

Staying Safe Policy

Hillingdon Adult and Community Learning has always worked hard to provide and promote a safe environment in which people can learn and work. This has several aspects:

- Safeguarding
- Preventing Violent Extremism
- Health and Safety
- Risk Assessment
- Data Protection

This policy sets out the responsibilities of every person who is a member of the HACL community, whether a learner, a staff member or a partner, in order to ensure this safe environment is achieved and maintained.

Your Safeguarding responsibilities

In order to create a safe environment for everyone, all of us have a responsibility when faced with a possible safeguarding issue to:

Recognise, Respond, Report, Record and Refer

These are commonly known as the 5 R's.

It is the responsibility of all staff and learners to **Recognise** the issue and **Respond** without delay.

All staff will **Report** and **Record** all disclosures confidentially and immediately to the Safeguarding Officer or Deputy, who in turn will **Refer** appropriately.

Learn Hillingdon and partners have a legal obligation to protect children and vulnerable adults who are suffering forms of abuse as defined in the Children's Act 1989 and Protection of Vulnerable Adults Scheme 2004.

Together we have a responsibility to provide and promote a safe environment in which to learn and work for the wellbeing and security of our community.

Your responsibilities in terms of Preventing Violent Extremism

'Prevent' is one strand of the Government's strategy to stop people becoming terrorists or supporting terrorism, in all its forms. It works at the pre-criminal stage by using early intervention to encourage individuals and communities to challenge extremist and terrorist ideology and behaviour.

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Prevent is based on having conversations and using professional judgement to understand when to intervene. If you are concerned that someone is at risk of extremism, you have a responsibility to report it to the Safeguarding Officer, using the 5 R's process described above.

The 'Prevent' agenda also includes the promotion of British Values

Your responsibilities regarding Health and Safety

We all have a role to play in ensuring that we have a healthy and safe environment in which to learn and work.

As part of the London Borough of Hillingdon, Learn Hillingdon has clearly defined processes in place to ensure that all our buildings meet and exceed Health and Safety standards, but simple things like wiping up spilt drinks and ensuring that trailing handles and leads are safely tucked away are easy to achieve and ensure that everyone is safe.

Details are given in Learner and Staff Handbooks and on posters around the centres, but if you see something that you consider a health and safety risk, please report it to Centre staff immediately.

Your responsibilities regarding Risk Assessment

All our Centres are fully compliant with Health and Safety legislation. If you are involved in a field trip or are learning or working at another venue, such as a workplace or community venue, we may need to carry out a risk assessment prior to your activity. Please co-operate as fully as possible with this since it is in place to ensure the safety of everyone involved.

Your responsibilities in terms of Data Protection

It is important to keep sensitive information confidential at all times. Here at Learn Hillingdon we conform to Council standards regarding Data Protection to ensure that sensitive, personal information is protected. Please work with us to maintain these high standards by ensuring that information is kept secure at all times.

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