

Policy and Procedure on Local Safeguarding Procedure

Purbeck View School

Policy Author / Reviewer	Tom Burford
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Policy Level	Group
Staff Groups Affected	All Staff

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1. Monitoring and Review

- 1.1. This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.
- 1.2. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below,

or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:



Paul Kniveton
Head of School
January 2022

2. What to do on receipt of a concern

- 2.1. The Designated Safeguarding Lead or Deputy in their absence will review the concern and follow their local safeguarding procedure; the safeguarding board will decide & advise whether it is a safeguarding matter.
- 2.2. Details of our Local Safeguarding Partners/Local Safeguarding Adults Board procedure for identifying and reporting safeguarding matters appears in the box below. It is the responsibility of the Head of School Paul Kniveton and the Registered Manager Isabel Clark to ensure this is recorded accurately on this document.

The Local Authority Designated Officer (LADO) is Patrick Crawford
Dorset Local Authority & Dorset Safeguarding Children's Board

The Local Safeguarding Board procedures for identifying and reporting safeguarding matters can be found at:

http://www.proceduresonline.com/dorset/cs/chapters/contents.html#all_ch

- 2.3 If the concern is not a safeguarding issue the bottom part of the concern form is to be completed and filed in the individuals safeguarding file. The individuals log and central log of concerns and safeguarding is to be completed.
- 2.4 If the concern is a safeguarding issue as per the Local Safeguarding Partners/Local Safeguarding Adults Boards/POVA procedure then the Designated Safeguarding Lead or Deputy will be led by them.
- 2.5 Where possible safeguarding concerns must be made with the consent of the individual. Where the individual lacks capacity to consent, a decision will need to be made in the person's best interests. Where the individual refuses to give consent in certain circumstances it may be justifiable to override.

3. Informing Others

- 3.1. The Designated Safeguarding Lead or Deputy in their absence will:
 - Inform the Designated Social Worker.
 - Inform the police if a crime is suspected ensuring the crime reference/incident number is obtained.
 - Implement Cambian policies as applicable e.g. complaints, disciplinary and serious untoward incidents.
 - Inform Ofsted/CQC/CIW as per the notification policy. • Inform relative/carer with the individuals consent as applicable.
 - MAPPA (Multi-Agency Public Protection Arrangements) if applicable.

- Inform the Responsible/Nominated Individual and Regional Education Manager in day schools/Operations /Managing Director.
- 3.2. Where an incident of safeguarding involves a member of staff, Designated Safeguarding Lead or deputy must consider which of the following bodies are to be informed as applicable:
- Nursing Midwifery Council.
 - General Medical Council.
 - Disclosure and Barring Service
 - The British Association and College of Occupational Therapists
 - British Psychological Society
 - Royal College Of Speech And Language Therapists.
- 3.3. Where an allegation is made against a member of staff, the Designated Safeguarding Lead or Deputy in their absence will seek advice from your HR Business Partner (HRBP) who will ensure any appropriate notifications to the staff concerned have been sent out, this will include: 'Guidance to Staff who have had an Allegation made against them'.

4. How to Record

- 4.1. When a concern has been passed on to the Designated Safeguarding Lead or Deputy in their absence, they must record the concern reference number on the concern form and also add this to the central log of concerns and safeguarding – even if the outcome is no further action required. All feedback received from the local safeguarding team should be recorded on the concern form for Level 1 safeguarding i.e. Review practice. If it is a safeguarding concern (either level 2 or level 3) then a Safeguarding Tracking Pack is to be opened and kept live electronically in an area only to be accessed by the Designated Safeguarding Lead or Deputy. It is to be updated as the safeguarding progresses.
- 4.2. Updates on the status of a safeguarding with the Local Safeguarding Partners/Local Adult Safeguarding Board/POVA will be obtained by the Designated Safeguarding Lead who will liaise with the above agencies, seek advice and follow given instructions.
- 4.3. STP's to be completed by a Designated Safeguarding Lead or Deputy in their absence at the point a safeguarding matter begins. Copy of this STP (initially with completed sec. 1-5) should be submitted to:
- Education division:** The Regional Education Lead for Education or Care
- Residential division:** The Regional Manager (if they are not the DSL) or Managing Director
- As a follow up to the initial reporting telephone contact. On completion, STP must be sent again to the person(s) identified above, providing detailed overview of the actions taken and the final outcome. They will then update relevant Directors accordingly. This original form must be kept in the Safeguarding file. The individuals care plans and risk assessments are to be reviewed and updated if applicable to ensure that individuals are fully supported following the incident.
- 4.4. If the Designated Safeguarding Lead or Deputy are suspected/implicated in the concern then specific steps described in the Allegations section in the *Child Protection and Safeguarding (children and adults)* policy must be followed.

5. The Safeguarding Enquiry (Investigation)

- 5.1. When a member of Cambian staff, is tasked with making an enquiry by the Safeguarding Partners/Local Adult Safeguarding Board/ POVA they retain overall responsibility for the enquiry and any subsequent safeguarding plans.
- 5.2. The Designated Safeguarding Lead or Deputy in their absence will attend strategy meetings. Where the Police are involved they will endeavour to agree when the company can commence an internal enquiry, so as not to contravene the PACE Act. PACE sets out to strike the right balance between the powers of the police and

the rights and freedoms of the public. The PACE codes of practice cover: stop and search, arrest, detention, investigation, identification and interviewing detainees.

- 5.3. When required by the Safeguarding Partners/Local Adult Safeguarding Board/ POVA, Regional Lead and Managing Director will appoint an Internal Investigator, who will in turn submit a completed report within agreed timescales.

6. Following the enquiry (Investigation)

- 6.1. The safeguarding plan will be reviewed. The decision to close an enquiry (investigation) is the responsibility of the local Safeguarding Board. Police investigations or internal complaint procedures may continue independently.
- 6.2. The Safeguarding Co-ordinator will provide a report on the relevant points, including action areas to the Designated Safeguarding Lead.
- 6.3. Where a staff member has been cleared to return to duty (either via the outcome of the enquiry (investigation) or the disciplinary process), the Company reserves the right to effect such action immediately.
- 6.4. A statutory review must take place under certain circumstances; if an adult with care and support needs and abuse or neglect are known or suspected, or they experience serious abuse or neglect, and there are concerns about how members of the multi-agency system worked together to safeguard the individual.

The Designated Safeguarding Lead (DSL)

Regional Education Care Lead, Responsible Individual Helen Hoggins

Telephone (24hrs) 07525 632252

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Head of School and Designated Safeguarding Lead (DSL) Paul Kniveton

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Email: paul.kniveton@cambianguroup.com

Registered Manager and Designated Safeguarding Lead (DSL) Isabel Clark

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Email: Isabel.Clark@cambianguroup.com

The Deputy Designated Safeguarding Lead (Deputy DSL)

Designated Deputy Safeguarding Lead Nicola Sheppard

Telephone: 01929 422760 ext. 286 Email: nicola.sheppard@cambianguroup.com

Local Safeguarding Procedure

Helen Hoggins and Hayley Lukaszewski are the Line Managers for the location and whose contact details are as follows:

Helen Hoggins:

Telephone - 07525 632252

Email - helen.hoggins@cambianguroup.com

Hayley Lukaszewski:

Telephone – 07585 304047

Email – Hayley.lukaszewski@cambianguroup.com

The Director of Operations

Mark Bowes who is the Director of operations and whose contact details are as follows:

Telephone: 07917 152596

Email: mark.bowes@cambianguroup.com

Local Safeguarding Board

The contact details for Dorset Local Safeguarding Board are as follows:

Local Safeguarding Children's Board/ Local Safeguarding Adult's Board (LSCB)

Telephone: 01305 221196

Fax: 01305 251814

Email: dorsetlscb@dorsetcc.gov.uk

Dorset Safeguarding Adults Board (LSAB)

Telephone: 01929 557712

Email: dorsetadultsafeguarding@dorsetcc.gov.uk

Out of hours (17.00 – 08.00): 01305 858250

These details are also available on the staff safeguarding poster displayed around the location.