

adult learning and skills service

Safeguarding Guidelines

June 2020

The Adult Learning & Skills Service is committed to providing a safe and secure environment for all learners.

This includes the **physical environment** e.g.

- risk assessments of classrooms, workshops and outreach venues
- health and safety and evacuation procedures through induction
- reporting incidents and potential danger spots (e.g. water on floor)
- promoting well-being through positive learning experiences, achievement and success

and the **emotional environment** e.g.

- challenging bullying, harassment and all forms of discrimination
- listening to and acting on learner voice

We work with the council's multi-agency policy and procedures on **safeguarding children and vulnerable adults** in relation to allegations and suspicion of abuse of:

- **Children:** anyone under 18
- **Vulnerable adults:** someone aged 18 or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him/herself or unable to protect him or herself against significant harm or exploitation'

Your responsibilities:

- Promote safety and well-being to all learners (see above)
- If you have any concerns about children or vulnerable adults in your classes, contact your line manager or, if s/he is not available, another trained curriculum manager, programme manager or programme leader. (All managers will be trained and this will be cascaded through team meetings.)
- Report any suspicion or allegation of abuse of children and vulnerable adults on the **Safeguarding Report Form** (available on shared folder and www.lbhadmin.com under documents) to Eamon Scanlon, Head of Service on 020 8753 6321. Please copy to Eamon Scanlon (eamon.scanlon@lbhf.gov.uk) and to your line manager
- For further information, contact Eamon Scanlon or look at the Safeguarding Procedures and Practices document (available at Reception)

IGNORING ISSUES IS NOT AN OPTION