



Safeguarding Vulnerable Adults

The Blueberry Academy and its employees have a responsibility to protect the vulnerable adults that it supports from abuse.

Duty of Care

All organisations that have contact with vulnerable people have a duty of care which includes:

- Safeguarding and promoting the interests and well being of adults and children with whom they work
- Reducing the vulnerability of adults and children by upholding the law, professional attitudes and practices.
- Making sound decisions by assessing the individual's emotional, physical, intellectual and mental capacity in relation to self-determination and consent, in order to take all reasonable steps to protect from harm.
- Completing Disclosure and Barring Service checks (DBS, formerly CRB) on all staff, students and volunteers working in contact with vulnerable adults. Blueberry Academy also aims to recheck all staff every 5 years.
- Training staff to recognise first signs of risk of radicalisation, in line with local authority and government guidelines and procedures.

All staff have a duty to report suspicions of abuse or neglect in line with Blueberry Procedure. This includes suspicion of abuse which is alleged to have happened outside of the service you work in (for example in the individual's home). You do not need proof to report concerns.

You should always inform children, young people and vulnerable adults of this duty.

If you have serious concerns that the young person or vulnerable adult is at immediate risk of significant harm and our designated person is not available, you should ring one of the following numbers:

The designated persons for safeguarding are:

Katie Johnson 07986 385570

Angela Whitehall 07986842199

Andy Bucklee 07961 295338 or

Angela Taylor 07516 476051

Children/young people under 18

- The Children's Social Services Referral and Assessment Team (Mon-Fri 8.30 – 5.00): 01904 551900
- Email: childrens.socialcare@york.gov.uk
- Emergency duty team (evenings and weekends): 0845 0349417

Vulnerable adults

- Adults Social Services Initial Assessment & Safeguarding Team:
- Telephone: 01904 555111
Email: adult.socialsupport@york.gov.uk
- For emergencies outside these hours call the emergency duty team on 0845 034 9417

For any Safeguarding Adults concerns which may involve a crime, contact should be made with the Police via 0845 6060247. It should be made clear that the report is about a Safeguarding Adults issue, and an incident number should be requested.

Mental Capacity Act

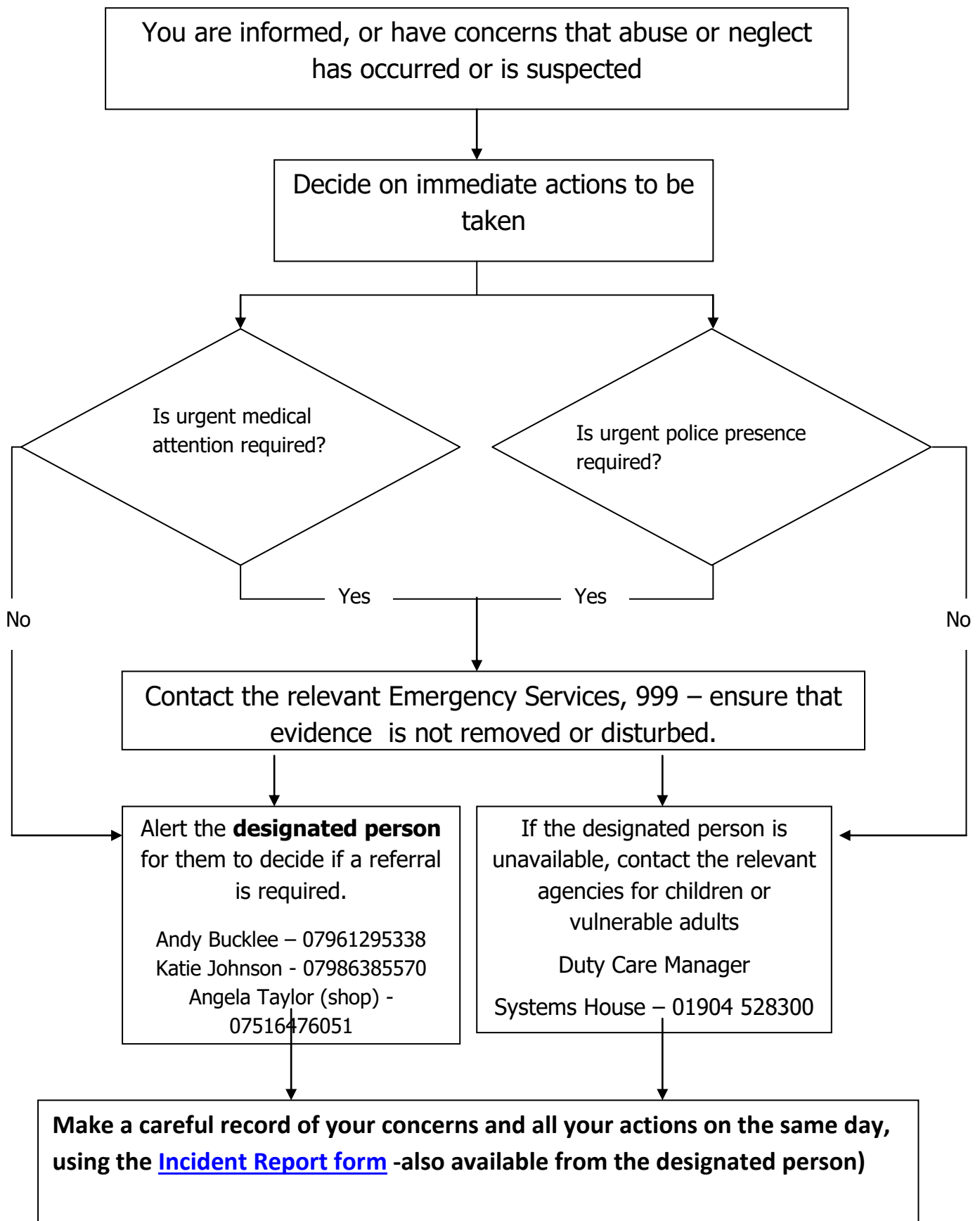
In making decisions around safeguarding, the Blueberry Academy staff take the Mental Capacity Act into consideration, using the 5 principles below.

The 5 main principles of the Mental Capacity Act

1. Everyone is believed to have capacity to make decisions unless it can be proved that they do not.
2. A person should be supported to make their own decisions using all practicable steps before it is decided that they are unable to do so.
3. A person should not be considered unable to make a decision simply because their decision is considered unwise or eccentric by others. (If capacity is in doubt at this stage and the person has a disorder of the mind, no matter how caused, use the four point capacity test below).
4. Any decision made on behalf of someone who lacks capacity must be made in their best interests.
5. Any best interests decision must take account of all the circumstances and take the least restrictive course of action available to maintain the person's basic rights and freedom.

Any judgements made use these principles to take the more appropriate action to ensure the safety of our learners.

Process for Alerting



Safeguarding Procedures (updated August 2018)

Procedure	Whose role to complete	Further admin/ action	Other
All staff DBS check info is held on a password protected spreadsheet on nextcloud	<ul style="list-style-type: none"> Kat Angles HR and Learner Operations Administrator, overseen by Katie Johnson (York) and Angela Whitehall (N Yorks) 		<ul style="list-style-type: none"> Blueberry to repeat each individual's DBS check every 5 years
All staff training records showing completion of specifically Safeguarding and PREVENT training	<ul style="list-style-type: none"> Safeguarding Policy and Procedure Training Assessment completed within 2 weeks of starting employment by all staff CHANNEL Awareness Prevent training completed within 2 weeks of starting employment by all paid staff Session Leaders must complete The Education and Training Foundation "Prevent Training for Practitioners" www.etfoundation.co.uk and follow links 	<ul style="list-style-type: none"> Staff member provides proof of completion to the HR and Learner Operations Administrator Principal signs off Safeguarding Policy and Procedure Assessment HR and Learner Operations Administrator files training records in Staff File HR and Learner Operations Administrator updates DBS and Safeguarding Training Spreadsheet 	<ul style="list-style-type: none"> Blueberry Management team must complete The Education and Training Foundation "Prevent Training for Leaders and Managers" www.etfoundation.org.uk and follow links

<p>Safeguarding Procedure has 3 stages</p> <p>1: Incident Log</p> <p>2: Incident Form</p> <p>3: Safeguarding Referral</p>			
<p>1. Incident Log</p> <p>Any incidents or areas of concern to be recorded on Incident Log, on shared area</p>	<ul style="list-style-type: none"> The staff member who witnessed the incident must log it within 48 hours 	<ul style="list-style-type: none"> Katie/ Andy/ Angela to check Incident Log once a fortnight Katie/ Andy/ Angela will review cases regularly 	<ul style="list-style-type: none"> Incident Log may be checked by York Learning at any time
<p>2. Incident Form</p> <p>Any significant incidents- eg emergency call outs, significant inappropriate behaviour such as hitting out at another learner or staff-must be recorded on an Incident Form as soon as possible and no later than 24 hours after the event</p>	<ul style="list-style-type: none"> The staff member who witnessed the incident must complete an Incident Form within 24 hours Staff member will e mail it to Katie and Andy (and Angela if at shop) and, if appropriate, copy in the individual's Care Manager or support worker Katie and Andy will provide advice on the above if needed- including whether parent/ carer/ home should be contacted by telephone 	<ul style="list-style-type: none"> Katie/ Andy/ Angela will provide guidance or take action as appropriate Katie/ Andy/ Angela will forward Incident Form to York Learning: colette.gray@york.gov.uk, sarah.robson@york.gov.uk, jill.murphy@york.gov.uk York Learning adds info to their central Safeguarding database A print out of the Incident Form must be stored in the Incidents/ Accidents folder in the office 	<ul style="list-style-type: none"> Incident Forms will be reviewed each term by Katie/ Andy/ Angela Template is on shared area in Safeguarding folder/ paper copies in Incident and Accidents Folder in office

<p>3. Safeguarding Record- where there are concerns about risk or abuse which must be reported to Social Services/ Care Management and these must be officially recorded with the relevant agencies</p>	<ul style="list-style-type: none"> • Staff member must speak report to Katie/ Andy/ Angela immediately/ as soon as possible for guidance about whether a referral needs to be made • If designated person is not available, contact the relevant agencies: telephone numbers as listed in our procedure (copy in office and on shared area) • Designated person and staff member together will need to complete Safeguarding Record and e mail to the relevant agencies, copying in Katie and Andy (and Angela if involves shop) 	<ul style="list-style-type: none"> • Either staff member who raised concern or Katie/ Andy/ Angela may need to speak further to relevant agencies and other professionals involved • A print out of the Safeguarding Record must be held on file in the Safeguarding folder in office 	<ul style="list-style-type: none"> • Template is on shared area in Safeguarding folder/ paper copies in Incident and Accidents Folder in office
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