

Alt-Ed Lincs Safeguarding Procedure

The steps to be followed when a safeguarding concern is raised, ensuring the safety and well-being of individuals while complying with UK legislation and the LCC framework.

1. Identification of Safeguarding Issues

Responsibility:

All staff, students, and parents are encouraged to report any concerns regarding safeguarding.

Documentation:

Utilise designated forms to record initial observations or disclosures. Ensure details are recorded accurately, including dates, times, and witness information.

2. Immediate Action

Safety First:

Ensure the immediate safety of the individual involved. If there is a risk of harm, contact emergency services immediately by dialing 999.

Remove the individual from any immediate danger if possible, without putting yourself at risk.

Confidentiality:

Maintain confidentiality throughout the process and only share information with those directly involved in the safeguarding concern.

3. Reporting the Concern

Designated Safeguard Lead (DSL):

Kat Nicholson will receive all reports of safeguarding concerns.

The DSL will document the concern, ensuring all relevant information is captured.

The DSL should reassure the individual that their concern is taken seriously and handled sensitively.

Deputy DSL Support:

Harriet Burtenshaw will assist the DSL in gathering information when necessary or when the DSL is unavailable.

4. Assessment of the Situation

Evaluation:

The DSL will assess the information gathered to determine the severity of the concern in line with the Lincolnshire Safeguarding Children Partnership (LSCP) guidelines.

If necessary, the DSL will consult with social services or other relevant professionals for guidance.

5. Decision Making

Possible Actions

Referral to Local Authority:

If the concern meets the threshold for intervention, the DSL will make a referral to the Local Authority Children's Services.

Internal Investigation:

If appropriate, an internal investigation may be initiated to gather further information.

Support for Individuals:

Ensure the individual and any others affected receive the necessary support throughout the process.

6. Documentation

Safeguarding Report:

Complete a safeguarding report outlining the concern, actions taken, and the outcome.

Ensure all documentation is stored securely in compliance with data protection laws (GDPR).

7. Follow-Up Actions

Monitoring:

Continue to monitor the situation to ensure ongoing safety and well-being.

Provide necessary support to the individual involved and any others affected by the concern.

Review Meetings:

Hold a review meeting with relevant staff and external agencies to discuss the case and any further actions needed.

8. Training and Awareness

Staff Training:

Conduct regular safeguarding training sessions for all staff, emphasizing the importance of understanding UK legislation and the Lincolnshire framework.

Awareness Campaigns:

Promote safeguarding awareness among students and parents, ensuring they are aware of how to report concerns.

9. Review and Update Procedures

Regular Reviews:

Periodically review safeguarding policies and procedures in line with the Lincolnshire Safeguarding Children Partnership and any changes in legislation.

Feedback Mechanism:

Incorporate feedback from staff, parents, and students to continuously improve safeguarding practices.

Key Contacts

Designated Safeguard Lead (DSL): Kat Nicholson

Deputy DSL: Harriet Burtenshaw

Emergency Services: 999

Lincolnshire Children's Services Contact: 01522 782111 (LADDO) 01522 554674

LSCP Information: www.lincolnshirescp.org.uk/lscp-safeguarding

This safeguarding procedure will be reviewed yearly on 01/04