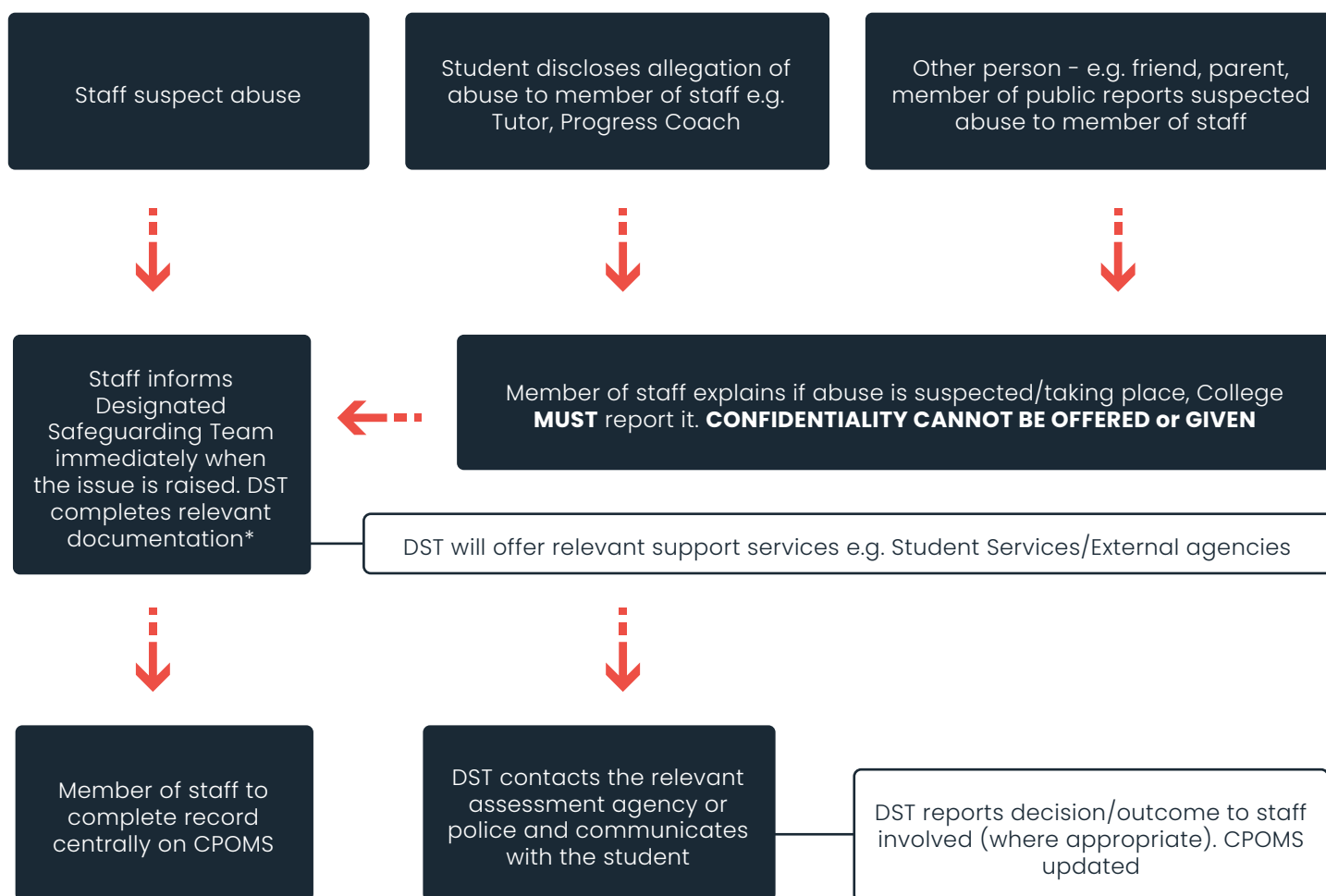


# PROCEDURES FOR REPORTING A SAFEGUARDING CONCERN

## CONCERN, DISCLOSURE OR SUSPICION

Physical, Emotional, Sexual Abuse or Neglect. Any form of Abuse or concern. **ANYONE CAN MAKE A REFERRAL**



\* In the case of a report involving under 16 school pupils attending College, the DST will liaise with the relevant school DSL and ensure that appropriate arrangements are in place to safeguard the child(ren).

\* Referral to Education and Skills Funding Agency (ESFA) as required.

# REFERRAL OR ALERT MADE BY MEMBER OF STAFF TO DESIGNATED SAFEGUARDING TEAM

## DSL / Deputy DSL Considers

Current concern/incident/events & any historical information

The need to seek further external information or advice

Actions (including discussion with parents as relevant)

Records



### Need for Early Help/Support Identified

Discuss with DSL/Mentoring team

Discuss with parents

Agree ongoing mentoring support

Possible referral to external agencies

Possible Channel referral Record

Monitor and review

Consider referral to Children's Social Care as required

### Child Protection/Section 17 or 47 Referral to Children's Social Care

Where it is clear that a child protection referral is necessary then the matter should be reported to Children's Social Care without delay (MAST):

**01609 780 780**

**[Children&families@northyorks.gov.uk](mailto:Children&families@northyorks.gov.uk)**  
(Including out of hours referral)

Notify police if a crime has been committed

Inform parents (as and when appropriate & in-line with any advice from CSC/Police)

DSL records response from CSC/seeks one where none is received/escalate where unhappy with response

Notify ESFA (safeguarding concern - sexual violence)

### Vulnerable Adult Concern/Alert

Once it's been established that a vulnerable adult is at risk, the matter should be referred to Adult Social Care Services (MAST)

**01609 780 780**

**[social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)**

Notify the police if the adult is in immediate danger or if a crime has been committed

DSL records response from ASC/seeks one where none is received/escalate where unhappy with response

Notify ESFA (safeguarding concern - sexual violence)

## WHO ARE THE DSLs?

### LEAD DSL

Anita Lall

Interim Principal & CEO - Aireville Campus

### Deputy DSLs

Julie Atkins

All Skipton, Scarborough and Aviation Academy based provision

Bev Skaife

Ripon Evolve

# MANAGING ALLEGATIONS AGAINST STAFF

## IT IS ALLEGED THAT a member of staff or volunteer in College has:

- » behaved in a way that has harmed a child, or may have harmed a child
- » possibly committed a criminal offence against or related to a child; or
- » behaved towards a child or children in a way that indicates that he or she would pose a risk of harm to children
- » behaved or may have behaved in a way that indicates they may not be suitable to work with children

## CONFIDENTIALITY REMINDER

### Report to Principal who acts as Case Manager

(or Chair of Governors if allegation is against the Principal)

Case manager begins timeline/record and ensures any immediate risk managed

Immediately discuss the allegation with the local authority Designated Officer (LADO) to agree the nature, content and context of the allegation and establish whether LADO notification and/or children's social care/ police referral is required (Local authority Designated Officer: Susan Crawford; 01609 532152, 07813 005161)

Refer to ESFA

Case Manager gathers any additional information as advised by LADO

## CONFIDENTIALITY REMINDER

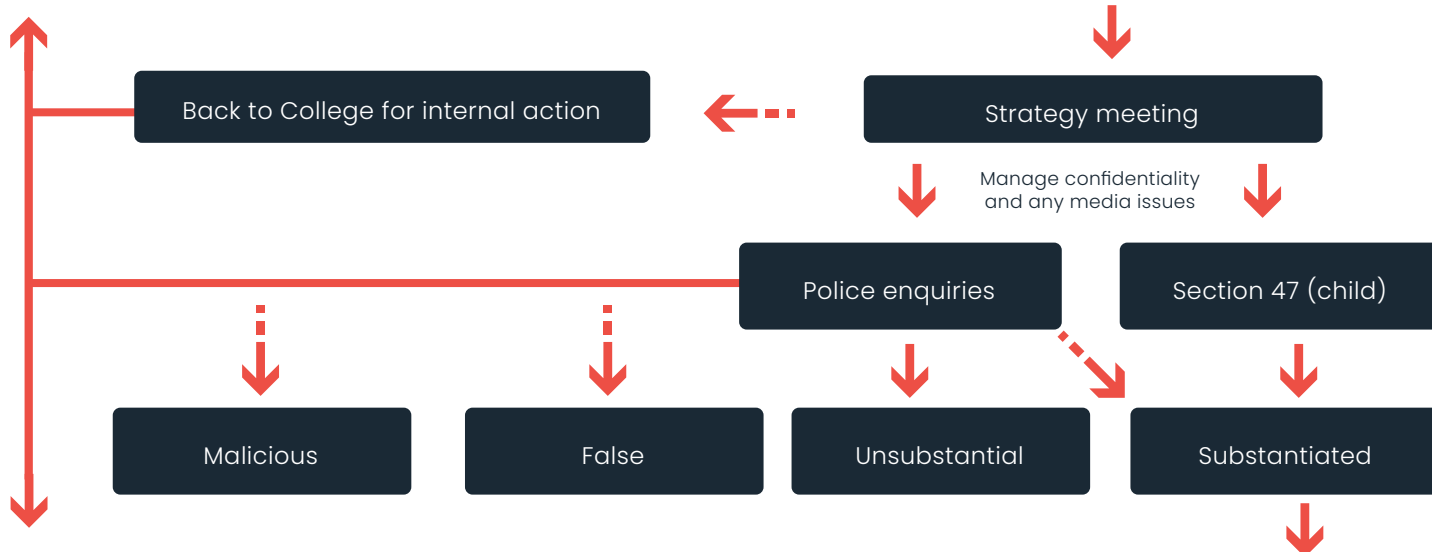
### The Management of Allegations Against Staff

Refer to Keeping Children Safe in Education (Part 4)

#### No further action/College action

Update and proceed with any in-college action  
Appropriate support for all  
Case Manager records, including formal record on HR file  
Consider learning, share with HR, staff and parents as appropriate

Case Manager completes LADO notification and ensures any onward consultation/referral(s) to children's social care and Police  
Discuss with HR



#### Once external enquiries and processes have run their course

In-college action completed, including DBS referral in line with KCSIE (part four, para.191) where appropriate

DBS referrals under Safeguarding Vulnerable Groups Act 2006 – ESFA to be informed