



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

SCCU LIMITED
VERSION 2.0

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
2.0	Liam Morrissey	August 2021	01/08/2022	Update to previous.

Introduction

1. Safeguarding means protecting a person's right to live in safety, free from abuse and neglect.
2. Children and vulnerable/at-risk adults are particularly vulnerable groups in society due to:
 - Their possessing personal characteristics may include, but are not limited to; age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in the functioning of the mind or brain.
 - Their life circumstances may include, but are not limited to, isolation, socio-economic factors, and environmental living conditions.
 - Their inability to protect their own well-being, property, assets, rights, or other interests.
 - Where the action or inaction of another person or persons is causing or is likely to cause, him/her to be harmed.
3. Safeguarding is everyone's responsibility and as a provider of services to children and young people we expect our approach to be a Company-wide one.
4. The purpose of this policy is to protect children, young people and vulnerable adults accessing SCCU's services or in our employment and to provide workers with the overarching principles that guide our approach to the protection of children and vulnerable adults.
5. We promote ethical behaviour, providing children/vulnerable adults with a sense of being valued and having an open-door policy where our employees and learners feel able to raise any concerns they have.

Scope

6. This document applies to all SCCU staff including directors, managers and third party contractors working for or on behalf of SCCU.
7. The act of safeguarding applies to any child or vulnerable adult our staff have contact with including our own staff, learners and any other stakeholder.

Roles and Responsibilities

8. The Designated Safeguarding Leads hold the relevant training and experience in keeping children, young people, and vulnerable adults safe and are responsible for receiving and acting upon reports of safeguarding concerns.
9. SCCU Designated Safeguarding Leads (DSL):
 - Ben Butler: bbutler@sccu.uk.com, telephone 07572 258964
 - Liam Morrissey: lmorrissey@sccu.uk.com, telephone 07984 539107
10. Alternatively, any safeguarding concerns can be reported to safeguarding@sccu.uk.com
11. As aforementioned, it is the responsibility of all SCCU staff to remain vigilant and to report any concerns related to safeguarding to the DSL's or safeguarding email address.

Definitions

Safeguarding

12. The term 'safeguarding' embraces both the act of child/vulnerable adult protection and a preventative approach to keeping these groups safe.
13. Working Together to Safeguard Children, HM Government 2018 states that:
 - "Everyone who comes into contact with children and families has a role to play. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:
 - a. Protecting children from maltreatment.
 - b. Preventing impairment of children's health or development.
 - c. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
 - d. Taking action to enable all children to have the best outcomes."
14. Vulnerable adults must be afforded similar protections and SCCU play an important role in alerting the local authorities to adult safeguarding concerns.

Children

15. In this document, a child is defined as anyone who has not yet reached their 18th birthday and 'Child(ren)' therefore means 'child(ren) and young people/person' throughout.

Vulnerable Adults

16. An adult at risk is someone over 18 years old who is 'at-risk':
- Has or had had care and support needs.
 - Is experiencing, or is at risk of, abuse or neglect.
 - As a result of their care and support, needs is unable to protect themselves against actual (or risk of) abuse or neglect.
 - Individuals who do not currently receive care/support from a health or care service (but have care/support needs), may still be considered at risk.

Underpinning Legislation and Guidance

17. Safeguarding Children: In the UK there are multiple pieces of legislation underpinning the safeguarding of children including The Children Act 1989 (as amended), The Children and Social Work Act 2017, The Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2019.
18. Safeguarding Vulnerable / At-Risk Adults: Under the Care Act 2014, Local Authorities are responsible for protecting at-risk and vulnerable adults and investigating safeguarding reports. This act works alongside multiple other UK legislation and acts including the Children and Families Act 2014, Mental Capacity Act 2005, Safeguarding Vulnerable Groups Act 2006, Sexual Offences Act 2003 and many more.

Aims and Objectives

19. To provide safety, protection and security to children/vulnerable adults throughout our operations, we will adhere to our Safeguarding Policy and aim to:
- Protect all children and vulnerable adults from abuse, whatever their protected characteristics, life choices or backgrounds.
 - Establish a safe environment in which learners can learn and develop.

- Raise awareness of child and vulnerable adult protection issues and promote good practice.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Conduct risk assessments to minimise potential hazards to children's and vulnerable adults' welfare.
- Provide support to learners who have been abused and act proactively by preventing any similar incidents through risk assessment.
- Ensure that adults working on behalf of SCCU Ltd will provide a safe, positive, and fun experience for all those involved.
- Ensure that all staff are aware of and supported in their roles and their responsibility towards the duty of care and receive the appropriate training, education and updates in terms of best practice and how to manage welfare issues.
- Ensure that all accusations and concerns are taken seriously and will be dealt with swiftly and appropriately by the DSL's and staff involved.
- Ensure that we monitor the conduct of staff to identify any inappropriate behaviour and act accordingly and, if necessary, in accordance with our disciplinary procedures and UK law.
- Ensure that we will not allow staff to have access to children or vulnerable adults where there is any knowledge of that person or persons having any criminal conviction involving children or who is disqualified from working with children.
- Ensure that we remind all staff of their duties to disclose such information, as required by the Criminal Justice and Court Services Act 2000.
- Keep detailed statements and evidence of events should they take place which is relevant to safeguarding concerns, incidents or allegations under this policy and will ensure that any relevant safeguarding information is immediately passed on to the appropriate authorities.
- Ensure we practice safe recruitment in checking the suitability of staff and volunteers.
- Take the necessary measures to comply with the Criminal Justice and Court Services Act 2000 and all other relevant Acts and Regulations.
- Review this policy and procedures annually.

20. We recognise that because of the day to day contact with learners, SCCU staff are well placed to observe the outward signs of abuse and will, therefore:
- Establish and maintain an environment where learners feel secure, are encouraged to talk, and are listened to.
 - Ensure learners know that there are adults within the organisation whom they can approach if they are worried.
 - Include opportunities in the training programmes for learners to develop the skills they need to recognise and stay safe from abuse.
 - Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL.
 - Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at case conferences.
 - Keep written records of concerns about learners, even where there is no need to refer the matter immediately.
 - Ensure all records are kept securely; separate from the main learner's file, and in locked locations.
 - Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
 - Ensure safe recruitment practices are always followed.

Procedures

Signs of Abuse

21. Obvious signs of abuse may be something that you have seen or heard or an individual may disclose to you that they are at risk of abuse or are being abused.
22. Other signs may be less obvious and may not be noticed unless an individual has direct contact with the person being abused over a period of time.
23. We also recognise that learners who are abused or witness violence may find it difficult to develop a sense of self-worth and may feel a sense of helplessness, humiliation or blame.

24. SCCU may be the only stable, secure and predictable element in the lives of learners at risk and they may have little contact with organisations who can provide guidance and support.
25. One or more signs do not necessarily mean that an individual is being abused, as there could be other things happening in their life that are affecting their behaviour or explain what you can see outwardly however signs must be noted, and where there is a genuine concern, reported.
26. The only thing SCCU do not want our staff to do if they are concerned about an individual or suspect abuse or neglect is to do nothing.
27. It is therefore important that staff:
 - Recognise common signs of abuse; and
 - Ensure that learners are welcomed and supported in disclosing abuse; and
 - Know our procedure for reporting suspected or disclosed abuse.

Types of Abuse

28. Safeguarding action may be needed to protect children and vulnerable adults from:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
 - Substance misuse
 - Fabricated or induced illness
 - Forced marriage
 - Female genital mutilation (FGM)
 - Radicalisation and/or extremist behaviour
 - Child sexual exploitation and trafficking
 - Teenage relationship abuse
 - Bullying, including online bullying and prejudice-based bullying

- Poor parenting (particularly concerning babies and young children)
- Racist, disability and homophobic or transphobic abuse
- The impact of new technologies on sexual behaviour (e.g. sexting)
- Gender-based violence/ violence against women and girls
- Issues that may be specific to a local area or population, for example, gang activity and youth violence
- Other issues not listed here but pose a threat to children, young people or vulnerable adults.

Red Flags for Children

29. Common Signs/Red Flags that there may be something concerning happening in a child's life include:

- Failing to thrive – not meeting educational, growth or other milestones
- Unexplained weight loss or weight gain or appearing under or overweight
- Multiple recurrent bruises, scars, cuts, blisters
- Contracting sexually transmitted diseases
- Becoming pregnant under the legal age of consent
- A dramatic change in personal appearance including wearing a 'uniform'
- Crying, hiding, or shaking in the presence of others or in seemingly routine situations
- Not disclosing the nature of the visits/activities or persons involved
- Multiple illnesses or injuries or frequent visits to the hospital, dentist or doctor
- Unexplained changes in behaviour or personality
- Abnormal amount of money or excessive gifts being received
- Becoming withdrawn or anxious
- Becoming uncharacteristically aggressive
- Lacks social skills and has few friends if any
- Poor bond or relationship with a parent or carer

- Knowledge of adult issues inappropriate for their age
- Running away or going missing
- Always choosing to wear clothes which cover their entire body

Red Flags for Adults

30. Possible signs of neglect or abuse in adults:

- Poor environment – dirty or unhygienic
- Poor or inadequate equipment for comfort or protection
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Bruising, lacerations, or other injuries
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing
- Over-sedation
- Unnecessary or unexpected anxiety or distress

31. Indicators of self-neglect:

- Extremely poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing, or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance

- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

Procedure in The Event of Cause for Concern

32. On becoming aware of a potential safeguarding issue where a child or vulnerable adult is suspected of being or being abused SCCU Ltd staff will:

- Meet with the child or vulnerable adult in a private and safe place where appropriate and possible to begin the support process and complete a 'Logging a Safeguarding Concern' form immediately.
 - Where the staff member cannot meet with the individual they should complete the above form using the information already known.
 - Staff should attempt to gain consent to share information outside of SCCU from individuals aged 16 or over.
- Discuss the contents of the form and details of the concern with the Designated Safeguarding Leads (DSL) Ben Butler or Liam Morrissey.
- Where appropriate the relevant senior manager to be notified and included in discussions.
- The interests of the child or vulnerable adult are paramount and any urgent medical need should be addressed as a priority.
- Where agreed with Ben Butler or Liam Morrissey and, where appropriate the senior manager, concerns will be referred to the Local Safeguarding Children Board (LSCB), local social services and/or police if a crime has been committed, life is in danger or a child is at risk.
- Where further external advice and guidance is required the following can be contacted:
 - NSPCC – 0808 800 5000
 - Multi-Agency Safeguarding Hub (Children) - 024 7678 8555
 - Adult Social Care Direct - 024 7683 3003

- Emergency Duty Social Worker - 024 7683 2222
- Police – 101 (non-emergency)

How to Manage a Disclosure

33. If an individual has reported to you that they have been abused, are being abused or are at risk of abuse you should follow the guidance in Appendix 3 – Actions to Take in a Disclosure.

Logging a Concern

34. Please complete the following online form to log any safeguarding concern:

https://docs.google.com/forms/d/e/1FAIpQLSc_3uxHC8n9GmdHuHWSTfh4z3T2qda99LGoZVXT_-E-ZgAV-A/viewform?usp=sf_link

Managing Allegations Against Staff Procedure

35. Centre personnel/learners/individuals identifying possible abuse or receiving a disclosure or allegation relating to a past or present staff member must report it to:

- Designated Safeguarding Lead: Liam Morrissey
- VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ
- Tel: 02467 936969
- Email: bbutler@sccu.uk.com or safeguarding@sccu.uk.com

36. Disclosures can come directly from a child/vulnerable adult, or a third party or maybe raised through the suspicion of staff based on a variety of symptoms and knowledge of possible indicators of abuse.

37. Allegations will be taken seriously and dealt with as soon as practicable, in line with the recognised centre's Safeguarding Policy.

38. The Designated Safeguarding Lead is also responsible for conducting any investigation and reporting to all parties.

39. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the learners files.

40. When receiving a disclosure, the Designated Safeguarding Lead must find time as soon as possible to take account of the allegation, and undertake any necessary investigation.

41. In the event of an allegation of child/vulnerable adult abuse being committed by any SCCU Ltd personnel or tutors/assessors/internal verifiers who appear on an SCCU Ltd partner list (where applicable), the Designated Safeguarding Lead is required to follow the relevant investigation and reporting procedures (reporting to the Company Director).
42. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the learners files.
43. It is ultimately the responsibility of the Quality and Curriculum Manager (QCM) to ensure that this policy is published and accessible to all personnel, learners and any relevant third parties. However, the Internal Quality Assurers (IQA) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

Do I Need Consent to Report a Concern or Disclosure?

44. You DO NOT need the permission of a child under the age of 16 or an individual who lacks the mental capacity to consent to report genuine suspicions or allegations of abuse or neglect.
45. You DO NOT need the permission of anyone to report a crime, where life is at threat or where there is a concern that a child is in danger to the police.
46. You DO need to try and obtain the consent of a person aged 16 or over if you believe that they have the mental capacity to consent.
47. A person lacks mental capacity where they have a reduced ability to make informed decisions in the moment.
48. This may be transient (e.g. due to fear, shock, injury, illness) or long term (e.g. due to learning differences, disability, mental health issues).
49. You should always try and use plain language and aid the individual wherever possible to understand your concern, weigh up the pros and cons of the situation and give or deny their consent.
50. Whilst capacity to consent is a complex issue, it should not get in the way of genuine concerns going unreported. Staff should seek the help of a Senior Manager or contact the local Safeguarding Board or the NSPCC for advice if they are unsure whether an individual has capacity.

Should I inform the Parent or Guardian of Concerns About a Child?

51. It is good practice to inform the adult present that you have concerns and that you are required to report the incident however it is not always appropriate to do this.
52. If you believe that informing the parent, guardian or others present would put the child or children in immediate danger, or if the matter is a serious crime, it is important to make a referral to Social Services without disclosure.
53. The following are circumstances where disclosure to a parent or guardian is not appropriate:
 - Where sexual abuse or sexual exploitation is suspected.
 - Where organised or multiple cases of abuse are suspected.
 - Where Fabricated or Induced Illness (previously known as Munchausen Syndrome by Proxy) is suspected.
 - Where Female Genital Mutilation is the concern.
 - In cases of suspected Forced Marriage.
 - Where contacting or discussing the referral would place a child, yourself, or others at immediate risk.

What we do to Safeguard our Staff and Learners

Summary of the Personnel Recruitment Procedure

54. In achieving our policy aims, we have developed procedures related to the recruitment of personnel and ensure safe recruitment practices in line with national legislation.
55. This involves checking the suitability of personnel to work with children and vulnerable adults and ensuring any unsuitable behaviour is reported and managed using relevant allegations procedures as per our Safer Recruitment Policy.
56. New members of personnel are then required to confirm their agreement to abide by the SCCU Ltd policies and procedures, including this policy and related procedures, in writing.
57. All members of personnel who work with children and vulnerable adults are required to adhere to this policy.

Staff Training

58. Where new staff are recruited, arrangements are made for induction and any relevant training, which includes clarification of activity requirements, responsibilities and reading child/vulnerable adult safeguarding procedures and this policy.
59. This policy and procedure also form part of the staff handbook.
60. Where staff take greater responsibility for safeguarding, such as DSL's further training will be provided in house or by an external training provider as appropriate.
61. Awareness of child/vulnerable protection and safeguarding practices and procedures will continue to be addressed via ongoing training and updates, and DSL's will have their training renewed as necessary.
62. Safeguarding training for staff is organised with local authorities.

Bullying

63. Bullying is behaviour that hurts someone else.
64. It includes name-calling, 'banter', hitting, pushing, spreading rumours, threatening, or undermining someone.
65. It can happen anywhere and is usually repeated over a long period of time and can hurt individuals both physically and emotionally.
66. SCCU does not tolerate bullying of any kind, regardless of who is involved, and any individual found to be bullying or harassing a learner or staff member may face disciplinary action or an appropriate sanction.
67. This includes online bullying via any means.

Safe Use of ICT

68. Internet: use of the internet at SCCU Ltd is a privilege, not a right. Internet use will be granted to staff, volunteers and learners upon joining SCCU Ltd. Learners must not access or share inappropriate content.
69. Email: all staff are reminded that emails are subject to Freedom of Information requests, this means emails should be of a professional, work-based nature and as such, written appropriately. Emails of a personal nature are not permitted. Learners are permitted to use the email system and as such will be given their own SCCU email address.

70. Use of photos and videos by SCCU: parents or guardians should sign a digital media (such as photos and videos) release slip on their child's entry to the academy. Non-return of the permission slip will not be presumed as acceptance. You should also refer to the Social Media Policy for more information. Images focusing on individuals are personal data and must be controlled and processed as per the GDPR Data Security Policy.
71. Sharing of photos: Learners should not share images of others without their permission. As above, images focusing on individuals are personal data. Learners must not share inappropriate images containing violence, nudity, sexual content, graphic detail or anything which could be considered harmful.
72. Mobile phones and hand-held electronic devices: staff, volunteers and learners should ensure the use of mobile phones and hand-held devices are used in accordance with the SCCU Code of Conduct and in line with the following:
- Mobile phones should only be answered and in sight of administration areas of the building.
 - Work-based tutors should store their mobile phones in a safe place away from the setting and should not access them during learner visits. It is recommended that mobile phones are password protected and insured.
73. Sexting: in this case refers to 'youth produced sexual imagery' as defined by Sexting in schools and colleges: Responding to incidents and safeguarding young people, UKCCIS 2016. Imagery includes both moving and still images.
- We will ensure learners are taught in an age-appropriate manner the legal, social and moral issues around sexting. Learners will be encouraged to report all incidents of sexting. Staff, volunteers and learners will inform the DSL who will act according to this policy and the guidance outlined in the Sexting in schools and colleges: Responding to incidents and safeguarding young people, UKCCIS 2016.
74. Radicalisation and Extremism: SCCU Ltd ensures staff, volunteers and learners are safe from terrorist and extremist material when accessing the internet; this includes establishing appropriate levels of filtering.
- If a concern arises staff, volunteers and learners will know who to go to and should inform the DSL who will act according to the SCCU Ltd Safeguarding and Child Protection Policy and the guidance outlined in the Prevent and Channel Duty Guidance. The curriculum will ensure pupils are prepared positively for life in Modern Britain.

75. Social Networking: there are many social networking services available and SCCU Ltd is fully supportive of social networking as a tool to engage and collaborate with prospective clients, learners and to engage the wider community but staff and learners must use it appropriately.
76. Notice and Take-Down Policy: should it come to attention that there is a resource that has been inadvertently uploaded and is inappropriate, or SCCU Ltd does not have copyright permission to use that resource, it will be removed within one working day.
77. Incidents: any e-safety incident is to be brought to the immediate attention of the DSL officers, or in their absence, the company director. The DSLs will assist you in taking the appropriate action to deal with the incident and fill out an incident log.
78. Training and Curriculum: it is important that the wider academy community is sufficiently empowered with the knowledge to stay as risk-free as possible whilst using digital technology. This includes updated awareness of new and emerging issues including sexual exploitation and extremism.
 - As such, SCCU Ltd will provide information to stakeholders regarding e-safety on request and promote e-safety where possible (e.g. bulletins posted in newsletters and e-portfolios). Consideration should be given to the delivery of key messages to pupils with additional learning support or a disability including specific examples for those issues directly relating to them.
 - E-safety for learners is embedded into the PDBW curriculum and wherever ICT is used at SCCU Ltd, staff will ensure that there are positive messages about the safe use of technology and risks as part of the pupil's learning.
 - As well as the programme of training, SCCU Ltd will establish further training or lessons as necessary in response to any incidents.
 - The DSLs are responsible for recommending a programme of training and awareness for staff. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area this must be brought to the attention of the company director for further CPD.

Data Protection

79. The information provided within a safeguarding report is likely to be sensitive and therefore we will store information appropriately and only disclose this information where we have a legal obligation, under the Safeguarding Vulnerable Groups Act (SVGA) 2006, and only to appropriate individuals within Local Safeguarding Children Board and to Designated Safeguarding Leads and/or Management within SCCU Ltd.

80. SCCU Ltd and its staff shall treat all incidents with absolute confidentiality.

81. The organisation shall comply with the Data Protection Act 1998 for the safe and secure storage of all information relating to an individual's personal and sensitive data, or details resulting from any incident or allegation arising within the scope of this policy.

Supporting Learners

82. When at SCCU a learner who has been abuse may display behaviour that is challenging, defiant or withdrawn.

83. We will endeavour to support the learner through:

- The content of the training programme.
- Supporting learners via our Additional Learning Support Policy.
- The company ethos promotes a positive, supportive and secure environment and gives learners a sense of being valued.
- The SCCU Ltd Staff Code of Conduct is aimed at supporting learners in the training centre.
- Ensuring that the learner knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the learner such as the Multi-Agency Safeguarding Hub (MASH), Social Services, Adult Safeguarding Team, Child and Adult Mental Health Service, and the Education Welfare Service.
- Ensuring that, where a learner on the child protection register leaves, their information is transferred to the new provider immediately and that the learner's social worker is informed.

Signed:



Name: Liam Morrissey
Designated Safeguarding Lead



Appendix 1 – Logging Concerns Form (Printable)

(NB All concerns must be recorded but a Designated Safeguarding Lead (DSL) must be informed immediately about all disclosures by a child of abuse and any situation where a child may be at immediate risk of harm at the end of their working day – this form should then be filled in and passed to the DSL as soon as possible after the DSL has been informed)

Part 1 (for use by the person completing this form)

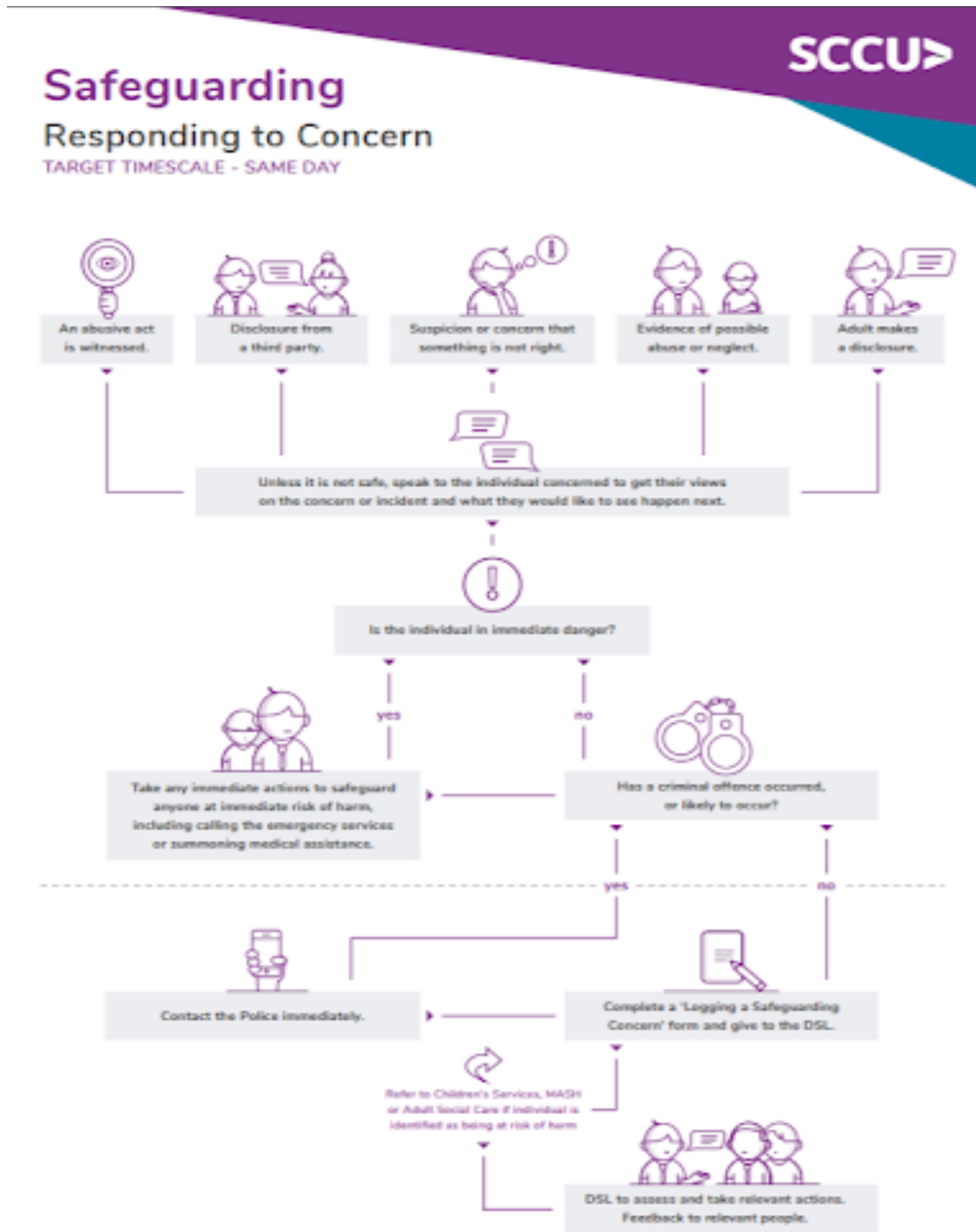
Individual's Name			
Organisation			
Date of Birth (if known)			
Name of person completing this form	Print: Signature:		
Job Title			
Date & Time of writing			
Note the reason for recording the incident (Headline)			
Record the following factually: When (date & time of incident or concern arising)? Where did your concerns arise? Who else were any other children or staff present? What exactly did you see/hear/smell that raised your concern? N.B. Please record any direct disclosures/statements/comments using the child or adult's exact words in quotation marks.	NB if additional pages are used, these must be attached securely to this form		
Professional opinion Your professional opinions, impressions and worries are important. Facts should be recorded in the box above but please record your opinions, impressions and worries here and state what has led you to form them (e.g. something you have noticed, feel or suspect)			
Action taken, including names of everyone spoken to about the incident/ concern:			
Name of DSL this form was passed to:		Date and time incident/concern was shared with DSL:	

**Check to make sure your report is clear; and will be clear to someone else reading it next year.
NOW PLEASE PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD FOR COMPLETION OVERLEAF**
(NB by end of working day at latest if the individual is not at immediate risk of harm)

Part 2 (for use by the Designated Safeguarding Lead)

<p>Time and date information received by DSL, and from whom.</p>	<p>Time: Date:</p> <p>From:</p>		
<p>Any advice sought by DSL (date, time, name, role, organisation and advice given).</p>			
<p>DSL's analysis of presenting issues/concerns and advice received</p>			
<p>Action taken</p> <p>(referral to or consultation with MASH or local Children's Services Team/ monitoring advice given to appropriate staff/ Early Help etc).</p> <p>If decision not to refer, state reason,</p> <p>Note time, date, names, who information shared with and when etc.</p>			
<p>Outcome</p> <p>Record names of individuals/ agencies who have given information regarding outcome of any referral (if made).</p>			
<p>Employer/Parents informed?</p> <p>YES/NO – reasons if no.</p>			
<p>Where can additional information regarding child/incident be found (e.g. organisation/learner file, serious incident book)?</p>			
<p>Signed</p>		<p>Print Name</p>	

Appendix 2 - Safeguarding Reporting Flow Chart



Appendix 3 – Actions to Take in a Disclosure

If an individual chooses to disclose information of a safeguarding nature to you:

Do	Do not
<ul style="list-style-type: none"> <input type="checkbox"/> React calmly so as not to frighten the individual. <input type="checkbox"/> Get another adult to accompany you while you gather more information. <input type="checkbox"/> If you are with the individual - make the area safe and call the police if necessary. <input type="checkbox"/> Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and/or differences in language – seek communication aids or an interpreter where required. <input type="checkbox"/> Ask open questions - Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said by repeating information back to them where it needs confirmation. They may be subsequently formally interviewed by the Police and/or Social Care Services and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information. <input type="checkbox"/> Try to reduce any questions you may 	<ul style="list-style-type: none"> <input type="checkbox"/> Dismiss the concern. <input type="checkbox"/> Panic or try to resolve the issue yourself. <input type="checkbox"/> Allow your shock or distaste to show. <input type="checkbox"/> Probe for more information than is freely offered to open questions. <input type="checkbox"/> Speculate or make assumptions about what may have happened. <input type="checkbox"/> Make any comments about the alleged abuser. <input type="checkbox"/> Make promises or agree to keep secrets. <input type="checkbox"/> Delay telling the Designated Safeguarding Lead. <input type="checkbox"/> Ask the person or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation. <input type="checkbox"/> Take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral. <input type="checkbox"/> Discuss the issue with anyone other than

choose to ask to an absolute minimum and concentrate on listening to the person.

Questions should only consist of Who ..? Where ..? When ..? What ..?

- Reassure the individual that they are right to tell and are not to blame.

- Explain to them that concerns will have to be shared with someone within SCCU who is in a position to act and try and gain the consent of the adult or individual over 16 years of age to refer onto the authorities.

- Make a written record of what has been disclosed at the earliest opportunity of what has been said, heard and/or seen as soon as possible (preferably on the day that the concern/disclosure was first identified/made) using the 'Logging a Safeguarding Concern' form.

- Inform and discuss the incident report with the Designated Safeguarding Lead (DSL).

- If you need guidance, seek help from the DSL.

the Designated Safeguarding Lead (DSL) or the Company Director unless advised to by the DSL and it is to the local authority or police.

Appendix 4 - Key Contact Information

SCCU Ltd Designated Safeguarding Leads (DSL):

Kerry Ore	Liam Morrissey
Email: kore@sccu.uk.com	Email: lmorrissey@sccu.uk.com
Telephone: 07572 258964	Telephone: 07984 539107
Gareth Plant	
Email: gplant@sccu.uk.com	
Telephone: 07855470986	
Alternatively, any safeguarding concerns can be reported to safeguarding@sccu.uk.com	

Service	Coventry	Birmingham	Northamptonshire	Leicestershire	Worcestershire
Children's Services	024 7678 7980	0121 303 1888	0300 126 1000	0116 232 3232	01905 822666
Adult Social Care	024 7683 3003	0121 675 4806	0300 126 1000	0116 305 0004	01905 768053
MASH / Local Safeguarding Team	024 7678 8555	0121 303 1888	0300 126 1000 (option 1)	0116 454 2440	01905 822666
Childline	0800 1111				
NSPCC	0808 800 5000				
FGM Helpline	0800 028 3550				
Radicalisation, extremism and/or, terrorism	0800 789 321				
Child Exploitation and Online Protection Centre	0370 496 7622				
Police Emergency	999				
Police Non-Emergency	101				