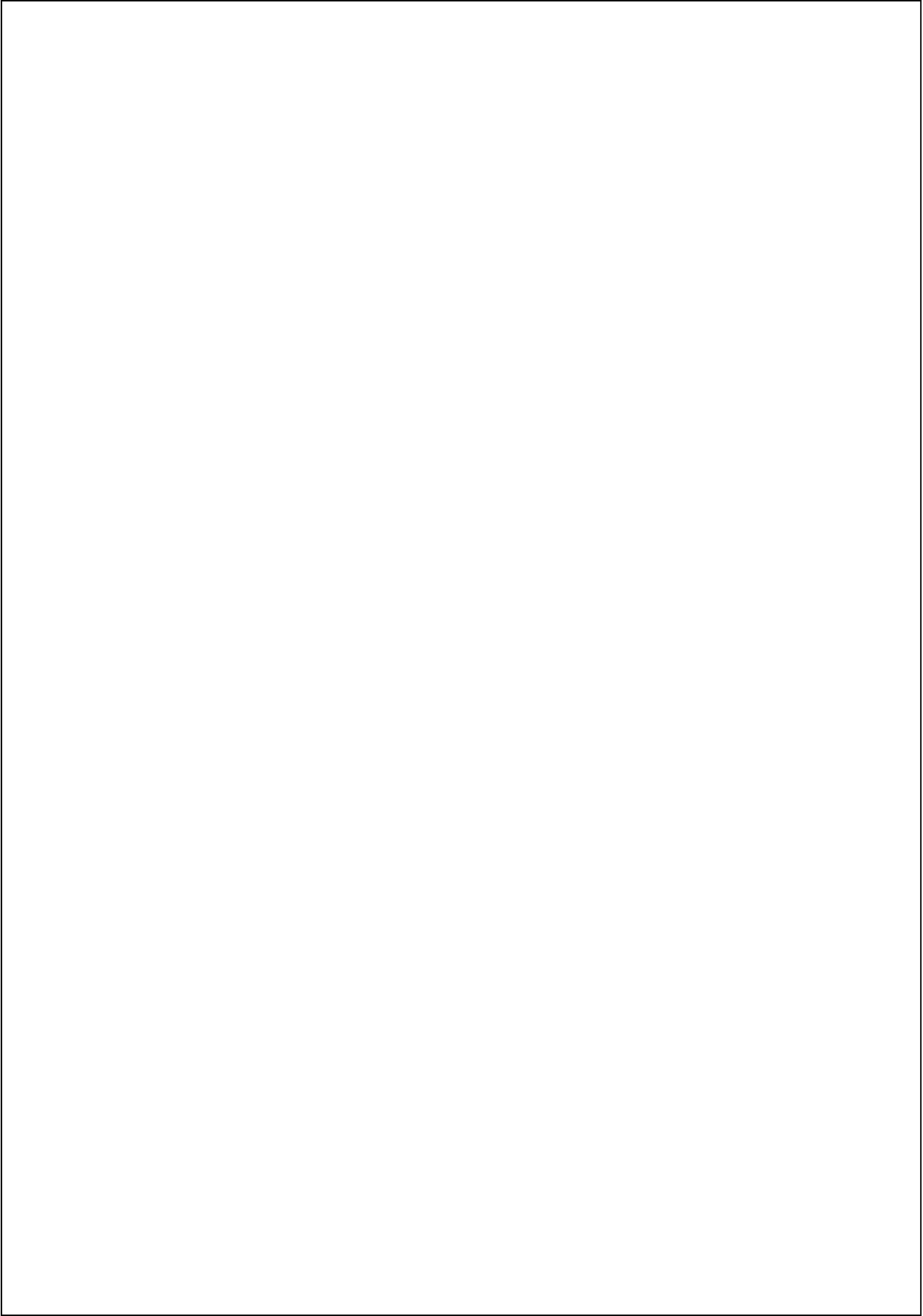
### Initial Cause for Concern Form

<b>Name</b>		<b>DOB</b>		<b>Male or Female?</b>	
<b>Ethnicity</b>					
<b>Address</b>					

<b>Date &amp; Time allegation/concern received:</b>	
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<b>Factual details of allegation/concern</b>
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**Describe the concern in as much detail as possible:**



<b>Was there a witness?</b>	<b>YES / NO</b>
<b>Name of witness:</b>	
<b>Address:</b>	
<b>Relationship to vulnerable person:</b>	

<b>Any action already taken?</b>	<b>YES / NO</b>
<b>If Yes, what action has been taken?</b>	
<b>Date/Time reported to DSP/SO/PDO at Enable:</b>	

<b>Signature</b>			
<b>Name (please print)</b>			
<b>Location</b>		<b>Tel No</b>	

## Safeguarding/Prevent Duty Feedback Form

It is a contractual requirement that Enable is informed of any safeguarding/prevent duty allegations/concerns/disclosures that may be raised within your organisation whilst you are delivering on an Enable contract.

The information given on this feedback form is for Enables records only and will not be passed on to any other parties.

<b>Organisation Name:</b>						
<b>Date of safeguarding/prevent duty allegation/concern/disclosure:</b>						
<b>Gender of vulnerable person:</b> Male / Female						
<b>Age group:</b> (please tick)	0-18	19-24	25-34	35-54	55-64	65+
<b>Date reported to the Designated Senior Person (DSP) in your organisation:</b>						
<b>Was any further action required?</b> Yes / No						
<b>If 'No', date your organisation closed the safeguarding/prevent duty case:</b>						
<b>If 'Yes', what agency was this reported to:</b>						
<b>Was appropriate feedback given to you from the agency?</b> Yes / No						
<b>If 'No' did you follow this up with the agency?</b> Yes / No						
<b>If 'Yes', date feedback given:</b>						
<b>Date your organisation closed the safeguarding case:</b>						

I confirm that the information given above is correct:

<b>Name of person completing this form:</b>	<b>Signature:</b>
<b>Position within Organisation:</b>	<b>Date:</b>

Once completed, please email this feedback form or return to: [lynn@cleverclogsmultimedia.com](mailto:lynn@cleverclogsmultimedia.com)  
Please ensure this is marked as **private and confidential** if returning in the post.

## Disclosure Form

This is an agreement between:

Alerter / vulnerable person .....(Name)

.....(Signature)

.....(Date)

**AND**

Enable staff member .....(Name)

.....(Signature)

.....(Date)

You have requested that the personal and sensitive information you have discussed with an Enable staff member is **NOT** to be shared with any other 3<sup>rd</sup> party **except** for the Designated Senior Person/Safeguarding Prevent Duty Officer at Enable.

## Useful websites for Safeguarding Adults and Preventing Extremism

**Education and Training Foundation:**

<http://www.preventforfeandtraining.org.uk/>

**The East Riding's Safeguarding Adults Board (ERSAB):**

<https://www.ersab.org.uk/>

**Disclosure & Barring Service:**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**The East Riding Safeguarding Children Partnership (ERSCP):**

<https://www.erscp.co.uk/>

**Prevent duty guidance:**

<https://www.gov.uk/government/publications/prevent-duty-guidance>



## Glossary

### **Abuse**

A deliberate act of ill-treatment that can harm or is likely to cause harm to a adult/child's safety, well-being and development.

### **Alerter**

The person who raises a concern about a vulnerable person.

### **Cause for concern**

A reason to be worried about the health, development or welfare of an adult/child and recognising that this cause may be preventable by seeking services for the child/adult and/or their family.

### **Confidentiality**

Confidentiality is the process of handling information that is identified as being of a personal and sensitive nature.

### **DSP (Designated Senior Person)**

The role of the Designated Safeguarding Person is to take lead responsibility for dealing with adult/child protection issues, provide advice and support to other staff, liaising with the local authority and working with other agencies.

### **Direct**

A disclosure made to you from the vulnerable person.

### **Disclosure**

Refers to the revealing of facts to others.

### **Extremism**

Vocal or active opposition to fundamental British values, including: democracy; the rule of law; individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

### **Indirect**

A disclosure made from a third party about the vulnerable person.

### **PDO (Prevent Duty Officer)**

The role of the Prevent Duty Officer is to support staff when dealing with adult/child radicalisation issues, provide advice and support, liaise with the regional co-coordinator and work with other agencies. The PDO will report to the DSP when any disclosures are made.

### **Prevent Duty**

In accordance with the Counter-Terrorism and Security Act 2015: a statutory duty to, "have due regard to the need to prevent people from being drawn into terrorism".

### **Referral**

Passing a disclosure to the Local Authority or Specialist for a decision regarding a vulnerable adult.

### **Safeguarding**

Duties and responsibilities for those providing a health, social or education service to carry out/perform to protect individuals from harm and to provide a safe environment.

### **SO (Safeguarding Officer)**

The role of the Safeguarding Officer is to support staff when dealing with adult/child protection issues, provide advice and support, liaise with the local authority and work with other agencies. The

SO will report to the DSP when any disclosures are made.

### Vulnerable Adult

A 'Vulnerable Adult' is defined in the 'No Secrets' report as:

A person aged 18 years or over who is or maybe in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself a

### Supporting documentation:

Ref.	Title & Description
OP 07	Customer Satisfaction Procedure
OP 08	Internal Audit Procedure
CSOP 02	Sampling Strategy Policy
CSOP F01-03	Continuous Professional Development Record
CSOP F01-05	Standardisation Meeting Minutes
CSOP F01-06	Observation of Assessment
CSOP F01-07	Internal Quality Assurance Report
CSOP F01-08	Learner Interview Record
CSOP F01-10	Assessor Handbook

## A.1 Abbreviations & Acronyms

The following abbreviations and acronyms apply to this document:

Ref.	Definition
WBL	Work Based Learning
IQA	Internal Quality Assurance
EQA	External Quality Assurance
RQF	Regulated Qualifications Framework
CPD	Continuous Professional Development