

SAFEGUARDING AND PROMOTING CHILD WELFARE

INCLUDING THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

A GUIDE FOR EMPLOYERS

Context and Scope

Hertford Regional College has a legal responsibility to safeguard and promote the welfare of children and vulnerable adults. Part of this responsibility will be to report and work with others to safeguard children and vulnerable adults from all types of harm, abuse or neglect.

Definitions

Legislation defines children as those under 18 years old. Vulnerable adults are defined as over 18, but for various reasons may not be able to care for themselves or protect themselves from being harmed or exploited.

Safeguarding Concerns

Concerns may include:

- Abuse - Physical
 - Sexual
 - Psychological
 - Financial
 - by neglect or omission
- Discrimination
- Radicalisation.

Employers

Employers providing any form of work related learning have the primary duty of care for students on placements or apprenticeships. Responsibilities include:

- Assessing any risks to students before placement begins, including welfare and safeguarding. This will include protecting them from harm in any setting where they may be most at risk, for example in 1:1 situations with an adult for long periods.
- Providing appropriate induction, training and supervision for students.
- Looking after the welfare of students on placement, including having suitable supporting procedures, including named contacts in case of emergencies.
- Ensuring systems are in place to prevent unsuitable people working with students.

Students are designated as employees for the purpose of health and safety.

Reporting

Safeguarding Concerns

If a student discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

1. Listen carefully and take what is being said seriously.
2. Tell the student you have a duty to report concerns.
3. Tell the student you cannot promise confidentiality.
4. Write down what the student says in their own words.
5. Email the College at safeguardingteam@hrc.ac.uk
6. If it is out of College hours and you have immediate concerns for safety ring **999**.
7. The College will then pass on the relevant information to the Designated Safeguarding Lead at College, who will decide how to follow up the report. The College will notify you of the outcome.
8. If you have immediate concerns for the safety of a student ring the College on **01992 411 400** and ask to speak to a member of the safeguarding team, if none are available ask for the Duty Principal.

Any suspicions or allegations of abuse by a student should be reported immediately to your College contact.

British Values

HRC upholds the four fundamental British values...

Democracy

Everyone has a say in the running of the college, we value student voice.

Rule of Law

We have rules and expectations that apply to everyone - BRAVO.

Individual Liberty

Everyone has the right to their opinion and we encourage healthy debate.

Mutual Respect & Tolerance

We will always challenge prejudice and discrimination and we value differences and diversity.

hrc

**HERTFORD
REGIONAL
COLLEGE**