



# Safeguarding Children, Young People and Vulnerable Adults Policy

## Revision History

Version	Last revised	Next review date	Policy Owner	Notes
Version 3.0	May 2022	May 2023	DSL and Deputy DSL	Version 3.0 is the revised former policy and procedure
Version 3.1	Mar 2024	May 2024	DSL and Deputy DSL	Minor changes and document reformatted
Version 3.2	Apr 2024	May 2025	DSL and Deputy DSL	Minor change

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# Safeguarding Children, Young People and Vulnerable Adults Policy

## 1. POLICY STATEMENT

- 1.2 The National Extension College (NEC), fully recognises the contribution it can make to protect children and vulnerable adults and to support its learners. The aim of this Policy is to safeguard and promote learners' welfare and safety by fostering an honest, open, caring and supportive climate.
- 1.2 The NEC's mission is to widen learning opportunities for learners who want flexible delivery of excellent and innovative courses. NEC's system of flexible study combining tutor support at a distance with print and online learning resources, makes studying more accessible to a wide range of potential learners. In addition, some courses and projects may involve blended learning and/or contact within the workplace. NEC's learners therefore include people of all ages, including young people less than 18 years of age.
- 1.3 NEC welcomes learners who may be considered vulnerable. These may include, but are not restricted to, learners or potential learners who:
  - 1.3.1 receive personal care, nursing, or support to live independently in their own home, or a care home;
  - 1.3.2 receive substantial health or social services;
  - 1.3.3 have a learning or physical disability;
  - 1.3.4 have a physical or mental illness, chronic or otherwise, including an addiction to alcohol, drugs or other substances;
  - 1.3.4. have a substantial reduction in physical or mental capacity due to advanced age or illness;
  - 1.3.5 are homeless or in temporary accommodation;
  - 1.3.6 may be vulnerable to radicalisation.



- 1.4 This Policy recognises that persons not otherwise considered vulnerable may become temporarily vulnerable in the home or workplace due to domestic violence, stress, bullying or other factors.
- 1.5 For childcare courses and Supporting Teaching and Learning courses, this Policy extends to the early years, play work or supporting teaching and learning settings in which NEC learners work and are assessed.
- 1.6 This Policy sets out:
  - 1.6.1 the responsibilities of NEC staff in relation to the safeguarding of children, young people and vulnerable adults and the procedures which staff should follow when reporting concerns or allegations; and
  - 1.6.2 NEC's responsibilities relating to staff who undertake regulated activity.

## **2. APPLICABILITY OF THE POLICY**

- 2.1 This Policy applies to those working at all levels and grades, including trustees, senior managers, employees, consultants, contractors, part-time and fixed term employees, casual and agency staff and volunteers. (All collectively referred to as 'staff' in this Policy).
- 2.2 This Policy specifically covers all those who work in a regulated activity with children and / or adults. This Policy defines a child as anyone under the age of 18 years.

## **3. THE SCOPE OF SAFEGUARDING**

- 3.1 NEC aims to ensure that:
  - 3.1.1 staff acting on its behalf do not intentionally or unintentionally cause harm to others;
  - 3.2.2 staff are vigilant and take appropriate action if they become aware that a learner or any other individual is being harmed, such as a child in the learner's care or placement.
- 3.2 Harm may include the following either singly or in combination:
  - 3.2.1 sexual abuse;
  - 3.2.2 physical abuse;
  - 3.2.3 emotional abuse;



- 3.2.4 neglect;
- 3.2.5 sexual exploitation;
- 3.2.6 financial exploitation;
- 3.2.7 Criminal exploitation (county lines)
- 3.2.8 bullying, including bullying carried out through social media;
- 3.2.9 honour based violence (including FEM and Forced Marriage)
- 3.2.10 domestic violence;
- 3.2.11 radicalisation.

#### 4. ROLES AND RESPONSIBILITIES

- 4.1 It is not the role of NEC or any of its staff to make a judgement as to whether abuse has occurred. This is the role of the statutory agencies and / or the police. All NEC staff do however have a responsibility for reporting any suspicions or concerns of abuse and for ensuring that the child, young person, or vulnerable adult involved is being heard.
- 4.2 The safety of learners is a shared responsibility of all staff. Young people and vulnerable adults may have contact with many members of staff at NEC, for example:
  - 4.2.1 administrative staff who carry out duties such as enrolment and learner support;
  - 4.2.2 tutors and assessors;
  - 4.2.3 internal quality assurers, in situations such as contacting a learner to ensure the quality of learning experiences;
  - 4.2.4 members of NEC's executive team in situations such as appeals against assessment decisions.
- 4.3 NEC recognises its responsibilities to:
  - 4.3.1 Have a named member or members of staff who can be contacted for advice, together with their contact details (please see Appendix 1).
  - 4.3.2 Arrange Disclosure and Barring Service checks for staff who undertake regulated activity as defined by the Disclosure and Barring Service guidance (July 2013) and Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.



- 4.3.3 Never knowingly engage a barred person in a regulated activity by using robust recruitment procedures as set out in *Safer Recruitment Policy*.
- 4.3.4 Work closely with appropriate external agencies.
- 4.3.5 Have procedures in place for reporting suspicions or concerns.
- 4.3.6 Ensure staff understand their legal obligation and duty of care to raise any concerns they have about the safety or well-being of any child, young person, vulnerable adult or other individual with whom they come into contact in the course of their role with the NEC. This includes their obligation to identify children who may be at risk of radicalisation.
- 4.3.7 Ensure that staff also understand that if they are not able to contact the relevant individuals at NEC or feel that appropriate action is not being taken, they should contact Social Care for the county or borough in which the individual they are concerned about lives, the Police or in the case of a child, the NSPCC.
- 4.3.8 Respect confidentiality but recognise that safeguarding concerns override confidentiality on a 'need to know' basis.
- 4.3.9 Keep securely all reports and records pertaining to safeguarding concerns.
- 4.3.10 Provide course specific policies where necessary.

## **5. APPROPRIATE STAFF BOUNDARIES AND BEHAVIOURS**

- 5.1 Staff should recognise appropriate boundaries and maintain a friendly professional manner in contact with learners, whether face to face, by telephone, in writing or online. Care should be taken to avoid personal comments or humour that may be misinterpreted.
- 5.2 Staff should protect their personal information.
- 5.3 Staff should not engage with learners or potential learners through social media other than that provided for their use by NEC.

## **6. PROCEDURE FOR HANDLING SAFEGUARDING CONCERNS ABOUT LEARNERS (ALL COURSES)**

- 6.1 When a tutor has a concern about the welfare of a learner, they must report this concern.



- 6.2 If the concern arises from a piece of submitted work, telephone call or email, the tutor must report the concern to the NEC to log the report. NEC will duly assess the concern reported and decide whether to pass the information to the relevant Local Authority.
- 6.3 If the concern arises during an observation of practice visit, the Tutor must:
- 6.3.1 report the concern to the designated Safeguarding Officer in the setting; and
  - 6.3.2 report the concern to the NEC to log the report. NEC will then decide whether to pass the information to the relevant Local Authority.

## **7. PROCEDURE FOR HANDLING SAFEGUARDING CONCERNS ABOUT A CHILD IN A SETTING (CHILDCARE & SUPPORTING TEACHING & LEARNING COURSES)**

- 7.1 When a tutor has a concern about a child in a setting, they must report this concern.
- 7.2 If the concern arises from a piece of submitted work, telephone call or email, the tutor must:
- 7.2.1 advise the student to report the concern to the designated Safeguarding Officer in their setting; and
  - 7.2.2 report the concern to the NEC to log the report and pass the information to the relevant Local Authority.
- 7.3 If the concern arises during an observation of a child minder working alone, the tutor must report the concern to the NEC to log the report and pass the information to the relevant Local Authority.
- 7.4 If the concern arises during an observation of practice visit, the Tutor must report the concern to:
- 7.4.1 the designated Safeguarding Officer in the setting; and
  - 7.4.2 the NEC to log the report and pass the information to the relevant Local Authority.
- 7.5 If a tutor does not believe a concern has been appropriately followed up by the setting's nominated person, the tutor should contact the relevant Local Authority social care team.
- 7.6 All reports passed to the NEC will be logged and passed to the relevant Local Authority social care team within 48 hours.



## 7. IMPLEMENTATION, MONITORING AND REVIEW

- 8.1 The Chief Executive has responsibility for this Policy and for ensuring that:
- 8.1.2 appropriate procedures are in place and are implemented;
  - 8.1.3 all NEC staff are aware of their duties under this Policy; and
  - 8.1.4 any concerns and any action taken are reported to the Board.
- 8.2 The Board has overall responsibility for the operation of this Policy, ensuring that adequate resources are available for its effective implementation, and for monitoring and evaluating its implementation and impact.
- 8.3 This Policy will be reviewed annually and updated, as applicable, to ensure that it remains appropriate in the light of any relevant changes to the law, organisational policies or contractual obligations

## Contact Details

### The National Extension College

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### NSPCC

Students, tutors and NEC staff can contact the NSPCC at any time to discuss a concern, using the following contact details:

- Telephone / Text - 0808 800 5000 / 88858
- Email - [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Online - [nspcc.org.uk/reportconcern](https://nspcc.org.uk/reportconcern)