

Title	Safeguarding Procedure		
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List of Contents

1. Introduction	2
2. Responsibilities	2
3. Promoting Students Safety and Wellbeing	2
4. Vulnerable Students	2
5. Serious Concerns	3
Harm or Risk of Harm	5
Suicide and Self Harm	5
Forced Marriage	6
Radicalisation	6
Female Genital Mutilation	7
Private Fostering	7
Peer on Peer Abuse	8
6. Allegations of Students Abusing Another Child	8
7. Concerns About Another Staff Member	8
8. Educational Visits	9
9. Sex Offenders	9
10. Monitoring and Review	10

1. Appendices

1. Staff Responsibilities	
2. Recommendation for Inclusion on YPIN / VA Register	
3. SR1 Form	
4. Contacts	
5. SAFER Referral Form	
6. Channel Referral Form	
7. Inter-Agency Safeguarding Adults Alert Form	
8. Links to External Resources	
9. Flowchart	
10. Quick Guide for Safeguarding Officers	

1. Introduction

Safeguarding children and promoting their welfare includes:

- Protecting them from maltreatment or things that are bad for their health or development.
- Making sure they grow up in circumstances that allow safe and effective care
- Taking action to enable all to have the best outcomes

Safeguarding adults includes:

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

2. Responsibilities

All staff have a responsibility for ensuring that students have a safe and healthy environment in which to learn, for promoting their wellbeing and for highlighting any concerns.

Staff with specific duties are listed in Appendix 1.

3. Promoting Students Safety and Wellbeing

Workshops, visiting agencies and poster campaigns to help safeguard all students will be arranged throughout the academic year to inform and empower learners by raising awareness of issues such as cyber-bullying, personal safety, radicalisation and substance misuse awareness as appropriate.

Health, safety and well-being is also embedded in the curriculum.

4. Vulnerable Students

A vulnerable student can be identified in a variety of ways, for example through one to one discussions with a Student Services Adviser, through formal tutorials with tutors/lecturers or through informal discussions or observations by any member of staff.

A student that has been identified as having an on-going concern or support need will be recommended for inclusion on the Young People in Need (YPIN) Register at FE or

the Vulnerable Adult (VA) Register at HE. A Recommendation Form (Appendix 2) will be completed and forwarded to the Student Services Manager for consideration.

All students placed on the YPIN/VA register will be monitored formally on a monthly basis by the YPIN/VA team which consists of:

- Teresa Latcham (HE and FE)
- Joey McGurk (HE and FE)
- Marianne Craven (FE and HE progression)
- Jess Solan (FE)
- Catherine Wilkinson (FE)
- Michelle Peart (HE)
- Anne Russell (HE and (FE)

Additional staff may be invited to attend the YPIN/VA meetings in order to provide additional information to assist in the review of progress.

If the student is considered a 'child in need'¹ and they currently have no external support a referral will be made to the Early Help Assessment Team (Contact details in Appendix 4) will be made by Student Services.

Progress will be recorded in the usual way on the Student History within the Student Services Folder and on the Student's ILP as appropriate. An overview of the YPIN register will be held and updated to show progress and status.

5. Serious Concerns

Serious concerns will include instances where there is a possibility of abuse, suicide, self-harm, radicalisation of students, or any other concern about a student being at risk of harm from themselves or others.

Where a member of staff has a serious concern about a student, or a student discloses a concern to them, the member of staff must:

- Make a written record of the information on a SR1 form (Appendix 3)
- Immediately report the matter to a Safeguarding Officer or Prevent Lead as appropriate

If a student has made the disclosure they must be acknowledged, taken seriously and listened to. They should be informed that the information they give must be acted upon as the College has a legal obligation to pass the information on. They should inform the student of any action that is to be taken.

¹ Children are considered to be 'in need' under section 17 of the Children's Act if:

- they are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a satisfactory level of health or development without the provision of services;
- their health or development is likely to be significantly impaired or further impaired without the provision of such service or
- they are disabled

The person to whom the disclosure is made **should not**:

- Instigate an investigation;
- Investigate or ask leading questions if seeking clarification;
- Make assumptions or offer alternative explanations;
- Promise confidentiality or give assurance that the information will only be shared on a 'need to know' basis.

The written record on the SR1 Form should be passed on to the Safeguarding Officer. The content of the SLR 1 form is confidential and therefore should not be discussed with anyone further at this stage.

The person to whom the initial disclosure was made **must not take any further action**. This includes contacting parents or outside agencies.

The Safeguarding Officer will review the SLR1 form with the reporting member of staff and if necessary make contact with the Operational Safeguarding Lead (OSL) to discuss appropriate action.

The Safeguarding Officer will record any action taken. They **should not** investigate the matter or interview the member of staff, child or any potential witnesses. In conjunction with the Operational Safeguarding Lead decisions will be made as how much information needs to be shared and with whom.

Where appropriate (for example, if the student is under 18) the student's parents should be contacted and made aware of the situation, however there may be instances where this may exacerbate a situation, therefore care must be taken when making this decision.

All contact with outside agencies for serious concerns must be conducted by the Operational Safeguarding Lead or other designated Safeguarding Officers. However, if there is a concern that a safeguarding issue is not being taken as seriously as you feel is warranted a referral can be made by anyone in the organisation.

The Designated Safeguarding Lead should be notified when a concern has been raised.

Any further action should be recorded by updating the SR1 form by the SO or the OSL.

The OSL or designated SO will be responsible for monitoring of the case or gathering of any feedback on action taken as appropriate.

Any student for whom an SR1 form is completed will automatically be included on the YPIN / VA register, although full details will not be recorded.

Throughout the process, as far as is possible, the wishes and views of the student will be taken into account.

The student's consent should always be obtained unless

- the situation is urgent and there is not time to seek consent
- seeking consent is likely to cause serious harm to someone or prejudice the

prevention or detection of a serious crime

Continuing support will be offered to students through Student Services.

The SR1 form should be the only record kept of the report and will be held confidentially and securely within Student Services. They should only be accessed with the express permission of the Designated Safeguarding Lead, their deputy or the Operational Safeguarding Lead.

5.1 Concerns about Harm or Risk of Harm

If there is a serious concern about student and they are considered to be a 'child in need' or at risk of significant harm the Operation Safeguarding Lead will contact the relevant Children's Social Care Team according to the area in which the student is resident (see Appendix 4 for details). Where possible a SAFER referral form (Appendix 5) will be completed prior to the call being made. If not, the call should be followed up by the written referral as soon as possible and definitely within 48 hours.

If there is a serious concern about a student that is over the age of 18 the Teesside Safeguarding Adults Multi-Agency Procedures should be followed.

An alert (Stage 1 of the procedure) should be made to the Adult Social Care Duty Team. A detailed written record of the concerns and any action taken should be made and an Interagency Safeguarding Adults Alert Form (Appendix 6) must be completed and forwarded to the Adult Social Care Duty Team within one working day of the alert being made.

If the student making an allegation of abuse is over 18 but we are aware that there may be **other siblings under 18 who may be at risk**, a Safeguarding Officer must be informed. The Safeguarding officer will liaise with the Operational Safeguarding Lead in these cases.

If the concerns arise outside normal office hours, then the referral should be made to the Emergency Duty Team.

5.2 Concerns relating to Suicide and Self Harm

Where there is a serious risk relating to suicide or self-harm do not get involved physically if the student is distressed and threatening unless they are deemed to be at risk to themselves or others.

Call for assistance (depending on circumstances):

- Emergency 999 if the student is in need of immediate medical help
- Arrange for the student to be taken to accident and emergency and inform their parents / guardian / next of kin

Remove access to means of suicide and self-harm if necessary and observe from a safe position until help arrives, ensuring the student is not left alone.

If it is a non-emergency situation contact Student Services who will:

Refer to GP (over age 18)

Refer to Child and Adolescent Mental Health Services - CAMHS (under 18)

Seek advice from the NHS non-emergency number (111) - where information is available in culturally appropriate languages if required

5.5 Concerns relating to Forced Marriage

Where there is a concern about a student being involved in a forced marriage they should be referred to a Safeguarding Officer.

The options available to them should be explored, along with their wishes, and the discussion recorded on an SR1 form.

Consideration should be given as to whether the student's wishes (if they do not want a referral to be made) are to be respected or whether the student's safety requires that further action needs to be taken. If this is the case the student should be informed.

The SO should establish whether there is a family history of forced marriage. Advise the student not to travel overseas and consider taking advice from the Forced Marriage Unit.

If the SO has concerns for the safety of a student under 18 they should contact the Social Care Team and the local police Child Protection Unit if there is a suspicion that a crime has been, or may be, committed.

If a student is going overseas imminently:

- Try to gather as much information as possible about the family such as:
 - Full name and date of birth
 - Father's name
 - Any relevant addresses, in the UK and overseas
 - Potential spouses name and their father's name
 - Date of the proposed wedding
 - Any details of the travel plans
- Photocopy the student's passport and encourage them to keep details of their passport number and the place and date of issue

Student Services may refer, with consent, to appropriate support groups to ensure continuing support for the student.

5.6 Concerns about Radicalisation

If there is a serious concern about the possible radicalisation of a student the Prevent Lead or the Operational Safeguarding Lead will contact the Channel Team (see Appendix 4 for details) within Cleveland Police and follow up the call with a completed Channel Referral Form (Appendix 7)

5.7 Concerns relating to Female Genital Mutilation (FGM)

If you are informed by a female student under 18 that an act of FGM has been carried out on her or you observe physical signs which appear to show that an act of FGM has been carried out and you have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth you must complete a SR1 form and refer to a Safeguarding Officer.

The Safeguarding Officer will report the issue to the local police on the non-emergency number.

The duty to report applies to cases directly disclosed by the victim; if a parent, guardian, sibling or other individual discloses that a girl under 18 has had FGM, the duty does not apply and a report to the police is not mandatory. Any such disclosure should, however, be handled in line with normal safeguarding procedures, i.e. referral to children's social services.

5.8 Concerns relating to Private Fostering

Private fostering is when a child under the age of 16 (or under 18 if the child is disabled) is cared for by someone who is **not** their parent or a 'close relative', under a private arrangement for **28 days or more**. 'Close relatives' are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage).

Under the Children Act 1989 parents and private foster carers are required to notify the Local Authority of a private fostering arrangement.

If you think that a child may be privately fostered, first of all talk to the adult(s) caring for the child. Check if they are aware of the legal obligation to notify the Local Authority that they are caring for a child. They may not know that what they are doing is private fostering. Reassure the carer that if they have been caring for the child for a while, they will be approached sensitively. The local authority wants to support and help private fostering arrangements as well as fulfil its legal obligation in regard to safeguarding children.

If the adults are aware of the need to notify but refuse to comply, then you should say you have a duty to pass on this information. Consent is not required.

Notify the relevant Local Authority of the arrangement as failure to notify can place a child at risk.

Notify Student Services of the arrangement so that they can be involved in ongoing liaison with the Local Authority to address any welfare concerns or unmet needs of the child.

If at any time you are concerned that a child is likely to suffer **significant harm**, follow the procedures in 5.1.

5.9 Concerns relating to Peer on Peer Abuse

All students involved should be spoken to individually and a statement of facts drawn up from each. In gathering the information, it is important not to undertake a line of questioning but to ask the students to outline what happened, using open questions to gain clarity of the situation.

Once the facts have been established a decision will need to be made as to which procedure is most appropriate for the situation is to be considered under, i.e. Safeguarding, or Harassment and Bullying. The Student Disciplinary procedures may also need to be considered. The Operational or Designated Safeguarding Lead should be consulted at this point.

If at any time you are concerned that a child is likely to suffer **significant harm**, follow the procedures in 5.1.

If a crime has been committed the Police will also need to be informed (see below).

6. Allegations of Student Abusing or at Risk of Abusing Another Child

If a student has been accused of being involved as an abuser in child abuse (i.e. a situation involving a child under 18) a Safeguarding Officer must be contacted as soon as possible. The Safeguarding Officer will contact the Operational Safeguarding Lead who will contact the Police immediately as this is a criminal act. In this instance parents will be informed and a decision made as to whether it is necessary to suspend the accused student. If they are not suspended, a risk assessment will need to be undertaken immediately so that a judgment can be made as to that individual's range of activity within the College, prior to the outcome of any investigation being known.

7. Concerns about a Staff Member

If staff members or students have a concern about another staff member or adult working in the College then this should be referred to the Safeguarding Officer (HR) and the Principal. Where there are concerns about the Principal this should be referred to the Chair of the Safeguarding Committee or the Safeguarding Governor.

In relation to the student, all previously outlined procedures will be followed, as appropriate.

The Local Authority Designated Officer (LADO) will then be contacted within one working day. Reporting should not be delayed in order to gather information. If an allegation is received outside normal working hours and requires immediate attention,

the Principal/Governors should consult the local authority Emergency Duty Team or Police and inform the LADO as soon as possible.²

The procedures in [Managing Allegations May 2011 Against Staff Carers Volunteers Working with Children .pdf](#) should then be followed from 3.7 onwards.

The LADO will then be involved through to the conclusion of the case, whether or not a police investigation continues, by co-ordinating information-sharing with the right people, monitoring and tracking any investigation, with the aim to resolve it as quickly as possible.

A decision will be made by the Principal/governors and the LADO as to whether it is advisable for the staff member to continue in work or not. It may be that leave without prejudice is advisable, during which time the staff member will also receive support and advice while any investigation is undertaken.

8. Educational Visits

When the alleged abuser and person abused are both participants on an educational visit away from the college, the primary consideration is the initial protection of the child or vulnerable adult. Action to ensure this should be taken by the member of staff in charge of the visit. Once there is no immediate risk of further abuse then a more considered approach should be taken.

It is also important to note that all offences against children up to the age of 18 years need to be reported. If an offence is thought to have been committed, staff should contact local police in the first instance, especially when the alleged abuser is a member of the local population.

Careful consideration should be given to how best to inform the student's parents/carer and whether any or all of the students should be returned home. This will depend on the seriousness of the incident, the effect on the learners and the risk present. The Designated Safeguarding Lead or their Deputy should be consulted with regard to this.

When the allegation disclosed on the educational visit away from the college relates to abuse of the learner at their home, the standard procedure should be followed. Staff should discuss the situation with an identified member of staff with responsibility for Safeguarding at the earliest opportunity.

9. Sex Offenders

It has become clear that a small number of adults who are convicted sex offenders have tried to enrol at Colleges. Whilst the College has always had a role in the

² Multi-agency safeguarding children information to assist good practice managing allegations against staff, carers & volunteers working with children

rehabilitation of offenders, the safeguarding of our students must take a greater priority.

If any member of staff or student has concerns that a sex offender may be accessing the College, information must be passed to the Operational Safeguarding Lead immediately. The Operational Safeguarding Lead will contact outside agencies to verify any accusation and will, together with the Principal, decide any action to be taken.

10. Monitoring and Review

All safeguarding issues will be reported on and discussed as appropriate on a monthly basis with the Operational Safeguarding Lead, and the Designated Safeguarding Lead.

This procedure will be reviewed on an annual basis at the end of the academic year to ensure continued accuracy. The Designated and Operational Safeguarding Leads and the Leads on the Prevent Duty will inform of any changes required within this time in light of any local, regional or national changes in policy and / or procedure.

The procedure will be monitored by the Safeguarding Committee which meets termly.

The Operational and Designated Safeguarding Leads will present an annual report on Safeguarding activities to the Governing Body including recommendations of any alterations that need to be made. The Governing Body will use this as the basis for their annual review of the Policy and Procedures.

Appendix 1 - Staff Responsibilities

Name	Safeguarding Role	Tel	Email
John Waddington Head of School – F.E.	Strategic Safeguarding Officer (FE and HE) Curriculum and Prevent Lead (FE)	01642 (85) 6156 07860520131	John.Waddington@ccad.ac.uk
Stuart Slorach	Deputy Designated Safeguarding Lead	01642 (85) 6114 07912514703	Stuart.Slorach@ccad.ac.uk
Teresa Latcham Student Services Manager	Operational Safeguarding Lead	01642 (85) 6123 01429 (85) 8452 07595654689	teresa.latcham@ccad.ac.uk
Mike Wheaton Head of School – H.E.	Safeguarding Officer – Curriculum and Prevent Lead (HE)	01642 (85) 6157 07912514704	Michael.Wheaton@ccad.ac.uk
Tricia McKenzie	Head of HE Quality and Academic Standards	01429 (85) 8309	Tricia.mckenzie@ccad.ac.uk
Sarah Fawcett	Designated Safeguarding Governor	Contact via Jackie White, Clerk to the Governors	Jackie.White@ccad.ac.uk
Martin Raby College Principal	Serious Case Reviewer	01642 (85) 6111	Martin.Raby@ccad.ac.uk
Bill Goodwin I.T. Manager	Safeguarding Officer – e-Safety	01642 (85) 6191	Bill.Goodwin@ccad.ac.uk

Amy Clark	Safeguarding Officer - HR	01462 (85) 6120	Amy.clark@ccad.ac.uk
David Giles	Safeguarding Officer – Health and Safety	01642 (85) 6180	David.Giles@ccad.ac.uk
Charly Butler	Designated Independent Safeguarding Officer (DISO)	01642 (85) 6140	Charly.Butler@ccad.ac.uk
Andrea Lodge	Safeguarding Administrator	01642 (85) 6117	Andrea.lodge@ccad.ac.uk



Recommendation for Inclusion on VA / YPIN Register

Name	
Course and year of study	

Common Assessment Framework Pre-Assessment Checklist

Does the young person appear to be:

Healthy	Yes	No	Not sure
Safe from harm	Yes	No	Not sure
Learning and developing	Yes	No	Not sure
Having a positive impact on others	Yes	No	Not sure
Free from the negative impact of poverty	Yes	No	Not sure

Please give details of reasons for inclusion on the register:

Completed by:		Date	
---------------	--	------	--

Has the student been placed on the register?	Yes	No
If no, reason why		
Lead Adviser:		

SLR1 Form to Report Concerns or Allegations of Abuse to Identified Staff with Responsibility

******* Confidential *******

Student:	Date of Birth:
Course:	
Details taken by: <small>(Print name)</small>	Date:
Details of Allegation/Concern <small>(use person's own words where possible and provide as much detail, including dates, times, people present etc. w herever possible)</small>	
Staff Signature:	Student Signature:
Passed to: <small>(Safeguarding Officer)</small>	Date :
Initial Action taken by Safeguarding Officer:	
Signed:	Print Name:
Date:	

Any further action, outcomes, recommendations and on-going monitoring

Signed:

Print Name:

Position:

Date:

Appendix 4 – Contacts

Police:

Emergency	999
Non-emergency	101
Middlesbrough	01642 326326
Hartlepool	01429 221151

NHS:

Non-emergency 111

Early Help Assessment Team

Middlesbrough 01642 728084

Children's Services:

Area	Office hour	Out of hours	Email
Hartlepool	01429 284284	08702 402994	fcsh@hartlepool.gcsx.gov.uk
Middlesbrough	01642 726004	08702 402994	firstcontact@middlesbrough.GCSX.gov.uk
Redcar & Cleveland	01642 771500	08702 402994	firstcontact@redcar-cleveland.gcsx.gov.uk
Stockton-on-Tees	01642 527764	08702 402994	first.contact@stockton.gcsx.gov.uk
North Yorkshire	0845 0349417	0845 0349410	social.care@northyorks.gov.uk
Durham	03000 267979	03000 267979	first.contact@durham.gcsx.gov.uk

NSPCC Whistleblowing helpline – 0800 028 0285

Child and Adolescent Outpatient Services – CAMHS
(Rosewood Centre – Middlesbrough) - 01642 352070

Early Intervention Adults / Adult Social Care Teams

Hartlepool	01429 523390	08702 402994	dutyteam@hartlepool.gcsx.gov.uk
Middlesbrough	01642 726004	08702 402994	adultsafeguardingalert@middlesbrough.gov.uk
Redcar and Cleveland	01642 771500	08702 402994	AdultAccess@redcar-cleveland.gcsx.gov.uk
Stockton-on-Tees	01642 527764	08702 402994	FirstContactAdults@stockton.gov.uk
North Yorkshire	01609 534527	01609 534527	social.care@northyorks.gcsx.gov.uk
Durham	03000 267979	03000 267979	

Mental Health Crisis Teams

Hartlepool	Crisis Resolution Team (Sandwell)	01429 285858
Middlesbrough	Crisis Team (Roseberry Park)	01642 835295 or 835296
Stockton	Crisis Team	01642 524705

Channel

Cleveland Police

Gordon Bache	Gordon.bache2@cleveland.pnn.police.uk	01642 302028	07894482533
Lesley Clelland	Lesley.clelland@cleveland.pnn.police.uk	01642 303397	
Jeff Lillystone	Jeff.Lillystone@cleveland.pnn.police.uk	01642 302028	

Forced Marriage Unit:

Tel: 020 7008 0135/0230/8706
 Email: fmf@fco.gov.uk
 Out of hours /emergency 020 7008 1500 *ask to speak to the Foreign & Commonwealth Office Response Centre*

Appendix 5 – SAFER Referral Form

Tees Multi Agency SAFER Referral Form

SAFER i.e. **S**ituation, **A**ssessment, **F**amily, **E**xpected response, **R**ecording.

Section one: **Situation**

SAFER

For additional guidance on contacting children’s services, please refer to individual local authority websites

I am completing this referral because: (please tick as appropriate):

I BELIEVE THIS CHILD IS AT RISK OF SIGNIFICANT HARM	
I BELIEVE THIS CHILD IS IN NEED OR VULNERABLE	
THIS CHILD HAS BEEN ASSESSED THROUGH THE COMMON ASSESSMENT FRAMEWORK AND I BELIEVE MAY BENEFIT FROM ADDITIONAL SUPPORT	
I BELIEVE THIS CHILD MAY BENEFIT FROM SUPPORT THROUGH THE COMMON ASSESSMENT FRAMEWORK <i>(For use only by those agencies who would not normally complete a CAF)</i>	
I BELIEVE THIS CHILD MAY BE VULNERABLE TO CHILD SEXUAL EXPLOITATION	

1. About you

This is <i>(your name)</i> :			
I am a <i>(job title)</i> :			
from <i>(organisation)</i> :		Police Event No.	
Postal address:			
Email address:		Telephone:	
My relationship to the child concerned is:			

Common Assessment Framework (CAF)

- The CAF process has/has not been followed
- If the CAF **has** been followed when was it completed and sent to the CAF Co-ordinator *(date)*?
_____.

Please attach a copy of the latest assessment and go to Section 4.

- If it **has not** been followed, please outline why and complete the following sections;

--

Appendix 5 – SAFER Referral Form

2. About the child

I am calling about a male / female child called:			
Child's address:			
Postcode:		Date of birth/ expected birth date:	
The child does/does not have a disability			

3. Child's ethnicity and language

White <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish heritage <input type="checkbox"/> Any other White background	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Please state	Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background Please state
Mixed/dual background <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background Please state.....	Chinese and other <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group Please state <input type="checkbox"/> Not given	Religion First Language

4. Other services involved with the child are:

Service	Details (e.g. name, address)	Telephone
<input type="checkbox"/> GP		
<input type="checkbox"/> Early years		
<input type="checkbox"/> School		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		

Appendix 5 – SAFER Referral Form

5. Details of parents/guardians

▪ Parent/guardian 1

Name:		D.O.B.	
Relationship to child concerned:		Do they have parental responsibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
Address:			
Postcode		Telephone:	

▪ Parent/guardian 2

Name:		D.O.B.	
Relationship to child concerned:		Do they have parental responsibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
Address:			
Postcode		Telephone:	

The child's parents/guardians are/are not aware of the referral

- If the parent(s) or guardian(s) are aware of this referral, what are their views?

- If the parent(s) or guardian(s) are not aware of this referral please explain why

6. Current family and home situation

Who else lives with the child or plays a significant role in their life, e.g. siblings or grandparents

Name	Date of birth	Relationship to child	Living with child?

Appendix 5 – SAFER Referral Form

Section two: Assessment and actions

SAFER

Tick the appropriate statement and provide further details below

- I have assessed the child personally and the specific concerns are...
- I am concerned for the child's safety / wellbeing because...
- I have not been able to assess the child but I am concerned because...

(Provide specific facts – what you have seen, heard and/or been told and when you last saw the child and parents)

There has been a change since I last saw the child ___ days/weeks/months ago

The child is now *(describe current conditions and whereabouts):*

I have taken the following actions to make the child safe:

Appendix 5 – SAFER Referral Form

Section three: Family factors

SAFER

Specific family factors making this child at risk of significant harm are as follows: *(please include any information with regard to the incidence of substance misuse, domestic abuse, parental mental health, learning difficulties or any other factors and how they impact on parenting)*

Additional factors creating vulnerability are:

The strengths in the family situation are:

There might be risks to staff visiting the child's family, they are:

Appendix 5 – SAFER Referral Form

Section four: Expected response

SAFER

In line with Working Together to Safeguard Children, NICE guidance and the Children Act 1989, I recommend that the following action is taken:

- An urgent assessment as a child in need of protection.
- For further assessment as a child in need.
- For further support under Common Assessment Framework.
- For information sharing purposes.

What services do you think will make things better / safer for the child?

What services will **you** continue to provide for the child?

If you have made a telephone call regarding this referral, record outcome of the discussion here:

7. About the member of staff taking the referral

Their name is:	
Their job title is:	

Appendix 5 – SAFER Referral Form

Section five: Referral and recording

SAFER

All referrals to Children’s Services must be followed up in writing using the Safer Referral template. Urgent child protection referrals must be made via a telephone call and followed up in writing within 24 hours. For less urgent situations it will be expected that the information is recorded in writing prior to any contact with Children’s Services. At any stage, however, Children’s Services can be contacted for advice and guidance with regard to how to progress referral.

Once a referral is accepted by Children’s Services the person making the referral will receive a feedback letter detailing the action taken.

Children’s Services	Office hour	Out of hours	Fax	Email
Hartlepool	01429 284284	08702 402994	N/A	fcs@hartlepool.gcsx.gov.uk
Middlesbrough	01642 726004	08702 402994	N/A	firstcontact@middlesbrough.GCSX.gov.uk
Redcar & Cleveland	01642 771500	08702 402994	01642 771535	firstcontact@redcar-cleveland.gcsx.gov.uk
Stockton-on-Tees	01642 527764	08702 402994	01642 527756	First.contact@stockton.gcsx.gov.uk
North Yorkshire	0845 0349417	0845 0349410	01609 536993	social.care@northyorks.gov.uk
Durham	03000 267979	03000 267979	0191 3835752	First.contact@durham.gcsx.gov.uk

Please sign and date this form

Signature _____

Print Name _____

Date Signed _____

For Health Professionals Only please copy to: -

Health Professional	Date Sent	Tick
Midwife		
Health Visitor		
Family Nurse Practitioner		
School Nurse		
GP		
SNSC		
Other		

Confidentiality Notice – This information is shared in accordance with Tees LSCB’s Information Sharing Protocol, if received in error please contact the referring organisation.

Appendix 6



Inter-agency Safeguarding Adults Alert Form

STRICTLY CONFIDENTIAL

If you suspect that someone is being harmed and they are in immediate danger you should ring the Police on 999. Please contact the Early Intervention Adults Team on 01429 523390 to discuss and advise of this alert. All completed forms should be emailed from a secure email address to dutyteam@hartlepool.gcsx.gov.uk alternatively via AnyComms+CASD (Early Intervention Team (Adults) Please ensure all emails are followed -up with a telephone call to 01429 523390 to ensure safe receipt. Our Out of Hours Emergency Duty Team can be contacted on 08702402994.

Date of the Alert:	Time of the Alert:
--------------------	--------------------

1 DETAILS OF PERSON RAISING ALERT

Name:
Job Title:

Organisation (*if applicable*):

Contact address:

Telephone No:

Relationship to the alleged victim:
(*please see list of options at the end of this form*)

Date completed:

2 DETAILS OF ALLEGED VICTIM

Name:

Gender:

DOB:

Home address:

Contact address:

Telephone No:

Ethnic Origin/Nationality:	Religion:
Primary Client Group (please see list of options at the end of this form):	
Communication and access needs:	
Is the alleged victim aware of the referral? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, why not?	

3 DETAILS OF CONCERN BEING RAISED	
Location of alleged incident/concern (please see list of options at the end of this form):	Date and Time of alleged incident/concern: Date: _____ Time: _____
Brief factual details of the alleged incident/concern: <i>This should include a clear factual outline of the concern being raised with details of times, dates, people and places where appropriate. (Please continue on a separate sheet if required).</i>	
Please indicate the type of abuse suspected (please tick more than one if appropriate):	
Neglect <input type="checkbox"/>	Emotional <input type="checkbox"/>
Financial <input type="checkbox"/>	Institutional <input type="checkbox"/>
Physical <input type="checkbox"/>	Sexual <input type="checkbox"/>
Discrimination <input type="checkbox"/>	

4 DETAILS OF CURRENT SITUATION
Where is the alleged victim now in relation to the alleged perpetrator?
Is the victim in immediate danger of further Abuse? Yes/No
Have any immediate actions been identified to reduce the potential for further abuse? Yes/No <i>Please give details</i>
Are there other people who may be at risk of harm? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/> <i>If Yes, please describe the risk that remains and names of others potentially at risk (please only refer to identified risk that relates directly to the concern)</i>

In your opinion, does the alleged victim have the mental capacity to understand what has happened to them?

Yes No Not Known

If criminal activity is suspected have police been contacted? Yes No
If Yes, what was the outcome?

Police Crime/Ref No:

5 DETAILS OF ALLEGED PERPETRATOR

Name:

Gender:

DOB:

Address:

Occupation/Position/Title/Organisation:

What is the relationship of the alleged perpetrator to the alleged victim?
(please see list of options at the end of this form)

Does the alleged perpetrator live with the alleged victim? Yes No

Is this alleged perpetrator considered to be a vulnerable person?
Yes No Not Known

Is the alleged perpetrator the main family carer? Yes No

Are they aware of this alert? Yes No
If Yes, what is their response, and are there any hazards to be aware of?

Do they have the capacity to understand the nature of the allegations and possible outcomes?
Yes No
Please state why.

6 FAMILY DETAILS OF ALLEGED VICTIM

Name:

Relationship to vulnerable person:

Are they a Carer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are they aware of this alert? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact address:	Telephone No:

OTHER INVOLVEMENT
Who else has been informed of this concern? Are there any other relevant agencies/individuals involved? Please give details.

<p>All completed forms should be emailed from a secure email address to dutyteam@hartlepool.gcsx.gov.uk alternatively via AnyComms+CASD(Early Intervention Team (Adults)) Please ensure all emails are followed up with a telephone call to 01429 523390 to ensure safe receipt. Our Out of Hours Emergency Duty Team can be contacted on 08702402994.</p> <p>Postal address: Early Intervention (Adults). Hartlepool Borough Council Child & Adult Services Level 4 PO Box 96, Civic Centre, Hartlepool TS24 8YW</p>

TO BE COMPLETED BY DESIGNATED MANAGER:	
Is the vulnerable person's service funded by?	
Hartlepool <input type="checkbox"/>	
Self Funded <input type="checkbox"/>	Other L.A (Please Name):
Have there been any previous Safeguarding alerts/referrals about this vulnerable person? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Decision made by designated Safeguarding Manager following alert:	
A) Progress to further action under Safeguarding procedures <input type="checkbox"/> NB: If this is now a Strategy discussion please complete the Strategy document	
B) No Further Action under Safeguarding procedures <input type="checkbox"/> (Please record alternative action taken)	
Manager:	Team:
Alert allocated to:	Carefirst No:

	(of vulnerable person)
Have you advised the Alerter/Referrer of the Decision? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Decision:
If progress to Safeguarding procedures (box A) is ticked this form should be sent by the Manager to the Safeguarding Administration Support Officer.	

Guidance Notes for completing this form:

Details of the person making the alert/referral: Please enter one of the following:

Domiciliary Care Staff	Self Referral
Residential Care staff	Family Member
Day Care staff	Friend/Neighbour
Social Worker/Care Manager	Other Service User
Self-Directed Care Staff	Care Quality Commission
Other Social Care Staff	Housing
NHS – Primary/Community Health Staff	Education/Training/Workplace Establishment
NHS – Secondary Health Staff	Police
NHS – Mental Health Staff	Other

Primary Client Group: Please enter one of the following:

Dementia	Mental Health
Dual Sensory Loss	Physical Disability
Frailty and/or Temporary Illness	Substance Misuse
Hearing Impaired	Visual Impairment
Learning Disability	Other Vulnerable Person

Location of alleged incident/concern: Please enter one of the following:

Own Home	Community Hospital
Care Home – Permanent	Other Health Setting
Care Home with Nursing - Permanent	Supported Accommodation
Care Home - Temporary	Day Centre/Service
Care Home with Nursing - Temporary	Public Place
Alleged Perpetrators Home	Education/Training/Workplace Establishment
Mental Health Inpatient Setting	Other –Please specify
Acute Hospital	Not known

Relationship of the alleged perpetrator(s) to the vulnerable person: Please enter one of the following:

Partner	Other Social Care Staff
Other family member	Other Professional
Health Care Worker	Personal Assistant
Volunteer/Befriender	Other Vulnerable Adult
Domiciliary Care Staff	Neighbour/Friend
Residential Care staff	Stranger
Day Care staff	Not known
Social Worker/Care Manager	Other
Self-Directed Care Staff	

Appendix 7

Your Ref No:



PREVENT/CHANNEL REFERRAL

Date:

Referring Agency/Department:

Name of person referring and contact details:

Full name of person being referred:

Age/D.O.B/Place of Birth:

Address:

Family Composition: (please include full names/dob/address/telephone numbers if known of family members):

School/Educational establishment (if applicable)

Brief circumstances that have led to the referral and details of any action already taken:

Any other relevant comments/details of any attachments included:

When completed, please forward via secure email to:

prevent.contest@cleveland.pnn.police.uk

Once received your referral will be acknowledged via email.

If you wish to speak to a member of the Police Prevent Team, please call:

01642 303397/ 07841 533804 or 01642 301332

Appendix 8: Links to External Resources

Tees Local Safeguarding Children Boards Procedures

<http://www.teescpp.org.uk/>

HM Government Guidelines: What to do if you're worried a child is being abused – Advice for Practitioners

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Working together to safeguard children - A guide to inter-agency working to safeguard and promote the welfare of children

http://www.teescpp.org.uk/Websites/safeguarding130315/images/Documents/Working_Together_March_2015.pdf

Information Sharing: Advice for Practitioners providing safeguarding services to children, young people, parents and carers

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Multi-Agency Practice Guidelines: Female Genital Mutilation

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

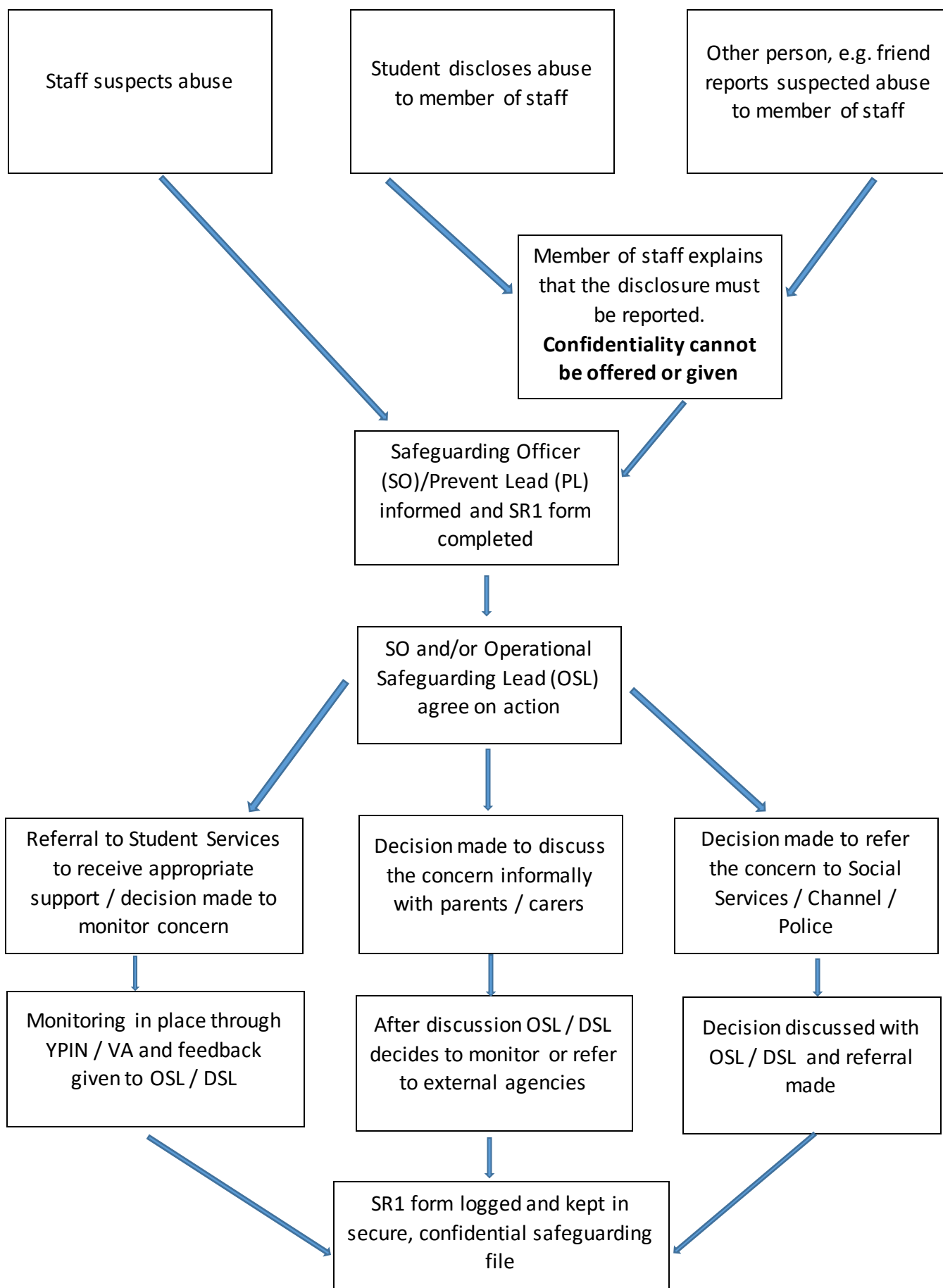
Multi-agency safeguarding children information to assist good practice managing allegations against staff, carers & volunteers working with children

<http://m.middlesbrough.gov.uk/CHttpHandler.ashx?id=6570&p=0>

Teeswide Safeguarding Adults Multi-Agency Procedure

http://www.hartlepool.gov.uk/downloads/file/6710/teeswide_safeguarding_adults_multi-agency_procedure

Appendix 9 – Safeguarding Procedure Flowchart



Appendix 10 - Quick Guide for Safeguarding Officers

Promotion through:	Student Services Workshops	Curriculum activities
Monitoring by:	YPIN / VA	Tutorials and Pastoral Support
Concerns?	SR1 form to Safeguarding Officers	Considered with OSL, DSL or Deputy and following actions considered:

Suicide and Self Harm	Forced Marriage	Radicalisation
<p>Non-emergency:</p> <ul style="list-style-type: none"> Refer to GP or CAMHS Seek advice from NHS – 111 <p>Emergency</p> <ul style="list-style-type: none"> Remove access to means of harm Remain with student Ring 999 if required and contact next of kin 	<ul style="list-style-type: none"> Check students wishes and decide whether they can be respected Gather information - history in family, any travel plans Seek advice from the Forced Marriage Unit Contact Social Care Team and possibly local Child Protection Unit 	<ul style="list-style-type: none"> Contact Channel Team Complete Channel Referral Form
Female Genital Mutilation	Private Fostering	Peer on Peer Abuse
<ul style="list-style-type: none"> If direct disclosure from student under 18 contact local police on 101 If disclosed by another person follow normal safeguarding procedures – i.e. referral to Social Care 	<ul style="list-style-type: none"> Applies if a child is under 16 or 18 if has a disability and is living with someone who is not a parent or a close relative Check situation with the adults caring for the child Notify the relevant Local Authority 	<ul style="list-style-type: none"> Gain a statement of facts from all involved Consider the most appropriate policy and procedure (e.g. bullying and harassment, or Safeguarding; whether the Disciplinary Policy applies) Contact Police if required, i.e. a crime has been committed
Staff Members	Educational Visits	Sex Offenders
<ul style="list-style-type: none"> Refer to the Safeguarding Adviser (HR) and the Principal Contact will be made to the LADO within 1 working day or the LA Emergency Duty Team or Police if outside of normal working hours 	<ul style="list-style-type: none"> Staff in charge of the visit need to primarily act to protect the vulnerable child Contact the local police Contact parents Consider whether students need to return home Contact a Safeguarding Officer at the earliest opportunity 	<ul style="list-style-type: none"> Refer to Operational/Designated Safeguarding Lead Contact relevant external agencies to verify accusations Consult with the Principal