



MARINE SOCIETY COLLEGE SAFEGUARDING POLICY

2016 - 2017

Safeguarding Policy 2016 - 2017

1. Safeguarding policy statement

- 1.1 Marine Society College has a statutory and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of all Marine Society staff and learners receiving education and training through the college and is committed to ensuring they are safeguarded and protected from harm. Furthermore, the college has a duty to implement the government's Prevent strategy to stop people becoming involved in violent extremism counter to British values or supporting terrorism in all its forms. MSC also has a duty to report incidents of a serious nature to the Charity Commission.
- 1.2 It is recognised that some adults are vulnerable to abuse. The definition of vulnerable adults includes (but is not exclusive to) individuals with any of the following:
 - Learning Difficulties
 - Physical Impairments
 - Sensory Impairments
 - Mental Health Needs
 - Age Related frailty
 - Dementia
 - Brain Injuries
 - Substance abuse
 - Seafarers may be vulnerable as a result of their particular context
 - Long term illness or condition
 - Is a carer.
- 1.3 The MSC is part of the MSSC who operate safeguarding arrangements for the Sea Cadets under the direction of the Director of Safety, Safeguarding and Risk. The Head of Safeguarding is responsible for the Sea Cadet operational arrangements and provides advice and support to the MSC appointed officer.

The responsibility for the safety and protection of vulnerable adults is shared by all college staff. The college will refer concerns that a vulnerable adult might be at risk of significant harm to the appointed officer, the Director of Lifelong Learning, or if necessary the Director of Safety, Safeguarding and Risk or, in their absence, the MSSC Chief Executive Officer.
- 1.4 The college will ensure that staff who have regular and significant contact with learners, whether through paid or unpaid work, have been vetted via the DBS.
- 1.5 It is the duty of all staff to ensure that everyone is treated with respect and value irrespective of their age, gender, disability, racial origin, religion, belief and sexual orientation, (the protected groups as set in the Equality Act 2010). In the case of vulnerable adults, it is important to recognise that they be more open to discrimination on these grounds.
- 1.6 All suspicions and allegations of abuse or inappropriate behaviour will be taken seriously and appropriate referrals will be made by the college.
- 1.7 This policy will be reviewed and updated annually taking into account any legislative changes and new guidance.

- 1.8 The Director of Lifelong Learning and all college staff working with vulnerable adults will receive training to familiarise them with vulnerable adult protection issues, their responsibilities and the college's procedures and policies, with refresher training at least every three years.
- 1.9 A senior member of the college, the Director of Lifelong Learning, has special responsibility for protection issues.
- 1.10 The Trustees of the MSSC recognise the following as definitions of abuse:

Physical abuse covers any action which is used against a person's physical well-being. Bullying can also be a form of physical and emotional abuse.

Psychological/Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on him or her emotional well-being.

Sexual abuse involves forcing or enticing a vulnerable adult to take part in sexual activities.

Financial abuse is defined as the misappropriation of money or assets.

Discriminatory abuse is defined as any form of abuse based on discrimination because of a person's race, culture, belief, gender, age, disability, sexual orientation, etc.

Institutional abuse is defined as repeated incidents of poor professional practice or neglect, and inflexible services based on the needs of the providers rather than the person requiring the service.

Neglect is defined as not providing necessary food, care or medicine.

- 1.11 In respect of safeguarding individuals from radicalisation, the college works to the Prevent element of the Government's Counter Terrorism Strategy, and where deemed appropriate seeks external support for learners through referrals to the Channel Programme. This programme aims to work with the individual to address their specific vulnerabilities, prevent them becoming further radicalised and possibly becoming criminals because of their actions. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. It is further recognised that in many instances the process of radicalisation is essentially one of grooming by others.

2. Reducing risk

- 2.1 All college staff and students will be made aware of the Institution's commitment to the safety of vulnerable individuals and will be directed to the policy and relevant codes of conduct and instructed in action to take if concerns are raised.

- 2.2 The Director of Lifelong Learning will monitor and review processes on a regular basis to ensure, in conjunction with MSSC Director of HR, appropriate vetting/checking is undertaken for members of staff.
- 2.3 All college staff will be given training and periodic refresher training to ensure they have the knowledge and skills required to discharge their responsibilities.
- 2.4 All college staff will receive information, guidance and training appropriate to their roles.
- 2.5 All learners will be made aware of the Charity's commitment to the safety of vulnerable individuals and understand that any legitimate suspicions or concerns will be reported to appropriate agencies.
- 2.6 The Director of Lifelong Learning is accountable for all MSSC safeguarding matters including training and any referrals, taking guidance and advice from the MSSC safeguarding team as required.

3. Designated staff with responsibility for the protection vulnerable adults

- 3.1 The designated senior member of staff with lead responsibility for vulnerable adult protection issues is the Director of Lifelong Learning.
- 3.2 The Director of Lifelong Learning is the senior member of the Marine Society Education Team. They have a key duty to take lead responsibility for raising awareness within the staff of issues relating to the welfare of learners and the promotion of a safe environment for the learners and vulnerable adults.
- 3.3 They have received training in vulnerable adult protection issues and the Prevent strategy and will receive refresher training at least every two years.
- 3.4 They will provide an annual report to the MSSC Trustees setting out how the College has discharged its duties. They are responsible for reporting deficiencies in procedure or policy identified by the team to the Trustees at the earliest opportunity.
- 3.5 The Seafarer Education Manager is responsible for overseeing the operation of procedures, taking advice and guidance from the safeguarding team as appropriate.

This involves:

- Liaising with the distance learning subcontractors and ensuring any issues of concern raised by tutors or learners are reported in line with this policy.
- Overseeing the referral of cases of suspected abuse/radicalisation or allegations to other agencies (such as the police, Channel) as appropriate.
- Providing advice and support to other staff on issues relating to vulnerable adult protection

- Maintaining a proper record of any vulnerable adult protection referral, complaint or concern (even where that concern does not lead to a referral)
- Liaising with subcontractors to ensure that appropriate arrangements are made for the learners and appropriate safeguards are put in place
- Ensuring that all staff receive basic training in vulnerable adult safeguarding issues and are aware of the College's Vulnerable Adult Protection Procedures

4. Dealing with disclosures of abuse: Procedures for reporting concerns

- 4.1 Anyone within the college who suspects there is an issue of concern is obliged to report the same to their line manager at the earliest opportunity. The line manager would then report to the designated member of staff, the Director of Lifelong Learning, who is charged with taking the matter up with the appropriate external authorities and briefing the CEO and or Trustees. In the case of an allegation involving the Director of Lifelong Learning referral would be made to the MSSC CEO.
- 4.2 These procedures are communicated to all college staff on a regular basis. Further (mandatory) staff training is provided to all college staff and renewed every three years.

5. Recruitment and selection procedures

- 5.1 The MSSC has clear recruitment and selection procedures. The policy and procedures are designed with the aim of safely recruiting staff and providing a safe environment for learners and vulnerable adults in which to learn. Key aspects of the procedures and processes are as follows;
 - Job descriptions are available for all roles. All jobs contain explicit responsibility for safeguarding and promoting the welfare of learners.
 - A person specification setting out the key selection criteria for all roles. The person specification includes demonstrating commitment to safeguarding policies and the suitability to work with vulnerable adults
 - A standard application form that provides for the collection of information on applicants that enables the college to recruit safely
 - Advertising of posts externally as appropriate
 - A requirement for those appointed to produce documentary evidence of academic/vocational qualifications
 - Standard interview questions for key staff who work with learners and vulnerable adults explore their suitability in this respect. Interviewers are advised to follow up on any gaps or discrepancies in the employment history of applicants
 - Two satisfactory references are obtained for each successful applicant as a condition of their employment. The first reference should be the applicant's existing or most recent employer. The second reference should also be from an employer. Character references are only used where an applicant has little or no previous work experience e.g. young persons. Where appropriate referees are asked specific questions about an applicant and their role in safeguarding children
 - A policy on the recruitment of ex-offenders

- A policy on obtaining a satisfactory Disclosure and Barring Service (DBS) disclosure and 'barred list' check for appropriate positions as a condition of employment at the college.

Last updated August 2016