

Safeguarding of Children and Vulnerable Adults Policy

Statement of purpose

The Institute of Sales Professionals (ISP) fully recognises its responsibility for child and vulnerable adult protection and for safeguarding and promoting the welfare of young people and vulnerable adults in its employment. ISP aims to create and maintain a safe environment for young people, students who are over eighteen, staff, volunteers, and visitors. This policy can be found at www.the-ISP.org

Related Policies and Procedures

- ISP Diversity and Equality Policy
- ISP Discipline and Grievance Procedures
- ISP Recruitment Policy
- ISP Data Protection Policy
- ISP Whistleblowing Policy

Regulatory References

Scope: The policy applies to all Directors, ISP staff, ISP Assessment Associates, ISP Providers and ISP Quality personnel.

Definitions: For the purposes of the Child and Vulnerable Adult Protection Policy

- a 'young person' means any person under the age of 18 (i.e. those who have not yet reached their 18th birthday).
- a 'vulnerable adult' means any person "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 or herself, or unable to protect him or herself against significant harm or exploitation because of mental or other disability, age or illness."
- 'Staff' means all employees, full-time and part-time, and all agency, contract and volunteer staff working for ISP.

Objectives of the policy

- To promote an environment that is safe, where staff and learners treat each other with mutual respect and develop good relationships built on trust.
- To raise the awareness of all staff, teaching and non-teaching, of the need to safeguard young people and vulnerable adults and of their rights and responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of supporting young people and vulnerable adults known or thought to be at risk of harm.

- To ensure that appropriate risk assessments are undertaken by ISP Providers and other managers to ensure that learners are safeguarded.
- To ensure that relevant information about a young person or vulnerable adult at risk of harm is disseminated to appropriate staff within the Provider on a 'need to know' basis.
- To ensure that all staff who have access to young people or vulnerable adults have been checked for their suitability.

Key Safeguarding Principles

The needs of the young person are paramount and underpin all child protection work and resolve any conflict of interests

- All young people have the right to be safeguarded from harm and exploitation
- ISP Providers have a responsibility to provide a safe environment and minimise risks of harm to young people's welfare
- Provider staff have a responsibility to identify young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.
- Responsibility for protection of young people must be shared because young people are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another
- Statements about or allegations of abuse or neglect made by young people must be taken seriously

ISP is further committed to applying these safeguarding principles to vulnerable adults

Responsibility for Child and Vulnerable Adult Protection

All ISP Providers must ensure that they have the relevant DBS (Disclosure & Barring Service) checks in place for all front-line trainers and personnel who come into contact with young adults under the age of 18. ISP will need to see evidence of these checks as part of the quality assurance process.

Within ISP the Managing Director, will be responsible for the implementation of the child and vulnerable adult protection policy and procedures. ISP will also have a Safeguarding and Protection team who will deputise for the Director and will also lead on the implementation of this policy in the areas of the company for which they have responsibility. The Safeguarding and Protection Team will include:

- Managing Director & named deputy
- Head of Education & named deputy
- Quality Manager & named Deputy

All ISP staff are expected to contact one of the Safeguarding and Protection Team for advice, when necessary or to make referrals. All staff will familiarise themselves with this policy as part of their

induction to ISP and will be noted on each individual's training record. Refresher training will be provided for all employees with respect to updates on legislation changes.

Work Experience

ISP will ensure that:

- Appropriate health and safety checks are in place prior to establishing work experience placements.
- Staff are aware of the action to be taken, and by whom, should a child or vulnerable adult protection issue be raised before, during or after the placement.
- Staff are aware of their responsibilities in relation to safeguarding and the protection of children or vulnerable adults

Confidentiality, Reporting and Disclosure

ISP recognises the need to comply with relevant legislation and guidance in relation to data protection and confidentiality. ISP also recognises that, where there are concerns about abuse or safeguarding, data sharing with appropriate agencies may be necessary even when it is contrary to the wishes of an individual.

The following will assist with making informed decisions about sharing data:

- ISP will ensure that as part of the child and vulnerable adult protection training for staff, the issue of confidentiality is clarified so that staff know they cannot promise confidentiality in all cases as they may have to pass on information to other professionals to keep the young person or vulnerable adult safe.
- ISP will only share relevant confidential information, i.e. when disclosing information without consent the member of staff limits the extent of the disclosure to that which is absolutely necessary to protect the young person or vulnerable adult.
- Referrals to other agencies such as Children's Social Care should be made with the young person's agreement where practicable. However, it may not be practicable to seek their agreement where, for example, seeking permission might place them or another person at risk of serious harm or where they are not mentally competent to give their agreement.
- Disclosure of information can take place without consent in cases where this is justifiable in the overriding public interest – e.g. to protect the young person from significant harm.
- In the context of child protection the welfare of the young person outweighs the family's right to privacy.
- Vulnerable adults may choose to remain at risk in dangerous situations. Professional staff may find they have no statutory powers in cases where the adult is judged to have sufficient capacity to make his or her own choices and refuses the help which staff feel is needed and where public interest considerations do not apply.

Record Keeping

An accurate record should be made whenever there is a concern about a child or vulnerable adult in terms of risk of harm or safeguarding. The record should include:

- i) Personal details of the child or vulnerable adult.
- ii) The nature of the concern.
- iii) The source(s) of information about the concern.
- iv) Any advice given.
- v) Whether confidentiality has been discussed with the child or vulnerable adult.
- vi) Names of staff with whom discussed
- vii) Details of action taken or any referral to an external agency
- viii) Date and signature of the person making the record

Monitoring and Review of the Policy

ISP will review its policies and procedures to ensure that they comply with the relevant legislation and the agreed procedures in ISP. The Child and Vulnerable Adult Protection Policy will be reviewed annually and updated to remedy any deficiencies or weakness in regard to child and vulnerable adult protection arrangements that are identified without delay.

The government website can provide guidance and assistance on all safeguarding issues if not listed below: <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

Some Definitions of Abuse

- Physical abuse this may take many forms e.g. hitting, shaking or poisoning a young person or vulnerable adult. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a young person or vulnerable adult.
- Emotional abuse this is the persistent emotional ill treatment of a young person or vulnerable adult such as to cause severe and persistent effects on their emotional development. Some level of emotional abuse is involved in most types of ill treatment of young people or vulnerable adults, though emotional abuse may occur alone.
- Sexual abuse this involves forcing or enticing a young person or vulnerable adult to take part in sexual activities. This may include non-contact activities such as looking at, or in the production of pornographic materials, watching sexual activities or encouraging young people or vulnerable adults to behave in sexually inappropriate ways.
- Neglect involves the persistent failure to meet a young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health

and development. This may involve failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

The Context of Abuse

Family Circumstances: Domestic Violence

i) Where there is domestic violence the implications for the vulnerable adult or young person at college and for younger children in the household must be considered. Young people from families with a history of domestic violence often have behavioural difficulties, absenteeism, ill health, bullying, and drug and alcohol misuse.

Drug/alcohol abusing parents

i) There is an increased risk of violence in families where this occurs. A young person at College may have to take on responsibilities for younger children in the family.

Forced Marriages

i) Forced marriage is an entirely separate issue from arranged marriage. Forced marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young people at risk of a forced marriage are usually experiencing physical and/or emotional abuse at home.

Mental Health Issues

i) Self-harming and suicidal behaviour

ii) Self harm, suicide threats and gestures by a young person or vulnerable adult must always be taken seriously and may be indicative of a serious mental or emotional disturbance. The possibility that self harm, including a serious eating disorder has been caused or triggered by any form of abuse or chronic neglect should not be overlooked.

Abuse by peer group: bullying, racism and abuse

i) Bullying is a common form of deliberately hurtful behaviour, usually repeated

ii) over a period of time, when it is difficult for the victims to defend themselves.

iii) It can take many forms, but the three main types are physical (e.g. hitting); verbal (e.g. threats); and emotional (e.g. isolating the individual).

iv) It may involve physical, sexual or emotional abuse including homophobic, sexual, racial or religious harassment, or behaviour which is offensive to those with learning or physical disabilities.

v) Severe harm may be caused to young people and vulnerable adults by the abusive and bullying behaviour of their peers. The damage inflicted by bullying is often underestimated and can cause considerable distress. In extreme cases it can cause significant harm, including self-harm.