

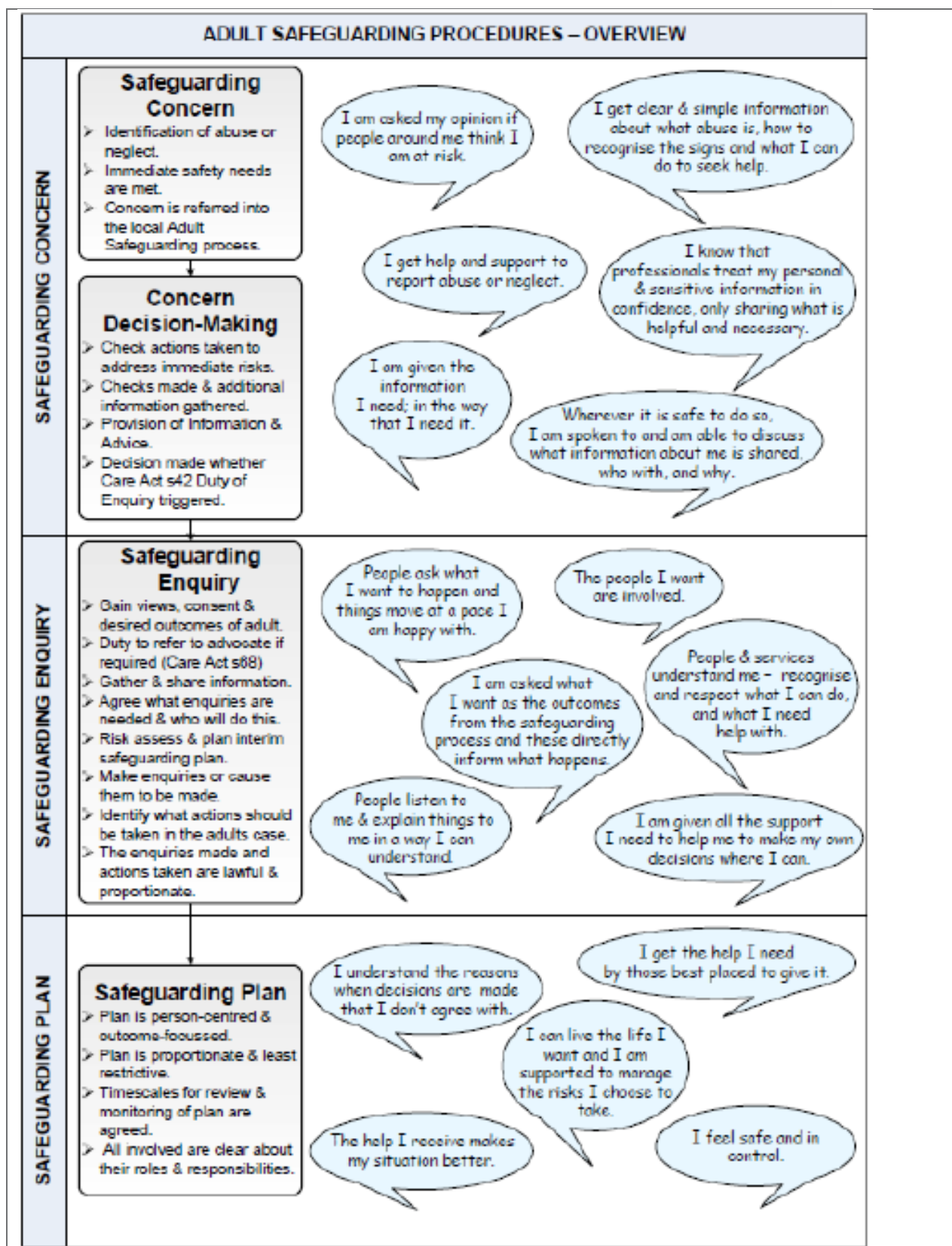
# This procedure applies to

## CAMBIAN WING COLLEGE

This procedure applies to all staff, volunteers and trainee's, individuals, interns or students and is to be made available to all staff.

### 1. What to do on receipt of a concern

- 1.1. 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.
- 1.2. Details of our Local Safeguarding Board's procedure for identifying and reporting safeguarding matters appears in the box below. It is the responsibility of the Principal to ensure this is recorded accurately on this document.



- 1.3. 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.

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- 1.4. 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.
- 1.5. 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.

## 2. Informing Others

- 2.1. 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/carers with the individual's 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.
- 2.2. 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
- 2.3. Where an allegation is made against a member of staff, the Designated Safeguarding Lead or Deputy in their absence will seek advice from the HR Director 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'.

## 3. How to Record

- 3.1. 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. No Further Action. If it is a safeguarding concern (either

## Local Safeguarding Procedure

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.

- 3.2. Updates on the status of a safeguarding with the Local Safeguarding Partners/Local Adult Safeguarding Board/POVA will be obtained by

### **Bournemouth, Christchurch & Poole Children's Services**

Telephone 01202 123334 Email: [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

Outside of office hours 01202 738256 or 999 in an emergency

### **Bournemouth, Christchurch & Poole Adults Services**

Telephone 01202 123654/ Email: [asc.contactcentre@bcpcouncil.gov.uk](mailto:asc.contactcentre@bcpcouncil.gov.uk)

Outside of office hours call 0300 123 9895 or 999 in an emergency.

- 3.3. 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 the Responsible/Nominated Individual and Regional Education Manager in day schools as a follow up to the initial reporting telephone contact. STP must be sent again to Responsible/Nominated Individual and Regional Education Manager in day schools on completion, providing detailed overview of the actions taken and the final outcome. The Responsible/Nominated Individual and Regional Education Manager in day schools will 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.
- 3.4. If the Designated Safeguarding Lead or Deputy are suspected/ implicated in the concern then specific steps listed in section 8.29-8.32 of the *Child Protection and Safeguarding (children and adults) policy* must be followed.

## 4. The Safeguarding Enquiry (Investigation)

- 4.1. 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.
- 4.2. 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.
- 4.3. When required by the Safeguarding Partners/Local Adult Safeguarding Board/ POVA, The Responsible/Nominated Individual and Regional Education Manager in day schools in consultation with Operations/Managing Director will appoint an Internal Investigator, who will in turn submit a completed report within agreed timescales.

## 5. Following the enquiry (Investigation)

- 5.1. 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. The Safeguarding Co-ordinator will provide a report on the relevant points, including action areas to the Designated

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Safeguarding Lead/ Responsible/Nominated Individual/Regional Education Manager in day schools and Operations/Managing Director.

- 5.2. 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.
- 5.3. 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.

## Local Safeguarding Procedure

### The Designated Safeguarding Lead (DSL)

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Cassandra Pollitt is the locations Manager and is also the DSL and whose contact details are as follows:

**Telephone: 07525 629529**

**Email: [cassandra.pollitt@cambianguroup.com](mailto:cassandra.pollitt@cambianguroup.com)**

### The Deputy Designated Safeguarding Lead (Deputy DSL)

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Louise Sattin who is Admission/Transition Manager is also the Deputy DSL and whose contact details are as follows:

**Telephone: 01202 635637**

**Email: [louise.sattin@cambianguroup.com](mailto:louise.sattin@cambianguroup.com)**

Magdalena Lawrence who is Assistant Head of College is also the Deputy DSL and whose contact details are as follows:

**Telephone: 01202 635630 (Ext. 30226)**

**Email: [Magdalena.lawrence@cambianguroup.com](mailto:Magdalena.lawrence@cambianguroup.com)**

Chelsea Hicks who is Behaviour Support Lead is also the Deputy DSL and whose contact details are as follows:

**Telephone: 01202 635630 (Ext. 30218)**

**Email: [Chelsea.hicks@cambianguroup.com](mailto:Chelsea.hicks@cambianguroup.com)**

### Responsible or Nominated Individual / Regional Education Manager in day schools

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Haley Lukaszewski is the Nominated Individual for the location and whose contact details are as follows:

**Telephone: 07585304047**

**Email: [Hayley.lukaszewski@cambianguroup.com](mailto:Hayley.lukaszewski@cambianguroup.com)**

is the Regional Education Manager in day schools

**Telephone:**

**Email: [andrew.sutherland@caretech-uk.com](mailto:andrew.sutherland@caretech-uk.com)**

### The Operations/Managing Director

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Andrew Sutherland who is the Managing Director of Education and whose contact details are as follows:

**Email: [andrew.sutherland@caretech-uk.com](mailto:andrew.sutherland@caretech-uk.com)**

### Local Safeguarding Partners/ Local Safeguarding Adults Board/POVA

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Outside of office hours call 0300 123 9895 or 999 in an emergency.

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

**If you have a concern about a member of staff working with children (in either a paid or voluntary capacity), contact the Local Area Designated Officer (LADO)**

Telephone: 01202 456744 (LADO Main Telephone line)

Email: [LADO@BCPcouncil.gov.uk](mailto:LADO@BCPcouncil.gov.uk)

Direct Dial: Laura Baldwin (01202 456708) and John McLaughlin (01202 453992)

**Outside of office hours/weekends, the emergency Children's Social Care duty team can be contacted on:**

Bournemouth, Christchurch and Poole: 01202 738256 / [childrensOOHS@poole.gov.uk](mailto:childrensOOHS@poole.gov.uk)

Dorset: 01202 228866/ [MASH@dorsetcc.gov.uk](mailto:MASH@dorsetcc.gov.uk)