

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS POLICY AND PROCEDURE

Safeguarding is not just about protecting children, young people and vulnerable adults from deliberate harm. The term 'children' includes everyone under the age of 18.

Working Together to Safeguard Children 2023 defines safeguarding as:

- Protecting children from maltreatment, whether that is in or outside the home, including online.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to ensure all children have the best outcomes.
- Strengthening multi-agency working across the whole system of help, support and protection for children and families.
- Introducing new national multi-agency child protection standards.
- Focusing on building positive, trusting and cooperative relationships with parents and carers.

It includes issues for 16-19 colleges and students, such as student health and safety; bullying; racist or homophobic abuse; or any form of harassment and discrimination; meeting the needs of students with medical conditions; providing first aid; drug and substance misuse; educational and off site visits; intimate care; internet safety; issues which may be specific to a local area or population, for example gang activity, Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), radicalisation for violent extremism and college security, safer recruitment and employment practices.

Safeguarding can include accessing **early help** and support for children, young people and vulnerable adults. *Early help means providing support as soon as a problem emerges at any point in a child/ young person's life.* All staff at the college will be made aware of how to access early help and how to identify those who may benefit from it. In education, a trigger for early help can include a young person missing education. As a result, we have a college procedure for children missing from education.

The policy should be considered alongside our Child-on-Child Abuse, Social Media and Online Safety, Mental Health and Fitness to Study policies.

The term 'safeguarding children, young people and adults at risk' embraces both reactive child protection and a preventative approach to keeping young people and adults safe. The statutory guidance 'Keeping Children Safe in Education 2025', 'Working Together to Safeguard Children 2023', 'The Protections of Freedom Act

2012', SEND Code of Practice 0-25 years and the 'Safeguarding Vulnerable Groups Act 2006', are the key documents upon which this policy is predicated. The 2022 update to the statutory guidance, Keeping Children Safe in Education widened our safeguarding focus to include "all forms of abuse".

1. Aim

- 1.1 The Safeguarding Children and Vulnerable Adults Policy relates to the actions of all staff, trustees, visitors and individuals in a position of trust in the establishment.

The purpose of the policy is to make a statement of intent and commitment to action on the part of the college in relation to the child protection aspects of its duty to safeguard and promoting the welfare of children, young people and vulnerable adults. To this end, it is intended to:

- Ensure action that will contribute to the safeguarding of all young people.
- Raise awareness of safeguarding children and vulnerable adult issues.
- Indicate action to be taken in specific circumstances.

- 1.2 Safeguarding is not just about protecting children, young people and adults from deliberate harm, it relates to all forms of abuse and other aspects of college life including:

- Groups and individuals presenting violent extreme ideologies
- Faith based abuse
- Misogyny and misandry
- Abuse or inappropriate relationships
- Grooming (in person, online, by phone, etc.)
- Inappropriate supervision (by parents or staff, e.g., too much)
- Bullying, cyber-bullying
- Self-harm, risky behaviour
- Unsafe activities and environments
- Crime
- Fear of crime
- Exploitation (CSE Child Sexual Exploitation and CCE Child Criminal Exploitation inc. County Lines) and financial exploitation
- Immigration issues
- Homelessness and unsuitable housing
- Victimisation and prejudice due to race, sex, sexual orientation, religion or belief, gender reassignment, disability, age, pregnancy/maternity, marriage/civil partnership
- Alcohol and drug misuse

- Mental health issues, such as eating disorders, psychosis, self-harm, suicidal ideation
- Child-on-child abuse
- Honour-based violence (which can include FGM)
- Not understanding the additional safeguarding vulnerabilities of learners with SEN and disabilities, and how those barriers can be overcome.
- Sexual violence and sexual harassment between children
- Teenage relationship abuse
- Issues arising from children with family members in prison
- Domestic abuse- the long- and short-term detrimental impact of which on children's health, wellbeing and ability to learn must be understood including the impact of them seeing, hearing or experiencing it first-hand.
- Issues arising from children being in the Court System
- Children and young people missing from education, home or care
- Online abuse and harm (including misinformation, disinformation and conspiracy theories)
- Fabricated induced illness
- Modern slavery
- Private fostering
- Human trafficking
- Modern slavery
- Child abduction
- Physical Injury
- Sexual Abuse
- Emotional Abuse
- Radicalisation / Extremist Behaviour / Terrorism
- Harassment
- Child Marriage
- Racist / Homophobic or Transphobic Abuse
- Sexting (also known as youth produced sexual imagery)
- Neglect
- Upskirting/ Upclothing
- Initiation/hazing type violence and rituals
- Gang violence and serious violent crime
- Anything which causes the College to be concerned that any student or member of staff might be at risk of significant harm because of one or more of the above.

It is important to note that children and young people are not always ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused.

2. Legislative Duty

- 2.1 The Board of Trustees takes seriously its responsibility to safeguard and protect the welfare of all children, young people and vulnerable adults in its care and other young people and vulnerable adults who may be on the site legitimately. Trustees have undertaken safeguarding training and understand the importance of their strategic role in this respect. They have a moral duty and statutory obligation under Section 175 of the Education Act 2002 to all children and young people under 18 years of age or vulnerable adults who attend Callywith College or are on the site (legitimately) for other reasons.

Callywith College is also required to work with other agencies to protect children under the Children Act 2004 and Working Together to Safeguard Children 2023. This duty is to:

- Safeguard and promote the welfare of children, young people and vulnerable adults.
 - Work to provide an environment in which children, young people and vulnerable adults feel safe, secure, valued and respected, and feel confident that any complaint, allegation or suspicion of abuse will be taken seriously.
 - Ensure that there are adequate procedures and arrangements within the college to identify, assess, make referrals and support children, young people and vulnerable adults who are suffering from harm.
 - Work in partnership with parents and other agencies (e.g., Schools, Police, Social Care) to meet these obligations.
 - Maintain a safe college environment.
- 2.2 The college recognises that it is an agent of referral and not of investigation. It is not the college's responsibility to investigate abuse. Staff should not extend an offer of confidentiality but should clearly inform the person that if information about abuse is disclosed there is a duty on staff to follow reporting procedures.
- 2.3 For the purpose of safeguarding this policy covers all children and young people under 18 including:
- Students and prospective students under 18 years of age enrolled on full and part-time courses.
 - School-link students.
 - Visitors to the college (under 18).
 - Employees, work experience students or volunteers who are under 18 years of age.

2.4 For the purpose of **Safeguarding Vulnerable Adults** the following are included:

All students termed vulnerable over the age of 18 years as agreed by the DSL/DDSL (for example if there is a concern about the risk to themselves or others).

Young people, or adult students, who may pose a risk to others: Where a young person or other student's history indicates that s/he poses a sexual or physical risk to other young people or adults, a risk assessment must be undertaken by the DSL/DDSL to determine whether the person can form part of the college community, and adequate arrangements put in place both to support that person, and provide supervision sufficiently to ensure the safety of others. Any behaviour that poses a risk to the safety and wellbeing of other young people and adults is a breach of the College's Behaviour Policy and Code of Conduct. This will lead to disciplinary action and if deemed appropriate exclusion.

3. Policy Statement

The college will:

- 3.1 Appoint and train a Designated Safeguarding Lead for Children and a Designated Safeguarding Lead for Vulnerable Adults, (and deputies who will act in his/her absence) who will co-ordinate the college's safeguarding procedure, and make these people known to all. These safeguarding persons will attend regular updating training and access support from the Cornwall and Isles of Scilly Safeguarding Board (CioSCB), the Safeguarding Standards Unit (SSU) and the Multi-Agency Referral Unit (MARU).
- 3.2 Provide an opportunity for staff to attend mandatory annual training on recognising abuse and neglect, responding appropriately to concerns relating to suspected, alleged or disclosed abuse, recording, reporting, information sharing and confidentiality as appropriate.
- 3.3 Make all staff aware of safeguarding issues through the college induction process.
- 3.4 Use the pastoral and tutorial curriculum and other opportunities to help children, young people and vulnerable adults to develop self-esteem, assertiveness, and promote their resilience and knowledge of how to keep themselves safe.
- 3.5 Recruit and train employees to adopt best practice to safeguard children, young people and vulnerable adults from abuse, and themselves from false allegations. Provide enhanced DBS checks for all new staff.
- 3.6 Provide opportunities for children, young people and vulnerable adults to talk about concerns relating to their welfare.

- 3.7 Provide support for children, young people and vulnerable adults who have disclosed abuse and for the staff who have experienced disclosure.
- 3.8 Intervene in a timely manner and follow our procedure titled '**Children Missing from Education**' to ensure that young people who are absent from education do not become children missing education in the future.
- 3.9 Develop and promote effective working relationships with other agencies, especially the police and the local Children's Services/Early Help, the CIOS Safeguarding Partnership, MARU and mental health services (through the College's Designated Safeguarding Lead and Safeguarding Team).
- 3.10 Provide a systematic means of monitoring children (through the tutorial system), young people and vulnerable adults known, or thought to be at risk of harm, and contribute to assessments of need and support plans for them.
- 3.11 Respond promptly, within the timescale laid out in the procedures, to allegations of abuse or abuse of trust made against employees or volunteers or incidents of suspicious poor practice and transferable risk; implementing the appropriate disciplinary and appeals procedures. Such concerns will be referred to the Designated Safeguarding Lead (DSL), the Personnel Officer and the Principal. The Southwest Child Protection Procedures will be followed. The Local Authority Designated Officer (LADO) will be informed.
- 3.12 All reported **low-level concerns** will be responded to in the same timely manner. Concerns or allegations which do not meet the harm threshold, are referred to as 'low-level' concerns. All concerns about adults working in or on behalf of the college will be dealt with promptly to identify inappropriate, problematic or concerning behaviour early to minimise the risk of abuse and ensure that adults working in or on behalf of the college are clear about professional boundaries and act within these boundaries.

The term 'low-level' concern does not mean it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the college may have acted in a way that: is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include but are not limited to being over friendly with students, having favourites, taking photographs of students on their mobile phone, engaging with a student on a one-to-one basis in a secluded area or behind a closed door, or humiliating students.

- 3.13 The college will not tolerate inappropriate behaviour and has a Whistleblowing Policy to protect staff who disclose information regarding abuse by a colleague or other adult towards young people. This includes **low level concerns** about staff. Low level concerns about staff should be reported to the DSL.

3.14 All individuals, including those in a position of trust, are expected to always act professionally, and to be familiar with college guidance on safe practice. This includes the need to:

- Behave, dress, and talk to children, young people and vulnerable adults in an appropriate way (e.g., non-sexual, non-aggressive, not abusing a position of trust).
- Avoid situations where they may be at risk of false allegations or take action to reduce that risk.
- Report and seek the advice of their line manager if they are concerned about a situation, such as a child, young person or vulnerable adult having a crush on them or believe an incident may have been misconstrued or where they have concerns regarding the conduct of a member of staff.
- Be vigilant and sensitive to situations where a child, young person or vulnerable adult may be at risk. Develop their understanding of the signs and indicators of abuse.
- Know college procedures, including how to respond to a child, young person and vulnerable adult who discloses abuse.
- Know and comply with requirements for recording all concerns and comments and passing them onto the Safeguarding Team.
- Treat all information received with sensitivity and with due regard to confidentiality and its limits in child protection safeguarding matters.
- Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults and be sensitive to their developmental needs and capabilities.
- Regard all children, young people and vulnerable adults as having an equal right to protection, irrespective of age, ethnicity, culture, disability, gender, language, religious belief or sexual identity.
- Regard the interests and safety of the young person to be the prime concern. (Where there is a conflict of interest between the young person and parent or other adult, the welfare of the young person will be considered paramount).
- Work in partnership with children, young people and vulnerable adults and their parents/carers.
- Contribute to the provision of a safe environment by raising concerns where college premises and health and safety procedures appear to fall short of acceptable standards.

- Be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues, or recruitment processes using the Whistleblowing Policy if necessary.
- Ensure an **Appropriate Adult** (all members of the safeguarding team) is available in instances where police may need to detain/question and/or search a student in order to “safeguard the rights, entitlements and welfare of juveniles and vulnerable persons” (as cited in PACE; the Police and Criminal Evidence Act).

3.15 **Duty of Care**

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and actively protect children and people from discrimination and avoidable harm. Staff should develop respectful, caring and professional relationships between themselves and all other users of the College. Staff behaviour should demonstrate integrity, maturity and good judgement, e.g., management of risk in external visits/residential visits.

3.16 **Breach of Trust**

Under the Sexual Offences Act 2003, it is an offence for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This applies when the young person is in full time education and the person works in the same establishment as the young person, even if he/she does not teach the child. Where a sexual relationship exists between a staff member and a student aged 18 or over, it is required that the staff member discloses this to the Senior Management Team or HR immediately.

3.17 **Information Sharing**

The College will ensure that it pursues robust and timely information sharing protocols with all of the agencies working with young people including schools, statutory authorities, support services and social services in line with the ‘Working Together to Safeguard Children 2018’ document.

3.18 **Social Media**

The College recognises that the use of social media by young people has grown exponentially, and that social media has become of focus for a number of issues including cyber-bullying, consensual and non-consensual sharing of nude and semi-nude images and/or videos (otherwise known as sexting), sharing of inappropriate images, the promotion of radical and extreme viewpoints, grooming, CCE and CSE. All staff are aware of and sensitive to this area of activity and the College has filters in place to restrict access to inappropriate content. **It is expressly forbidden for staff to either share their personal contact details with existing students, or to seek to befriend/accept friend requests from existing students on any social media platform.** This includes the sharing of personal mobile telephone details, personal e-mail addresses and any personal contact information. Any member of staff found to be in breach of this will be liable to disciplinary action. Staff should use the College email system and/or Microsoft Teams to contact students during college hours only. There should be no reason why staff should contact students outside of college hours (for example evenings, weekends and holidays). If staff are issued with a work mobile, then work related texts messages may be used.

3.19 Filtering and monitoring

In line with Keeping Children Safe in Education 2023 guidelines and our **Social Media and Online Safety policy**, all staff and trustees have received guidance in relation to filtering and monitoring and where necessary, roles and responsibilities allocated.

Following the 2023 KCSIE update and guidance on Meeting Digital and Technical Standards in Schools and Colleges (March 2023) all college devices are installed with monitoring software which creates alerts based on the content of searches/keystrokes, to do all that we can to limit and swiftly identify/intervene where a young person is accessing material that may put them at risk. Or where they are at risk of bullying/child-on-child abuse or using language that may be offensive to others.

All staff and students are aware that monitoring software is in place on all college devices, including those that are used off site.

Depending on the nature of the alert, the DSL, DDSL or college safeguarding officer respond to/triage Smoothwall alerts to decide on next steps. See our specific college ***Procedure for Responding to Monitoring Software Alerts*** for further details. Those linked to staff activity come directly to the DSL/Assistant Principal for Student Experience.

The effectiveness of the monitoring process is reviewed annually. It isn't possible to apply monitoring to devices brought into college from home and thus, staff have been advised that their vigilance in this respect is part of their safeguarding responsibility, and they must continue to report any safeguarding concerns of this nature.

3.20 On-line safety and E-safety

Please read the College's Social Media & E-Safety Policy in conjunction with this document.

The College will endeavour to filter and monitor all internet usage on college devices using appropriate monitoring software.

3.21 Prevent Strategy

To ensure that the College effectively safeguards students and staff, manages risks and can deal appropriately with issues around radicalisation and extremism, the College will;

- Understand the nature of the threat from extremism and how this may impact directly or indirectly on the College
- Encourage staff and students to respect and adhere to fundamental British values
- Ensure staff receive awareness training in recognising and preventing extremism and radicalisation.

- Understand and manage potential risks within the College and from external influences including the potential to display extremist materials and the appropriate hiring of college premises.
- Respond rapidly and appropriately to events in local, national or international news that may impact on the College community.
- Ensure measures are in place to minimise the potential for acts of extremism within the College.
- Ensure plans are in place to respond appropriately to a threat or incident within the College.
- Work with sub-contractors, employers and work placement providers to ensure they are compliant with the Prevent Duty and the College's safeguarding procedures.
- Adopt effective ICT security and responsible user practices and promote these to all staff and students.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. The college will continue to empower its students to create communities that are resilient to extremism and to protect those who may be vulnerable to being drawn into violent extremism or crime. There is no typical profile for a person likely to become involved in extremism. Staff should use their professional judgement and discuss with other colleagues or a member of the safeguarding team if they have concerns in relation to the list of behavioural indicators below:

- Use of inappropriate language.
- Possession of violent extremism literature.
- Behaviour changes.
- The expression of extremist views.
- Advocating violent actions and means.
- Association with known extremists.
- Seeking to recruit others to an extremist ideology.

If there are significant concerns the Designated Safeguarding Lead should be notified, and discussions will take place with the designated local police or Southwest Prevent lead to work to address the issue. The DSL is also the SPOC (Single Point of Contact).

3.22 Wearing of Identity Badges

To ensure that everyone accessing the College campus is provided with a safe environment, it is a requirement that all staff and students wear ID badges on the college lanyards provided. They must always be visible. Any student who has forgotten or lost their ID card must get a replacement ID as soon as it is missing using the online college shop.

All visitors on site must sign in at reception and be given an appropriate lanyard (visitor, contractor, trustee).

Additionally, as our campus hosts learners from two separate institutions, students from each institution will wear different lanyards to identify the buildings, facilities and staff they are able to access.

3.23 Children Missing from Education

Where students are displaying erratic, prolonged and repeated absences, or other unusual attendance patterns, the College will ensure that staff follow up with parent/carers and professionals (where appropriate) to ensure a full understanding of the underlying absence reasons is gained and recorded where appropriate.

This is necessary to ensure that young people who are absent from education do not become children missing education in the future.

4. Procedure

- 4.1 All staff, including temporary staff, volunteers and trustees, have a full and active part to play in protecting our students from harm and their welfare will be our paramount concern.
- 4.2 Our safeguarding duty extends to those using the premises outside of the college day, such as external bookings. Our lettings team request evidence of safeguarding policies and procedures from those using the college in this capacity.
- 4.3 These procedures outline both the College's statutory duties and the College's pastoral responsibility.
- 4.4 These procedures reflect the sensitivity needed to support children, young people and vulnerable adults at risk, as well as offer appropriate support for the staff involved in helping them.
- 4.5 The Designated Safeguarding and Vulnerable Adults Lead, or his/her deputy will co-ordinate the implementation of the procedures and liaise with other agencies on behalf of the College.
- 4.6 Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but especially the designated safeguarding lead (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as **contextual safeguarding**, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

All cases of suspected abuse need to be channelled via the nominated person with minimal delay.

Named Contacts	
Designated Child Protection/Safeguarding Lead	Jen Temple- Assistant Principal for Student Experience.

Deputy Child Protection/Safeguarding Lead	Jamie Crowle- Student Services Team Leader
Safeguarding Officer	Nettie Long
Additional Safeguarding Team members:	<p>Jon Grey Principal</p> <p>Allyn Jefferies Assistant Principal</p> <p>John Ratcliffe SENDCO</p> <p>Nicki Slater Assistant SENDCO</p> <p>Julie Penprase Programme Team Leader</p> <p>Tracey White Programme Team Leader</p> <p>Colin Bacon Programme Team Leader</p> <p>Kate Roberts Programme Team Leader</p> <p>Huw Williams Programme Team Leader</p> <p>Tom Evans Programme Team Leader</p> <p>Charlie Winterton Programme Team Leader</p> <p>Helen Hart Programme Team Leader</p> <p>Lindsay Kennedy Programme Team Leader</p> <p>Anitra Coleman Programme Team Leader</p> <p>Amy Fagg Counsellor- Student Services</p>

The safeguarding team are responsible for:

- Acting as a focal point for staff to discuss safeguarding concerns.
- Contacting Social Care and OSCP.
- Keeping written records of concerns about a child, young person or vulnerable adult even if there is no need to make an immediate referral.

- Ensuring that all such records are kept confidentially and securely in a student file separate from student records.
- Establishing and maintaining a system for all staff to record and pass on concerns about a child, young person or vulnerable adult and ensuring that staff are aware of the system.
- Ensuring that records are received and passed onto other establishments as required.
- Ensuring that work experience arrangements have been checked as to their safety for children, young people and vulnerable adults, and that every child, young person and vulnerable adult has contact details of a known person in college who can be contacted if they have any concerns while on placement.
- Ensuring that staff receive child protection concerns about young people in the college on a need-to-know basis.
- Ensuring that the college is linked into networks which will enable procedures and processes to keep abreast of developments.
- Ensuring that either they or another member of staff attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, when asked to do so, and provides a report which has been shared with the parents/carers.
- Developing and maintaining guidance and policies on safe college environments and safeguarding in the curriculum.
- Monitoring overall compliance with safeguarding requirements and procedures, challenge and require improvements in poor practice within the college and bring any concerns to the attention of the principal.
- Providing basic safeguarding awareness training and related training (i.e., Prevent) for all staff at least every three years, and for staff as part of their induction.
- Attending update training provided by the OSCP or elsewhere as appropriate.

4.6 The college recognises that it is an agent of referral and not of investigation. It is not the College's responsibility to investigate abuse.

4.7 The Personnel Officer is responsible for:

Safer recruitment

- Carrying out appropriate checks on applicants, including enhanced DBS checks at the correct level and following ISA Guidelines, to include section

128 checks on Trustees. This includes conducting online searches on shortlisted candidates and informing applicants that this will be the case.

- Ensuring job advertisements set out clearly the safeguarding requirements of all roles advertised.
- Working with the Staff Development Co-ordinator and Assistant Principal to ensure that all staff are trained to an acceptable standard – including adequate induction training – by establishing and maintaining a training plan/schedule and monitoring compliance with this. Ensuring that action is taken in cases of non-compliance.
- Developing, monitoring and advising on the implementation of procedures for dealing with allegations against staff which are consistent with OSCP/LADO procedures and national guidance.
- Managing the progress of allegations against staff, liaising with and reporting to the Designated Safeguarding Lead, and ISA as required.
- Arranging support for staff facing allegations according to procedures.
- Developing guidance for safe practice for all adults, ensuring that all staff have been (and continue to be) briefed on a regular basis and understand the implications of this.

4.8 **Student Services** will be a point of contact for children, young people and vulnerable adults wishing to discuss their concerns and will provide support, and advice on voluntary groups, and services they can approach for help. Like all other staff, they are obliged to share any safeguarding concerns with the Safeguarding Team and cannot promise absolute confidentiality in this instance.

5 Special Educational Needs

Some children, young people and vulnerable adults with special educational needs may need a different approach from other young people. Staff must be aware of any special considerations with regard to communication difficulties and equal opportunities. The SEND Code of Practice 0-25 years provides key guidance in this respect and will be considered alongside this policy.

6 Referring an Allegation

6.1 Any suspicion, allegation or incident of abuse must be reported to a member of the Safeguarding Team as soon as possible using the online Safeguarding concern form and in person where possible.

Allegations against staff will also be subject to personnel procedures and must be reported to your line manager and the Senior Management Team.

6.2 The Safeguarding Team member will discuss the situation with the

Designated Safeguarding Lead. This will include advice and discussion as to whether to make a formal referral. Advice and support can also be obtained from the MARU.

- 6.3 The discussion will also include information regarding Social Care contact with the child's/young person's/vulnerable adult's family/care giver. In support of this process, any contact with parents/carers by other members of staff will be referred to the named person.
- 6.4 A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the local authority Social Care department as soon as possible. The confirmation may be hand-written, posted or faxed, but a copy will be kept securely on file.
- 6.5 The member of the Safeguarding Team should notify the Designated Safeguarding Lead as soon as is practicable.
- 6.6 The Safeguarding Officer shall retain a copy of the written records and any other relevant material. These will be kept securely locked at all times.

7 Monitoring

- 7.1 It will be the responsibility of the nominated member of staff to review and monitor the procedures and to seek the advice of the OSCP and local authority Social Care department and to alert the OSCP should a change in the procedures be considered.

Key:

OSCP – Our Safeguarding Children Partnership

MARU– Multi-Agency Referral Unit

DBS – Disclosure and Barring Service

CSE / CE– Child Sexual Exploitation or Child Exploitation

FGM – Female Genital Mutilation

KCSIE – Keeping Children Safe in Education (Revised September 2021)

LADO – Local Authority Designated Officer

CIC – Children in Care

SEND – Special Educational Needs and Disability

[Click here to access the Online Safeguarding Concern form](#)

