
Safeguarding in College Policy & Procedures



Ali porta civitatis sum scientia et

**Reviewed and
Approved by
Academic
Board July
2014**

This policy available on ECHE's website
Revised: July 2014
Review: July 2016

European College for Higher Education is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

This Policy applies to all College programmes except those for which the applicable policy is that of a validating Higher Education institution or other Awarding Body.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion/belief, gender reassignment, pregnancy/maternity or sexual orientation.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility of fairness of the policy.

To make suggestions or to see further information please contact:

Academic Committee:

Tel: 0208 800 1200

Email: admin@eche.co.uk

Equality Impact Assessed:

Footnote

In an effort to keep costs to a minimum a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on our website www.eche.co.uk.

Safeguarding Policy and Procedures for College 2014/15

College **European College for Higher Education**
Principal **Syed Raza**

Named personnel with designated responsibility for Safeguarding

Academic year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Board of Governors
2014/2015	A.Kazmi	Baber Ali		R Shah

Dates of Staff training and details of course title and training provider

Whole College	Designated Senior Person	Deputy Designated Senior Person
	Sept 2014 Principal (syed raza)	A.Kazmi

Review of policy dates

Designated Board Member			

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INTRODUCTION

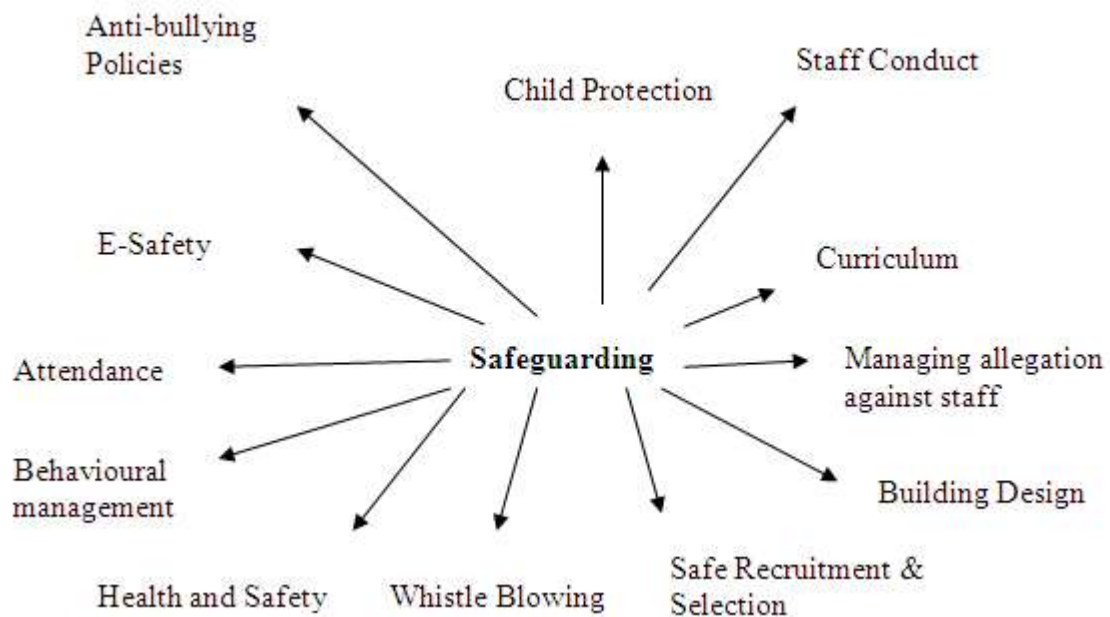
This policy applies to all adults, including volunteers, working in or on behalf of the College.

Everyone working in or for our College service shares an objective to help keep the children by contributing to:

- Providing a safe environment for children to learn and develop in our College setting, and
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our College setting`

COLLEGE COMMITMENT

European College for Higher Education is committed to Safeguarding and Promoting the Welfare of all of its children. Each learner's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at College, their behaviour may be challenging. We recognise that some young people and other children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our children.



PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The College pays full regard to current DCSF guidance `Safeguarding Children and Safer Recruitment in Education` Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the College who is likely to be perceived by the learner as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Children's List and Criminal Records Bureau checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- This College is committed to keep an up to date single central record detailing a range of checks carried out on our staff
- All new appointments to our College workforce who have lived outside the UK will be subject to additional checks as appropriate
- Our College ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- Identity checks must be carried out on all appointments to our College workforce before the appointment is made

.....(Principal)
.....(College Board of Governors) and
.....(other)

One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

2. Safe Practice

Our College will comply with the current Safe Practice guidance to be found in Haringey Council Council's Safeguarding Procedures at http://www.haringey.gov.uk/safeguarding_plan_for_haringey_june_2012.pdf

Safe working practice ensures that children are safe and that all staff:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- Work in an open and transparent way;
- Work with other colleagues where possible in situations open to question
- Discuss and/or take advice from College management over any incident which may give rise to concern;
- Record any incidents or decisions made;
- Apply the same professional standards regardless of gender or sexuality;
- Be aware of confidentiality policy;
- Are aware that breaches of the law and other professional; guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for Children

All learners in our College are aware of a number of staff who they can talk to. The College is committed to ensuring that learners are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All learners know that we have a senior member of staff (Vice Principal) with responsibility for child protection and know who this is. We inform learners of whom they might talk to, both in and out of College, their right to be listened to and heard and what steps can be taken to protect them from harm.

Our College will ensure that learners are made aware that information can be found at the following:

- *NSPCC*
- *Childline*

Colleges` arrangements for consulting with and listening to learners are *College council, peer support scheme*. We make learners aware of these arrangements.

4. Partnership with Parents, Carers and Guardians

The College shares a purpose with parents/carers/guardians to educate and keep learners safe from harm and to have their welfare promoted.

We are committed to working with parents/carers/guardians positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents` rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child/young person.

European College for Higher Education will share with parents/carers/guardians any concerns we may have about their child/young person unless to do so may place a child/young person at risk of harm (see 3 Action by Designated Senior Person)

We encourage parents to discuss any concerns they may have with the Principal.

We make parents/carers/guardians aware of our policy and parents/carers are made aware that they can view this policy on request.

European College for Higher Education is committed to ensuring the welfare and safety of all learners in College. We follow the ISA (independent Safeguarding Authority) guidelines. The College will, in most circumstances, endeavour to discuss all concerns with parents/carers about their learners. However, there may be exceptional circumstances when the College will discuss concerns with Social Care and/or the Police without parental/carer/guardian knowledge (in accordance with Haringey Safeguarding Children Procedures). The College will, of course, always aim to maintain a positive relationship with all parents/carers/guardians. The Colleges` learner protection policy is available on request.

5. Partnerships with others

Our College recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Haringey council Safeguarding Children Board such as *LA, Social Care, Barnardo`s, Police, Health, District Council, Childline in Partnership with Colleges, NSPCC, National Youth Advocacy Service, Surestart, Children`s Fund etc.* There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children/young people.

6. College Training and Staff Induction

The College`s senior member of staff with designated responsibility for learner protection undertakes basic learner protection training and training in inter-agency working, (that is provided by the Qualified approved Trainers) and refresher training at 2 yearly intervals.

The Principal and all other College staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for learner protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

All staff (including temporary staff and volunteers) are provided with the College`s learner protection policy and informed of College`s learner protection arrangements on induction.

7. Support, Advice and Guidance for Staff

Staff will be supported by European College for Higher Education, LA and professional associations. The designated senior person for Safeguarding/Child Protection will be supported by advice. Advice is available from:

http://www.haringey.gov.uk/safeguarding_plan_for_haringey_june_2012.pdf

8. Related College Policies

`.....safeguarding covers more than the contribution made to children protection in relation to individual learner. It also encompasses issues such as learner health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of learner.....providing first aid, College security, drugs and substances misuses, positive behaviour etc. There may be also other safeguarding issues that are specific to the local area or population`
Safeguarding Children and Safer Recruitment in Education DfES 2007

Learners Missing from Education

The College follows the Haringey Council's LA where young learners on roll at a College do not turn up, and this College has made the usual enquiries they should refer the case to the education Social Work Service in the usual way. If the allocated worker can not locate the learner/family they will inform the Children Missing Education team and the College will be advised by them or the ESW Service that they can take the learner off roll (normally after 4 weeks).

Confidentiality

European College for Higher Education has regard to "Information Sharing: Practitioner's guide" HM Government, 2006

www.ecm.gov.uk/deliveringservices/informationsharing

"Where there is a concern that the learner may be suffering or is at risk of suffering significant harm, the children's safety and welfare must be the overriding consideration."

9. Learner Information

Our College will endeavour to keep up to date and accurate information in order to keep learners safe and provide appropriate care for them the College requires accurate and up to date information regarding:

- Names and contact details of persons with whom the learner normally lives
- Names and contact details of all persons with parental/carers/guardian responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the young learner from College (if different from above)
- Any relevant court orders in place including those which affect persons' access to the learner (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the learner is or has been on the Child Protection Register or subject to a care plan
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the learner

The College will collate, store and agree access to this information
(insert College arrangements).....

10. Roles and Responsibilities

ECHE Board of Governors will ensure that:

The College has a learner protection policy and procedures in place that are in accordance with local authority guidance and

- locally agreed inter-agency procedures, and the policy is made available to parents/carers/learners on request;
- The College operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with learners; and that any panel involved in the recruitment of staff has at least one member who has undertaken the CWDC's or equivalent safer Recruitment Training.
- The College has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- A senior member of the leadership team is designated to take lead responsibility for learners protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies;
- Staff including the Principal undertake appropriate child protection training which is updated every three years;
- They remedy, without delay, any deficiencies or weaknesses regarding children protection arrangements;
- An ECHE Board Member is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the Principal
- Where services or activities are provided on the College premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding learner and children protection and liaises with the College on these matters where appropriate;
- They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Principal will ensure that:

- The policies and procedures adopted by the Board of Governors or Proprietor are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children/young people
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to learners, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Learner Protection will:

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies
- Act as a source of support, advice and expertise within the educational establishment;
- Liaise with the Head Tutor/Lecturer to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- Recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how Haringey Councils Safeguarding Children Board operate, the conduct of a learner protection case conference and be able to attend and contribute to these and ongoing learner protection plans
- Ensure that all staff have access to and understand the Colleges` Child Protection Policy
- Ensure that all staff have safeguarding training as part of their induction;
- Keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the child protection policy is updated and reviewed annually and work with the Board of Governors/Directors regarding this;
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment as soon as possible and transferred to the new College separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to Education Social Work Service.

All staff and volunteers will:

- Fully comply with the College's policies and procedures
- Attend appropriate training
- Inform the designated person of any concerns

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Tutor/Lecturers and other adults in College are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, learners, parents and public which foster respect, confidence and trust can lead to disclosure of abuse, and/or College staff being alerted to concerns

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect

are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse

may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature unrealistic or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the impairment of the child's health or development. Neglect may occur during pregnancy as a result of material substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caretakers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Working Together to Safeguard Children 2010)

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT COLLEGE AND AT HOME

All staff follow the Haringey Councils Safeguarding Children Board Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2010' and 'What to do if you are worried a child is being abused'

It is not the responsibility of the College staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of children will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

1. Staff must immediately report:

- Any suspicion that a child/young person is injured, marked, or bruised in any way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious
- Any behaviour which give rise to suspicion that a child/young person may have suffered harm (e.g. worrying drawings or play)
- Any concerns that a child/young person may be suffering from inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a child/young person is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's/young person's presentation, including non-attendance
- Any hint of disclosure of abuse from any person
- Any concerns regarding person(s) who may pose a risk to children/young person (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosure information may be received from children, parents/carers/guardians or other members of the public. College recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child/young person may be at risk of harm
- Try to ensure that the person disclosing does not have to speak to another member of College staff
- Clarify the information
- Try to keep questions to a minimum and of an 'open' nature e.g. 'can you tell me what happened?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise

- Not express feelings or judgements regarding any person alleged to have harmed the child
- Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- Reassure and support the person as far as possible
- Explain that only those who 'need to know' will be told
- Explain what will happen next and that the person will be involved as appropriate

3. Action by the Designated Senior Person (or other senior person in their absence)

Following any information raising concern, the designated senior person will consider:

- Any urgent medical needs of the child /young person
- Discussing the matter with other agencies involved with the family
- Consulting with appropriate e.g. Safeguarding Officer and/or Social Care
- The child's wishes

Then decide:

- Wherever possible, to talk to parents, unless to do so may place a child/young person at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- Whether to make a child protection referral to social care because a child/young person is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

Or

- Not to make a referral at this stage
- If it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be followed up in writing within 24 hours using a standard referral form (see appendix 2)

4. Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- Make regular contact with the Social worker involved to stay informed
- Wherever possible, contribute to the Strategy Discussion
- Provide a report for, attend and contribute to any subsequent Child Protection Conference
- If the child or children are made the subject of a Child Protection Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Conferences

- Where possible, share all reports with parents prior to meetings
- Where in disagreement with a decision made by social care e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, follow the guidance in the Haringey Councils Safeguarding Children Board.
- Where a child/young person on the child subject to a child protection plan moves from the College or goes missing, immediately inform the key worker in Social Care/parents/carers

5. Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child/young person's main file. This will be locked away and only accessible to the Principal and designated senior person. These records will be copied and transferred to any College or setting the child/young person moves to, clearly marked 'Child Protection, Confidential for attention of Designated Person Child Protection.' If the child/young person goes missing from education or is removed from roll to be educated at home than any Child Protection file should be copied and the copy sent to the I Education Social Work Service.

6. Supporting the Child/young person and Partnership with Parents

- College recognises that the child's/young person's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents/carers/guardian
- Whilst we may, on occasion, need to make referrals without consultation with parents/carer/guardian, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child/young person
- We will provide a secure, caring, supportive and protective relationship for the child/young person
- Children/young person will be given proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child/young learner and parents.

- The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child/young person

Allegations regarding person(s) working in or on behalf of College (including volunteers)

Where an allegation is made against any person working in or on behalf of the College that he or she has:

- Behaved in a way that has harmed a child or may have harmed a child/young person
- Possibly committed a criminal offence against or related to a child/young person or
- Has behaved towards a child or children/young person in a way that indicates s/he is unsuitable to work with children/young person.

We will apply the same principles as in the rest of this document and we will always follow the Haringey Councils Safeguarding Children Board procedures that can be assessed at: http://www.haringey.gov.uk/safeguarding_plan_for_haringey_june_2010.pdf or http://www.haringey.gov.uk/haringey_isp_adults.pdf

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Principal and make a record
- In the event that an allegation is made against the Principal the matter will be reported to the chair of ECHE Board of Director(s) who will proceed as the 'Headteacher'
- The chair of ECHE Board of Director will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children/young people
- The Principal may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The Principal will consult with the Local Authority Designated Officer (TBA) in order to determine if it is appropriate for the allegation to be dealt with by College or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of children, parents/carers/ guardians and staff
- The Principal will inform the ECHE Board of Director(s) of any allegation.

(College may wish to expand this section to include procedures with reference to Haringey Councils Safeguarding Children Board Procedures and Haringey Councils Disciplinary Procedures).

Appendix 1

The Safeguarding Adults team

The team consists of a safeguarding adults co-ordinator, two safeguarding adults officers and a team administrator based at:

The Duty Desk (East Haringey)
Tottenham Children & Families
020 8489 5402/3/4/5484/4582

or:

The Duty Desk (West Haringey)
Hornsey Children & Families
020 8489 1805/6/1856

Out of office hours: The Emergency Duty Team
020 8348 3148

The main roles and responsibility of the team are to:

- ensure the safety of those deemed to be vulnerable adults
- develop practice, guidance, procedures in relation to safeguarding vulnerable adults
- implement a monitoring tool to ensure all cases are dealt with in a robust manner
- facilitate multi agency working in the area of adult abuse
- establish and maintain partnership working with a variety of statutory and non-statutory agencies
- ensure a comprehensive training strategy is developed and implemented
- ensure all staff working with vulnerable adults receive appropriate training on safeguarding adults
- raise the public awareness of the abuse of vulnerable adults both locally and nationally
- consult with, support, guide and advise professionals in their task of ensuring vulnerable adults are safe and also about what to do when abuse is suspected

SOCIAL CARE

Frequently asked questions on safeguarding adults

What is a safeguarding concern?

Are the safeguarding adults procedures only for social care or local authority staff to follow?

No. Any one (all health and social care staff, the person themselves, family carers, members of public etc) who is concerned a person appearing vulnerable is at risk of significant harm should consider making an alert to start the use of these procedures.

If the person concerned is not known to Social Services or a CMHT, this process is started by phoning, or sending an alert form to the local authority (see contact details below). The procedures for adults are different to those of children, as the local authority safeguarding team for adults does not hold a case load or investigate. They give advice, assist with communication between teams and monitor referrals. The social care team however may take on the case if the person is not known to another service.

Haringey
Access Team Adults Social Care
Tel: 020 8489 1470/1472

Haringey Councils
Adult Care Team Tel: 020 345 2246

What are the thresholds for the safeguarding adults procedures?

It has been agreed nationally that following the safeguarding adults procedures is a requirement of staff throughout the health services. Thresholds for mental health services are now being developed by the Trust in line with national and local standards. DH guidance No Secrets gives the threshold as follows:

A person who is vulnerable and has suffered or is at risk of suffering significant harm from abuse or neglect by another person, and intervention is required in the person best interests or in the public interest.

What should I do if the person meets the criteria for the procedures, and is known to my team?

You should still complete the referral form and then record all additional information on subsequent forms. These forms should be sent to the safeguarding team for monitoring purposes. Note that at present there are different procedures and forms for each borough, but this may change in future.

What happens if the service user tells you they have been abused but does not want to take the concern any further?

This is very common. People in these situations often have a sense of loyalty to the person who abused them where they are a family member. Alternatively they may be fearful of any reprisals. If a person discloses abuse, then it is necessary to let them know you need to discuss it with your manager and then get back to them with what the manager has suggested. The important thing is that no action will be taken without speaking to them first and also to get back to them promptly with any information you have found - for minimising future risk and to give contact details for support services. Concentrate on how they can be as safe as possible in the interim. By doing this you show you believe what they are saying and you take the issue of abuse very seriously.

There are some exceptions in cases where you are advised to take actions without the person’s agreement - and you need to read the safeguarding adults procedures for more detail. This is usually when a person is assessed not to have the mental capacity to make these decisions, or where there is a risk to the public or other vulnerable person.

If a vulnerable person hits another vulnerable person on a hospital ward, isn’t this covered under usual ward procedures?

It might be. This depends on whether this is likely a one off incident or whether there is a longer term bullying type relationship problem developing, If there is likely to remain a risk of future harm to one person, then the procedures should be considered by the manager and a decision with reason recorded on the notes of each of those involved.

Do I need to complete the forms for every possible safeguarding case?

Recording any details about abuse or neglect is very important. The alert form should be completed in all cases meeting the thresholds and then the team manager decision as to why it is not necessary to proceed further with a safeguarding investigation. Such reasons may be - if the person no longer has contact with the perpetrator or has capacity to decide and does not want the investigation taken further. These forms will be able to contribute to risk assessments when identifying patterns eg incidents occurring on the same day/time or escalating violence over time.

What happens of the decision is to follow the safeguarding adults procedure?

How do I find the forms and where do I send them?

If the person is known the mental health services the form should be passed to the CMHT for the managers attention. If the person is not known to Trust services you can refer to the appropriate local authority.

Appendix 2 Referral Form to Social Services – Personal Details (page 1)

Surname..... First Name..... Title.....

Preferred Name/ Mode of Address.....

D.O.B.....M/F/Unborn.....

Permanent Address..... Temporary Address.....

Tel..... Tel.....

College attended: Name of College Contact:

First Language: Interpreter required?

Ethnic Origin: Religion:

If Refugee/Asylum Seeker:.....

Nationality: Status:.....

Any Risks to Professionals:

Does the Child have any Special Needs?

G.P. (inc. Telephone Number).....

FAMILY/OTHER MEMBERS OF THE HOUSEHOLD

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility

Referral Form to Social Services – Personal Details (page 2)

OTHER PROFESSIONALS INVOLVED

Name	Address	Role
CAF	Has a CAF been completed or considered in this situation?	

Surname..... First Name(s).....

Subject aware of Referral Responsible Adult aware.....

Referred by:.....

Designation:..... Date and Time:.....

Address:

Telephone Number:

Reason for Referral:
.....

Current Issues:
..... (Continue on separate sheet if necessary)

Appendix 3

References

Websites

CAPE (Child Protection in Education) www.cape.org.uk

Keeping Children Safe www.ceop.gov.uk
KS2/3 www.missdorothy.com
Bullying & child abuse www.anti-bullyingalliance.org
www.kidscape.org.uk
www.childline.org.uk
www.nspcc.org.uk
Internet Safety www.ceop.org.uk/thinkuknow
www.childnet-int.org
KS2/3 www.kidsmart.org.uk
Jenny's story www.childnet-int.org/jenny

Safe Practice in Physical Education in Schools and School Sport 2008

Documents

DfE (DCSF) Documents www.teachernet.gov.uk/childprotection Safeguarding Children and Safer Recruitment in Education (DfES 2006)
Working Together to Safeguard Children (DCSF 2010)
What to do if you're worried a child is being abused (DCSF 2006)

NEOST Guidance www.lg-employers.gov.uk

Training Materials

Safe Recruitment Training www.cwdcouncil.org.uk for the online course

SAFEGUARDING STUDENT COLLEGE PROCEDURES	
Policy Ref: ECHE 2014	
Version Number	2.0
Version Date	July 2014
Name of Developer/Reviewer	Raza Shah
Policy Owner (College/Centre/Unit)	Academic Committee, Directors of the College.
Person responsible for implementation (postholder)	Directors of College
Approving Committee/Board	Committee
Date approved	July 2014
Effective from	July 2016
Dissemination method (e.g. website)	College website
Review Frequency	2 years
Reviewing Committee	Academic Committee, Directors of the College
Consultation History (individuals/groups consulted with dates)	Drafts of the policy have been considered by: Directors of college Academic Committee