

Safeguarding Policy (children and vulnerable adults) for the Association for Language Learning (ALL)

Aim of the policy

The Association for Language Learning (ALL) is committed to keeping people safe and understands that on some occasions Trustees or volunteers may come into contact with people of all ages who may be vulnerable to exploitation or abuse. We are committed to ensuring that each and every one of our Trustees and volunteers is appropriately recruited with checks carried out as required and that everyone knows the procedure to report any concerns they may have. This policy applies to Trustees, Officers and committee members of Branches, Networks and Hubs and all volunteers.

1. Scope of the policy

This policy covers all activities and people who come into contact with ALL, its trustees, volunteers and members. 'Vulnerable people' includes children and young people, people with disabilities and health related conditions including poor mental health and older adults.

2. Awareness of harm and abuse in our organisation

ALL recognises that harm or abuse is possible within the context of its activities and that it has a legal duty to act. Deliberate acts of harm (sexual, physical, emotional and financial) and neglect are abuses against the person and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) if in regulated activity. It is not the role of anyone in the association to determine whether abuse has taken place, simply to report it to the statutory agencies, whose duty it is to investigate.

The key components of the policy are:

- Safer recruitment of volunteers and ongoing training
- Supervision of vulnerable people
- Reporting procedure

3. Safer recruitment

It is important that ALL uses clear and fair procedures to recruit Trustees and volunteers. References will be taken for Trustees and volunteers who are not currently working in schools and thus not covered by the school's child protection/safeguarding policies and kept on file. Disclosure and Barring Service (DBS) checks may be requested when appropriate.

All officers of Branches, Networks and Hubs and volunteers must be members of the Association.

We can provide an induction programme, as required, for appropriate awareness raising for all new volunteers and Trustees and to enable everyone to undertake their roles safely and confidently.

We will regularly review our recruitment procedures in response to changes in legislation and systems external to our organisation e.g. DBS.

Reference requests by former Trustees and volunteers can only be given on behalf of ALL by the Chair.

4. Supervision of vulnerable people

The Trust will make all reasonable efforts to ensure that vulnerable people are not disadvantaged in their engagement with or enjoyment of the activities of ALL. However, no volunteer or Trustee should place themselves in a position where they are alone and solely responsible for the supervision of a vulnerable person.

Any events organised in the name of ALL by Branches, Networks or Hubs are covered by this policy.

5. Reporting procedure

Our appointed Safeguarding Officer is **Anna Lise Gordon**, ALL invited Trustee. Her contact is annalise.gordon@stmarys.ac.uk

She is available to all volunteers, Trustees, and members to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of Trustees, members and volunteers.

The safeguarding officer will have access to appropriate training to support her in this role. She will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, and keep confidentiality, adhere to and promote this policy within the organisation.

The Safeguarding Officers role is:

- To log all conversations regarding the issue
- Confidentially seek advice from expert sources
- Share concerns (with consent where required and appropriate) internally with Chair of the Board
- Share concerns and make referrals to external agencies such as Social Services or the Police as appropriate to the circumstances

Confidentiality

- There is nothing in legislation that prevents the sensible sharing of relevant information to prevent harm to an individual or to assist in the prevention or detection of a crime
- Personal information on all trustees, volunteers and members should be kept securely and not shared unless there is reason to do so. Trustees and volunteers should understand that any personal information they may learn about service users in the course of their work should not be discussed outside the organisation.

Communication

- Staff and service users, or their families may have communication difficulties, speak languages other than English, or be unable to hear, see, read, speak etc. Everyone should know they have the right to speak up about things that concern them.

We will communicate this policy to all members, volunteers, and Trustees of ALL using appropriate methods, formats and language to get the essence across.

We support and encourage anyone with any concerns to speak up and contact the named Safeguarding Officer where there is:

- a concern
- a disclosure
- an allegation

but this does not prevent them from making a report or referral to statutory agencies such Social Services or the Police, in their own right as a private individual.

Chair of the Association of Language Learning:



René Koglbauer-Franklin

Date: 19.01.2021

Review date: 19.01.2022

References and links

Policy to be reviewed annually as required by 'Keeping Children safe in education'

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf