**Logo, company name

Description automatically generatedPassion for Learning**

**Safeguarding Vulnerable Adults**

*Reviewed February 2023*

**Safeguarding policy**

Passion for Learning CIO is committed to promoting the safety and wellbeing of anyone who works within our organisation in a paid or voluntary role. This policy outlines how we will safeguard these adults. It should be read in conjunction with our Child Protection and Safeguarding policy.

**Purpose of this policy**

Everybody has the right to be safe and to thrive no matter who they are or what their circumstances. The Passion for Learning approach to safeguarding includes the concept of a ‘culture of care’ which supports and promotes wellbeing and encourages resilience and the prevention of harm.

We believe that our staff and volunteers have both an individual and organisational responsibility for safeguarding. We aim to embed a safeguarding ethos and practice which is both proactive and responsive towards issues of safety and wellbeing.

This policy provides clear standards and processes for all our staff, volunteers (including trustees and young people) and partners. This ensures that everyone is clear about their roles, individual and organisational responsibilities, and the procedures to follow.

**Scope**

This policy applies to all employees, volunteers, trustees, independent advisors, contracted associates and unpaid staff working on behalf of Passion for Learning in any capacity and any setting. Passion for Learning requires that our partners, current or in future, share our commitment to safeguarding.

**Our commitment to safeguarding**

Passion for Learning believes that:

* The best interests of the adult of concern (vulnerable adult) are paramount in all considerations about their welfare and protection.
* Safeguarding must be embedded throughout our governance, leadership and culture.
* Volunteers of all ages must be valued, empowered and supported to inform and shape our decisions and activities.
* All vulnerable adults have an equal right to protection from abuse and neglect, regardless of their age, ability, gender, disability, nationality, racial heritage, faith, sexual orientation, identity or any other additional vulnerability.
* Our recruitment, induction, training, supervision and appraisal procedures will ensure that staff and volunteers are suitable, and supported to implement safeguarding best practice.
* Our physical and online environment should be safe and secure and promote enjoyable and positive experiences.
* We will develop and adhere to clear policies and procedures for reporting, acting upon and following up on safeguarding concerns, which are monitored and regularly reviewed to identify learning and/or implications for policy and practice.
* It is right to insist upon high standards in safeguarding practice from all of our partners.
* We must proactively care for our staff and volunteers as they work with and support children, young people and vulnerable adults. Individuals will be encouraged to take personal responsibility for their own wellbeing as well as feeling empowered to seek support when necessary.

**Reporting and recording**

* Recognise the signs that a vulnerable adult is being harmed or might be at risk of harm
* Listen and attend
* Respond appropriately to the vulnerable adult who is telling you what is happening to them
* Record the concerns accurately as soon as possible
* Refer the concerns (verbally and/or in writing) to the Volunteer Support Team Manager and/or Passion for Learning’s safeguarding lead
* Ensure that concerns for safety are passed on immediately.

All staff and volunteers have the number of the safeguarding lead which, for the purposes of safeguarding concerns, can be used at any time of day.

The number is: 07966 404355

**Roles & responsibilities**

Safeguarding is everyone’s responsibility. Everyone should understand that safeguarding affects all aspects of the organisation and they must be aware of this policy and the procedures to follow.

**Designated Roles**

Passion for Learning’s Safeguarding Lead is the CEO supported by the Education Development Manager and the larger team of senior and middle managers. All of whom have up to date safeguarding training.

The Volunteer Support Team are all trained in Safer Recruitment and are responsible for the appropriate support of all volunteers according to need and circumstances. All volunteers are made aware of our Safeguarding Policies and the procedure for reporting concerns and accessing help and support.

Passion for Learning CEO has completed Safeguarding Level 3 training. Staff and volunteers attend regular volunteer meetings which include safeguarding updates.

Passion for Learning’s CEO is responsible for ensuring that safeguarding procedures are robust, with oversight of the policy confirmed by the organisation’s Trustees. Policy review, to include safeguarding is a standing agenda item at every Trustee Meeting.

Policy date: 16th February 2023

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