

**NELSON & COLNE
COLLEGE**



**Lancashire
Adult Learning**

**ACCRINGTON & ROSSENDALE
COLLEGE**

Policy/Procedure/Guideline Review

Policy/Procedure/ Guideline:	Safeguarding Children and Vulnerable Adults Policy and Procedures
Senior Manager Responsible:	Vice Principal Learner Experience
Author:	Director of Learner Services and Safeguarding and Prevent Manager
Approved By:	Board of Corporation
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Changes Made:	Updates Job Titles Procedure standardised for all sites Incorporated updates from KCSIE 2019 Updated procedures to remove different processes for Accrington and Nelson (Now one cross college process)

Safeguarding Children and Vulnerable Adults Policy

1. Introduction

1.1 At Nelson and Colne College Group safeguarding permeates all aspects of college life and is everyone's responsibility; the college forms part of a wider safeguarding system. In order to fulfil our responsibilities, we adopt a student centered approach. This means that:

- Safeguarding systems and procedures are oriented around the wishes, feelings and best interests of students;
- We seek to give students a 'voice', listen to what they say, take them seriously and work collaboratively in order to meet their needs.

Our college aims to provide a positive, stimulating, caring and safe environment which promotes the social, physical, emotional and moral development of each student. We work hard to maintain a safeguarding ethos and culture whereby students feel safe and are safe whilst at college.

2. Purpose

2.1 An effective safeguarding policy is one which that provides clear direction to staff and others about expected codes of behaviour in dealing with child protection and vulnerable adult issues. An effective policy also makes explicit the college commitment to the development of good practice and sound procedures. This ensures that child protection and vulnerable adult concerns and referrals may be handled sensitively, professionally and in ways that prioritise the needs of the student.

3. Legislative/Quality Framework

3.1 This policy and procedures have been written and will be implemented in-line with the safeguarding and child protection procedures established by Lancashire Safeguarding Children Board (www.lancshiresafeguarding.org.uk). It is also written in accordance with legislation established by the Children Acts 1989 and 2004, the Education Act 2002 and other core legislation and guidance listed in 3.3.

3.2 The protection of vulnerable adults contributes to the wider safeguarding agenda and this policy operates in conjunction with statutory guidance for reporting concerns (<http://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults.aspx>).

3.3 Additional Legislation and Guidance (please note this list is not exhaustive).

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2019)
- What to do if you're worried a child is being abused (2015)
- Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- Disqualification under the Childcare Act 2006 (2015)
- Counter Terrorism and Security Act 2015 (inc. the 'Prevent Duty' 2019)
- Modern Slavery Act 2015
- Inspecting safeguarding in early years, education and skills setting
- Ofsted 160047, August 2016
- Care and Support statutory guidance 2018
- Mental Capacity Act 2005
- Human Rights Act 1998
- Care Act 2014
- ADSS 2005 (Safeguarding Adults National Framework of Standards)

4. **Scope**

4.1 This policy applies to everyone in our college including all students, staff and subcontractors and it should be read, understood and adhered to, alongside the policies and procedures listed in Section 12.

5. **Definitions**

5.1 Children

Child(ren) means everyone under the age of 18.

5.2 Vulnerable Adults

Vulnerable adults are those 18 years or over who are or may be eligible for community care services' and whose independence and well-being would be at risk if they did not receive appropriate health and social care support.

Adult safeguarding is about preventing and responding to concerns of abuse, harm or neglect of adults

5.3 Safeguarding & Welfare

National, statutory guidance 'Working Together to Safeguard Children' (2018) defines safeguarding and promoting welfare as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Therefore, 'safeguarding' includes but is about much more than 'child and vulnerable adult protection'. However, all staff are aware of our responsibility to act in order to **protect** children and vulnerable adults from various potential sources and types of harm:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender based violence/violence against women and girls
- Peer on peer abuse, such as sexual violence and harassment
- Radicalization and/or extremist behavior
- Child sexual exploitation and trafficking
- Child criminal exploitation, including county lines
- Serious violent crime
- Risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalization; and risks of accessing and generating inappropriate content, for example 'sexting'
- Teenage relationship abuse
- Upskirting
- Substance misuse
- Issues that may be specific to a local area or population, for example gang activity and youth violence
- Domestic abuse
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting
- Homelessness
- So-called honour-based violence
- Other issues not listed here but that pose a risk to children, learners and vulnerable adults

5.4 Abuse

Abuse is a form of maltreatment of a child or vulnerable adult, by another person or persons in a way that causes significant harm, or affects health, development or wellbeing. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

6. Roles and Responsibilities

College staff have no investigative role where child and vulnerable adult protection is

concerned. This is a matter for police and children's and adult's social care. However, college staff do have a responsibility to provide a safe environment in which children and vulnerable adults can learn and all staff, including volunteers, have a responsibility to act to safeguard and promote children and vulnerable adult welfare.

Some people have specific and/or additional safeguarding responsibilities.

6.1 Governors

Governors take seriously their responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. The Governing Body monitors compliance with statutory requirements and identifies areas for improvement. At least annually the Designated Safeguarding Lead (DSL) will prepare a safeguarding report to be tabled at a full Governing Body meeting. Discussions will be recorded and any agreed and/or remedial action(s) documented and followed-through, formally and without delay.

The Governors have a responsibility to:

- Ensure that a senior leader is appointed as the DSL and that this is explicit in the role holder's job description and that there is always cover for this role.
- The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description
- Ensure that the DSL and any deputies access and complete appropriate training which is regularly updated in-line with statutory and LSCB guidance.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their responsibilities, including support and supervision as required.
- Ensure all staff undergo safeguarding training at induction, updated regularly in line with Statutory guidance and Local Safeguarding Children Board (LSCB) guidance.
- Ensure appropriate monitoring and recording systems are in place.
- Ensure they undertake and complete their own mandatory training which includes online Level 1 Child Protection, Channel and Keeping Children Safe in Education.

A more detailed breakdown of Governor duties is available in KCSIE 2019, part 2

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828312/Keeping_children_safe_in_education.pdf

6.2 The Principal

The Principal should ensure that:

- The policies and procedures adopted by the Governing Body, particularly concerning referrals of cases of suspected abuse and neglect, are fully implemented and followed by all staff.
- The Principles receives appropriate child protection training which is regularly updated.

- Sufficient resources and time are allocated to enable the staff to discharge their responsibilities which will help to create an environment where all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and will address any concerns sensitively and effectively in a timely manner in accordance with the agreed whistle blowing policies.

6.3 Designated Safeguarding Lead (DSL) & Deputies

The college Designated Safeguarding Lead is the Vice Principal Learner Experience: Wendy Higgin

During term time the DSL or Deputies will always be available (in college hours) for staff in the college to discuss any safeguarding concerns. The DSL and Deputy DSLs undertake training and refresher training in-line with statutory requirements and LSCB recommendations.

The Designated and Deputy Safeguarding Lead role is described in Keeping Children Safe in Education 2019, Part two and Annex B, and detailed below:

Deputy designated safeguarding leads

All deputies are trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. Whilst the activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, remains with the Designate Safeguarding Lead, this lead responsibility should not be delegated.

Manage referrals

The Designated Safeguarding Lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Work with others

The Designated Safeguarding Lead is expected to:

- Act as a point of contact with the three safeguarding partners;
- Liaise with the principal to inform her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for all staff.

Training

The Designated Safeguarding Lead (and any deputies) undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The Designated Safeguarding Lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to, and understands, the college's child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Understand the importance of information sharing, both within the college, and with the three safeguarding partners, other agencies, organisations and practitioners.
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- Obtain access to resources and attend any relevant or refresher training courses; and encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The Designated Safeguarding Lead should:

- Ensure the college's child protection policies are known, understood and used appropriately
- Ensure the college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the college in this; and
- Link with the safeguarding partner arrangements to make sure staff are aware of any

training opportunities and the latest local policies on local safeguarding arrangements.

6.4 Individual Staff Responsibilities

The role of college staff

- College staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.
- All staff have a responsibility to provide a safe environment in which children can learn.
- All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.
- Any staff member who has a concern about a child's welfare should follow the referral processes set out by the college. Staff should expect to support social workers and other agencies following any referral.
- Every college should have a designated safeguarding lead who will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.
- The Designated Safeguarding Lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.
- The Teachers' Standards 2012 state that teachers (which includes headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

What college staff need to know

- All staff should be aware of systems within their college which support safeguarding and these should be explained to them as part of staff induction. This should include the:
 - ❖ Child protection policy;
 - ❖ Behaviour policy;
 - ❖ Staff behaviour policy (called the staff code of conduct);
 - ❖ Safeguarding response to children who go missing from education; and
 - ❖ role of the designated safeguarding lead
- Copies of policies and a copy of Part One of this document should be provided to staff at induction
- All staff should receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively
- All staff should be aware of their local early help process and understand their role in it
- All staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments
- All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of

confidentiality. This means only involving those who need to be involved, such as the Designated Safeguarding Lead (or a deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.

Breaching these rules may lead to appropriate disciplinary action.

7. Reporting a Concern

Anyone who is concerned about a child's or vulnerable adult's welfare or who believe that a child or vulnerable adult may be at risk of abuse should pass any information to the Safeguarding and Welfare Team as soon as possible and no longer than 24 hours after the initial concern.

Details of how to do this included in the accompanying procedures (Appendix 1).

If a member of the Safeguarding and Welfare Team is not immediately available you should contact the Designated/ Deputy Safeguarding Lead (DSL) or any member of the senior leadership team, including the Principal.

*If contact cannot be made with any of the above, staff should contact Lancashire County Council **Children's Care Team**. Telephone **0300 123 6720** (8am - 8pm) or out of hours **0300 123 6722** (8pm - 8am) or Lancashire County Council **Adult and Community Care Services**, Telephone **0300 123 6721**, online: <http://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults.aspx>.*

If a child or vulnerable adult is in immediate danger, the Police should be notified or if they are in need of urgent medical attention an ambulance should be called.

8. Allegations Against a Member of Staff

- 8.1 Any allegation of abuse made against a member of the college staff will be dealt with under guidelines contained in Part 4 of the document 'Keeping Children Safe in Education' July 2019. (Please refer to the flow chart in Appendix 3)
- 8.2 All allegations should be reported to the Human Resources Manager. An initial assessment of the allegation will be made in consultation with the Local Authority Designated Officer (LADO), Tim Booth; tim.booth@lancashire.gov.uk / 01772 536694
- 8.3 Any allegations of abuse made against the Principal will be dealt with by the Chair of the Governing Board.
- 8.4 The college whistleblowing policy, will also be accessible to all staff so that they can raise concerns about poor or unsafe practice, attitudes or actions of colleagues should the need arise.

9. Recording Action Taken, Feedback and Follow Up:

- 9.1 All concerns, discussions and decisions made and the reasons for those decisions will be

recorded centrally by the Safeguarding Team. Following the raising of a concern or a referral, the Safeguarding will provide feedback to staff in college on a **need to know** basis.

9.2 Everyone must take responsibility for following-up concerns that have been raised with the Safeguarding Team wherever:

- No feedback is forthcoming from them
- You do not feel listened to or taken seriously
- You are unhappy with the Safeguarding Team's response
- Nothing tangible changes for the better and/ or the situation deteriorates.

10. Information Sharing

10.1 The College adopts the information sharing protocols recommended in local and national guidance. Any requests for information sharing will be considered by the Designated Safeguarding Lead or Deputies who will comply with relevant guidance and college policies and procedure.

10.2 The College will retain safeguarding and child protection records for children and vulnerable adults for a 10-year period following the academic year the initial referral was received.

11. Children Missing in Education

11.1 The college has a responsibility to ensure that all staff are aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of and follow the college unauthorised absence and children missing from education procedures.

11.2 In addition, the college has a responsibility to work collaboratively with local schools, partner organisations and the Local Authority to safeguard students.

11.3 On occasions where 14 to 16 year old students are on a programme of study at the college, the college has a responsibility to inform named schools when the attendance or absence of a 14 to 16-year-old students becomes a cause for concern so that the school can implement their own attendance or missing in education procedures.

12. Work Experience and Work/ Industry Placement

12.1 Where students are undertaking work and/or industry placements, the college are required to take reasonable steps to assess the suitability of the placement and the effectiveness of the employer's risk management arrangements.

12.2 It is the responsibility of all staff working with employers who provide training for our learners to report any concerns regarding their suitability as placement providers, regardless of the learner's age or mode of study.

12.3 These checks must be conducted in a timely manner and should be monitored throughout with any safeguarding concerns reported as described in this policy.

13. Dissemination

13.1 Nelson and Colne College Extranet and Accrington and Rossendale Intranet

13.2 Nelson College Group Moodle

13.3 Nelson and Colne College, Lancashire Adult Learning and Accrington and Rossendale College Website

14. Monitoring and Review

14.1 The policy will be reviewed annually by Vice Principal Learner Experience.

15. Management Responsibility

Vice Principal Learner Experience has as overall management responsibility for this policy. Day to day management responsibility for this policy has been devolved to the Safeguarding and Prevent Manager and the Director of Learner Services.

16. Related Policies/Procedures

- Bullying and Harassment policy
- Acceptable Use of IT Policy
- Recruitment and Selection procedure
- DBS and Rehabilitation of Offenders procedures
- Personal Care policy
- Behaviour Policy
- Whistleblowing procedure
- Social media policy
- Staff Code of Conduct
- Trips and Visits Policy
- Health and Safety Policy
- Student Medication Policy
- Criminal Convictions Policy

17. Additional Advice and Support

The table below provides links to additional guidance for all staff so that they can develop a wider understanding of safeguarding issues or concerns.

Abuse or Safeguarding issue	Link to Guidance/Advice	Source	Link
Abuse	ADEPIS platform sharing information and resources for schools: <u>covering drug (& alcohol) prevention</u>	Website developed by Mentor UK	http://mentor-adepis.org/
Early Help and Referrals	LSCB assessment and referrals- Lancashire	Lancashire Safeguarding Children’s Board	http://www.lancshiresafeguarding.org.uk/resources/assessment-and-referral.aspx
	LSAB Assessment and Referral	Lancashire Safeguarding Adults Board	http://www.lancshiresafeguarding.org.uk/lancashire-safeguarding-adults/
“Honour Based Violence” (so called)	Female genital mutilation: information and resources Female genital mutilation: multi agency statutory guidance Forced marriage: information and practice guidelines	Home Office DfE, DH, and HO statutory guidance Foreign Commonwealth Office and Home Office	https://www.gov.uk/government/collections/female-genital-mutilation https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation https://www.gov.uk/guidance/forced-marriage
Health and Well- being	Fabricated or induced illness: safeguarding children Rise Above: Free PSHE resources on health, wellbeing and <u>resilience</u> Medical-conditions: supporting pupils at school	DfE, Department for Health and Home Office Public Health England resources DfE statutory guidance	https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced https://www.pshe-association.org.uk/curriculum-and-resources/resources/rise-above-schools-teaching-resources https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

Online	Sexting: responding to incidents and safeguarding children	UK Council for Child Internet Safety	https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis
Private fostering	Private fostering: local authorities	DfE - statutory guidance	https://www.gov.uk/government/publications/children-act-1989-private-fostering
Radicalisation	Prevent duty guidance	Home Office guidance	https://www.gov.uk/government/publications/prevent-duty-guidance
	Prevent duty advice for schools	DfE advice	https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty
	Educate Against Hate Website	DfE and Home Office	https://educateagainsthate.com/
	Prevent for Further Education and Training	Education and Training Foundation	http://preventforfeandtraining.org.uk/
Violence	Gangs and youth violence: for schools and colleges	Home Office advice	https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence
	Ending violence against women and girls 2016-2020 strategy	Home Office strategy	https://www.gov.uk/government/publications/strategy-to-end-violence-against-women-and-girls-2016-to-2020
	Violence against women and girls: national statement of <u>expectations for victims</u>	Home Office guidance	https://www.gov.uk/government/publications/violence-against-women-and-girls-national-statement-of-expectations
	Sexual violence and sexual harassment between children in schools <u>and colleges</u>	DfE advice	https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges
	Serious violence strategy	Home Office Strategy	https://www.gov.uk/government/publications/serious-violence-strategy

18. Appendices

Appendix 1. Procedures for staff who are reporting a safeguarding concern

Appendix 2: Procedures for Safeguarding Team who are reporting a concern to the Local Authority.

Appendix 3: Procedure for managing allegations against staff.

Appendix 1



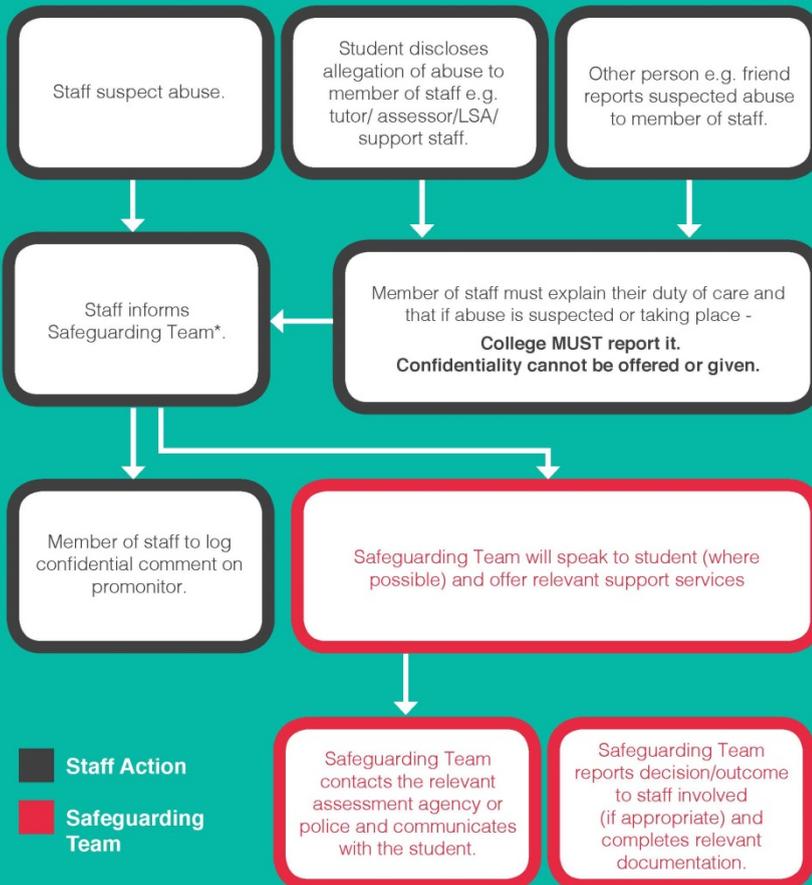
Safeguarding

Procedures for reporting a safeguarding concern

Concern, disclosure or suspicion of abuse

This may be physical, emotional, sexual abuse or neglect, fabricated or induced illness, forced marriage, child sexual exploitation, honour-based violence, radicalisation or you just have a sense that something isn't quite right.

Note: ANYONE CAN MAKE A REFERRAL.



- Staff Action
- Safeguarding Team

***Staff MUST ring the safeguarding mobile if urgent on:**

Nelson on 07392 195 338 internal (ext. 123) or for Accrington on 07803 658 861 internal (ext. 1234)

e.g. if student has been harmed or is at immediate risk of harm.

For non-urgent Safeguarding and Welfare concerns, staff should make a confidential promonitor comment and the Safeguarding Team will respond as soon as they can.

For safeguarding concerns outside of college hours. Please follow the Safeguarding Children and Vulnerable Adults Policy and the Duty Head Policy.

Contact our SAFEGUARDING TEAM



Sarah Morley
Safeguarding Co-ordinator (Nelson)



Rhianne Heaton
Safeguarding Officer



Helen Gray
Safeguarding and Prevent Manager - Cross College



Sam Kelly
Safeguarding Co-ordinator (Accrington)



Christine Shaw
Safeguarding Officer

Appendix 2: Procedure for Referral by Safeguarding and Welfare Team to the Local Authority

Safeguarding and Welfare Team considers:

- Current concern/incident/events and any relevant historical information
- Possible explanations and any contemporaneous events
- The need to seek further, external information / advice
- Actions / options (including discussion with parents as relevant)
- Recording

Need for Early Help/ Support Identified

- Discuss with SWT/
Pastoral Team
- Discuss with parents
- Agree ongoing monitoring/
in-college support
- Obtain consent
- Follow locally agreed
protocols including
Continuum of Need and
Thresholds and Early
Help guidance
- Possible Channel
- Referral
- Record
- SWT monitors and
reviews. May consider
need for Child in Need/
Section 17 referral

Child Protection/ Section 47 Referral to Children's Social Care

- Where it is clear that
a child protection referral
is necessary then the
matter should be
reported to Children's
Social Care without delay
0300 123 6720
- Out of hours referral
should be made to the
duty team **0300 123 6722**;
and/or
- Notify police if a crime has
been committed;
- Inform parents (as and
when appropriate and
in-line with any advice
from CSC/Police)
- SWT records responses
from (within 24 hrs)/
seeks one where none is
received/escalates where
unhappy with response

Vulnerable Adult Concern/Alert

- Once it's been established
that a vulnerable adult is at
risk, the matter should be
referred to Adult Social Care
Services **0300 123 6721**
- Notify police if the adult is
in immediate danger or if a
crime has been committed
- If there is uncertainty
as to whether abuse has
occurred advice can also
be sought from the
0300 123 6721
- SWT records, responses
from ASC/seeks one
where none is received/
escalates where unhappy

Appendix 3: Procedure for Managing Allegations Against Staff

It is alleged that:
A member of staff or volunteer in college has:

- behaved in a way that has harmed a child/vulnerable, or may have harmed a child/vulnerable adult;
- possibly committed a criminal offence against or related to a child/vulnerable adult; or
- behaved towards a child, children or vulnerable adults in a way that indicates he or she would pose a risk of harm to children or vulnerable adults

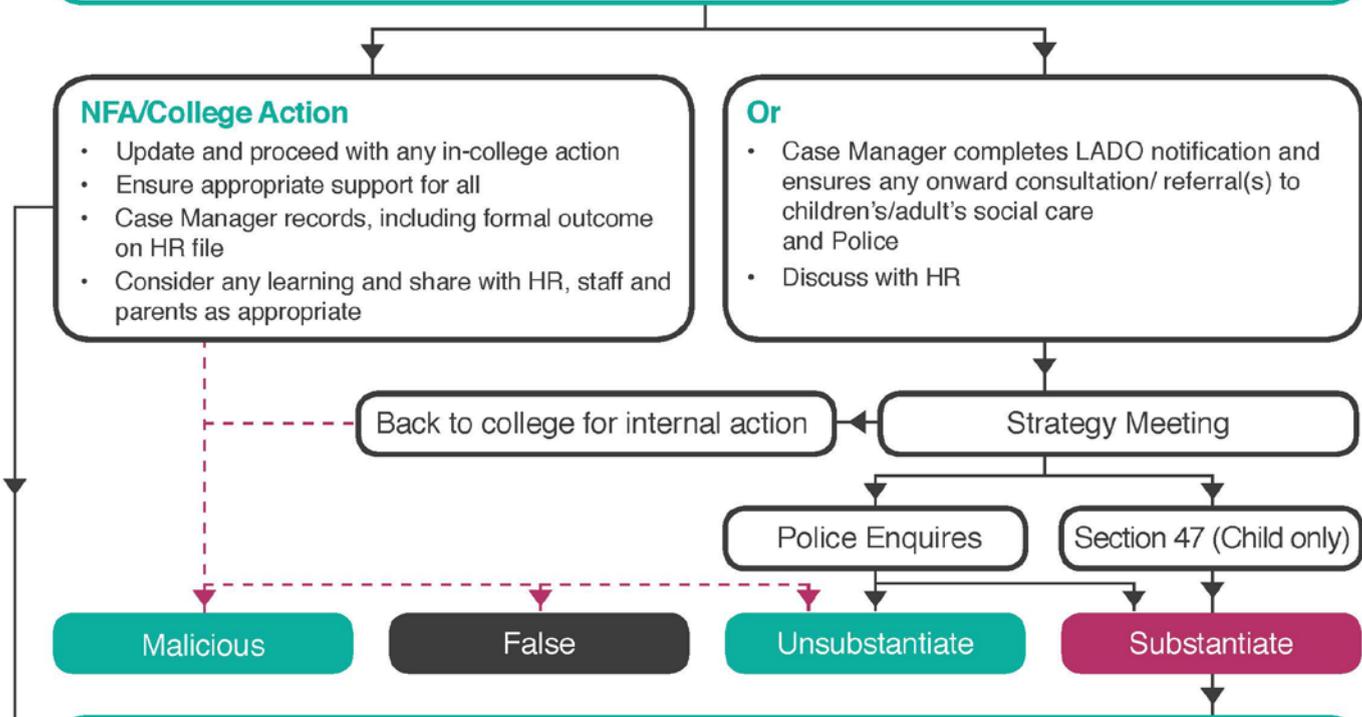
CONFIDENTIALITY REMINDER

Report to Assistant Principal/HR Manager who acts as Case Manager (or Chair of Governors if Allegation is against the Principal)

- Case Manager begins timeline/record and ensures any immediate risk managed
- Without speaking to anyone else at this stage or investigating the matter, Case Manager contacts the local authority Designated Officer (LADO) to establish whether LADO notification and/or children's social care/ or adult's social care/police referral is required (**LADO: Tim Booth, tim.booth@lancashire.gov.uk, 01772 536694**). Case Manager gathers any additional information as advised by LADO

CONFIDENTIALITY REMINDER

The Management of Allegations Against Staff
 Keeping Children Safe in Education (Part four) defines an allegation as follows:



Once external enquiries and processes have run their course in-college action completed, including DBS referral in-line with KCSIE where appropriate