



Bolton College

Adults at Risk Policy 2024-25



BOLTON COLLEGE ADULTS AT RISK POLICY

- x Is experiencing, or at risk of, abuse or neglect
- x 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.

An adult may, therefore, be a person who:

- x Is elderly and frail due to ill health, physical disability or cognitive impairment
- x Has a learning disability
- x Has a physical disability and/or a sensory impairment
- x Has mental health needs including dementia or a personality disorder
- x Has a long-term illness/condition
- x Misuses substances or alcohol
- x Is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse
- x Is unable to demonstrate the capacity to make a decision and is in need of care and support.

This list is not exhaustive.

What is Abuse?

Violation of an individual's human or civil rights. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance. Different types of abuse include: Physical Abuse, Neglect/acts of omission, Financial/material abuse, Psychological Abuse, Sexual Abuse, Institutional Abuse, Discriminatory Abuse, Modern Slavery or any combination of these. See Appendix 2 for further categories of abuse. Abuse can be perpetrated by one or more people (either known or not known to the victim) or can take the form of Institutional Abuse within an organisation. It can be a single or repeated act.

3. Safeguarding Adults at Risk in College

Bolton College is concerned that all its students remain safe and free from harm and is committed to playing a full and active part in the multi-agency response to safeguarding adults at risk concerns. This document sets out Bolton College's position in relation to all aspects of the safeguarding adults at risk process.

The Designated Persons responsibilities
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Social Care Team (see below contact details) and inform the safeguarding team at the earliest opportunity.

No student must be promised that anything they say will be kept confidential if the matter is related to safeguarding vulnerable adult issue or abuse. It is helpful for a member of staff to tell the student they will jot down anything the student actually says to ensure an exact a record as possible is kept for future reference.

Bolton Council – contact points

- x **Telephone** – 01204 337000 and ask for Adult Social Care Safeguarding Team
- x **Email** - safeguardingadults@bolton.gov.uk
- x **Hospital Social Work Team** - Phone this team if you are concerned about someone in hospital in Bolton.
Tel: 01204 390390.

Any urgent/emergency concern outside of the above hours contact Out of Hours Duty Team on **Tel:** 01204 337777.

Alternatively the police can be contacted if a crime is suspected on via 101 (non-emergency) or 999 in the case of emergency. The staff member must inform one of the Designated Persons, Principal or other senior member of staff as soon as possible.

4. Informing Principles

All members of staff involved with adults at risk (teaching and non-teaching) have a responsibility to be mindful of issues related to adult at risk safety and welfare and a **duty** to report and refer any concerns however “minor” they appear to be. **(N.B. it**

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Adults at risk are best protected when professionals work effectively together and share responsibility for protective action.

Where there are possible concerns about an adult at risk's safety, unconditional confidentiality cannot be guaranteed and should not be offered.

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Consultation is a means whereby those working with adults at risk can have ready access to consistent information and advice from suitably qualified and experienced staff, in order to explore a situation and to decide together on an appropriate course of action.

Appendix 1 - Summary of Bolton College Adults at Risk Policy for Staff

This procedure **must** be followed whenever any member of college staff hears an allegation from an adult at risk that abuse has, or may have, occurred, or where there is a significant concern that an adult at risk may have been be abused.

RECEIVE

- x What is said;
- x Accept what you are told - you do not need to decide whether or not it is true;
- x Lis()TjE665(s)-2 ((3 (l)-6.613qi)2.MC /LBodETj-0.00ed [Top]BBox #.9ebTd[y]-2 (ou d T8TJ0 Tc 0 Tw (

- x A person without Capacity not being allowed to go out of a care home when they ask to;
- x A person without Capacity not being allowed to be discharged at the request of an unpaid carer/family member.

2. Emotional / Psychological Abuse

Psychological Abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation or blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), cyber bullying, isolation or unreasonable and unjustified withdrawal from services or support networks.

Psychological Abuse is the denial of a person's human and civil rights including choice and opinion, privacy and dignity and being able to follow one's own spiritual and cultural beliefs or sexual orientation.

Possible indicators include:

- x Untypical ambivalence, deference, passivity, resignation;
- x Person appears anxious or withdrawn, especially in the presence of the alleged abuser;
- x Person exhibits low self-esteem;
- x Untypical changes in behaviour (e.g. continence problems, sleep disturbance);

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Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. If there are concerns related to an adult or young person being targeted for radicalisation, an alert should be raised and the police should become involved. Please refer to the College Safeguarding Team for further information and guidance. If the safeguarding team or a senior manager are not available and the matter is deemed to be an emergency then contact the police via 999.

16. ICT Abuse

E-safety can be described as safeguarding all users of fixed and mobile devices that allow access to content and communications that could pose risks to personal safety and wellbeing. Examples are PCs, laptops, mobile phones and gaming consoles such as Xbox, PlayStation and Wii. Examples of risks associated with information and communication technology are:

Content (vulnerable person as recipient)

- x Content that is harmful, obscene, defamatory, discriminatory, abusive, harassing, threatening, or otherwise inappropriate for the intended audience.

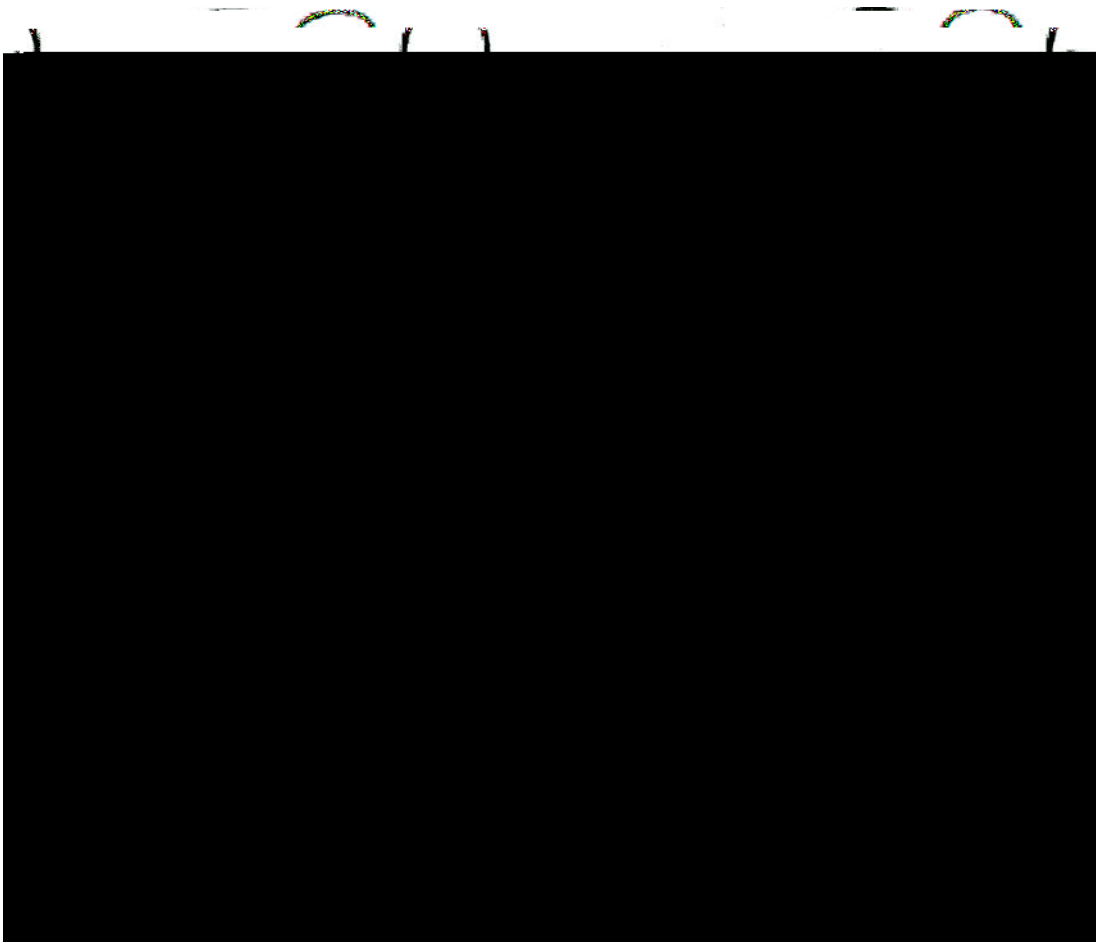
Appendix 3 – Body Map

Name of Adult at Risk: _____

Person completing this form: _____

Use the diagram below to shade and label clearly any visible injuries, e.g. cuts, bruises, burns, soft tissue injury, including neck, under-arms, stomach, genitals and inner thighs.

Use separate diagram if recording new injuries.



Date and time: _____

Signature: _____

Appendix 5 – Procedure for Reporting and Dealing with Allegations of abuse against adults at Risk by a Member of Staff

Adult at Risk makes allegation to member of staff about another member of staff

- i Listen, reassure, record
- i Do not ask leading questions or 'interrogate'
- i Do not promise confidentiality – you may need to tell someone
- i Explain what you will do next

Is the allegation against the Principal?

YES

NO

Member of staff to discuss with Exec Director of HR & Estates

Appendix 6

BOLTON LEGISLATIVE SCHEDULES AT RISK POLICY

Appendix 6 – Safeguarding Adults Multi-Agency Alert Form

Appendix 7 – Bolton College’s Adult at Risk Policy for Parents and Carers

Introduction

Bolton College is concerned that all students remain safe, free from harm and is committed to playing a full and active part in the multi-agency response to safeguarding adults at risk.

Through their day-to-day contact with students, and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore that where it appears to a member of staff that a student may have been abused, the College is required, as part of the Adults at Risk Policy and Procedures, to report their concern to Bolton Council Adult Social Care teams immediately. To avoid any misunderstandings therefore, parents of vulnerable adults who sustain accidental injuries, which result in cuts/bruises/ fractures, should inform the College **without delay**.

Principles

Everyone has the right to live in peace with no fear of abuse. Adults at Risk have the right to keep information to themselves relating to cases of abuse, except when it is deemed that the individual lacks capacity about the decisions which may be made about the case and then parents/carers may be informed. In these cases, adults at risk are best safeguarded when parents and college can work together.

Prevention

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Appendix 8 – Relevant Legislation

Care Act 2014

General Data Protection Regulations 2018

Equality Act 2010

Freedom of Information Act 2000

Health and Social Care Act 2012

Human Rights Act 1998

Mental Capacity Act 2005

Mental Health Act 1983

Mental Health Act 2007

Youth Justice and Criminal Evidence Act 1999

Appendix 9 – Safeguarding Advice for All Staff

The following is a summary of the advice that the College would want to give to you, as a member of College staff, with regards to keeping yourself safe. The advice provided has been fully supported and endorsed by the trade unions and the College’s safeguarding officers.

- x Staff on occasions will be required to meet with learners (i.e. 1:1 tutorials); however staff **should not** spend excessive amounts of time discussing personal issues for example with learners. Meetings, where possible and where appropriate should take place within sight of others. Where possible, the door should remain open and others should be aware of the meeting. Try to use a room with a window in it so others can see into it.
- x Staff **should not** give learners their personal email address / mobile / contact telephone numbers. Staff are therefore advised to provide learners with College contact numbers / email address.
- x Staff **should not** accept learners as their ‘friends’ on social networking sites (face book etc). However, if a member of staff has a learner on their personal networking site, then you should inform your line manager who will record this information & make a note of the relationship. The College recognises that some staff, through their personal networks, have personal / family connections with students and whilst the College understands this, we do also want to ensure that you are keeping yourself and your learners safe.
- x Staff are **advised not to** make unnecessary physical contact with learners. However, there may be occasions when physical contact is unavoidable, e.g. providing comfort at times of distress. In all such cases contact should only take place with the consent of the

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You must:

- x Staff **must respect** a learner's rights to privacy and encourage learners to feel comfortable enough to report attitudes or behaviour they do not like
- x Staff **will be expected** to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their role within the organisation. All pre-

Appendix 10 – Roles and Responsibilities of Key Staff involved in Safeguarding Adults at Risk

Responsibilities of Designated Lead - with lead responsibility for Safeguarding Adults issues is the Executive Director of HR and Estates.

- x The Designated Lead is responsible for taking lead responsibility for raising awareness within the staff of issues relating to the welfare of adults at risk, and the promotion of a safe environment for them within the College
- x Leading on the referral of cases of suspected abuse or allegations to the appropriate adult agencies.
- x

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x has an effective reporting procedure to the Board