

Safeguarding Policy

Commitment

Cognitia is an organisation that works with adults in the Education sector and also organises events where sub-contracted speakers may be brought in. As a result staff may witness events that may raise Safeguarding concerns.

Cognitia is committed to reporting any concerns regarding the safety and welfare of adults. It is the duty of all staff to recognise, react, respond and report disclosures or concerns and work collaboratively in a multi-agency approach.

The key principles which underpin this document are contained in the Human Rights Act 1998, Implementing Adult Protection Procedures in Wales and PREVENT Strategy 2011

Purpose

- Promote and implement appropriate procedures to safeguard the well-being of adults and protect them from abuse.
- Have a clear procedure for referral of individuals who are at risk of being exploited by extremist or terrorist ideologies to the local Prevent or Channel Teams.
- Ensure all staff access training and support to adopt best practice to safeguard and protect adults from abuse and being exploited by extremist or terrorist ideologies along with minimising risks to themselves.
- Ensure all staff know how to respond to any concerns or allegations of misconduct or abuse of adults in line with this Policy and these procedures as well as implementing, where appropriate.
- Ensure that Cognitia's Safeguarding policy and procedures are in line with locally agreed multi-agency procedures.
- Ensure Cognitia implements risk assessments of any guest speakers to identify any inappropriate content of resources in line with PREVENT.
- Ensure a DBS check is carried out on every member of staff, where required.

Scope

This policy and these procedures are based on the following principles:

Vulnerable Adults

All adults who may be vulnerable to abuse also have the right to be protected from abuse and supported in seeking help in the event they have been abused.

Responsibilities

All Employees

Recognise – Be alert to potential indicators of abuse, abusers and radical views that could indicate extremist or terrorist ideologies.

React – Be aware of your reactions, stay calm and professional; always act on your concerns.

Respond – If your learner discloses concerns to you, listen carefully and ask questions for clarification only. Inform your learner that you will need to report the disclosure to the Safeguarding Officer within the establishment and Cognitia.

Record – Complete a ‘recording concerns’ form and forward to the Safeguarding Officer at the establishment and Cognitia.

Report – Ensure concerns are reported to the Safeguarding Officer the same day that they are raised.

Remember – It is not your responsibility to investigate or make a decision regarding the concerns; that is the role of professional agencies following referral.

Procedure – Concern about an Adult’s welfare



Designated Safeguarding Officer

- Provide leadership, information and advice in all aspects of Safeguarding, including PREVENT.

- Promote the importance of Cognitia's Safeguarding Policy and Procedure.
- Regularly report any changes or concerns to SLT.
- Act as the main contact within Cognitia for the protection of children, young people and vulnerable adults.
- Communicate with staff members on issues of Safeguarding.
- Be the PREVENT single point of contact (SPOC) who will lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.
- Lead on referrals relating to specific vulnerabilities and forms of exploitation including forced marriage, female genital mutilation, or trafficking and know where to seek and get advice as necessary.
- Keep abreast of development and understand the latest information on data protection, confidentiality and other legal issues that impact safeguarding.
- Encourage good practice and support safeguarding procedures.
- Establish and maintain contact with local statutory agencies including the Police
- Be familiar with Local Safeguarding Adult Protection procedures.
- Maintain confidential records of reported cases and action taken, liaise with statutory agencies and ensure they have access to all necessary information
- Organise training for staff members and bring in experts and specialised materials when required.
- Regularly monitor and review (at least annually) Cognitia's Safeguarding Policies and Procedures.
- Ensure all stakeholders are aware of Cognitia's safeguarding responsibilities.
- Manage complaints about poor practice relating to safeguarding with staff and volunteers.

It is the responsibility of all staff to comply with this procedure. The Designated Safeguarding Officer in place to oversee and manage this procedure is Zoe Phillips. The Single Point of Contact for Prevent is Zoe Phillips.

Communication and Storage

This policy and procedure will be disseminated to all staff via the Dropbox system, with a read and accept notification and discussed within team meetings after any revisions to the Policy to ensure understanding.

It will be stored on Cognitia – Dropbox – Policy and Procedures

Document / Policy Change Request

Changes to this policy or associated documents must be agreed by the Designated Safeguarding Officer, and Head of Quality & Assurance, and will be reviewed annually.

References

Human Rights Act 1998

In Safe Hands; Implementing Adult Protection Procedures in Wales

PREVENT Strategy 2011

Definitions of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding drowning suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of an Adult such as to cause severe and persistent adverse effects on the Adult's emotional development. It may involve conveying to an Adult that they are worthless or unloved, inadequate, or valued in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Adults. These may include interactions that are beyond the Adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the Adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another, causing children frequently to feel frightened or in danger, or the exploitation or corruption of Adults. Some level of emotional abuse is involved in all types of ill treatment of an Adult though it may occur alone.

Sexual abuse

Sexual abuse forcing or enticing an Adult to take part in sexual activities prostitution, whether or not the Adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging Adult,s to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a Adults's basic physical and/or psychological needs, likely to result in the serious impairment of the Adults's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

It may also include neglect of, or unresponsiveness to, a Adult's basic emotional needs.

Adult Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse 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, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Physical abuse - This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Psychological or emotional abuse - These are acts or behaviour, which cause mental distress or anguish or contradicts the wishes of the person at risk. It is also behaviour that has a harmful effect on the person at risk's emotional health and development or any other form of mental cruelty.

Sexual abuse - This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Neglect - This is the repeated deprivation of assistance that the person at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the person at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

Financial or material abuse - This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Discriminatory abuse - This is the inappropriate treatment of a person at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional abuse - This is the mistreatment or abuse of an person at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

How to recognise abuse?

It is important to be aware of the possible signs and symptoms of abuse. Some signs could be indicators of a number of different categories of abuse. It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

Possible abuse in adults

- A history of unexplained falls, fractures, bruises, burns, minor injuries

- Signs of under or over use of medication and/or medical problems unattended
- Psychological
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Sexual
- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming
- Neglect or Omission
- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors
- Financial or Material
- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Discriminatory
- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care
- Institutional
- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids

- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

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