

Procedure for Raising Safeguarding Concerns - for Staff, Students and Third Parties

Document Control

Title	Procedure for Raising Safeguarding Concerns – For Staff, Students and Third Parties
Version	March 2019
Supporting procedure	1. Recognising Abuse Guidance
Target Audience	Staff, Students, Third Parties
Team & reviewer	Designated Safeguarding Leads and Deputy Designated Safeguarding Leads Team
Date of Impact assessment	
Review date	



Contents

- 1. Executive Summary**
 - 2. Reporting your concerns**
 - 3. Responsibilities of the university**
 - 4. Safeguarding Children**
 - 5. Safeguarding Adults**
 - 6. Reporting Procedure for Staff, Students and Third Parties**
 - 7. Suspicion of Abuse**
 - 8. Disclosure of Abuse**
 - 9. Maintaining records**
- Appendix 1: Organisational Structure for Safeguarding**
- Appendix 2: Maintaining Records**
- Appendix 2: Data Protection**
- Appendix 3: Retention of safeguarding records**
- Further Reading**

1. Executive Summary

This document has been written in line with the Care Act 2014, and:

- Outlines the University's responsibilities in relation to safeguarding children and adults with care and support needs
- Details procedures to be followed by staff and the institution in cases of actual, suspected or alleged abuse
- Establishes the role of the Designated Safeguarding Leads and Safeguarding Officers within the University

Abuse is a violation of an individual's human or civil rights, by any other person or persons. Professionals should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered.

A person may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. The Recognising Abuse Guidance document provides definitions of abuse and guidance on the signs of abuse.

These procedures should be read in conjunction with:

- Keeping Children Safe in Education; statutory guidance for schools and colleges (September 2016)
- Prevent Duty Guidance for Further Education Institutions for England and Wales (2016)
- Prevent Duty Guidance for Higher Education Institutions for England and Wales (2016)
- What to do if Worried a child is being Abused: Advice for Practitioners
- Information Sharing: Advice for Practitioners providing Safeguarding Services to Children, Young People and Carers (March 2015)
- Derbyshire, Derby City and Staffordshire Safeguarding Adults Policy and Procedures

2. Reporting your concerns

The University has a [Designated Safeguarding team](#).

You must ensure that you inform the Safeguarding team, of any safeguarding concerns, immediately, on the numbers below.

A member of the Safeguarding team will discuss your concerns and take appropriate action.

If your **concerns relates to a HE student**, please contact the Designated HE Safeguarding Lead or Deputy -

Derby campuses T: 01332 593 000 (x3000)
Buxton and Chesterfield Campuses T: 01298 330 414 (x4414)
Out of Hours response: 24/7 Security Line T: 01332 597 777 (x7777)

If your **concerns relates to a FE student**, Please contact the Designated FE Safeguarding Lead or Deputy –

Buxton and Leek College T: 01538 322 100 (x5100)
Out of Hours response: 24/7 Security Line T: 01332 597 777 (x7777)

If your **concerns relates to a member of staff**, please refer to HR –

T: 01332 591 039 (x1039)

If your **concerns relates to both a student and a member of staff**, please refer to the Designated FE or HE Safeguarding Lead (contact details above), as appropriate

Where a member of staff becomes aware of an allegation of abuse against another member staff, or indeed against themselves, or they suspect abuse is taking place, they should inform a Designated Safeguarding Lead.

Where a Designated Safeguarding Lead is the subject of the allegation or suspicion, the other Designated Safeguarding Lead should be informed.

3. Responsibilities of the university

- To ensure that all staff understand what constitutes abuse and are alert to the relevant signs.
- To have procedures for responding to actual, suspected or alleged cases of abuse, including procedures to be followed if a member of staff is accused of abuse.
- To ensure that the university has designated members of staff (Designated Safeguarding Leads and Safeguarding Deputies) with knowledge and skills in recognising and acting upon concerns relating to protecting children and adults with care and support needs

- To ensure that staff are aware of the procedure for reporting Safeguarding concerns to the Designated Safeguarding Leads or a Safeguarding Deputy for the University.
- To ensure that the Designated Safeguarding Leads, Safeguarding Deputies, and relevant Student Wellbeing staff receive appropriate training.
- To ensure that information relating to actual, suspected or alleged abuse is stored and shared in line with the Data protection Act 1998 and that no one is given more information than is necessary to further the interests of the child/adult concerned.
- To work together with other organisations to ensure allegations and concerns are effectively addressed to safeguard children and adults with care and support needs.
- Participate in case reviews as required

University of Derby staff are not responsible for diagnosing injury or assessing abuse. However they are responsible for promptly reporting actual, suspected or alleged abuse.

4. Safeguarding Children

Safeguarding duties apply to all children and young people attending university sites, inclusive of parent students with children. Safeguarding any child or young person under 18 years requires us to:

- Promote the welfare of children and protect them from harm
- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure they grow up in circumstances consistent with the provision of safe and effective care: and
- Take action to enable all children to have the best outcomes

5. Safeguarding Adults

Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) **AND**
- Is experiencing or is at risk of abuse or neglect **AND**
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

6. Reporting Procedure for Staff, Students and Third Parties

In these procedures it is accepted that:

- Whilst care must be taken at every stage to ensure that the action being taken does not become more harmful than the original cause for concern, this must never be put forward as a reason for inaction.
- Most forms of abuse are progressive and concerns must be shared without delay. The person might be at risk of more serious abuse and action is required to stop it.
- These procedures have been prepared to help combat abuse, whatever the circumstances.

When an individual is uncertain about whether or not to raise their concerns, advice should always be sought from the Designated Safeguarding Leads/Deputy. In some cases it may be appropriate for the Designated Safeguarding Leads/Deputy to seek advice from Social Care.

7. Suspicion of Abuse

Any individual who becomes concerned that a child or an adult at risk may be subject to some form of abuse should discuss their concerns with the Designated Safeguarding Leads/Deputy.

If, after discussion, it is felt that the concern should be taken further, the Designated Safeguarding Leads/Deputy will raise an alert with Social Care.

8. Disclosure of Abuse

All staff must inform the Designated Safeguarding Leads/Deputy immediately if:

- A child or an adult at risk informs a member of staff that they have been abused or that they are a risk of abuse.
- A student of any age informs a member of staff that a child or an adult has been abused or is at risk of abuse.
- If a person of any age informs a member of staff that they or others have been involved in perpetrating abuse to a child or adult
- They observe abuse of a child or an adult

Concerns may be raised that has considered impact, both within the university and externally.

Following a disclosure it is important to inform the individual of your responsibilities to share this information with the Safeguarding co-ordinator.

The individual should be reassured that the Designated Safeguarding Leads/Deputy will, whenever possible, discuss with them what action they are taking and what action is likely to follow.

If the individual requests that the information isn't shared, it should be explained that it will be necessary to enable appropriate action to protect them or the child/adult at risk.

The Designated Safeguarding Leads/Deputy must be informed, even if the student withdraws the allegation at this point.

9. Maintaining records

In normal circumstances individual staff members should not hold any records relating to a safeguarding concern. Any exception to this must be agreed with the Designated Safeguarding Leads/Deputy/HR.

However all staff must provide records concerning any safeguarding concern. These records should be completed on the same day, be factual, accurate and where possible include the views and wishes of the child/adult at risks preferred outcomes.

Any original hand written notes should be retained even if formal reports or typed records are made later. The originals may be required for court purposes. These should be handed to the Safeguarding Coordinator/Deputy so that they can be held on file in line with the Data Protection Act 1988

Records should be stored and shared in line with the Data protection Act 1998 and should be held either in the Safeguarding central record system, held by the Designated Safeguarding Leads and/or the Professional Conduct Professional Suitability central record system and/or the Student Disciplinary central record system and/or the Human Resources central record system as appropriate.

If there is a Subject Access Request or Freedom of Information Request, the Designated Safeguarding Leads will make any decision as to whether it is appropriate to withhold information.

Note: Refer to Appendix 1, 2 and 3

Appendix 1: Organisational Structure for Safeguarding

(Structure chart will be here)

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:
 - a. Chronology of events/action taken, for quick access and view (log sheet)
 - b. All records of concern
 - c. 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.
 - d. Records of discussions and telephone calls (i.e. with colleagues, students, other agencies)
 - e. Correspondence with other organisations including referral forms and responses
 - f. Risk management plans/support plans/actions plans
 - g. Minutes of meetings
 - h. Any other relevant notes/papers

Appendix 2: 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/safe guarding 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 3: 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.

Further Reading:

- Recognising Abuse Guidance
- Procedure for Handling Safeguarding Allegations against a Member/Members of Staff
- Procedure for Designated Safeguarding Leads and Deputy Team
- 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

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

W: www.staffsscb.org.uk/Aboutus/Priorities-2012-2013/Child-sexual-abuse/Joint-LSCB-CSA-Strategy-FINAL-July-2016-v7.docx