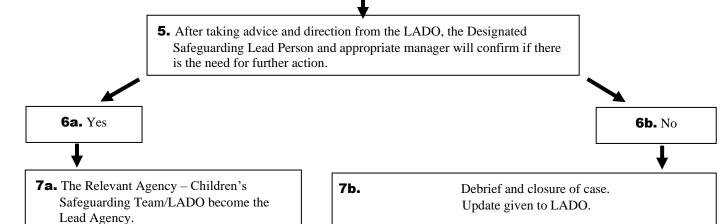


Safeguarding Procedure

Flow Chart 1 - Referral and Management of Suspected Abuse of a Child

1. Concern, suspicion or allegation of a possible safeguarding incident involving a staff member and a child.

- **2.** Make the child safe immediately. Staff member reports concern, suspicion or allegation immediately to the senior person on duty. The member of staff whom the complaint has been made about must be taken off duty until a full investigation has been concluded. The Local Authority Designated Officer (LADO) must be informed as soon as possible after an allegation/concern has been received.
- **3.** The senior person on duty will liaise with Designated Safeguarding Lead to gather, share and report information in relation to the concern, suspicion or allegation. The Designated Safeguarding Lead will ensure that the child's Placing Local Authority Social Worker/EDT is informed of incident.
- **4.** The Designated Safeguarding Lead will consult with the LADO to discuss actions needed to safeguard individual children and act on these accordingly. The Designated Safeguarding Lead will then notify the Placing Local Authority Social Worker of the agreed actions with the LADO. All agreed actions are to be documented by Designated Safeguarding Lead at the earliest opportunity, even if the suspicion, allegation or concern is shown by immediate investigation to be a non-safeguarding issue.



- **8.** All Elm House School staff co-operate fully with actions required by the Lead Agency including full disclosure of all requested information and prioritisation of communication and attendance at strategy meetings.
- **9a.** If referred to the Police and they deem the case to be potentially of a criminal nature, they will become the Lead Agency. The Outcome of the case should be sent to Ofsted, Placing Local Authority and potentially Disclosure and Barring Service. All records to be kept clear and concise.
- **9b.** If the case is deemed not to be of a criminal nature the Lead Agency will determine whether the Placing Local Authority or Halliwell Homes will investigate the case. If Halliwell Homes investigates, see Flow Chart 2. Ensure that Placing Local Authority receive documentation on the Outcome.



Flow Chart 2 - Referral and Management of Suspected Abuse of a Child/Young Person

Internal Investigation of a concern, suspicion or allegation of Abuse of a Child/Young Person

Elm House School staff must not carry out any follow up investigation unless authorised by the Lea Agency.

- **10.** Designated Safeguarding Lead in consultation with relevant Head or Director will determine what actions need to be taken:
 - e.g. Communicate/consult with relevant staff
 - Nature/type of investigation
 - Investigating managers
 - Need for exceptional leave
- **11.** HR to carry out appropriate actions determined above.
- **12.** Designated Safeguarding Lead in consultation with Head / Director may request an internal investigation which will be carried out by other Heads / Directors. On completion of the investigation there will be an internal professionals' meeting to feedback investigation findings.
- **13a.** If investigation results in disciplinary proceedings, HR will manage the process in line with the Disciplinary Policy.
- **13b.** If disciplinary proceedings are not required, outcomes to be reported to Designated Safeguarding Lead. LADO informed of No Further Action.
- **14.** All actions and recommendations from investigations and/or disciplinary hearings must be reported in writing by the Investigating Officer or Disciplinary Manager to the Designated Safeguarding Lead for case closure. If the Designated Safeguarding Lead is the Investigating Officer all actions and recommendations from investigations and/or disciplinary hearings must be reported in writing to the Director of Education.
- **15.** Designated Safeguarding Lead will ensure feedback is provided to the Child / Young person, Placing Local Authority Social Worker, LADO and potentially Disclosure and Barring Service.