

WEA Safeguarding Policy and Procedure

1. This document summarises the key elements of the WEA Safeguarding Policy and Procedure. It contains important information relating to the safeguarding and welfare of students under the age of 18 (U18) and vulnerable adults to whom we have a duty of care throughout their time with us. The full versions of the Safeguarding Policy and Procedure are available on request.
2. The company is fully committed to safeguarding the welfare of all children, vulnerable adults and young people. A child is defined as a person under the age of 18.
3. Everyone is responsible for raising concerns about the welfare, safety or well-being of an U18 student or vulnerable adult. Everyone has a statutory duty of care to report any concerns they may to the Designated Safeguarding Person Lead (DSPL), Senior Designated Safeguarding Person (SDSP) or Designated Safeguarding Person (DSP). We are all responsible for safeguarding; doing nothing is not an option. If you are unsure of who to speak to you should talk to your line manager, DSPL, SDSP, DSL - See section
4. What to do if you have a concern about the welfare of an U18 student or vulnerable adult
Report your concern to the Safeguarding Team or your line Manager.

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The DSPL has overall responsibility for safeguarding and leading the team of DSPs. In his absence the DSPs act on his authority.

5. Recognising signs of abuse:

Not every child will exhibit every symptom. As well as any signs, children may tell you of abuse. Always listen.

Sexual abuse

- a. Acting in an inappropriate sexual way with objects or peers
- b. Nightmares, sleeping problems
- c. Becoming withdrawn or clingy
- d. Personality changes, seeming insecure
- e. Unaccountable fear or dread of particular places or people
- f. Changes in eating habits
- g. Physical signs such as unexplained soreness around the genitals, sexually transmitted diseases
- h. Becoming secretive

Emotional abuse

- a. Delayed physical or emotional development
- b. Showing extremes of passivity or aggression
- c. Sudden speech disorders
- d. Overreaction to mistakes or continual self-depreciation
- e. Neurotic behaviour (rocking, hair twisting, self-mutilation)

Physical abuse

- a. Has unexplained bruises, burns, etc. See separate sheet
- b. Wearing clothes to cover injuries, even in hot weather.

Neglect

- a. Often hungry
- b. Badly dressed in clothes that need washing
- c. Poor appearance and personal hygiene; unwashed, hair unbrushed
- d. Lacks needed medical or dental care
- e. Often tired
- f. Might abuse alcohol or other drugs

All staff must demonstrate the highest standards of behaviour to promote U18 and vulnerable person's welfare and reduce the likelihood of allegations being made. The culture of "it could happen here" should be maintained.

7. What you should do:

- a. Always work in an open environment (e.g. avoid private or unobserved contact with U18 and vulnerable persons and encourage open communication)
- b. Treat all U18 and vulnerable persons, including disabled adults, equally and with respect and dignity
- c. Always put the welfare of each U18 and vulnerable person first. Maintain a safe and appropriate distance (it is prohibited for staff or volunteers to have an intimate relationship with a

U18 or vulnerable person)

d. Be an excellent role model - this includes not smoking or drinking alcohol in the company of U18 and vulnerable persons

8. What you are not allowed to do:

a. engage in rough, physical or sexually provocative activity

b. share a room with a U18 or vulnerable person (excluding personal carers)

c. allow or engage in any form of inappropriate touching (below the shoulder)

d. use inappropriate language – its use must be challenged

e. make sexually suggestive comments to an U18 or vulnerable person, even in fun

f. reduce an U18 or vulnerable person to tears as a form of control

g. fail to act upon and record any allegations made by an U18 or vulnerable person

h. invite or allow an U18 or vulnerable person to stay with you at your home unsupervised

i. spend time alone with an U18 or vulnerable person away from others

j. pick up or drop off an U18 or vulnerable person to an event or activity without the company of another adult

k. have a sexual relationship with a current U18 student(this is prohibited -failure to comply will lead to disciplinary action)

l. Have a one to one social relationship with an U18 student – this includes electronic communication.

m. Have a one to one social relationship with a current and or former student under the age of 16 - this includes electronic communication. (Electronic communication includes, but is not exclusive to, email, SMS (text messaging), instant messaging, social media, telephone, video and/or voice services

9. If you are in any doubt about your responsibilities regarding safeguarding you must ask. It is everyone's responsibility to report anything they believe is inappropriate or of concern regarding the safety or well-being of an U18. If an U18 informs you of a concern or problem they have then it is your duty to report it.

10. Remember any person under age 18 is deemed by UK law to be a child