



## Safeguarding Policy 2024-2025

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Position:	Head of Quality and Performance
Signature:	

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# Safeguarding & Prevent Policy

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## Introduction

Vision Rehabilitation Training Ltd works with young people and adults as part of its activities. These include Apprenticeship Training and the delivery of one-to-one therapeutic vision rehabilitative training.

Vision Rehabilitation Training Ltd will not tolerate the abuse of young people and adults in any of its forms. We are committed to safeguarding young people and adults with care and support needs from harm.

This policy outlines the steps Vision Rehabilitation Training Ltd will make to safeguard a young person or adults with care and support needs if they are deemed to be at risk or at risk. This policy sets out the roles and responsibilities of Vision Rehabilitation Training Ltd in working together with other professionals and agencies in promoting young people and adult's welfare and safeguarding them from abuse and neglect.

Vision Rehabilitation Training Ltd will ensure that decisions made will allow young people and adults to make their own choices and include them in any decision making. Vision Rehabilitation Training Ltd will also ensure that safe and effective working practices are in place.

This policy is intended to support apprentices, staff and volunteers working within Vision Rehabilitation Training Ltd to understand their role and responsibilities in safeguarding young people and adults. All apprentices, staff and volunteers are expected to follow this policy.

## Purpose

All employees, volunteers, and apprentices of Vision Rehabilitation Training Ltd, will:

- have an overview of safeguarding.
- be clear about their responsibility to safeguard young people and adults.
- ensure the necessary actions are taken where an individual with care and support needs is deemed to be at risk.

This policy applies to anyone learning with and/or working on behalf of Vision Rehabilitation Training Ltd, including, apprentices, directors, senior managers, paid staff, volunteers, sessional workers, agency staff and students.

## Legal Framework

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect. <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

## We Believe that

- adults and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all adults and young people, to keep them safe and to practise in a way that protects them.

Vision Rehabilitation Training Ltd adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

## We recognise that

The welfare of an individual is paramount.

- all people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with young people, adults, their parents, carers, and other agencies is essential in promoting young people's welfare.

## Who is responsible

- It is the responsibility of all apprentices, staff, management, and volunteers at Vision Rehabilitation Training Ltd to report and escalate any Safeguarding concerns they have directly to their line manager and or the manager of the service or project within which they are working.
- If the allegation is against one of Vision Rehabilitation Training Ltd.'s apprentices, staff, volunteers, or directors, seek advice from the contact Service Manager of the statutory or voluntary agency to whom Vision Rehabilitation Services is providing a service.

- The Line or Service Manager should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.
- Vision Rehabilitation Training Ltd promotes transparency and honesty when things go wrong. All apprentices, staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.
- Vision Rehabilitation Training Ltd is committed to ensuring that apprentices, staff, and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.
- The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.
- It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

## Confidentiality and Information Sharing

Vision Rehabilitation Training Ltd expects all apprentices, staff and volunteers to maintain confidentiality at all times. In line with Data Protection law, Vision Rehabilitation Training Ltd does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

## Who do I go to if I am Concerned?

The named responsible person for safeguarding duties for Vision Rehabilitation Training Ltd is Marion Dodgson, [marion.dodgson@sensoryspecialists.com](mailto:marion.dodgson@sensoryspecialists.com)

All apprentices, staff and volunteers should contact Marion Dodgson with any concerns/queries they have regarding safeguarding adults and young people. A log of the concern will be kept. Marion Dodgson will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

Marion Dodgson will also ensure that the safeguarding adults and young people policies and procedures are in place and up to date. They will ensure a safe environment is promoted

for apprentices, staff and volunteers and adults and young people accessing the service. Marion Dodgson will ensure all apprentices, staff and volunteers are up to date with their safeguarding adults and young people training.

## **How to Report a Safeguarding Concern**

Apprentices, staff, and volunteers at Vision Rehabilitation Training Ltd who have any adult or young people safeguarding concerns should:

### **1. RESPOND**

- a. Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services.
- b. Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation.
- c. Seek consent from the adult to act and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

### **2. REPORT**

- a. Name the person to whom apprentices, staff /volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above)

### **3. RECORD**

- a. All recorded information and details should be passed to the Safeguarding lead as soon as possible.
- b. As far as possible, records should be written contemporaneously, dated and signed.
- c. Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised person for accessing confidential information including the sharing of passwords.

### **4. REFER**

- a. In deciding whether to refer or not, the designated safeguarding lead should consider:
  - i. the individual's wishes and preferred outcome
  - ii. whether the individual has mental capacity to make an informed decision about their own and others' safety
  - iii. the safety or wellbeing of children or other adults with care and support needs
  - iv. whether there is a person in a position of trust involved
  - v. whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed and/or
- relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- service commissioning teams
- family/relatives as appropriate

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more.

Apprentices, staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adults process is followed. For more information about this 4-stage safeguarding adults process, refer to the London Safeguarding Adults Procedures.

## **Promoting Safeguarding & Prevent**

Vision Rehabilitation Training Ltd will promote Safeguarding & Prevent by:

- 1) Providing an accessible version of the policy on the website
- 2) Including the policy in course literature
- 3) Trainers highlight and promote the policy at the onset of a module.
- 4) Including a mandatory enquiry regarding employer and Vision Rehabilitation Training safeguarding and prevent policies during quarterly tripartite meetings.
- 5) Referring to the policy in all apprentice and staff recruitment activities
- 6) Providing evidence of policy review, findings, and outcomes
- 7) Including the policy as part of apprentice learning and tripartite meetings
- 8) Including the policy in staff and volunteer induction and performance reviews
- 9) Including reference to the policy in all management and staff team meetings
- 10) Engaging with employers to review the implementation of their own Safeguarding and Prevent Policy within apprenticeship training.

## **Staff Commitment to Safeguarding and Prevent**

It is the responsibility of all staff to promote Safeguarding and Prevent in all that they do.

They will be encouraged to do this by:

- 1) Being familiar with the organisation policy on Safeguarding and Prevent
- 2) Understanding statutory and legal duties of the organisation and individual
- 3) Developing good communications and relationships between staff and apprentice groups
- 4) Identifying and reports all activities that they consider may be a safeguarding or prevent issue.

- 5) Including Safeguarding and Prevent as key issues in annual performance requirements.

## **Safeguarding and Prevent in Recruitment**

The Safeguarding and Prevent policy are referenced during all recruitment campaigns.

Safeguarding and Prevent form an essential aspect of the recruitment process with interview questions designed to enquire about applicants understanding of the term and the legal requirements.

## **Recruitment and Selection**

Vision Rehabilitation Training Ltd is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

## **Training, Awareness Raising and Supervision**

Vision Rehabilitation Training Ltd ensures that all staff and volunteers receive mandatory awareness training on safeguarding adults as they may come across adults and young people with care and support needs who may be at risk of abuse. Those adults and young people may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of Vision Rehabilitation Training Ltd.'s commitment to safeguarding adults.

## **Prevent**

Radicalisation and extremism of adults and young people with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see:

VRT Prevent Policy 2022

<https://www.gov.uk/government/publications/prevent-duty-guidance>