

Safeguarding Policy Statement – Adults

1. The purpose and scope of this policy statement:

- To establish that the welfare of adult learners is of paramount importance to Ely Classrooms.
- To provide staff with the principles that guide our approach to adult safeguarding.

This policy applies to anyone working on behalf of Ely Classrooms, including the proprietor, paid staff, agency staff and trainees/students.

2. Supporting documents:

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Anti-bullying
- Attendance
- Complaints
- Data protection
- Health and safety
- Safeguarding procedures
- Staff code of conduct
- Staff induction, training, supervision and support
- Whistleblowing

3. We believe that:

- The welfare and wellbeing of adults is of the utmost importance.
- We have a responsibility to promote the welfare and wellbeing of all adult learners and
- to practise in a way that protects them.

4. We are committed to operating in a way that:

- Maximises people's choice, control and inclusion and protects their human rights
- Ensures safe and effective working practices
- Supports staff to carry out their safeguarding duties

5. We will seek to safeguard the welfare and wellbeing of adult learners by:

- Valuing, listening to and respecting them
- Appointing an appropriately trained Designated Safeguarding Officer
- Having a code of conduct for staff
- Providing effective management for staff and volunteers through supervision, support,
- training and quality assurance measures so that all staff and volunteers follow our
- policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff safely, in accordance with best practice
- and ensuring all necessary checks are carried out
- Recording, storing and using information professionally and securely, in line with data
- protection legislation and guidance.
- Sharing information about safeguarding services with learners
- Being alert to signs of abuse or welfare issues
- Signposting learners to places they can go to for help if they have a concern
- Using our safeguarding procedures to report and respond to concerns about an adult's

- welfare or wellbeing
- Using our procedures to manage any allegations against staff and volunteers. Appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to
- help us deal effectively with any bullying that may arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our learners and staff, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where learners and staff treat each other
- with respect and are comfortable about sharing concerns they may have.

6. Procedures for staff

All staff undertake safeguarding training as part of their induction with Ely Classrooms. Staff should follow the same procedures for handling disclosures and/or reporting concerns about the welfare or wellbeing of an adult learner as for children and young people. The Designated Safeguarding Officer will respond in a way appropriate to the age of the learner.

6. Contact details

Designated Safeguarding Officer:

Allison Puranik
allison@elyclassrooms.co.uk
 07525 863921

Cambridgeshire and Peterborough Safeguarding Partnership Board:
<https://www.safeguardingcambspeterborough.org.uk/concerned/>

7. Policy review

This policy will be reviewed every six months.

Last review: 07/10/24

Next review due by: 7/10/25

Actions required after any updates:

- Upload to publicly accessible area
- Inform staff, commissioning schools, parents/carers and adult learners
- Update company policy record
- Update any hard copy in the centre