**Safeguarding in Adult Learning (including online safety)**

The protection of adults, undertaking activities that make them vulnerable, is one of the most important tasks faced by care services. Once abuse, neglect or radicalisation has been highlighted or suspected it is the responsibility of the person who is told, sees, suspects or hears about the abuse of a vulnerable adult to take action.

If you, as a tutor are told or suspect that this is taking place then you need to take the following action:

**STEP 1:** Make sure the person is safe – this may mean calling 999 emergency services if the person is in danger or requires medical treatment. For further support contact the

**Cheshire West and Chester Access team 0300 123 7034 (out of hours 01244 977277)**

**A Safeguarding poster to display or show your learners is available on the Portal**

**STEP 2:** Inform your line manager or someone more senior if the allegation is against your manager. If there is evidence of a criminal act e.g. a physical assault, theft, neglect or sexual assault the manager should contact the police being careful to record & preserve evidence.

**STEP 3:** Record any conversations or observations in the person’s own words. Date and time the record.

**STEP 4:** Preserve any evidence (if applicable) i.e. do NOT disturb or destroy any articles that could be used as evidence, do NOT wash the person unless this is associated with any first aid treatment that may be necessary.

Following this your line manager should inform CWaC Adult Learning of any safeguarding allegations.

For Vulnerable Adults contact:

**Clare Latham**

**clare.latham@cheshirewestandchester.gov.uk**

**For Children’s Safeguarding:**

Issues relating to children involved in Family Learning in the first instance should be reported to the Children’s Centre manager or the Head teacher of the school or, in their absence, their named Safeguarding contact.

Following this, tutors should inform:

**Monica McDermott**

**monica.mcdermott@cheshirewestandchester.gov.uk**

**Online Safety (see also Cyberbullying guidance)**

On-line safety is embedded throughout all courses. CWaC Adult Learning On-line Safety policy covers Cyberbullying and the use of the Internet, e-communication and use of mobile devices by learners. It highlights the need to educate learners about the benefits and risks of using technology and provides safeguards and raises awareness so that users are able to control their online experience. Learners should be aware that internet history is monitored regularly and inappropriate use will be probed.

For further information see Online safety Policy on the Portal at: [www2.cheshireadultlearning.org](http://www.cheshireadultlearning.org)