

Career Connect PROCEDURE DOCUMENT General Safeguarding Procedure

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VERSION HISTORY

Ver	Date	Inits	Reason for change
3	Nov 12	DB	Protection of Freedoms Act 2012
4	25/04/14	FSN	ISO 9001; Working Together 2013
5	29/09/14	FSN	To bring in line with policy v9. GMCP to Career Connect
6	01/11/15	FSN	Added section re FGM
	01/11/16	FSN	Reviewed – no changes
7	16/12/16	FSN	Added in mention of Channel
8	14/05/18	FSN	Reviewed

PURPOSE

This procedure describes what to do in relation to any safeguarding concern, i.e. any suspicion, disclosure or third party allegation of harm or risk of harm relating to children, young people or adults in vulnerable situations with whom Career Connect its partners, subcontractors or subsidiaries may be in contact. It includes specific guidance governing allegations against practitioners.

This document also includes information about what to do in relation to other family members and any other persons where there is a suspicion, allegation or disclosure of abuse or neglect relating to either children or adult clients.

Where practitioners suspect that a person is suffering harm or is at risk of harm as a result of domestic / relationship violence they should endeavour to discuss the matter privately with the individual and inform them of their legal rights. Ideally in all cases the individual should be encouraged and supported to make their own report to the police. This may not always be appropriate or achievable, in such cases:

- Where the individual is under 18 years of age Agency and LCSB procedures should be followed – usually resulting in reporting to children's services.
- The individual is over 18 years of age and the situation is placing other children at risk – LCSB procedures should be followed.
- The individual is over 18 years of age and no-one else is at risk. Consideration must be given to the individuals competency to give or

withhold consent to share information. Local Authority Adult Safeguarding processes should be consulted.

- In the case of providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism, the referral is made to CHANNEL under the PREVENT strategy..
- The individual has accessed services via a subcontracted organisation the subcontractors own policies and procedures must be followed.

For the purposes of this procedure, the agency to which a referral is made will be known as “the referral agency”.

In all such cases every effort should be made to seek the individuals consent before information sharing.

SCOPE

This procedure applies to all staff including permanent and temporary employees and all agency staff, casual workers, work experience students on placement, voluntary workers, contractors and consultants who work under a contract (Including all externally funded contracts / projects) with Career Connect, its partners or subsidiaries. For the purpose of this procedure the term ‘Practitioner’ will be used in place of all the above staff descriptions, the term ‘Career Connect’ will be used in place of all organisational descriptions and ‘Client’ will be used to define all service users inclusive of children, young people and adults.

Any safeguarding concern must be responded to in accordance with this procedure and in line with the procedures and protocols of the Local Safeguarding Children and Safeguarding Adults Boards.

RESPONSIBILITY:

Career Connect, its partners, subcontractors and subsidiaries have a duty to safeguard and promote the welfare of children and a responsibility to protect adults in vulnerable situations from harm. The responsibility for fulfilling these duties and responsibilities extends to all employees and volunteers of Career Connect, its partners, subcontractors and subsidiaries and those delivering services on their behalf.

LOCAL SAFEGUARDING CHILDREN / ADULTS BOARDS

Local Safeguarding Children and Safeguarding Adults Boards publish detailed procedures all agencies are expected to follow in responding to safeguarding concerns. While there will be local differences in referral formats and thresholds, the model is essentially the same.

The lead agencies for investigating safeguarding concerns are Social Care and the Police, although other agencies may be asked to contribute to investigations.

The main responsibilities of practitioners and managers in other agencies are to be alert to the possibility of harm and risk of harm, to respond appropriately

and to report the concern appropriately to a lead investigating agency, usually Social Care.

Reporting Appropriately

Where the concern arises within a partner agency's setting, for example a disclosure made to a Career Connect practitioner while they are working within a school or college, the procedures of that agency should be followed:

For example, the Career Connect practitioner working within a school should report to the school's nominated safeguarding lead and discuss the next steps with them, including contributing to any referral to Social Care. However, the practitioner should also inform their line manager and follow these procedures.

Specific arrangements may apply to a small minority of externally funded posts where the practitioner is jointly managed by Career Connect and the partner agency, e.g. "matrix managed". Even in such cases, the fundamental principle applies, i.e. concerns arising within the Career Connect partner agency setting should be reported in the first instance to the partner agency and its procedures followed but they must also be reported to the practitioner's Career Connect line manager.

Where the concern is for a child, it is best practice to seek a parent's consent before referring to social care (or any other agency), provided that doing so will not increase any risk of significant harm. Where the concern is for an adult, their consent should be sought before contacting any other agency. If there is doubt about the adult's capacity to give or withhold consent, social care should be consulted.

SUPPORTING DOCUMENTS

Safeguarding Policy

Safeguarding Escalation Procedure

Safeguarding Supporting Document – Harm and Definitions

Safeguarding Procedure Flowchart

MONITORING AND REVIEW

PROCEDURE

Ref:	Task or Action	By Whom	Timescale
	All Safeguarding investigations, regardless of outcome, must be entered onto the Career Connect Safeguarding Log.	Line Manager or Director	Within 24 hours
1.	Witness to an Incident		
1.1	In rare cases where there is an immediate risk of harm or the Career Connect practitioner is first to arrive at a scene where there has been a serious incident the Practitioner should contact the emergency services immediately.	Practitioner on scene	Immediately
1.2	Record details of all safeguarding concerns, actions taken and decisions made.	Practitioner	Within 48 hours
<p>If a child or young person (those under the age of 18) is the subject of a safeguarding concern then in most instances (except those of suspected harm) a referral to social services will be made.</p> <p>If an adult in a vulnerable situation is the subject of a safeguarding concern then in most instances (except those of suspected harm) a referral to social services will be made.</p> <p>If an adult who is not in a vulnerable situation is the subject of a safeguarding concern then we will signpost the individual to appropriate agencies and monitor.</p>			
2.	From a Disclosure or Third Party Allegation		
2.1	<p>If the disclosure or allegation is made within Partner Agency settings / premises then the procedures and processes for that agency should be used in all circumstances.</p> <p>Contact the agencies nominated Safeguarding lead, report the disclosure / allegation and discuss the next steps which may include contributing information to any referral made to the</p>	Practitioner receiving disclosure / allegation	Immediately

Ref:	Task or Action	By Whom	Timescale
	Referral Agency. Contact and inform your Career Connect line manager and follow Career Connect processes.		Within 24 hours
2.2	If the disclosure or allegation is made within Career Connect settings / premises then Career Connect procedures should be followed (in most cases). Discuss the concern, including any suspicions, with the line manager within 24 hours of the disclosure / allegation, If arising out of normal office hours contact the On Call Manager as soon as possible.	Practitioner receiving disclosure / allegation	Within 24 hours Immediately
2.3	If the safeguarding concern is urgent i.e. there is an obvious and immediate need for safeguarding action verbally refer the case to the Referral Agency. Ensure verbal referrals are followed up in writing within 48 hours using the locally agreed format.	Manager	Immediately Within 48 hours
2.4	If the safeguarding concern is not urgent i.e. there is no obvious or immediate need for safeguarding action refer the concern to the Referral Agency in writing using the locally agreed format.	Manager	Within 24 hours
2.5	Ensure that the referral to the Referral Agency contains as much information as possible about the safeguarding concern as it supports and informs the response from the Referral Agency. Lack of information may result in the Referral Agency deciding that the information provided does not meet referral thresholds and requests may be made for further information.	Manager	When referred
2.6	If the Referral Agency declines a referral the Practitioner and Manager will consider whether other support services may be useful to the individual/s concerned, ensuring consent is given for any referral made.	Manager & Practitioner	When referral declined.
2.7	The Referral Agency informs referrers of their response.		

Ref:	Task or Action	By Whom	Timescale
2.8	Managers must record all Referral Agency referrals in the Career Connect Safeguarding Log, regardless of the Referral Agency response ensuring that the progress of cases is regularly reviewed.	Manager	Ongoing
2.9	Record details of all safeguarding concerns, actions taken and decisions made. Where possible use the words used by the individual disclosing / making the allegation.	Practitioner	Within 48 hours

3	Instances of Suspected Harm		
3.1	Where there are instances of suspicion of harm or risk of harm or an adult shows signs of suffering from physical harm i.e. bruise, cuts, etc but there is no disclosure or third party allegation a referral to a Referral Agency may be inappropriate. Managers and Practitioners should monitor the case and review regularly. Consideration should be given to other support services which may be helpful, ensuring consent is given for any referral made and record on the Safeguarding Log.	Manager & Practitioner	Ongoing
3.2	Record details of all safeguarding concerns, actions taken and decisions made.	Practitioner	Within 48 hours

4	Concerns involving Practitioners		
4.1	Practitioners with concerns about the behaviour of a colleague or manager presenting a safeguarding concern must discuss this immediately with their Line Manager (or appropriate Director if their Line Manager is implicated). Where the concerns arise out of normal working hours the On Call Manager should be contacted.	Practitioner	Immediately
4.2	Line Manager makes preliminary judgement about the appropriate safeguarding response and decides whether the disclosure or allegation constitutes a complaint rather than a safeguarding concern.	Manager	Within 24 hours

Ref:	Task or Action	By Whom	Timescale
4.3	If a Safeguarding concern is identified it is reported to the appropriate Director who will decide on appropriate action to be taken (suspension or relocation) whilst an investigation is carried out by lead agencies (Social Care and Police).	Appropriate Director	Within 24 hours
4.4	If a disciplinary investigation is necessary it must be deferred pending the outcome of any Social Care / Police investigation. The practitioner being investigated should not be allowed to resign during an investigation.	Appropriate Manager	
4.5	If the decision is taken that there is no Safeguarding concern but there is a complaint to investigate the Line Manager must consider reallocating the Practitioner whilst the complaint is investigated in line with Career Connect procedures.	Line Manager	
4.6	Once the investigation has concluded consideration should be given to whether the Practitioner should be referred to the Independent Safeguarding Authority and/or the Disclosure and Barring Service.	Appropriate Director	On closure of investigation

5	Female Genital Mutilation (FGM). From 31 st October 2015, teachers and social workers have a duty to report FGM to the police. See "Mandatory Reporting of FGM". If a girl under 18 reports that she has been the subject of FGM, then the practitioner has a duty to report it within 24 hours to the police.		
5.1	Ensure the details are recorded.	Practitioner	At time of disclosure
5.2	Discuss the report with manager. (The girl's family should be informed unless this may lead to harm to the child or someone else, or of the family fleeing the country.)	Practitioner	As soon as possible.
5.3	Report the matter to the police using the 101 number, citing:	Practitioner	As soon as possible.

Ref:	Task or Action	By Whom	Timescale
	<ul style="list-style-type: none"> ○ You are making a report under FGM mandatory reporting duty ○ Your details (name, contact details, role, place of work) ○ Organisation's safeguarding lead (name, contact details, place of work) ○ Girl's details (name, age, DoB, address) ○ Confirmation that Safeguarding activities have or will be taken. 		