The Park College safeguarding policy

This policy will be reviewed annually or sooner if there are any legislative or regulatory changes

Date last reviewed	September 2026
Date approved by governors	September 2026
Date for next review	September 2027

The Park College safeguarding contact sheet - **Key college contacts**

Principal	Catriona Guyler-Kone, 0207 735 4154 cguyler-kone@theparkcollege.org
Director responsible for safeguarding	Steph Lea Slea@theparkcollege.org
Designated Safeguarding Lead (DSL)	Catriona Guyler-Kone, 0207 735 4154 cguyler-kone@theparkcollege.org
Deputy Designated Safeguarding Lead (DDSL)	Nick Thompson, 0207 735 4154 nthompson@theparkcollege.org,
Deputy Designated Safeguarding Lead (DDSL)	Kat Durrant, 0207 735 4154 kdurrant@theparkcollege.org
SENDCo	Catriona Guyler-Kone, 0207 735 4154 cguyler-kone@theparkcollege.org
Designated Teacher for Looked-after and Previously Looked-after Children	Catriona Guyler-Kone, 0207 735 4154 cguyler-kone@theparkcollege.org
Online safety coordinator	Catriona Guyler-Kone, 0207 735 4154 cguyler-kone@theparkcollege.org
Nominated lead governor for safeguarding, Assigned governor for filtering and monitoring	Steph Lea Slea@theparkcollege.org

Chair of governors (if different)	Simon Eccles, Seccles@theparkcollege.org
Assigned senior leader for filtering & monitoring	Catriona Guyler-Kone, 0207 735 4154 cguyler-kone@theparkcollege.org

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Policy Information

Item	Detail
Policy Title	Safeguarding and Protection of Adults at Risk Policy
Organisation	The Park College
Policy Owner	Designated Safeguarding Lead (DSL)
Approved By	
Review Frequency	Annual
Next Review Date	September 2027
Version	1.0
Date Approved	[September 2026

Linked Organisations

- Adult Social Care Teams
- Southwark Safeguarding Adults Board (SSAB)

- Local Authority Children's Services
- Metropolitan Police Service
- NHS Southeast London
- Community Mental Health Teams
- Community Learning Disability Teams
- Prevent and Channel Panels

1. Policy Statement

The Park College provides education and support primarily for young adults and adults aged 19 and over, many of whom may have additional support needs arising from learning disabilities, autism, mental health needs, communication difficulties, physical disabilities, social vulnerabilities, or care and support needs.

The College is committed to safeguarding and promoting the welfare of all learners and recognises its statutory duties under the Care Act 2014, Mental Capacity Act 2005, Equality Act 2010, and local safeguarding procedures established by the Southwark Safeguarding Adults Board (SSAB) and Southwark Adult Social Care.service+1

Where the College supports learners under the age of 18, safeguarding arrangements will additionally operate in accordance with Keeping Children Safe in Education 2026, Working Together to Safeguard Children, and procedures established by the Southwark Safeguarding Children Partnership (SSCP).

The welfare, wishes, views and rights of learners will be central to all safeguarding decisions.

The College adopts the six safeguarding principles of the Care Act:

- Empowerment
- Prevention

- Proportionality
- Protection
- Partnership
- Accountability

Safeguarding is everyone's responsibility.

2. Purpose

The purpose of this policy is to:

- Protect learners from abuse, neglect, exploitation and harm.
- Promote learner welfare, wellbeing and independence.
- Support vulnerable young adults to make informed decisions and develop independent living skills.
- Ensure learners are protected from abuse, discrimination, county lines activity, mate crime, cuckooing, radicalisation and online harm.
- Establish clear safeguarding responsibilities for staff.
- Promote a proactive safeguarding culture.
- Work effectively with Southwark safeguarding partners and external agencies.

3. Scope

This policy applies to:

- All learners aged 18 and over.
- Adults at risk.
- Young adults with SEND.
- Learners with Education, Health and Care Plans (EHCPs).
- Apprentices.

- Volunteers.
- Staff.
- Agency workers.
- Governors and Trustees.
- Contractors.
- Learners under 18, where applicable.

4. Legal Framework

This policy is informed by:

- Care Act 2014.
- Mental Capacity Act 2005.
- Human Rights Act 1998.
- Equality Act 2010.
- Data Protection Act 2018.
- Counter Terrorism and Security Act 2015.
- Working Together to Safeguard Children.
- Keeping Children Safe in Education 2026.gov+1
- Prevent Duty Guidance.
- Local Authority Safeguarding Adults Board Procedures.
- Local Authority Safeguarding Children Partnership Procedures.

5. Definitions

Adult at Risk

An adult at risk is a person aged 18 years or over who:

- Has needs for care and support.

- Is experiencing, or at risk of, abuse or neglect.
- Is unable to protect themselves because of those care and support needs.

Vulnerable Young Adult

A vulnerable young adult may include a learner who:

- Has an Education, Health and Care Plan (EHCP).
- Has a learning disability or learning difficulty.
- Is autistic.
- Experiences mental ill-health.
- Requires support with communication or decision-making.
- Is vulnerable to exploitation.
- Is receiving care and support services.

Child

A child is anyone under the age of 18 years. Where the College admits learners under 18, child protection procedures will apply alongside this policy

6. Types of Abuse

Abuse may include but is not limited to:

Physical Abuse

- Hitting
- Assault
- Inappropriate restraint
- Misuse of medication

Psychological or Emotional Abuse

- Bullying
- Harassment
- Humiliation
- Threats
- Intimidation
- Coercive behaviour

Sexual Abuse

- Sexual assault
- Sexual exploitation
- Sexual harassment
- Grooming

Financial or Material Abuse

- Theft
- Fraud
- Financial exploitation
- Misuse of benefits or property

Neglect and Acts of Omission

- Failure to provide care
- Ignoring medical needs
- Withholding support

Discriminatory Abuse

- Abuse based on disability, race, religion, age, gender identity or sexual orientation

Modern Slavery

- Human trafficking
- Forced labour
- Domestic servitude

Self-Neglect

- Poor personal care
- Unsafe living conditions
- Refusal of essential support

Mate Crime

Mate crime occurs when a person befriends a vulnerable adult with the intention of exploiting, abusing or taking advantage of them.

Criminal Exploitation

Including:

- County lines
- Drug-related exploitation
- Forced criminality
- Financial exploitation

Cuckooing

The practice of criminals taking over the home of a vulnerable person to facilitate criminal activity.

Online Abuse

- Cyberbullying
- Online grooming
- Online exploitation

- Financial scams
- Coercive control through digital platforms

7. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Managing safeguarding concerns.
- Maintaining safeguarding records.
- Making referrals.
- Liaising with external agencies.
- Supporting staff.
- Ensuring safeguarding training is completed.
- Monitoring safeguarding practice.
- Promoting a positive safeguarding culture.

All Staff

All staff must:

- Complete safeguarding training.
- Read safeguarding procedures.
- Recognise indicators of abuse, neglect and exploitation.
- Maintain professional boundaries.
- Record concerns accurately following college procedures.
- Report concerns immediately.
- Promote learner welfare.

Staff should always remember:

"It could happen here."

8. Reporting Concerns

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead. The lead can be reached on 0207 735 4154. Any concerns must then be accurately recorded as a safeguarding event on data bridge. In the event of the Designated safeguarding lead not being available then the concern can be raised with the DDSL's in their absence, Steph Lea the Director of Safeguarding can be contacted on 0203 434 5210.

Staff must:

1. Listen carefully.
2. Remain calm.
3. Take disclosures seriously.
4. Avoid leading questions.
5. Record facts accurately.
6. Report concerns promptly.

If a learner is at immediate risk of harm, emergency services must be contacted using 999.

9. Referrals

Referrals may be made to:

- Local Authority Adult Social Care
- Local Authority Safeguarding Adults Board
- Local Authority Children's Services
- Metropolitan Police Service
- NHS Services

- Community Mental Health Teams
- Learning Disability Services
- Prevent and Channel Panels

The College will follow local Southwark safeguarding procedures and referral pathways. https://www.southwark.gov.uk/adult-social-care/safeguarding-adults

Students attending the college come from a range of local authorities. The college will follow the safeguarding procedures of the local authority in which the student resides.

10. Multi-Agency Working

The College recognises that safeguarding vulnerable adults is most effective when agencies work together.

The College will work with:

- Adult Social Care
- NHS Services
- Community Mental Health Teams
- Community Learning Disability Teams
- Housing Providers
- Advocacy Services
- Families and Carers
- Metropolitan Police Service

Information will be shared lawfully and proportionately to protect learners from harm.

11. Confidentiality

Safeguarding information will be shared on a need-to-know basis.

Confidentiality must never prevent the sharing of information where a learner is at risk.

All information will be handled in accordance with data protection requirements.

12. Early Intervention and Learner Support

The College recognises the importance of early intervention and preventative support.

Support may include:

- Adult Social Care assessments
- Advocacy services
- Mental health support
- Community support services
- Health services
- Housing support
- Employment support
- Family and carer involvement

The College will work closely with agencies to reduce risk and promote independence.

13. Equality, Diversity and Inclusion

The College recognises that learners with SEND, disabilities, communication difficulties and mental health needs may face additional safeguarding risks.

Safeguarding practices will promote equality, inclusion, dignity and respect for all learners.

14. Mental Health and Wellbeing

The College recognises that mental health difficulties may increase vulnerability to abuse, neglect and exploitation.

Staff will remain alert to changes in:

- Behaviour
- Attendance
- Engagement
- Mood
- Presentation

Concerns will be reported through safeguarding procedures.

15. Attendance, Welfare and Missing Learners

Poor attendance, disengagement and repeated absence may indicate safeguarding concerns.

The College will:

- Monitor attendance.
- Investigate unexplained absences.
- Contact relevant agencies where necessary.
- Escalate concerns appropriately.

16. Safeguarding Records

Safeguarding records must be:

- Accurate
- Factual
- Timely
- Secure

Records will include:

- Nature of concern
- Actions taken
- Decisions made
- Reasons for decisions
- Outcomes achieved

Safeguarding records will be retained separately from academic records.gov+1

17. Allegations Against Staff, Volunteers and Contractors

The College takes all allegations seriously.

Any allegation that a member of staff, volunteer, contractor or governor has:

- Harmed a learner.
- Potentially harmed a learner.
- Committed a criminal offence.
- Behaved in a way that indicates they may pose a risk to learners.

will be reported immediately to the Principal and Designated Safeguarding Lead.

Advice will be sought from:

- Adult Social Care
- Local Authority Designated Officer (where applicable)
- Metropolitan Police Service

No member of staff should investigate allegations independently.

18. Low-Level Concerns

The College promotes a culture of openness and transparency.

Low-level concerns are concerns regarding behaviour that falls below expected professional standards but does not meet the threshold for a formal allegation.nspcc+1

Examples include:

- Over-familiarity.
- Poor boundaries.
- Favouritism.
- Inappropriate communication.
- Misuse of social media.
- Unprofessional conduct.

All concerns will be recorded, reviewed and monitored.nspcc+1

19. Learner-on-Learner Abuse

The College recognises that abuse may occur between learners.

This may include:

- Bullying.
- Cyberbullying.

- Harassment.
- Hate incidents.
- Sexual harassment.
- Financial exploitation.
- Coercive behaviour.

All concerns will be investigated and appropriate support provided.

20. Online Safety

The College recognises safeguarding risks associated with:

- Cyberbullying.
- Online exploitation.
- Grooming.
- Fraud and scams.
- Extremist content.
- Artificial intelligence misuse.
- Unsafe online relationships.service+1

Online safety forms part of the College's wider safeguarding responsibilities.

21. Prevent Duty

The College is committed to preventing individuals from being drawn into terrorism and extremism.

Staff will:

- Complete Prevent training.
- Recognise signs of radicalisation.

- Report concerns through safeguarding procedures.
- Work with Prevent and Channel services where appropriate.

22. Whistleblowing

All staff have a duty to raise concerns regarding poor practice or safeguarding failures.

No person will suffer detriment for raising a genuine safeguarding concern.gov

23. Training

The College will ensure that:

- All staff receive safeguarding induction.
- Staff receive annual safeguarding updates.
- DSLs receive specialist training.
- Staff understand adult safeguarding responsibilities.
- Staff understand allegations and low-level concerns procedures.
- Prevent training is completed.
- Staff working with under-18s read Part One of Keeping Children Safe in Education 2026.

24. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Local Authority safeguarding procedures change.
- New statutory guidance is published.

- Safeguarding incidents indicate a need for review.

Policy Approval

Policy Title: Safeguarding and Protection of Adults at Risk Policy

Organisation: The Park College

Responsible Lead: Designated Safeguarding Lead (DSL)

Review Cycle: Annual

Linked Agencies:

- Local Authority Adult Social Care Services
- Southwark Safeguarding Adults Board (SSAB)
- Local Authority Children's Services
- Local Authority Safeguarding Children Partnership (SSCP)
- Metropolitan Police Service
- NHS Services

The Park College is committed to creating a culture where safeguarding is everyone's responsibility and where all learners are safe, respected, empowered and supported to achieve their full potential

Appendix 12: Council Key contacts

Southwark

Adults with a learning disability	Phone: **020 7525 2333** Email: LearningDisabilitiesDuty@southwark.gov.uk
Adults aged 18 to 65 with a mental illness:	Phone: **020 7525 0088** Email: MHContact@southwark.gov.uk

Southwark Safeguarding Adults Board	Email SSAB@southwark.gov.uk for general board queries (do not send confidential case details here
Older people (65+) and adults (18+) with physical or sensory impairments:	Phone: **020 7525 3324** Email: **OPPDContactteam@southwark.gov.uk**
Southwark Local Authority Designated Officer (LADO)	Eva Simcock (020 7525 0689; 07943076608, Eva.Simcock@southwark.gov.uk. LADO can also be contacted via Qau.Safeguarding@southwark.gov.uk. There is also a duty system and one of the CP Coordinators in Quality Assurance Unit is on duty each day to deal with LADO issues when LADO is unavailable. Duty telephone number for enquiries/referrals is 020 7525 3297
Southwark Strategic Lead Officer for safeguarding in education services	Director of Children's Services Alasdair Smith (020 7525 0654, alasdair.smith@southwark.gov.uk)
Southwark Safeguarding in Schools Lead	Emma Geiringer (020 7525 5377, 07860 354 934, emma.geiringer@southwark.gov.uk)
Southwark Schools Safeguarding Coordinator	Apo Çağırıcı (020 7525 2715, 07946 453527, apo.cagirici@southwark.gov.uk)
Southwark Multi Agency Safeguarding Hub (MASH)	020 7525 1921, mash@southwark.gov.uk Southwark MASH Online Referral Form
Southwark Family Early Help Service	020 7525 1922, earlyhelp@southwark.gov.uk Family Early Help referral form
Southwark Virtual School Head	Usha Singh, 020 7525 54076, 07548 712129 usha.singh@southwark.gov.uk
Southwark Specialist Private Fostering Senior Social Worker	Joab Keatley-Whyte (020 7525 7239, 07523 944253, Joab.Keatley-Whyte@southwark.gov.uk)

Wandsworth

Wandsworth Safeguarding Adults Board	Email: sab@richmondandwandsworth.gov.uk. Phone: 020 8871 7707

Older people (65+) and adults (18+) with physical or sensory impairments:	Email: adultsocialcare@wandsworth.gov.uk
Wandsworth Local Authority Designated Officer (LADO)	Online Contact form and guidance Local Authority Designated Officer (LADO) - Wandsworth Borough Council Anita Gibbons LADO tel.07974586461 anita.gibbons@richmondandwandsworth.gov.uk
Wandsworth Strategic Lead Officer for safeguarding in education services	Ruth Lacey Head of Safeguarding Standards Tel. 020 8871 7858 ruth.lacey@richmondandwandsworth.gov.uk
Wandsworth Safeguarding in Schools Lead	Matt Hutt, Tel: 0208 871 8820 Email: eysafeguarding@wandsworth.gov.uk
Wandsworth Schools Safeguarding Coordinator	Louise Jones Lousie.jones@richmondandwandsworth.gov.uk
Wandsworth Multi Agency Safeguarding Hub (MASH)	MASH can be contacted on 020 8871 6622 Out of hours: 0208 871 6000
Wandsworth Family Early Help Service	020 8871 7899 fis@wandsworth.gov.uk
Wandsworth Virtual School Head	Nova Levine Email: **nova.levine@richmondandwandsworth.gov.uk** Telephone: 07557 295630

Croydon

Adults with a learning disability	Phone: 0208 726 6500
Adults aged 18 to 65 with a mental illness:	Phone: 020 3228 0300, 020 3228 0301 or 020 3228 0365 Email: CroydonNorthAssessmentandLiaisonTeam@slam.nhs.uk CroydonCentralAssessmentandLiaisonTeam@slam.nhs.uk CroydonSouthAssessmentandLiaisonTeam@slam.nhs.uk

Croydon Safeguarding Adults Board	Email **csab@croydon.gov.uk** for general board queries (do not send confidential case details here 020 8726 6500
Croydon Local Authority Designated Officer (LADO)	**Jane Rowe** Email: lado@croydon.gov.uk Phone: 0208 726 6000 ext. 24817
Croydon Multi Agency Safeguarding Hub (MASH)	0208 726 6464 Concerned about a child? | Croydon Council
Croydon Virtual School Head	virtualschool@croydon.gov.uk

Merton

Adults with a learning disability	020 8545 4552
Adults aged 18 to 65 with a mental illness:	Phone: 020 3513 6067
Merton Safeguarding Adults Board	0208 545 4388 safeguarding.adults@merton.gov.uk
Older people (65+) and adults (18+) with physical or sensory impairments:	020 8648 5792
Merton Local Authority Designated Officer (LADO)	John Shelley lado@merton.gov.uk 0208 545 3187 If you are sending a LADO referral or your query is LADO related, please forward to: lado@merton.gov.uk or securely: lado@merton.gov.uk.cjsm.net
Merton Multi Agency Safeguarding Hub (MASH)	020 8545 4226 or 020 8545 4227 (Out of hours: 020 8770 5000) mash@merton.gov.uk

Camden

Adults with a learning disability	Phone: 02079743737 Email: CLDS@camden.gov.uk
Adults aged 18 to 65 with a mental illness:	Email: nlft.camdenmhreferrals@nhs.net
Camden Safeguarding Adults Board	0207 974 4444
Camden Local Authority Designated Officer (LADO)	020 7974 4556
Southwark Strategic Lead Officer for safeguarding in education services	Director of Children's Services Alasdair Smith (020 7525 0654, alasdair.smith@southwark.gov.uk)
Southwark Safeguarding in Schools Lead	Emma Geiringer (020 7525 5377, 07860 354 934, emma.geiringer@southwark.gov.uk)
Southwark Schools Safeguarding Coordinator	Apo Çağırıcı (020 7525 2715, 07946 453527, apo.cagirici@southwark.gov.uk)
Southwark Multi Agency Safeguarding Hub (MASH)	020 7974 3317

Havering

Adults with a learning disability	Phone: 01708 433446 Email: cldtreferrals@havering.gov.uk
Adults aged 18 to 65 with a mental illness:	**E-mail address:** HV-MHWTNorth@nelft.nhs.uk **Contact number:** 0300 555 1083 (option 2) **Operational Lead:** Raymond Wilson
Havering Safeguarding Adults Board	01708 433 550 Email: safeguarding_adults_team@havering.gov.uk
Havering Local Authority Designated Officer (LADO)	01708 431653 Email: lado@havering.gov.uk
Havering Multi Agency Safeguarding Hub (MASH)	01708 433222 during office hours or 01708 433999 out of hours. tmash@havering.gov.uk