Outline Safeguarding Reporting Procedure Concerns

1. About the behaviour of the organisations staff member or volunteer (e.g. allegation about a therapists behaviour towards a child/vulnerable adult)

Concerns arise about the behaviour of a member of staff, therapist or volunteer towards a child/children/vulnerable adult (e.g. suspicions or allegations of poor practice or possible abuse)

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Individual alerted to concerns and reports to organisation. Safeguarding Lead completes the safeguarding incident report form.

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Safeguarding Lead (if appropriate in consultation with Case Management Group/or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records taken and agreed)

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Poor practice/Breach of Code Conduct

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Concern dealt with as misconduct issue using complaints/disciplinary procedures as appropriate (in consultation with LADO)

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Disciplinary investigation undertaken and hearing held

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Outcome of disciplinary process (e.g. no case to answer, advice or warning given, training/support required, other sanctions, or exclusion) Consideration of referral to DBS, if appropriate.

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Disciplinary appeals process

Possible child/vulnerable adult abuse/criminal offence

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In consultation with statutory agencies and LADO: Safeguarding Lead consults with/refers to HR/disciplinary leads re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.

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Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies processes. Support from LADO.

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Full disciplinary investigation undertaken and hearing held outcomes and possible appeal

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Safeguarding Lead consults with/refers to Children's Social Care/Police and LADO and follows this up in writing within 24 hours

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Children's Social Care and/or Police hold strategy meeting and agree investigation process

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Outcome of Children's Social Care or Police Investigation (e.g. NFA, criminal prosecution, assessment of risk etc.)

2. About the behaviour of another organisations staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)

Concerns arise about the behaviour of a member of staff, therapist or volunteer from another organisation towards a child/children/vulnerable adult (e.g. suspicions or allegations of poor practice or possible abuse)

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Individual alerted to concerns reports to organisation. Safeguarding Lead completes the safeguarding incident report form.

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Safeguarding Lead (if appropriate in consultation with Case Management Group/or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be significant poor practice or possible abuse, and records taken and agreed)

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Poor practice/Breach of Code Conduct

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Inform subject of concerns of intention to pass information to employing/deploying organisation's Safeguarding Lead in line with Safeguarding Policy and/or any inter-organisation information sharing agreements.

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Contact Safeguarding Lead at employing/deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc'ing the individual.

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Possible child/vulnerable adult abuse/criminal offence

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If matter appears urgent and indicates a high level of risk to child/ren, either contact Children Social Care or Police direct to refer,

Or

Contact the Safeguarding Lead at the individuals employer/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If not agreed – contact statutory agencies directly.

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Safeguarding Lead records actions and plans agreed and follows up referrals in writing within 24 hours

2. About children and young people/vulnerable adults arising outside of the organisations activities (e.g. at home, school or in the community)

Member of staff, therapist or volunteer made aware of concerns about child's/vulnerable adult's welfare or safety
(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)

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If child/vulnerable adult requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection/vulnerable adult safeguarding concern or allegation.

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Member of staff, therapist or volunteer reports to/consults with organisation Safeguarding Lead and completes the safeguarding incident report form.

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Safeguarding Lead makes decision on immediate referral to, or consultation with, Children's Social Care or Police; records actions taken/agreed (including who will inform parents/carers)

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Safeguarding Lead sends written safeguarding report to Children's Social Care/Police within 24 hours, and considers need for support or advice for original referrer or others involved.