



KMS 252 Information for Safeguarding Children and Adults with Additional Needs

Guide for Employers

This policy should be read in conjunction with:

Keeping Children Safe in Education

KMS 250 Safeguarding Policy (available in the Policy Section of the College Website)

<https://www.kmc.ac.uk/college/quick-links/policies/>



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2023
Approved By:	Health, Safety, Welfare and Safeguarding Committee	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2021		

Information for Safeguarding Children and Adults with Additional Needs (Vulnerable Adults)

This summary sheet is for all employers who employ Kingston Maurward students as apprentices or for work placements (voluntary or paid). The College has a duty of care towards all students / apprentices and is committed to safeguarding and promoting the welfare of students / apprentices.

As an employer working with the College, you also have a duty of care towards students / apprentices in relation to safeguarding.

This information applies particularly to students / apprentices under 18 years and also to adults with additional needs.

We do not require that Disclosure and Barring Service (DBS) checks are carried out on you or your employees, but we may carry out a risk assessment; for example, if a student / apprentice is vulnerable or if the post requires regular lone working over an extended period with you or one of your employees.

As an employer, you should do all you reasonably can to avoid putting young people into a vulnerable position. You should ensure your employees' relationships with young people in the workplace are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.

If you are aware that one of your employees is not suitable to work with children or adults with additional needs, you **must** notify the College immediately.

Reporting a concern

We understand that your usual contact is the Apprenticeship Co-ordinator and / or Course Manager or Head of Department (Academic and Apprenticeships), but in cases relating to child protection, we need to ask you to report your concerns directly to our Safeguarding Team.

If you have a concern about a student, particularly if you think they may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Safeguarding Team - we are:

- Student Welfare Coordinator (8:30 am - 5 pm) – telephone 01305 215000, option 1 extension, 3502 or mobile 0750 066 1340

You can also email the team on safeguarding@kmc.ac.uk, requesting that they contact you as soon as possible

- Assistant Principal Student Experience & Progression (telephone 01305 215000, option 1, extension 3302 or extension 3305)
- If, at any point, there is a risk of immediate serious harm to a child or vulnerable adult, a referral should be made to either the police or the Children's Advice and Duty Service (ChAD) immediately

KINGSTON MAURWARD SYSTEMS
KMS 252 Information for Safeguarding Children and Adults at Risk
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Further guidance can be located in the College's Safeguarding Policy:-
<https://www.kmc.ac.uk/college/quick-links/policies/>

- Please notify the College on the numbers above as soon as possible after the event if you need to do this

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a student which leads you to think their needs are being neglected
- Witnessing behaviour which gives rise to concern
- A student telling you that they have been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to a member of the Safeguarding Team.

The member of the Safeguarding Team will speak with the student / apprentice as soon as possible.

However, if a student / apprentice (aged under 18 or an adult with additional needs) discloses abuse to you directly and personally you should:-

- Listen carefully without interruption, particularly if they are freely recalling significant events
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the student / apprentice in any way so should only ask the student to 'tell, explain or describe'
- Make it clear you are obliged to pass the information on, but only to those who need to know
- Tell the member of the Safeguarding Team without delay
- Write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the member of the Safeguarding team

If you have done this, do not ask the student / apprentice to repeat the disclosure to anyone else in College or the workplace; do not ask them or any other student / apprentice to write a 'statement'; do not inform parents and /or carers – the member of the Safeguarding Team will refer to external agencies.

You are not expected to make a judgement about whether the student / apprentice is telling the truth.

Extremism and Radicalisation

Many extremist groups such as far right groups, animal rights activists and religious fundamentalists who advocate violence or other criminal activity will use sophisticated methods to recruit young people. Because of their personal circumstances, some young people may be susceptible to these influences.

As part of its Prevent Duty, the College has a legal obligation to protect our students / apprentices from radicalisation.

We therefore ask our employers to inform our Safeguarding Team if they have any concerns that a student may be getting involved with an extremist group.

This may be as a result of something that the student tells you, that you overhear or that you observe when the student is using the Internet.

Remember – share any concerns with nominated staff, don't keep them to yourself.

This College has a safeguarding policy with more detailed procedures relating to the protection of children and vulnerable adults.

The policy is available from the College's website or on request.