
Safeguarding and Child Protection Policy

1. Policy Statement

This policy has been developed to ensure that all staff at Skill Step Group Ltd are working together to safeguard and promote the welfare of children and young people.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our learners and staff. It identifies actions that should be taken to address any concerns about child safety and welfare including protecting learners and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the organisation will be vigorously challenged.

The Managing Director or, in their absence, the authorised members of staff, have the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of Skill Step Group Ltd

In accordance with guidance set out in 'Working together to Safeguard Children – July 2018, 'Keeping Children Safe in Education – September 2022' and 'The Prevent Duty', Skill Step Group Ltd will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them

2. Scope

Skill Step Group Ltd aims to create and maintain a safe learning environment where all learners and adults feel safe, secure and valued and know they will be listened to and taken seriously. Skill Step Group Ltd is committed to the principles outlined in 'Working together to Safeguard Children – July 2018, 'Keeping Children Safe in Education – September 2022' and 'The Prevent Duty' and implements policies, practices and procedures which promote safeguarding and the emotional and physical well-being of children, young people and staff.

Skill Step Group Ltd is committed to supporting the delivery of effective early help through multi-agency working, a consistent application of the thresholds and the use of a single agency assessment.

3. Rationale

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Education Act 2002 and Working Together to Safeguard Children 2018. This policy reflects the statutory requirements within Keeping Children Safe in Education September 2022 (KCSIE 2019).

In Doncaster this policy complements the Doncaster Safeguarding Children Partnership (formerly DSCB) – South Yorkshire Child Protection Procedures. Local safeguarding/child protection procedures must be followed in all cases.

4. Purpose

The purpose of the policy is to ensure that safeguarding is everyone's responsibility.

- The welfare of the child is paramount.
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection.
- Everyone who works with children has a professional responsibility to keep them safe (Working Together 2018).

- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm, any professional with concerns about a child's welfare should make a referral to the Doncaster Children's Trust, and professionals should follow up their concerns if they are not satisfied with the response. (Working Together 2018).
- Learners and staff involved in safeguarding issues receive appropriate support and training outlined in the DSCP workforce development strategy and Doncaster Children and Young Peoples Plan.
- Staff to adhere to a Code of Conduct and understand what to do if a child discloses any allegations against staff.
- To develop and promote effective working relationships with other agencies, especially the police and social care.
- To ensure all staff have been recruited in accordance with safer recruitment principles and a single central record is kept to monitor that all required vetting checks have been carried out before appointments are made. These include satisfactory (enhanced) DBS (incorporating a barred list check), prohibition from teaching/training, prohibition from leadership and management, satisfactory references which have been validated, medical declaration, right to work in the UK, full identity information are made in accordance with guidance. Any gaps in personnel files are noted and reasonable steps are taken to rectify with on-going supervision.
- We have a safe training centre with confident staff, confident parent/carers and confident learners who know how to recognise and report safeguarding concerns.
- All staff understand the categories of abuse, indicators and know how, when, who and how to record and report all safeguarding concerns.

5. Legal Framework

The statutory inquiry into the death of Victoria Climbié and the first joint Chief Inspectors report of safeguarding children highlighted the lack of priority status given to safeguarding. The government response to these findings included the Green Paper Every Child Matters and the provisions in the Children's Acts 2004. Section 11 of the Children's Act 2004 places a duty on all agencies to make

arrangements to safeguard and promote the welfare of children. No single profession can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes in to contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Skill Step Group Ltd is committed to the government national framework: Working Together to Safeguard Children.

See also:

- Data Protection Policy
- Equality Policy
- Health and Safety policy
- Online Safety Policy
- Social Networking Policy

6. Definitions

Safeguarding and promoting the welfare of children are defined for the purposes of this policy as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes

(Working Together to Safeguard Children 2018 HM Government).

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of life including:

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- Pupil's health and safety
 - The use of reasonable force
 - Meeting the needs of pupils with medical conditions
 - Providing first aid
 - Educational visits
 - Intimate care
 - Internet or e-safety
 - Appropriate arrangements to ensure school security, taking into account the local context.

It can involve a range of potential issues such as:

- Bullying, including cyber bullying (by text message, on social networking sites, and so on) and prejudice based bullying
- Racist, disability, and homophobic or transphobic abuse
- Radicalisation and extremist behaviour
- Child sexual exploitation
- Child criminal exploitation
- Sexting
- Substance misuse
- Issues that may be specific to local area or population, for example gang activity and youth violence
- Particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage

The following definitions apply throughout the Safeguarding and Child Protection policy and associated procedures:

Child or Children: The Children Act 2004 defines a child as a person under eighteen for most purposes.

Vulnerable Adult or Adults: The Office of the Public Guardian (OPG 2013) defines a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability
- a physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs
- a significant reduction in physical or mental capacity.

7. Terminology

Designated Safeguarding Lead (DSL) previously known as designated safeguarding officer, the named person for safeguarding in education establishments.

LADO – Local Authority Designated Officer – deals with any allegation against any member of staff in a public setting.

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the improvement of health and development, ensuring that children growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child Protection refers to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of Skill Step Group Ltd in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents

8. Types of abuse and neglect

Abuse: A form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or child or children.

Physical Abuse: Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

Emotional Abuse: Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:

- Conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
- Not giving the child or vulnerable adult opportunities to express their views
- Deliberately silencing them or 'making fun' of what they say or how they communicate
- Interactions that are beyond a child or vulnerable adults developmental capability as well as overprotection and limitation of exploration and learning, or preventing from participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying), causing children or vulnerable adults to feel frightened or in danger
- Exploitation or corruption of children or vulnerable adults
- Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. These activities may involve

physical contact, including assault by penetration (for example rape or oral sex) and non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. This may also include non-contact activities, such as involving children or vulnerable adults in looking at, or being involved in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: Neglect involves the persistent failure to meet basic physical and/or psychological needs, likely to result in serious impairment of the child or vulnerable adult's health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to; provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adults emotional needs.

There are also specific issues which we expect our staff to be aware of, these include:

- Child sexual exploitation
- Forced marriage
- Domestic violence
- Female genital mutilation
- Radicalisation
- Self harm
- Bullying/cyberbullying
- Drugs
- Faith abuse
- Gangs and youth violence
- Violence against women and girls
- Sexting

- Honour Based Violence
- Trafficking

9. Responsibilities

All members of Skill Step Group Ltd community, including staff, employers, learners, contract staff, and work experience providers are responsible for safeguarding and promoting the welfare of children and vulnerable adults.

9.1 All staff

All staff that come into contact with children and vulnerable adults in their everyday work has a duty to safeguard and promote the welfare of children and vulnerable adults. Staff will be trained to understand their responsibilities and be aware of the signs of abuse and neglect and extremism and radicalisation so that they are able to identify cases of children/vulnerable adults who may be in need of help or protection.

Staff working at Skill Step Group Ltd are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child or vulnerable adult, staff members should always act in the interest of the child or vulnerable adult.

Failure to comply with these responsibilities will be seen as a serious matter which may lead to disciplinary action.

Staff are expected to:

- attend safeguarding training as required (every 3 years)
- familiarise themselves with the Safeguarding policy and associated procedures
- safeguard and promote the welfare of children and vulnerable adults
- alert the Designated Safeguarding Officers if they have concerns about a child or vulnerable adult

9.2 Designated Safeguarding Lead

The Designated Safeguarding Lead is Katie Hodgson (Managing Director). They have a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered with Skill Step Group Ltd.

The Designated Person will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide support and training for staff and volunteers.
- Ensure that Skill Step Group Ltd actions are in line with the relevant local authority.
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure all safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the Skill Step Group Ltd's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Ensure that the Safeguarding Policy is regularly reviewed and up-dated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.

10. Early Help

The Early Help enquiry through MAAP (Multi Agency Access Point) has been established to improve communication, information sharing; and to support more effective delivery of services where there is a need. MAAP is composed of the Early Help Hub and Social Care team.

MAAP is a multi-disciplinary team with two main functions:

- Providing information, advice and guidance to professionals who have queries about children who made need a coordinated early help response.
- Screening all early help enquires forms to ensure an appropriate level of response for the child and family.

The team is available from 8.30am to 5.00pm, Monday to Friday, and telephone messages will be responded to within one working day. IAG Telephone: 01302 734110

Email: earlyhelphub@doncaster.gov.uk

If you believe that an early help is needed, discuss the situation with the parent/carers and gain their signed consent to make the Early Help Enquiry through MAAP. The 'Early Help for your Family' information and consent leaflet will help you have this conversation. Once consent is gained, complete the online form within the DSCP website <https://dscp.org.uk/professionals/early-help> and attach a copy of the consent form. The Early Help Hub within MAAP will screen your enquiry to establish the threshold of need and who would be the most appropriate Lead Practitioner.

The MAAP will assess the case and inform you of the action required. This could be:

- If an EHA has already been completed or there is an existing TAC/F, you will be asked to share your information and join the TAC/F
- Single agency response for a specific piece of work – Lead Practitioner identified

- EHA required – lead practitioner identified
- No further action
- Escalation to Children’s Social Care if this case is already known to them or the information gathered during screening indicates escalation is required.

The Early Help process does not replace the existing ‘front door’ arrangements for children’s social care in Doncaster. If at any stage, you have any concerns that a child is at risk of harm you must follow your agency’s safeguarding procedure and make a referral to Children’s Social Care MAAP Service on: Telephone: 01302 737777 (available 8:30am – 5pm Monday to Friday) Telephone: 01302 796000 (outside office hours). During this telephone call you will be asked to follow up by completing an online referral form the same day [Worried about a child | Doncaster Children's Services Trust](https://www.doncasterchildrenstrust.co.uk/worried-about-a-child) ([doncasterchildrenstrust.co.uk](https://www.doncasterchildrenstrust.co.uk))

11. Safer Recruitment of Staff

Skill Step Group Ltd ensures that their staff are fit to work in a training provider setting with children and vulnerable adults. It also reserves the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its learners.

Skill Step Group Ltd has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff and require the following checks to be made prior to appointment:

- a minimum of two references, satisfactory to Skill Step Group Ltd, one of which should be from a previous employer
- documentary evidence checks of identify, nationality, residency and “right to work” status
- enhanced DBS (Disclosure & barring service) check with barred list information*
- documentary evidence of qualifications

- satisfactory completion of the probationary period
- where subcontractors are delivering courses on behalf of Skill Step Group Ltd the provider must provide written assurance that all relevant staff will be DBS checked

*If a DBS check is delayed for any reason the staff member will not be subject to lone working with learners aged under 18. They must always have a member of staff present who is fully DBS checked until the point they receive a full DBS check.

13. Staff Development and Training

Skill Step Group Ltd's Safeguarding policy, procedure and accompanying guidance will be issued to all new staff as part of their induction. All staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive training or briefings on for example, Guns and Gangs, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Preventing Violent Extremism through mandatory Safeguarding Level 1 training and update briefings with a refresher every 3 years.

14. Safer Recruitment of Learners

Skill Step Group Ltd ensure that its learners are suitable to study in a training provider setting. It also reserves the right to refuse entry to any applicants whom it has a reasonable belief may pose a risk to learners. To ensure this is addressed appropriately Skill Step Group Ltd will:

- Help to facilitate DBS checks for learners going in to relevant industries (education, working with vulnerable adults, charities, healthcare etc)
- Attend case conferences at all feeder schools & colleges (if required)
- Complete relevant risk assessments of ex-offenders

15. What to do if you suspect someone is being abused

All staff, volunteers and others working in direct contact with a learner must be alert to the signs of abuse. Anyone who suspects that abuse is taking place inside or outside of Skill Step Group Ltd's setting, or to whom an learner discloses issues relating to safeguarding, should contact the Designated Safeguarding Officer immediately.

Staff who are not Designated Safeguarding Officers, but who are approached with concerns about a child or vulnerable adult, must bring the concerns raised to the attention of the Designated Safeguarding Officer immediately.

All staff to whom a learner discloses issues that may be related to safeguarding must keep written records of concerns. Such records must be kept securely, separate from the main learner files and in locked locations.

The Designated Safeguarding Officer will develop effective links with relevant agencies and co-operate as required with any enquires regarding child or vulnerable adult protection matters, including attendance at case conferences.

16. Reporting cases to the Disclosure and Barring Service (DBS)

Skill Step Group Ltd has a statutory duty to make reports and provide relevant information to the DBS where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable

adults, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the Designated Safeguarding Officer.

17. Resignations

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, Skill Step Group Ltd is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to reach a conclusion in cases relating to the welfare of children or vulnerable adults, including those where the person concerned refuses to co-operate with the process

18. Whistleblowing

Skill Step Group Ltd has an established Whistleblowing procedure for enabling staff to share, in confidence with a Designated Assessor, concerns they may have about instances of suspected malpractice at Skill Step Group Ltd. Malpractice can include fraud and financial irregularities, criminal offences being committed, that have been committed or that are likely to be committed, endangering the health or safety of individuals, and can also include concerns around the protection of children or vulnerable adults. The procedure is intended to provide safeguards to enable members of Skill Step Group Ltd staff to raise concerns without fear of adverse repercussions. Skill Step Group Ltd recognises that it may be difficult to express concerns about colleagues and is fully supportive of Whistleblowing for the sake of a child or vulnerable adult and will provide support and protect those who “blow the whistle”. This procedure is, accordingly, intended to provide safeguards to enable members of staff to raise concerns about malpractice in connection with Skill Step Group Ltd. The aim is to provide a rapid mechanism under which genuine concerns can be raised internally, and, if necessary, externally without fear of adverse repercussions to the individual. It is also intended to

promote throughout Skill Step Group Ltd a culture of openness and a shared sense of integrity by inviting all employees to act responsibly to uphold the reputation of Skill Step Group Ltd and maintain public confidence.

19. Support for Staff

Skill Step Group Ltd is aware that safeguarding cases can be distressing and that staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Designated Safeguarding Officer or with a trained counsellor. Staff wishing to be referred for counselling should discuss with their line manager.

20. Radicalism and Extremism

Skill Step Group Ltd values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. Skill Step Group Ltd seeks to protect its learners and staff from all messages and forms of violent extremism and ideologies including those linked to, but not restricted, to the following: Far Right/Neo Nazi, White Supremacist ideology, Islamist ideology, Irish Nationalist and Loyalist paramilitary groups and extremist Animal Rights groups.

Skill Step Group Ltd is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

21. Training

Our Designated Safeguarding Lead will take a lead role in upskilling themselves and other staff members in this important area.

Our staff are trained to ensure the employers and subcontractors we work with are not linked to any extremist activity. If they suspect any activity they are not happy with they will report this immediately to our Designated Safeguarding Officer and Prevent Lead.

22. Online Safety

Skill Step Group Ltd has an Online Safety Policy which recognises that Online Safety is a safeguarding issue not an ICT issue. The purpose of internet use within Skill Step Group Ltd is to help raise educational standards, promote candidate achievement, and support the professional work of staff as well as enhance the management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and Skill Step Group Ltd has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of Skill Step Group Ltd to ensure that every young person in its care is safe and this applies equally to the 'virtual' or digital world.

Skill Step Group Ltd will ensure that appropriate filtering methods are in place to ensure that learners are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. This will be in line with the 'Prevent Duty'.

23. Prevent

PREVENT is part of the UK's counter terrorism strategy. It focusses on supporting and protecting vulnerable individuals who may be at risk of being exploited by

radicalisers and subsequently drawn into terrorist related activity. PREVENT is not about race, religion or ethnicity, the programme is to prevent the exploitation of susceptible people.

24. Responding to concerns

If staff are concerned about a change in the behaviour of an individual or see something that concerns them (this could be a colleague too) they should seek advice appropriately with the DSL who for low level advice, should contact the Local Authority Prevent Lead – Rachael Long on 01302 73469 or The Safeguarding Team – Sarah Stokoe 01302 736743.

For all other matters, contact the South Yorkshire Police PREVENT team direct:

24.1 South Yorkshire Police Prevent Team:

Out of Hours - Emergency 999

Out of Hours - Non-emergency 101

Prevent internal email: Prevent_Inbox@southyorks.pnn.police.uk

25. Procedures for Managing Allegations against Staff, Carers and Volunteers

- Skill Step Group Ltd follows the agreed DSCP local procedures for allegations against staff, carers and volunteers.
- Procedures in the event of an allegation against a member of staff or person in Skill Step Group Ltd. Please also refer to the DCSP LADO page.
- These procedures must be followed in any case in which it is alleged that a member of staff, visiting professional or volunteer 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
- behaved in a way that indicates s/he is unsuitable to work with children

Inappropriate behaviour by staff/volunteers could take the following forms:

- Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
- Sexual includes, for example, sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
- Neglect: may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.

The role and function of the LADO is set out in statutory guidance (Working Together to Safeguard Children 2018 and Keeping Children Safe in Education September 2022) and included within the wider framework for inter-agency cooperation as set out in Section 11 Children Act 2004. Doncaster Safeguarding Children Board reviews procedures on a regular basis – All procedures are available on-line. Section 3.2 (on-line procedures) refers to the procedure for responding to allegations against staff, carers and volunteers, provides guidance on how to deal with allegations against staff.

The objective of the LADO role and function is to ensure that there is a coordinated and timely response to concerns that an adult has:

- Behaved in a way that has harmed a child(ren) in a way that indicates he/she would pose a risk of harm to children;
- Where he/she possibly has committed a criminal offence against or related to a child(ren) or;

- Behaved towards a child (ren) in a way that indicates he/she would pose a risk of harm to children.
 - These are the criteria for a direct referral to the LADO.

Where referral criteria are met, the LADO role facilitates a monitoring and tracking process, arranges strategy meetings and liaises with the police and other agencies in accordance with individual circumstances. The focus of activity is on the adults who are the subjects of concerns and ensuring that investigation processes are applied in continuous and consistent ways. Where concerns exist that a child or young person is suffering or likely to suffer significant harm the matter must be referred immediately and as a matter of priority, to the Children's Services Trust Multi Agency Access Point (MAAP) and not the LADO.

26. LADO Arrangements in Doncaster

The local authority has commissioned the Children's Trust to provide the LADO service in accordance with the criteria for referral set out above.

Direct referrals to the LADO must be made by the Head of Centre usually in consultation with the designated safeguarding lead, where there is reasonable cause to believe that one or more of the criteria set out above are met. It is important that referrals are made by the Head of Centre to ensure that accountability requirements are maintained in accordance with current statutory guidance. Referrals must be made without undue delay.

The LADO referral form can be accessed from the on-line DSCP procedure manual

http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html?zoom_highlight=managing+allegations+against+staff

Concerns regarding the immediate safety of children and young people must be referred to the Children's Services Trust without unnecessary delay. Or if not response is available and an immediate significant threat is posed via direct contact with the Police / NSPCC. In normal circumstances, it is expected that

sufficient information is obtained by the Head of Centre, without embarking on formal interviews, regarding the exact circumstances of the concern about an adult to ensure that reasonable decisions can be taken with regard to further action. Where there is doubt about meeting the criteria for direct referral to the LADO, initial advice should be sought from the Doncaster Council: Children and Young Peoples Safeguarding Service. Where necessary, referrers can seek advice from the LADO service to determine whether an immediate referral is warranted or whether additional steps are required first in order to gather more information.

26.1 LADO referrals

Where a concern is identified regarding the conduct of an adult towards a child or children, it is for the Head of Centre to determine whether a referral to the LADO is required. If one or more of the criteria set out above are met, referral must be made within one working day using the referral form. If advice is required at the initial stage, the Doncaster Council Children and Young People Safeguarding service can be contacted. EducationSafeguarding@doncaster.gov.uk or to speak to team staff directly:

Sarah Stokoe – Safeguarding Manager on 01302 736743.

Gill Whiteman on 01302 862115 / Mobile: 07866 032788

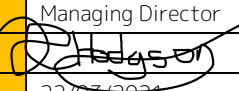
If unavailable email, EducationSafeguarding@doncaster.gov.uk

If the criteria set out above are met to make a direct LADO referral, the LADO will also be able to provide advice on any further actions or steps that may need to be considered before a strategy meeting is convened. It is the responsibility of the Head of Centre (or in their absence the Deputy Head of Centre) to make the referral. Where the concern relates to the Head of Centre, it will be the responsibility of a Director to make the referral or to seek further advice from the LADO.

Revision Status

Revision	Date	Amendment	Content Owner	Mandated By
1.0	22/03/21	Issued for use	K Hodgson	K Hodgson
2.0	18/03/22	Annual Review- minor changes to reflect organisational structure changes	K Hodgson	K Hodgson
3.0	25/02/23	Keeping Children Safe in Education newest version reviewed and referenced (September 2022)	K Hodgson	K Hodgson

Approval

Approved by:	Katie Hodgson
Job title:	Managing Director
Signature:	
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