

**Procedure for Safeguarding Co-ordinator and Deputy Team**

Document Control



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| Title | Procedure for Safeguarding Co-ordinator and Deputy Team |
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| Supporting procedure | 1. Recognising Abuse Guidance
2. Raising Safeguarding Concerns - for Staff, Students and Third Parties
3. Procedure for Handling Safeguarding Allegations Against a Member or Members of Staff
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| Target Audience | Staff, Students, Third Parties |
| Team & reviewer | Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator Team |
| Date of Impact assessment |  |
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# THE SAFEGUARDING CO-ORDINATOR

**The role of the Safeguarding Co-ordinator and Deputy team is to:**

* Attend Safeguarding Co-ordinator training on an annual basis
* Keep up to date with current legislation, local procedures, changes in the sector and undertake appropriate training
* Act as a point of contact and advise staff on safeguarding issues
* Act as a point of contact for Social Services, the Child Protection Unit and the Safeguarding Adults Board
* Take appropriate action to ensure the immediate safety of a child/young person/vulnerable adult
* Report concerns relating to abuse to Social Services
* Attend strategy meetings as required
* Work in co-operation with and to respond to any requests from the Child Protection Unit or the Safeguarding Adults Board
* Participate in safeguarding or disciplinary investigations as appropriate
* Attend resolution meetings as required
* Maintain comprehensive and accurate records relating to safeguarding issues
* Maintain confidentiality and ensure that all records are securely stored
* Maintain and revise internal policies on child protection

# Procedure for the Safeguarding Co-ordinator or Deputy to make a referral to Social Services

The Safeguarding team holds Derby, Derbyshire and Staffordshire Area Child Protection Committee Procedures and the Safeguarding Adults Procedures and Guidance, which contains all the necessary information and contact numbers for referral to Social Services.

# Prior to contacting Social Services

Without causing significant delay to a concern being reported the Safeguarding Co-ordinator and/or Deputy should:

* Ascertain whether the child/young person / vulnerable adult concerned has a Social Worker already
* Gather all information about the child / young person / vulnerable adult and family / carers before contacting Social Services.

The basic information that the Social Worker will require is:

* Name of child \ vulnerable adult
* Address \ location of child \ vulnerable adult
* Date of birth
* Cultural identity
* First language / means of communication of child and parents / carers
* Persons who have parental \ caring responsibility
* The nature of the alleged abuse
* Evidence of abuse
* Whether or not the person has capacity to make their own decisions
* GP name and address
* Brothers and sisters
* Who lives in the household
* Your knowledge of the family situation
* What is your concern?
* Your role with the family if any
* What, if anything, you have said to the family
* You may also be asked what your expectations are of Social Services

# Contacting Social Services

If the child/young person/vulnerable adult has a Social Worker, the Safeguarding team should speak to them if available, unless it is alleged that the Social Worker is involved in the abuse.

Otherwise they should contact the relevant department (Child Protection Unit, Adult Social Care or County Mental Health Services Trust) and ask for the Duty Social Worker.

Social Services can be contacted at any time during the day and night seven days a week, across counties.

The local offices are staffed from 9am to 5pm, Monday to Friday, and the Emergency Duty Team covers out of hours response, including Bank Holidays.

All concerns about issues of safeguarding should be referred to the local office as early as possible in the day.

Telephone numbers are included in the Safeguarding guidelines that are held by the Safeguarding Team. **Note:** Refer to Appendix 5

It is important to be clear about what is going to happen as a result of the referral. Therefore the Safeguarding Co-ordinator / Deputy should:

* Ask for the name of the person you are talking to and make a record of this
* Know what Social Services want you to do
* Have a clear agreement as to who will inform the parents / carers of the referral,

and what is to be said to them

* Ensure that they fully understand everything that has been discussed
* Decide on how and by whom the young person\vulnerable adult will be advised of the response and any ensuing actions
* A written referral should follow. **Note:** Refer to appendix 1
1. **Records**

The Safeguarding Co-ordinator / Deputy will record the following information on the Safeguarding Referral Form (Appendix 1):

* Details of the initial report
* Details of the student concerned
* A written record of the contact with Social Services, including details of decisions made and actions to be taken by either party
* All other information relevant to the allegation.

**Note:** Refer to Appendix 2, 3 and 4

# Further Action

# Initial Child Protection Conferences:

* The Safeguarding Co-ordinator / Deputy may be required to attend a Strategy Meeting to help plan and agree the course of a Safeguarding investigation
* The Service Manager for the locality area concerned will arrange an Initial Conference, which a Safeguarding team representative of the University may need to attend.
* The Safeguarding team may need to produce a report on the student concerned for the Case Conference.
* Copies should be forwarded in advance to the Service Manager, for distribution to other members of the Conference.

**Feedback from Social Services:**

* It is to be expected that Social Services will contact the Safeguarding team to inform them as to the progress and outcomes resulting from the referral.
* If Social Services have not contacted the Safeguarding team within a reasonable time with feedback, the Safeguarding team should contact Social Services.

**Appendix 1:** Referring to Social Services

**![uod-print-logo-skel-bl-w[1]]()**

**Safeguarding Referral Form**

**Outline of concern:**

**Reported by:**

**Date reported: \_\_/\_\_/\_\_\_\_ Time reported: \_\_\_\_\_\_\_**

**Name of child \ vulnerable adult:**

**Address of child \ vulnerable adult:**

**Date of Birth: \_\_/\_\_/\_\_\_\_ Cultural Identity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Language/means of communication of parents/carers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Persons who have caring responsibility:**

**Brother(s)/Sister(s):**

**Knowledge of family circumstances:**

**GP Name and Address (if known):**

**Individuals/Agencies contacted:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Person** | **Reason** | **Outcome** |
|  |  |  |  |

**Social Services/Child Protection Unit Contact Person:**

**Additional Notes:**

|  |  |  |
| --- | --- | --- |
| **Date & Time** | **Notes** | **Signature** |
|  |  |  |

**Appendix 2:** Maintaining Records

Accurate records are essential to inform effective decision making and enable appropriate action and response, noting the following as guidance:

1. Records should contain factual information or be clearly specified as unsubstantiated, and should include all relevant information even if it appears contradictory.
2. Staff should be aware of the possibility that the information they record may be shared with others, and that there is the possibility that their records may become evidence in court proceedings.
3. The Safeguarding file should be separate to any file held for student records, including PeopleSoft records, Student Wellbeing files and FE College records
4. There needs to be a note on the PeopleSoft records and any relevant Student Wellbeing file to indicate that there is a separate confidential file
5. Safeguarding records should be held in a restricted folder, with a named folder set up for each individual
6. The Safeguarding record should contain:
	1. Chronology of events/action taken, for quick access and view (log sheet)
	2. All records of concern
	3. Any notes initially recorded – hand written documents should be scanned and saved. However, any hand-written document or other hard copy information should be stored in a locked cabinet under the student’s name.
	4. Records of discussions and telephone calls (i.e. with colleagues, students, other agencies)
	5. Correspondence with other organisations including referral forms and responses
	6. Risk management plans/support plans/actions plans
	7. Minutes of meetings
	8. Any other relevant notes/papers

**Appendix 3:** Data Protection

* Child protection and other safeguarding records can be held on computer, but they must be kept securely and with restricted access.
* If laptops or other portable data storage devices (e.g. memory sticks) are used, the equipment should be encrypted and password protected in case of loss or theft.
* If a request for child protection/safeguarding records is made from or via a solicitor or similar legal professional, advice should be sought from Legal Services.
* Any third-party information contained in records should either be removed or consent sought from the third-party data subject for its disclosure.
* Some safeguarding investigations may result in legal proceedings, and records could be requested for disclosure via the police, social care or LADO. When records are requested in connection with court proceedings, advice should be sought from Legal Services.
* When records are required for use in disciplinary proceedings, they must be appropriately anonymised.

**Appendix 4:** Retention of safeguarding records

Written records of any safeguarding concerns will be retained for as long as is necessary for the purpose for which it was obtained or as legally required or lawfully permitted.

**Length of time for retaining record:**

In general practice a student’s records should be held for 7 years after the student has left university or College. However, when the student is under 18 years of age, records must be held until their 25th birthday.

For guidance concerning the retention of safeguarding records, please refer to the Data Protection Act 1998. Organisations need to have procedures to cover the review of personal/sensitive information held on files therefore they should assess how long to keep the information for, ascertain for what purpose it is being held and when it will be destroyed.

Some records are subject to statutory requirements (i.e. there is a defined retention period). Examples include:

* Records relating to children who have been ‘looked after’ by the local authority or adopted
* Records relating to registered foster carers
* Records in children’s homes, residential homes and registered nursing homes.

**Appendix 5:** Social Services Contact details

**Derbyshire/Derby City:**

**Starting Point (Multi-agency referral)**

T: 01629 533 190

Weblink: [www.derbyshire.gov.uk/social\_health/children\_and\_families/support\_for\_families/Starting\_point\_referral\_form/default.asp](http://www.derbyshire.gov.uk/social_health/children_and_families/support_for_families/Starting_point_referral_form/default.asp) (Starting point online referral form)

**Call Derbyshire**

T: 01629 533 190

Weblinks:

[www.derbyshire.gov.uk/social\_health/children\_and\_families/child\_protection/default.asp](http://www.derbyshire.gov.uk/social_health/children_and_families/child_protection/default.asp) (Children and young people)

[www.derbyshire.gov.uk/social\_health/care\_and\_health\_service\_providers/Making\_adult\_care\_referrals\_information\_for\_professionals/default.asp](http://www.derbyshire.gov.uk/social_health/care_and_health_service_providers/Making_adult_care_referrals_information_for_professionals/default.asp) (Safeguarding Adults)

**Staffordshire County Council:**

**Families First (Multi-agency referral)**

Weblink: [www.staffordshire.gov.uk/health/childrenandfamilycare/FamiliesFirstPartners/familiesfirsttherighthelpattherighttime.aspx](http://www.staffordshire.gov.uk/health/childrenandfamilycare/FamiliesFirstPartners/familiesfirsttherighthelpattherighttime.aspx)

**First Response**

T: 0800 1313 126

**Out of hours (Emergency)**

T: 0345 604 2886

Weblink:

[www.staffordshire.gov.uk/health/childrenandfamilycare/childprotection/ChildProtection.aspx](http://www.staffordshire.gov.uk/health/childrenandfamilycare/childprotection/ChildProtection.aspx)

**Guidance for raising a safeguarding concern:**

[www.staffordshire.gov.uk/health/childrenandfamilycare/FamiliesFirstPartners/gettingaccesstosupport.aspx](http://www.staffordshire.gov.uk/health/childrenandfamilycare/FamiliesFirstPartners/gettingaccesstosupport.aspx)

**Further Reading:**

* Recognising Abuse Guidance
* Procedure for Raising Safeguarding Concerns – for Staff, Students and Third Parties
* Procedure for Handling Safeguarding Allegations against a Member/Members of Staff
* External Speakers Policy (University of Derby)
* External Speakers Policy (Buxton & Leek College)
* Derby and Derbyshire (DSCB):

W: [www.derbyshirescb.org.uk/useful-documents/default.asp](http://www.derbyshirescb.org.uk/useful-documents/default.asp)

* Stoke-on-Trent/Staffordshire Joint LSCB Child Sexual Abuse Strategy:

W: [www.staffsscb.org.uk/Aboutus/Priorites-2012-2013/Child-sexual-abuse/Joint-LSCB-CSA-Strategy-FINAL-July-2016-v7.docx](http://www.staffsscb.org.uk/Aboutus/Priorites-2012-2013/Child-sexual-abuse/Joint-LSCB-CSA-Strategy-FINAL-July-2016-v7.docx)