



Policies and Procedures

Safeguarding Policy

COMMTACS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, engaged in the breadth of its activities by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse of children and vulnerable adults.

COMMTACS seeks to ensure that its policy and procedures comply with statutory duties; reflect guidance and good practice in safeguarding children and vulnerable adults; and that safeguarding arrangements are proportionate and based upon common sense.

COMMTACS recognises that it has a duty to help staff and students recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.

COMMTACS will ensure that processes are in place to check the suitability of staff and students working directly with vulnerable adults and children. Some staff and students across our provision may be in regular or significant occasional contact with vulnerable adults in the course of their teaching or other work. There is a commitment that such staff and students have satisfactory Disclosure and Barring Service (DBS) disclosures, at an appropriate level, before working with vulnerable adults.

COMMTACS takes seriously its duty of pastoral care and will be proactive in seeking to prevent vulnerable adults becoming the victims of abuse or neglect. It will do this in a number of ways:

- Through the creation of an open culture which respects all individuals' rights, discourages bullying and discrimination of all kinds and, while recognising the right to freedom of speech, does not accept the expression of violent extremist views.
- By identifying a member of the Teaching Team who have overall responsibility for vulnerable adult matters.
- By informing vulnerable adults of their rights to be free from harm and encouraging them to talk to staff if they have any concerns

- Through the ongoing programme of support, at an appropriate level, to promote self-esteem and social inclusion and address the issue of the protection of vulnerable adults in the wider context

Scope of Policy

This Policy applies to all staff (including agency staff), academic and Others employed by COMMTACS. All have a legal responsibility to take seriously any vulnerable adult concerns that come to their attention and follow the procedures given.

Subcontractors must be informed of this Policy and deal with any concerns reported to them by contacting the Designated Person with responsibility for Vulnerable Adult Protection.

Students who have concerns about other students or the behaviour of adults towards them can use this Policy to ensure they are taken seriously.

It is not COMMTACS's responsibility to investigate abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

Safeguarding Structure

COMMTACS has identified an organisation structure for safeguarding vulnerable adults, with key staff having designated safeguarding responsibilities including:

- Andy Irvine, Director: Tel 07712 583462 Email: andy.irvine@commtacs.co.uk

Review and monitoring of policy and procedures

The company director will review and monitor the policy and procedures on an annual basis and will recommend and implement approved changes where necessary.

Summary procedure for reporting disclosures

This procedure must be followed whenever any member of College staff hears an allegation from a child or vulnerable adult that abuse has, or may have, occurred or where there is a significant concern that a child or vulnerable adult may be abused, or where there are concerns that there has been a vocal or active expression of extremist views or behaviour:

Receive

- What is said
- Accept what you are told – you do not need to decide whether or not it is true
- Listen without displaying shock or disbelief

Reassure

- The person making the disclosure
- Acknowledge their courage in telling
- Do not promise confidentiality
- Remind them they are not to blame – avoid criticising the alleged perpetrator
- Do not promise that “everything will be alright now” (it might not be)

React

Do not delay in registering your suspicions or concerns

- Respond to the person making the disclosure but do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next.

Record

- Make notes as soon as possible – during the interview if you can

Include: time, date, place, the individual’s own words – do not assume – ask, e.g. “Please tell me what xxxxx means”.

- Describe observable behaviour and appearance
- Cross out mistakes – do not use Tippex
- Do not destroy your original notes – they may be needed later.

Support

- Consider what support is needed for the person making the disclosure – you may need to give them a lot of your time or they may need to be referred
- Ensure you are supported – such interviews can be extremely stressful and time consuming
- Once reported, responsibility for the matter will be taken and will take the necessary actions.

A Irvine
Director
COMMTACS learning & development