This procedure applies to

Red Rose School

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 Authority will decide & advise whether it is a safeguarding matter.

1.2. Details of our Local Safeguarding Authority procedure for identifying and reporting safeguarding matters appears in the box below. It is the responsibility of the Head Teacher to ensure this is recorded accurately on this document.

Lancashire Local Authority & Lancashire Safeguarding Children's Board

Lancashire Local Authority & Lancashire Local Safeguarding Adults' Board

Telephone: 0300 123 6722

Office hours: Monday to Thursday 9:00am-5:15pm, Friday 9:00am-5:00pm

Outside of office hours

Police Station
Telephone: 01772 614444

The non-emergency police telephone number is: 101.

For young people under the age of 18:

The Local Authority Designated Officer (LADO) is **Tim Booth**.

Telephone 01772 539964. Outside of office hours/weekends, the emergency duty team can be contacted on: 0300 123 6722.

Local Safeguarding Authority
The name, address and contact details for the Local Safeguarding Board is as follows:

Address:
Room D37/40, County Hall, Preston, PR1 0LD
Telephone (24hrs): 01772 538357 Email: lsab@lancashire.gov.uk

1.3. If the concern is not a safeguarding issue then a 'Cause for Concern' form is to be completed and saved. Safeguarding issues will be recorded and saved on 'Behaviour Watch', the school's MIS.

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1.4. If the concern is a safeguarding issue as per the Local Safeguarding Authority procedure then the Designated Safeguarding Lead or Deputy will be led by them.

2. Informing Others

2.1. The Designated Safeguarding Lead or Deputy in their absence will:

- Inform the Designated Social Worker (if applicable)
- 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 or other regulatory body if applicable.
- Inform relative/carer with the individuals consent as applicable.
- Seek advice from MASH Team or LSCB if necessary
- Inform the Responsible/Nominated Individual and Regional Education Manager in day schools/Operations /Managing Director.

2.2. 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'.

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 level 1 – Initial informal investigation with 'no further action' as the recommendation. All feedback received from the local safeguarding team should be recorded on the concern form for Level 1 safeguarding i.e. Initial informal investigation. If it is a safeguarding concern (either level 2 or level 3) then the school's MIS (Behaviour Watch) will track the progress of the concern.

3.2. Updates on the status of a safeguarding concern with the Local Safeguarding Authority will be obtained by (the DSL or Deputy DSL

All relevant professionals should be kept up to date with actions and outcomes of all safeguarding issues and reported to the board.

As a follow up, individual behaviour support plans and/or risk assessments are to be reviewed and updated if applicable to ensure that individuals are fully supported following a safeguarding incident.

3.3. 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.

4. The Safeguarding Enquiry (Investigation)

4.1. When a member of Cambian staff, is tasked with investigating a safeguarding concern 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. For the context of intimate and strip searches, please read PACE Code C 2019 (accessible) - GOV.UK (www.gov.uk).

4.3. When required, Regional Lead and/or 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 individual

tasked with completing the investigation will provide a report on the relevant points, including action areas to the Designated Safeguarding Lead.

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 affect 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.

The Designated Safeguarding Lead (DSL)

Simon Ashurst (Headteacher) is the DSL for red Rose School. Contact details:

Telephone 07834625575 **Email Simon.Ashurst@cambiangroup.com**

The Deputy Designated Safeguarding Lead (Deputy DSL)

Amy Brown & Sarah Calvert (Pastoral Mentor & SENCO) are the Deputy DSL's. Contact details:

Telephone 01772 281140 **Email Amy.Brown@cambiangroup.com**
Sarah.Calvert@cambiangroup.com

Regional Lead/Manager /RI/NI

Kicha Mitchell who is the Line Manager for the location and whose contact details are as follows:

Telephone 07711766176 **Email Kicha.Mitchell@cambiangroup.com**

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Local Safeguarding Procedure

Managing Director

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

Telephone 07701314378 **Email Andrew.Sutherland@caretech-uk.com**

Local Safeguarding Authority

The contact details for Lancashire Local Safeguarding Authority) are as follows:

by telephone during office hours Monday to Thursday 9:00am-5:15pm, Friday 9:00am-5:00pm on: **0300 123 6722**

Outside of office hours/weekends, the emergency duty team can be contacted on: **01772 538357.**

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

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