**Procedure for dealing with vulnerable adults**

ICE does not knowingly accept vulnerable adults with serious learning, physical or mental issues as our staff are not trained or hold a suitable DBS check to work with them.

A vulnerable adult is ‘**a person over 18 years of age who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation**’.

Should a member of staff consider a current student to fall within the definition of a vulnerable adult set out above, the procedures on the next page should be followed.

Should the Designated Safeguarding Officer be unavailable, his/her responsibilities will be undertaken by the Deputy Safeguarding Officers.

Host concerned about the well-being of a student

Member of staff concerned about the well-being of a student

Group Student

Inform the Group leader to ensure the student’s safe passage home

ETO Student

Inform the ETO, who would in turn contact the relevant next of kin responsible for ensuring the student’s safe passage home

Direct Student

Contact the relevant next of kin, who would then be responsible for ensuring the student’s safe passage home

**Vulnerable adult identified**

**Further monitoring needed**

**No further action required**

Designated Safeguarding Officer to speak to the student in one of the larger classrooms & with another member of staff present

Designated Safeguarding Officer to gather evidence from all possible sources (e.g. hosts, teachers, etc.)

Member of staff to raise their concerns with the Designated Safeguarding Officer ASAP

Host informs the Office Manager as soon as possible