

Policy No: LIEURAPP22003

Policy Name: Safeguarding Adults Policy

1.0 Policy Statement

LI Europe is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines. LI Europe's Designated Safeguarding Officer is Jeremy Praud, Company Director.

LI Europe will promote the safeguarding of adults by ensuring that our activities are delivered in a way which keeps all adults safe. LI Europe delivers training to people who work in the manufacturing environment and therefore will train individuals who are aged 18 or over. LI Europe does not employ individuals under the age of 18 and does not carry out any regulated activities.

LI Europe is committed to creating a culture of zero-tolerance of harm to adults which necessitates the recognition of adults who may be at risk, the circumstances which may increase risk and knowing how adult abuse, exploitation, or neglect manifests itself. LI Europe will report or refer all safeguarding concerns where necessary.

All staff are trained in Safeguarding Level 2, digital safeguarding, and the Prevent Duty. The designated safeguarding officer and deputy are trained in Safeguarding Level 3, digital safeguarding, Prevent Duty and Safer Recruitment. Each member of staff will complete refresher training every 2 years but will keep themselves abreast of current legislation and evidence completion of training in the Company's skills matrix and Single Central Record document.

2.0 Purpose

The purpose of this policy is to demonstrate the commitment of LI Europe to safeguarding adults and to ensure that everyone involved in LI Europe is aware of:

- The legislation, policy, and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or well-being of an adult within the organisation.

3.0 Scope

This Safeguarding Adults Policy and associated procedures apply to all individuals involved in LI Europe, including part-time staff, assessors, volunteers and support staff and to all concerns about the safety of adults whilst taking part in our organisation and in the wider community.

We expect our partner organisations, including for example, affiliated organisations and suppliers, to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

4.0 Definitions

Adults at Risk of Harm

England (Care Act 2014):

An adult at risk is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs).
- (b) is experiencing, or is at risk of, abuse or neglect.
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Harm, Abuse and Neglect

Harm, abuse and neglect can take different forms, including:

Physical – for example, hitting another person or deliberately injuring yourself.

Sexual – for example, using force or threats to get someone to take part in sexual activity, or 'grooming'.

Psychological – for example, making threats, humiliating someone or bullying a person online.

Neglect – for example, not taking care of yourself or someone you have responsibility for.

Financial – for example, stealing money or borrowing it with no intention of paying it back.

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Radicalisation - the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

5.0 Indicators of harm, abuse or neglect

LI Europe employees will receive appropriate training to be able to recognise the indicators of harm, abuse or neglect and to respond effectively where an individual makes a disclosure to them. Some potential indicators of harm, abuse or neglect are listed below. The list is not exhaustive, and it is possible for indicators to exist in isolation or in combination with others:

Agitated or anxious behaviour

Excessive nervousness

Increased absence

A reluctance to go home

Unexplained bruises or injuries, injuries that require medical attention that has not been provided or signs of discomfort or pain

Inadequate clothing

Hunger

Poor personal hygiene

A change in behaviour

Inappropriate sexual behaviour

Self-harm

Attention seeking

6.0 Online Safety

LI Europe recognises that protecting learners online is a duty of care and should be treated in the same way as physical safeguarding.

All LI Europe employees are trained in digital safeguarding and follow best practice by doing all they reasonably can to keep learners free from harm.

7.0 Commitments

To implement this policy, LI Europe will ensure that:

Everyone involved with LI Europe is aware of the Safeguarding Adults Procedure and knows what to do and who to contact if they have a concern relating to the welfare or well-being of an adult.

Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with LI Europe's Safeguarding Adults Policy and Procedure.

The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to.

Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedure.

LI Europe acts in accordance with best practice advice, for example:

Mental Health Act 2005

Human Rights Act 1998

Safeguarding Adults National Framework of Standards 2005

Modern Slavery Act 2015

LI Europe will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.

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All LI Europe staff understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adults training and learning opportunities appropriate for their role.

LI Europe uses Safer Recruitment practices and continually assesses the suitability of staff to prevent the employment/deployment of unsuitable individuals in this organisation.

LI Europe shares information about anyone found to be a risk with the appropriate bodies. For example: Disclosure and Barring Service, Police and Local Authority/Social Services.

This policy, related policies and the Safeguarding Adults Procedure are reviewed on a yearly basis and whenever there are changes in relevant legislation and/or government guidance, or as a result of any other significant change or event.

8.0 Procedure

When a concern is identified or an individual makes a safeguarding disclosure, the 5 Rs should be considered and followed:

Recognise

The ability to recognise behaviour that may indicate abuse. All LI Europe employees will receive training to recognise signs of potential abuse.

Respond

The ability to respond appropriately to concerns and gather more information while remaining calm and demonstrating interest. The person making the disclosure should be reassured that they have done the correct thing in making the disclosure and that it will be dealt with in a sensitive and appropriate manner.

Report

All safeguarding and Prevent concerns should be reported at the first opportunity to the Designated Safeguarding Officer or the Deputy Designated Safeguarding Officer.

Record

All Designated Safeguarding Officers and Deputy Designated Safeguarding Officers will be trained to ensure that disclosures, incidents or concerns and details of the subsequent investigation are accurately recorded, updated and monitored. They will also ensure that any information is securely stored, remains confidential and is accessible only to those who require access to provide support, in accordance with the Data Protection Policy. (LIEURAPP22003(A) Body Map can be used to record injuries).

Refer

Upon completion of an investigation or assessment, the Designated Safeguarding Officer or Deputy Safeguarding Officer will make a decision on what action to take and whether the concern should be referred to an external organisation. (LIEURAPP(B) can be used to refer).

9.0 Key Contacts

Designated Safeguarding Officer: Jeremy Praud – 0333 456 1988 – Jeremy.Praud@LI-Europe.com

Deputy Safeguarding Officer: Cheryl Audsley – 0333 456 1988 – Cheryl.Audsley@LI-Europe.com

If there is an immediate risk of harm or other emergency, please call 999 and speak to the emergency services.

For non-emergency calls, you can contact the Police on 101 or for medical concerns the NHS on 111.
Anti-terrorism hotline 0800789321.

Teaching Location Details

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Safeguarding Adult Board (SAB) including Prevent	Report Safeguarding Concern Local Contact Numbers	Report Safeguarding Concern Contact Email
Corby/Kettering/Northampton Safeguarding	03001 263000	https://northamptonshire-self.achieveservice.com/service/Make_a_safeguarding_referral_to_North_Northamptonshire_Council
Corby/Kettering/Northampton Prevent	08000 113764	safeguardingineducation@northnorthants.gov.uk
Redcar Safeguarding	01642 771500 (Day) 01642 524552 (Out of Hrs.)	AccessAdultsTeam@redcar-cleveland.gov.uk
Redcar Prevent	Jay Hoise Improvement, Prevention & Commissioning Manager 01642444679	Prevent National Referral Form.pdf (PDF, 280.94KB)
Clitheroe Safeguarding (Lancashire)	03001 236720 (Day) 03001 236722 (Out of Hrs.)	LSBU@lancashire.gov.uk Lancashire Safeguarding Business Unit, County Hall, Preston, PR1 0LD
Clitheroe Prevent	01772 413398	Concern@lancashire.pnn.police.uk
Crewe Safeguarding	03001 235010 (Day) 03001 235022 (Out of Hrs.)	
Crewe Prevent	01606 362121	Prevent@cheshire.police.uk
North Lincolnshire Safeguarding	Vicky Haines 07592 724935 Cllr Melanie Hughes 07592 724935 / 07709 195459 Jum Hackney (Deputy) 07714 163783 01724 297000 (Nrth Lincs Adult Protection Team) 01724 297000	adultprotectionteam@northlincs.gov.uk
North Lincolnshire Prevent	01724 297000	https://www.lincs.police.uk/advice/advice-and-information/t/prevent/prevent/
Bradford Safeguarding (MASH)	01274 431077(Day) 01274 435400 (Out of Hrs.)	
Bradford Prevent	Danielle King Prevent Coordinator 07788 264621 Rachel Lee, Prevent Education Officer 07484 923127	Danielle.king@bradford.gov.uk Rachel.lee@bradford.gov.uk
Leicestershire and Rutland Safeguarding	0116 3057130 (Day) 0116 3050888 (Out of Hrs)	
Safeguarding Officer St Helen's Church, Ashby De La Zouch	07845 544443 Elizabeth Smith (Officer) 0116 2615341 Rachel Spiers (Adviser)	safeguarding@sthelensashby.net Rachel.spiers@leccofe.org
Leicestershire Prevent	0116 2486726	Prevent.Team@leicestershire.pnn.police.uk

(Appendix 1 can be used for other contact details).

10.0 Related LI Europe Policies

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Policy Name: Safeguarding Adults Policy

- LIEURAPP22001 – Apprenticeship Continuity Plan
- LIEURAPP22002 – Equality and Diversity Policy
- LIEURAPP22003 – Safeguarding Adults Policy
- LIEURAPP22004 – Prevent Duty Policy-
- LIEURAPP22005 – Health & Safety Policy
- LIEURAPP22006 – Concerns, Complaints and Compliments Policy
- LIEURAPP22007 – Recognition of Prior Learning Policy
- LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy
- LIEURAPP22009 – Employee Professional Development Policy
- LIEURAPP22011 – GDPR Policy
- LIEURAPP20014 – Safer Recruiter Policy
- LIEURAPP22017 – Functional Skills Subcontracting Policy
- LIEURAPP22018 – Intervention Policy
- LIEURAPP22019 – Plagiarism and Malpractice Policy
- LIEURAPP22020 – External Speaker Policy
- LIEURAPP22021 – Bullying and Harassment Policy
- LIEURAPP22022 – Additional Learning Support Policy
- LIEURAPP22023 – Whistleblowing Policy
- LIEURAPP22024 – Malpractice in Certification and Assessment Policy
- LIEURAPP22025 – Recruitment of Ex-Offenders Policy
- LIEURAPP22026 – Academic Appeals Policy
- LIEURAPP22027 – Apprenticeship Code of Conduct
- LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director _____ Date _____

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Appendix 1 – External Support Organisations

For Help With..	Organisation	Website	Contact Details
Autism	National Autistic Society	autism.org.uk	020 7833 2299
Bereavement	Cruse Bereavement Care	cruse.org.uk	0808 808 1677
Blind Support	Royal National Institute of Blind People	rnib.org.uk	0303 123 9999
Bullying	Bullying UK (Family Lives)	bullying.co.uk	0808 800 2222
Carers	Carers Trust	carers.org.uk	0300 772 9600
Childhood Abuse	The National Association for People Abused in Childhood	napac.org.uk	0808 801 0331
Child Exploitation	Child Exploitation & Online Protection Command	ceop.police.uk	n/a
Deaf Support	British Deaf Association	bda.org.uk	020 7697 4140
Domestic Abuse	Refuge	refuge.org.uk	0808 2000 247
Drugs	Talk to Frank	talktofrank.com	0300 123 6600
Employment	Job Centre Plus	gov.uk/find-a-job	0800 169 0310
	ACAS	acas.org.uk	0300 123 1100
FGM	Equality Now	equalitynow.org	07445 699 371
Financial Issues	Money Helper	moneyhelper.org.uk	0800 011 3797
Forced Marriage	Plan International (UK)	plan-uk.org	0300 777 9777
Housing Issues	Shelter	england.shelter.org.uk	0808 800 4444
Internet Safety	Think U Know?	thinkuknow.co.uk	0370 496 7622
Learning Difficulties	Respond	respond.org.uk	020 7383 0700
Legal Issues	Citizens Advice Bureau	citizensadvice.org.uk	0800 144 8848
Mental Health	Mind	mind.org.uk	0300 123 3393
	Campaign Against Living Miserably	thecalmzone.net	0800 58 58 58
	Give us a Shout	giveusashout.org	Text Shout to 85258
Parental Support	Family Lives	familylives.org.uk	0808 800 2222
Personal Safety	The Suzy Lamplugh Trust	suzylamplugh.org	0808 802 0300
Racism	Stand Against Racism & Inequality	sariweb.org.uk	0117 942 0060
Relationships	Relate	relate.org.uk	0300 003 2324
Revenge Porn	Safer Internet	saferinternet.org.uk	0345 6000 459
Self-Harm	Self-Harm UK	selfharm.co.uk	info@selfharm.co.uk
Sexual Abuse	The Survivors Trust	thesurvivorstrust.org	0808 801 0818
	Rape Crisis	rapecrisis.org.uk	0808 802 9999
Sexuality	Stonewall	stonewall.org.uk	0800 050 2020
Suicide Prevention Support (under 35s)	Papyrus	papyrus-uk.org	0800 068 4141
Victim Support	Victim Support UK	victimsupport.org.uk	0808 168 9111
Under 25 Support	The Mix - Essential support for under 25s	themix.org.uk	0808 808 4994