

Coast Tuition – Safeguarding Adults at Risk Policy

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Named personnel with designated responsibility for Child Protection	
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1.0 Introduction

Coast Tuition is committed to keeping adults at risk safe and we require everyone who comes into contact with adults at risk to share this commitment.

Coast Tuition has a statutory and moral duty to ensure that we promote the welfare of vulnerable adults receiving education and training.

Adult Safeguarding is about preventing and responding to concerns of abuse, harm or neglect of adults. We recognise that all staff and Directors have a full and active part to play in protecting learners from harm and their welfare is our main concern.

Coast Tuition promotes an ethos where everyone feels safe, secure, valued and respected and is encouraged to talk and is listened to.

Staff and learners should all be aware of how they can raise concerns about themselves and others and will know how their concerns will be dealt with.

2.0 What is Adult Safeguarding?

Adult Safeguarding is defined as 'protecting an adult's right to live in safety, free from abuse and neglect'. Adult safeguarding is about preventing and responding to concerns of abuse, harm or neglect of adults. Staff should work together in partnership with adults so that they are:

- Safe and able to protect themselves from abuse and neglect;
- Treated fairly and with dignity and respect;
- Protected when they need to be;
- Able easily to get the support, protection and services that they need.

3.0 Aims

Coast Tuition aims:

- To take all reasonable steps to make sure learners and staff are, and feel safe.
- For learners and staff have up to date knowledge of potential sources of harm and how to take steps to keep themselves, their families and their communities safe.

- For learners and staff to recognise the signs of abuse, including radicalisation.
- To make staff aware of how to respond to safeguarding concerns and disclosures with confidence.
- For learners and staff to know how to report concerns within Coast Tuition to the Designated Safeguarding lead and, if applicable, to external agencies.
- For learners and staff to know how to find out more and get help.
- To meet legal and statutory obligations.

We will achieve these aims by:

- professional, ethical and moral leadership and management
- keeping safeguarding and welfare at the heart of planning and delivery
- encouraging a culture of respect, openness, vigilance and whistleblowing
- ensuring our policy and guidance is up to date and useful
- following appropriate processes in the recruitment of staff and learners, including ensuring at least one member of staff has been trained in safer recruitment when recruiting new staff
- ensuring sound induction and training of staff and learners, supported by relevant and local information and resources
- promoting a culture of health, safety and wellbeing
- ensuring compliance with all relevant legislation, guidance, policies and procedures, including for managing 'Allegations against employees and volunteers'
- obtaining disclosure and barring service checks for staff in all roles with enhanced checks for staff in specific roles
- reviewing our safeguarding arrangements to support continual improvement
- maintaining up to date records of alerts to inform follow up and prevent patterns being missed
- working with external agencies and partners to understand when and how to refer, communication protocols and share best practice
- risk assessing learners with unspent criminal convictions, referred by external agencies such as the probation service or Job Centre, prior to acceptance

4.0 Scope

This policy applies to all staff and learners including those who are learning with subcontracted partners.

5.0 Communication of the Policy and Guidance

Details of the Policy & Guidance will be made available to:

- All staff and volunteers by means of induction and training or when the policy & procedure has been reviewed and amended. Staff will confirm they have read and

understood the policy through completion of the induction and probation period. Following this, annual declarations will be collected from staff.

- All staff will as a minimum be expected to undertake Safeguarding and Prevent training and update their training in line with this policy & guidance.
- Learners will be made aware of the Policy & Guidelines by means of a summary published on the internet and elsewhere as appropriate.
- Sub-contracted partners will be made aware of the Policy & Guidelines by the Directors, through the annual induction process and regular contract review meetings.

6.0 Responsibilities

Coast Tuition recognises that it is an agent of referral and not of investigation. It is not Coast Tuition's responsibility to investigate abuse.

The Designated Safeguarding Lead is responsible for the following.

- Referring a vulnerable learner if there are concerns about their welfare, possible abuse or neglect to the North Yorkshire Safeguarding Adults Board using the stipulated referral procedure as soon as possible within the working day.
- Any person identified as being at risk of radicalisation is referred to the Channel programme through the Safeguarding Adults Board.
- Ensuring that detailed and accurate written records of concerns about a vulnerable learner are kept even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from other records with a front sheet listing dates and brief entry to provide a chronology
- Acting as a focal point for staff concerns and liaising with other agencies and professionals.
- Ensuring that either they or another appropriately informed member of staff attends case conferences, core groups, or other multi-agency planning meetings
- Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending all required essential training provided by the appropriate body.

The roles and responsibilities of the Designated Safeguarding Officer fall into 3 areas.

Referrals

- Refer cases of suspected abuse or allegations to relevant statutory agencies
- Act as a source of support, advice and expertise to staff when deciding whether and when to make a referral
- Act as a source of support, advice and expertise to all learners and staff affected by a safeguarding incident

- Ideally seek advice from and share information with relevant statutory agencies after seeking consent or informing parents or carers of a referral, unless to do so would place the person at increased risk of harm
- Report hate crime <https://www.northyorkshire-pfcc.gov.uk/how-can-we-help/common-problems/report-a-hate-crime/>

Training

- Recognise how to identify the signs of abuse, neglect and radicalisation and when it is appropriate to make a referral to other agencies
- Ensure each member of staff has access to and understands the safeguarding adults at risk policy and procedures, especially new or part-time staff who may work at different establishments and or locations
- Ensure all learners have access to and understand the organisations safeguarding adults at risk policy and procedures.
- Ensure all learners and staff have induction training covering safeguarding and are able to recognise and report any concerns about safety and welfare immediately they arise
- Be able to keep detailed, accurate, secure written records of referrals and or concerns
- Obtain access to resources and attend any relevant or refresher training courses

Raising Awareness

- Ensure the safeguarding policy and procedures are updated and reviewed annually
- Ensure learners know that disclosures or concerns about suspected abuse or neglect may be referred to the police or social services

7.0 Types and Indicators of Abuse and Neglect

There are 10 categories of abuse described within the Care and Support Statutory Guidance. These categories are expansive and cover a range of abusive situations or behaviours. It is important to recognise that exploitation is a common theme in nearly all types of abuse and neglect.

TYPE OF ABUSE	DESCRIPTION FROM STATUTORY GUIDANCE AND / OR OTHER SUPPORTING GUIDANCE
Discriminatory Abuse	Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse.
Domestic Abuse	Examples of domestic abuse include Psychological; Physical; Sexual; Financial; Emotional abuse; as well as so called 'honour' based violence, forced marriage

	<p>and female genital mutilation. <u>The Home Office (March 2013) defines domestic abuse as:</u> “any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between people aged 16 years or over who are, or have been, intimate partners or are family members regardless of gender or sexuality. It includes psychological, physical, sexual, emotional, and financial abuse, forced marriage, and ‘honour’-based violence.”</p>
<p>Financial or Material Abuse</p>	<p>Theft, fraud, internet scamming, postal and doorstep scams, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits are all forms of financial abuse and are more often than not targeted at adults at risk. The adult at risk can be persuaded to part with large sums of money and in some cases their life savings. These instances should be reported to the local police service and local authority https://www.northyorks.gov.uk/trading-standards for investigation. Financial abuse can have serious effects including loss of income and independence and harm to health, including mental health. Where the abuse is perpetrated by someone who has the authority to manage an adult’s money, the relevant body should be informed, e.g. the Office of the Public Guardian for deputies and attorneys and DWP for appointees.</p>
<p>Modern Slavery</p>	<p>Slavery, servitude and forced or compulsory labour. A person commits an offence if: The person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude; or The person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour. There are many different characteristics that distinguish modern day slavery from other human rights violations, however only one needs to be present for slavery to exist. Someone is in slavery if they are: Forced to work – through mental or physical threat; Owned or controlled by an ‘employer’, usually through mental or physical abuse or the threat of abuse; Dehumanised, treated as a commodity or bought and sold as ‘property’; Physically constrained or has restrictions placed on his/her freedom of movement; Humans who are trafficked, recruited and transported for example using threats, to coerce or force a person into sexual exploitation, forced labour or domestic servitude. Modern day slavery takes various forms and affects people of any age, gender and race. Adults who are enslaved are not always subject to human trafficking. Recent court cases have found homeless adults promised paid work opportunities enslaved and forced to work and live in dehumanised conditions, and adults with a learning difficulty restricted in their movements and threatened to hand over their finances and work for no gains. Specified public authorities have a duty to notify the Secretary of State of any individual identified in England and Wales, as a suspected victim of slavery or human trafficking, under Section 52 of the Modern Slavery Act 2015.</p>

<p>Neglect and Acts of Omission</p>	<p>Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.</p>
<p>Organisational Abuse</p>	<p>Is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person’s dignity and represents a lack of respect for their human rights.</p>
<p>Physical Abuse</p>	<p>Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions. Restraint Unlawful or inappropriate use of restraint or physical interventions. In extreme circumstances unlawful or inappropriate use of restraint may constitute a criminal offence. Someone is using restraint if they use force, or threaten to use force, to make someone do something they are resisting, or where an adult’s freedom of movement is restricted, whether they are resisting or not. Restraint covers a wide range of actions. It includes the use of active or passive means to ensure that the person concerned does something, or does not do something they want to do, for example, the use of keypads to prevent people from going where they want from a closed environment.</p>
<p>Psychological Abuse</p>	<p>Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.</p>
<p>Sexual Abuse</p>	<p>Examples of sexual abuse include rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. Sexual abuse is not confined to issues of consent the following factors should also be considered: Any sexual relationship or inappropriate sexualised behaviour between a member of staff and service user should lead to disciplinary proceedings; A sexual act between a care worker and service user with a mental disorder is also a criminal offence under section 38-42 of the Sexual Offences Act.</p>

8.0 Patterns of Abuse

Abuse can take place in any context. It may occur when an adult at risk lives alone or with a relative; it may also occur within nursing, residential or day care settings, within hospitals or other places previously assumed safe, or in public places.

Patterns of abuse may reflect very different dynamics, such as:

- Serial abuse in which someone seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- Long term abuse – may occur in the context of an ongoing relationship such as domestic violence between partners or generations or persistent psychological abuse;
- Opportunistic abuse – such as theft occurring because money or jewellery has been left lying around;
- Self-neglect – where a person declines support and assistance with their care and support needs, impacting on their individual wellbeing.

Abuse may consist of:

- A single or repeated acts;
- An act of commission or omission;
- Multiple acts, for example, an adult at risk may be neglected and also being financially abused.
- Abuse may be intentional or unintentional. A number of abusive acts are crimes and informing the police must be a key consideration.

9.0 Who Might Abuse

This policy is relevant for all safeguarding concerns, to all incidents of abuse, regardless of who has committed them. Anyone might be responsible for abuse, including:

- A member of staff;
- A member of a recognised professional group;
- Another adult at risk;
- A volunteer;
- A member of a community group such as place of worship or social club;
- A spouse, relative, member of the person’s social network or an unpaid carer;
- A child, including the person’s own son or daughter;
- A neighbour, member of the public or stranger; or
- A person who deliberately targets adults at risk in order to exploit them.

10. Managing Concerns involving a ‘Person in a Position of Trust’ (PIPOT)

Concerns within Employment

Any allegation against people who work with adults should be reported immediately to the Directors. Allegations management at Coast Tuiton will be dealt with by the Directors. Where

there is a conflict of interest in reporting to the Directors, this should be reported to the Safeguarding Adults Board.

The organisation has procedures in place to make a referral to the Disclosure Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have if they had not resigned. This is a legal duty and failure to refer when the criteria are met is a criminal offence.

Where Coast Tuition dismisses or ceases to use the services of a teacher because of serious misconduct or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

Supply Teachers

Where the organisation is not the employer of an individual they still have responsibility to ensure allegations are dealt with appropriately and that they liaise with the relevant parties (this includes supply teachers and volunteers).

Whilst the organisation are not the employer of supply teachers, they should ensure allegations are dealt with properly. In no circumstances should an organisation decide to cease to use a supply teacher due to safeguarding concerns without finding out the facts and liaising with the Safeguarding Adults Board to determine a suitable outcome. Agencies should be fully involved and fully cooperate in any enquiries, but the organisation will usually take the lead.

Action in Relation to the Person(s) Alleged to have Caused Harm and Criminal Enquiries

It may be necessary to take action against the person alleged to have caused harm (PATCH) / Organisation to ensure the safety and wellbeing of other people.

Other processes including Police investigations can continue alongside the safeguarding enquiry. Coast Tuition will liaise with the police to assist with any investigation and gain confirmation that it is appropriate to proceed with the safeguarding enquiry. Cooperation between organisations to achieve the person's outcomes is essential and agreed actions need to be considered to ensure the safety of the person. Information sharing will be timely and comply with all legislative requirements, where this may involve a criminal enquiry the Police will consider disclosure under current legislation.

Concerns Arising Outside of Employment

Sometimes concerns arise for persons who work with adults at risk where an enquiry begins outside of their employment. This may require an assessment of the risk they pose in their work.

The Care Act statutory guidance states that where such concerns are raised about someone who works with adults with care and support needs, it will be necessary for Coast Tuition to assess any potential risks to adults with care and support needs who use the services, and if

necessary, to take action to safeguard those adults. It will be necessary to notify the Police if a crime has been committed.

Examples of such concerns could include allegations that relate to a person who works with adults with care and support needs who has:

- Behaved in a way that has harmed, or may have harmed an adult or child;
- Possibly committed a criminal offence against, or related to, an adult or child;
- Behaved towards an adult or child in a way that indicated they may pose a risk of harm to adults with care and support needs.

If the concern arises out of a Police investigation, the Police, as holders of all the necessary information should refer the matter to their own Disclosure Unit to determine the relevant statutory provision under which disclosure to other parties can be made.

If the local authority holds the information, for example, if the person concerned is involved in a child protection enquiry, the person concerned would be asked to inform Coast Tuition themselves.

If the person concerned refuses to inform Coast Tuition, the Local Authority may decide to disclose the information against the persons wishes.

11.0 Referral to Local Authority Designated Officer (LADO)

When a person’s conduct towards an adult may impact on their suitability to work with or continue to work with children refer to the section of the Local Authority Designated Officer (LADO) in the Child Protection Policy.

12.0 Process for Learners

Any learner who has concerns about themselves, other learners, staff or their apprenticeship/work placement employer should initially talk to/email their tutor if appropriate or directly contact the Designated Safeguarding Lead.

The Designated Safeguarding Lead is:	Lauren Kirkley
The person who deputises in their absence is:	Marisa Mayes

Coast Tuition recognises that all matters relating to safeguarding and learner’s protection are confidential. The Designated Safeguarding Lead will disclose personal information about a learner to other members of staff on a need-to-know basis only. However, all staff have a professional responsibility to share information with other agencies in order to safeguard vulnerable learners. All staff are aware that they cannot promise a learner to keep secrets which might compromise safety or well-being or that of another.

Coast Tuition will always undertake to share our intention to refer a learner to other services.

13.0 Whistleblowing

Coast Tuition recognises that learners cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of others and refer to the Whistleblowing policy. If necessary, they should speak to the Designated Safeguarding Lead or Directors.

14.0 The Prevent Duty

The Prevent duty is the duty in the Counter -Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn in to terrorism.

This is not about preventing learners from having political and religious views and concerns, but about supporting them to use these concerns or act on them in non-extremist ways.

The objective of Prevent is to *prevent people being drawn into terrorism and ensure they are given appropriate advice and support.*

Coast Tuition will ensure that:

- Staff and Directors have undertaken appropriate training and development
- We exemplify British Values in teaching and management through general behaviours as well as opportunities in the curriculum.
- We encourage learners to respect each other with particular regard to protected characteristics set out in the Equality Act 2010.

15.0 Contacts

North Yorkshire Safeguarding Adults Board

<https://safeguardingadults.co.uk/working-with-adults/raising-a-concern/>

Advice and Referral

01609 780780

Social.care@nothyorks.gov.uk

Emergency Duty Team

01609 780780