

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) Concerns arise about the behaviour of a member of staff, therapist or volunteer towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse) Individual alerted to concerns and reports to organisation. Safeguarding Lead completes the safeguarding incident report form. 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) Poor practice/Breach of Code Possible child abuse/criminal Conduct offence Concern dealt with as misconduct In consultation with Safeguarding Lead consults issue using complaints/disciplinary statutory agencies and with/refers to Children's procedures as appropriate (in LADO: Safeguarding Lead Social Care/Police and LADO consultation with LADO) consults with/refers to and follows this up in HR/disciplinary leads re writing within 24 hours initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations. Disciplinary investigation Children's Social Care undertaken and hearing held and/or Police hold strategy meeting and agree Disciplinary process investigation process initiated – investigation may be delayed pending Outcome of disciplinary process outcome of statutory (e.g. no case to answer, advice or agencies processes. Support warning given, training/support from LADO. required, other sanctions, or exclusion) Consideration of referral to DBS, if appropriate.

Disciplinary appeals process

Full disciplinary investigation undertaken and hearing held outcomes and possible appeal

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 (e.g. suspicions or allegations of poor practice or possible abuse) Individual alerted to concerns reports to organisation. Safeguarding Lead completes the safeguarding incident report form. 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) Poor practice/Breach of Code Possible child abuse/criminal **Conduct** offence Inform subject of concerns of If matter appears urgent and intention to pass information to indicates a high level of risk to employing/deploying child/ren, either contact Children organisation's Safeguarding Lead Social Care or Police direct to in line with Safeguarding Policy refer, and/or any inter-organisation information sharing agreements. Contact the Safeguarding Lead at the individuals employer/deploying organisation to pass on the information. Secure and record their commitment to Contact Safeguarding Lead at refer to statutory agencies, and employing/deploying organisation seek confirmation when this has and pass on concerns. Record been undertaken. If not agreed actions and plans agreed. Follow contact statutory agencies directly. up in writing within 24 hours, cc'ing the individual. Safeguarding Lead records actions and plans agreed and follows up

referrals in writing within 24 hours

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

