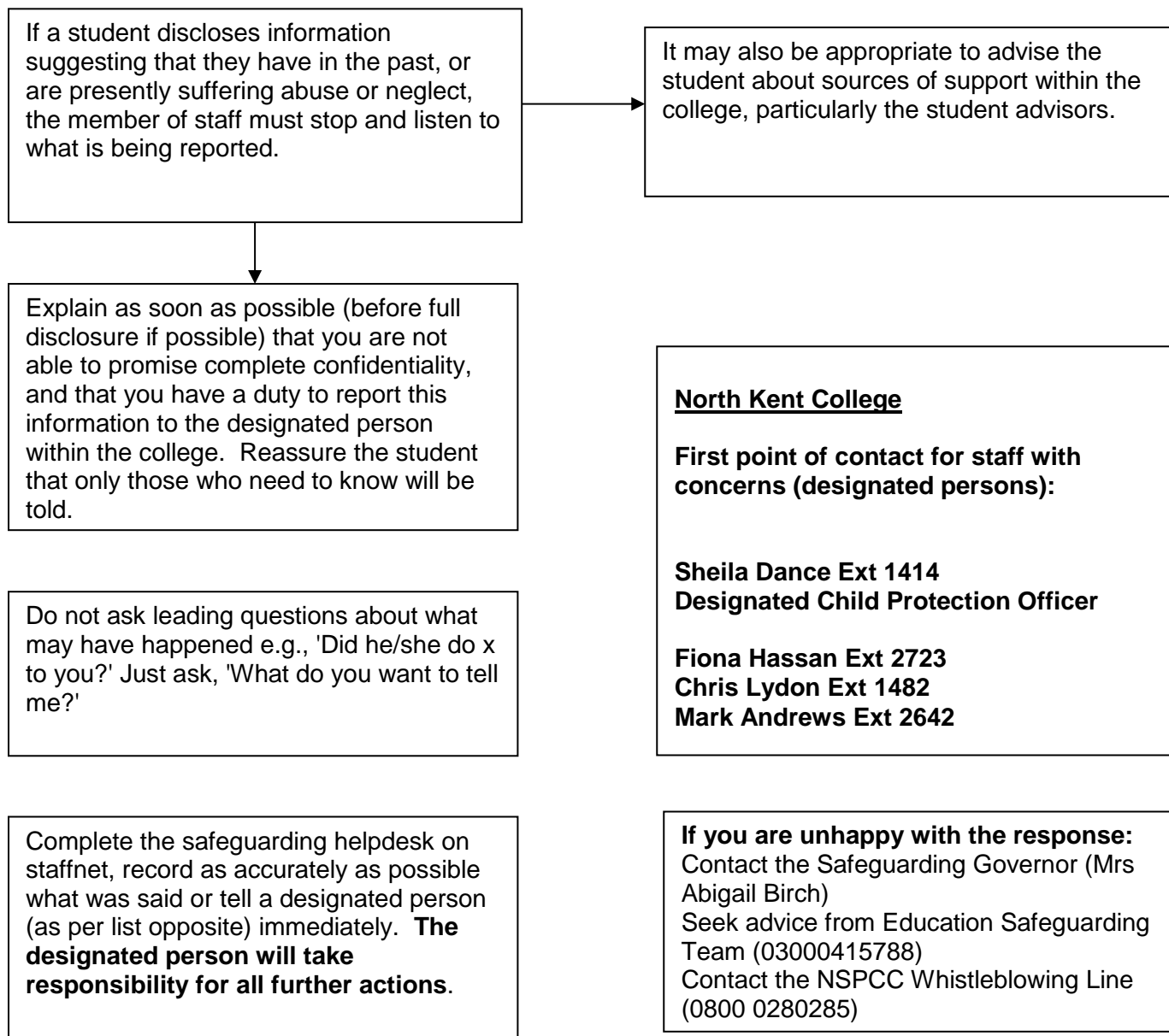


Safeguarding Children and Vulnerable Adults Procedure Flow Chart

It is the duty of all staff to report any concerns to a designated person. No promises should be made to maintain confidentiality, but the student should be informed of the action taken.



TEN KEY POINTS TO FOLLOW IF YOU SUSPECT, OR ARE TOLD, OF ABUSE

Staff should be aware of the risks of abuse and take steps to reduce those risks. Adults (staff or volunteers) in charge of children, young people or vulnerable adults should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening. The following key points give a guide on what to do and not to do:

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. If you can, write brief notes of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough. It's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards. If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
3. Never make a promise that you will keep what is said confidential or secret. If you are told about abuse you have a responsibility to report it so that action can be taken. Give reassurance that only those who need to know will be informed.
4. Do not ask leading questions that might give your own ideas of what might have happened (e.g. "did they do X to you?") – just ask, "what do you want to tell me?" or "is there anything else you want to say?"
5. Immediately email the dedicated safeguarding email address or tell the designated person – don't tell other adults or young people what you have been told.
6. Discuss with the designated person whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).
7. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc. – Social Services and Police staff are the people trained to do this – you could cause more damage and spoil possible criminal proceedings.
8. If any allegation is made regarding a member of staff, this must be referred immediately to the Designated Child Protection Officer (Sheila Dance) – **DO NOT DISCUSS WITH ANY OTHER MEMBER OF STAFF OR STUDENT.**
9. As soon as possible (and certainly the same day) the designated person should refer the matter to the local Social Services Department if necessary and appropriate (helped by your notes). Follow their guidance about what to do next. Their statutory responsibility is to initiate any necessary investigations and they can advise you.
10. Never think abuse is impossible in your college or group, or that an accusation against someone you know well and trust is bound to be wrong.
11. Be alert that children and vulnerable adults often tell their peers, rather than staff or other adults, about abuse. You may hear it from a third party.