

# Safeguarding Adults and Children Policy & Procedure

Version 16 – September 2022

## 1. Policy Statement

ESPA believes that every individual has the right to live and work in conditions which ensure they are free from abuse. We will work in collaboration with all relevant agencies to uphold the rights of the individual to ensure that they are protected from harm through abuse or exploitation.

This policy and procedure is distributed to; all ESPA staff, trustees, families and carers, professionals, service users and anyone else on request.

## 2. Context

ESPA supports individuals on the autism spectrum the vast majority of which are aged 16 years or over.

This document acknowledges and adheres to the content and context of:

- Review of Sexual Abuse in Schools and Colleges – Ofsted 2021
- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2015
- The Prevent Duty 2015
- The Care Act 2014
- The Children Act 2004
- The Children Act 1989
- Adoption and Children's Act 2002
- The European Charter of Rights for Persons with Autism 1996

- The Health and Social Care Act 2008
- The Mental Capacity Act - Code of Practice 2020
- Deprivation of Liberty Safeguards
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- ADASS North East Safeguarding Adults Threshold, Guidance 2011
- NSPCC safeguarding guidance for schools and colleges 2013
- Human Rights Act (1998)
- CQC Safeguarding Protocol 2013
- Statement of Government Policy (DOH 2013)
- CQC Essential Standards of Quality and Safety
- Individual local authority procedural requirements.

ESPA adheres to the legislative requirements of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will refer information about staff who have harmed or may harm a child or vulnerable adult to the Disclosure and Barring Service, DBS. Checks will be made with the DBS before any potential new staff are employed through the enhanced DBS process.

This policy and procedure is based on the need for collaborative partnerships and inter-agency working in responding to and having coherent strategies for managing investigations into allegations of abuse of service users.

It describes how we aim to ensure the prevention of abuse and protection of individuals and how we will respond if abuse is identified or disclosed.

### **3. Key Terms**

#### **Adult at Risk**

The Care Act 2014 replaced the terminology “vulnerable adult” to “adult at risk” and they are defined as a person 18 or above who:

- has needs for care and support even if they do not have care services
- and is experiencing or is at risk of abuse and neglect
- and as a result of their care and support needs is unable to protect themselves from the risk or experience of the abuse or neglect

#### **Abuse**

The Care Act 2014 gives guidance on what constitutes abuse stating:

*“Abuse and neglect can take many forms. Local authorities should not be constrained in their view of what constitutes abuse or neglect, and should always consider the circumstances of the individual case.”*

Abuse may be perpetrated by an individual, group or organisation and nearly always involves a misuse of power.

It is important that we separate abuse (an act of commission) from neglect (an act of omission). The former involves a conscious decision to do harm, the latter is where something that should have been done has been left undone.

### Harm

This is the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.

**Note:** Harm now includes the impairment of a child's health or development as a result of witnessing the ill treatment of another person  
(*Adoption and Children Act 2002*).

Harmful Sexual Behaviour (HSB) - Developmentally inappropriate sexual behaviour displayed by children and young people that is harmful or abusive. Peer on peer sexual abuse is seen as a form of HSB where sexual abuse takes place between young people of a similar age or stage of development.

## **4. Further information regarding children**

5. ESPA will take any reasonable action to safeguard the welfare of its children and young people. In cases where ESPA has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the relevant Safeguarding Children Board Procedures and inform the Children's Services Social Care or the Police Public Protection Unit of their concern.
6. *NB .It is a Local Authority's duty to investigate (under S47 of the Children Act 1989). Where a Local Authority is informed that a child who is living, or is found, in their area is either subject to an Emergency Protection Order, Police protection or they have reasonable cause to suspect suffering or is likely to suffer significant harm. They must make such enquiries as necessary to promote or safeguard the child's welfare. Children's Services Social Care undertake this responsibility on behalf of the Authority once a referral has been made.*

All staff working with students and service users who are under 18 years old will be expected to complete a nationally recognised Level 1 Safeguarding Children qualification. Relevant Managers and the College Principal should have at least Level 3 Safeguarding Children qualification.

All staff involved in the education of ESPA learners will read and receive inputs in relation to Keeping Children Safe in Education (KCSIE) 2022,

confirming their understanding and participation with signed confirmations.

### Those at increased risk

Abuse can happen to anyone but the risk is increased for individuals who may be eligible for support from specialist education services, social care or health services and who may be unable to take care of themselves or are unable to protect themselves against serious harm or exploitation.

## **7. Categories of Abuse and Neglect and important safeguarding issues for Children and Adults**

ESPA recognises the following categories of abuse and neglect and safeguarding concerns.

**Physical abuse:** the physical ill-treatment of an individual which may or may not cause physical injury. Indicators may include changes in language or behaviour unexplained or repeated minor injuries, bruising in well protected areas, flinching at physical contact, sudden incontinence, evidence of over or under use of medication.

**Sexual abuse:** direct or indirect involvement in sexual activity without consent, including acts which involve physical contact and others which do not. Indicators may include self-inflicted injury, over-sexualised behaviour or language, physical injury to genital area and evidence of sexually transmitted infection.

**Exploitation:** either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain.

**Financial or material abuse:** the inappropriate use of an individual's money or belongings by another person or persons. It may include theft, material exploitation or personal exploitation. Indicators may include unexplained shortage of money despite an adequate income, unexplained withdrawals from bank accounts, disparity between assets and satisfactory living conditions, items purchased which are not appropriate for the person, disappearance of bank statements or valuables.

**Psychological/emotional abuse:** results from being repeatedly made to feel unhappy, anxious, afraid, humiliated or devalued by the actions or inactions and/or attitudes of others. This may include humiliation, intimidation or indifference. Indicators may include depression, low self-esteem, self-neglect, loss of confidence, anxiety, tearfulness, self-harm, withdrawal, isolation and agitation.

**Organisational abuse:** includes the practice of an abusive regime or culture which destroys dignity and respect – it occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation. As well as formal settings, it can also occur within a family

or other community setting. Indicators may include lack of privacy, dignity and respect, arbitrary decision making, strict regimental routines or culture, unsafe/unhygienic environment, lack of choice or options.

**Neglect and Self Neglect:** usually the unintentional failure to provide appropriate levels of care and support. Neglect includes physical neglect, failure to provide adequate nutrition, heating or clothing, failure to intervene in situations that are assessed as being dangerous to a person, administering too much or too little medication. Indicators may include poor physical condition, poor hygiene, unexplained weight loss, malnutrition, dehydration, exposure to unacceptable risk, hypothermia.

**Discriminatory abuse:** this is motivated by oppressive and discriminatory attitudes towards a person's disability, race, gender, age, religion/belief or sexual orientation. Indicators may take the form of any of those listed under any of the other categories of abuse. The difference lies in that the abuse is motivated by discriminatory attitudes, feelings or behaviour towards an individual.

**Domestic Abuse:** Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

**Modern Slavery:** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

**Female Genital Mutilation:** Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of abuse with long-lasting harmful consequences. Where it is suspected that a child is subject to FGM the police must be informed immediately.

**Radicalisation:** Protecting children and adults from the risk of radicalisation is part of ESPA's wider safeguarding duties, and is similar in nature to protecting children and adults from other forms of harm and abuse. Further guidance on this matter is given later in this document.

Incidences of abuse may be multiple, either to one person or more than one person at a time. We recognise that it is important to look beyond individual incidents to underlying dynamics and patterns of harm.

## Historical Abuse

Incidents of abuse reported to us by a service user that may be recent or historical, or may have already been investigated will be reported and referred by ESPA to the appropriate agency or service.

Some instances of abuse will constitute a criminal offence. In this respect the people we support are entitled to the protection of the law in the same way as any other member of the public.

## 8. Principles

This policy is underpinned by the 6 principles of safeguarding practice as defined by the Department of Health 2013 and are:

- **Empowerment** – Victims should be supported in making their own decisions and choices, including those related to risk and their own perceived vulnerability. If decisions are made without taking account of the victims views this may infringe their human rights and jeopardise other qualities of life.
- **Protection** – Support and representation for those in greatest need
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – safeguarding must be built on proportionality and a consideration of peoples' human rights.
- **Partnership** – local solutions through services working with their communities
- **Accountability** – Safeguarding practice and arrangements should be accountable and transparent

## 9. Rights

The rights of people on the autism spectrum should reflect precisely those available to the rest of the population and are detailed in the European Charter for Persons with Autism.

Individuals are entitled to:

Choice: the opportunity to select from a range of options

Rights: the maintenance of all entitlements and responsibilities associated with citizenship

Independence: within the framework of risk assessment

Privacy: the right to be free from intrusion

Dignity: the right to respect regardless of circumstances

Equality: the avoidance of discrimination of any kind

## **10. Supporting Children and Adults**

ESPA recognises that people who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. ESPA may be the only stable, secure and predictable element in the lives of some of the people under its care. ESPA, therefore, recognises that such individuals might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

ESPA also recognises that some individuals who have experienced abuse may in turn abuse others. This requires a considered and sensitive approach in order that the individual can receive appropriate help and support.

The organisation will endeavour to support all its adults, children and young people through:

- ESPA's ethos, which promotes a positive, supportive and secure environment and which gives all children and young people and adults a sense of being respected and valued
- A coherent management of behaviour
- Liaison with other professionals and agencies who support service users and parents
- A commitment to develop productive, supportive relationships with parents whenever it is in the service users interest to do so
- The development and support of a responsive and knowledgeable staff whose role it is to respond appropriately in Safeguarding situations.
- Ensuring that all staff are aware of the need for maintaining appropriate and professional boundaries in their relationships with children and young people and parents.
- Ensuring that staff and volunteers are aware that sexual relationships with children and young people aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust)

**11.** This policy should be read in conjunction with other related policies in the organisation. These include, for example:

- Safer Recruitment and Selection Policy
- The Prevent Policy
- Behaviour Management Policy
- Anti-Bullying Policy
- Health and Safety
- Medication Policy
- Senior Manager On-Call Policy
- Whistle Blowing Policy
- Disciplinary Policy and Procedure
- E-Safety Policies
- Touch Policy
- Professional Boundaries

## **12. E-Safety**

ESPA endeavours to implement guidance from government agencies regarding the best way to protect service users on-line, e.g. use of CEOP (Child Exploitation Online Prevention) material. ESPA IT networks are protected by a firewall that prevents users from accessing potentially harmful material and social network sites. All college students are inducted into the safe use of the internet and their use is monitored remotely and according to individual care plans. All service users have individual care plans which consider their use of the internet. All College staff receive regular online/cyber safety training.

## **13. Bullying and Peer abuse**

This form of abuse involves bullying, HSB/peer on peer abuse, gender based violence and sexual assaults. It can occur in any group of children or adults whatever its type or size or the age of its members. There are many different forms of bullying; at one end of the scale it can be teasing and at the other it becomes serious assault or harassment. Verbal and psychological bullying can be just as harmful and hurtful as physical violence. Sexual and racial harassment are particularly serious forms of bullying. Bullying and peer abuse must be reported to a responsible person who will inform the designated lead.

## **14. Preventing and Detecting Radicalisation – See: The Prevent Policy**

### **Background and context**

The Counter Terrorism and Security Act 2015 includes a ‘duty’ on specified stakeholders: local authorities, communities, police forces, education, health and care providers to fully understand the need to prevent people from being drawn into terrorism. This is also known as **The Prevent Duty**.

The government has defined extremism in the Prevent Duty as: “vocal and active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”. This also includes calls for the death of members of the British armed forces.

British values are defined as “democracy, the rule of law, individual liberty and mutual respect and tolerance for those of different faiths and beliefs”. Institutions are expected to encourage students to respect other people with particular regard to the protected characteristics set out in the Equality Act 2010.

All College staff receive regular training and inputs re: The Prevent Duty which includes regionalised emphasis and contextualisation.



## **15. Capacity and Consent**

In line with the principles underpinning the Mental Capacity Act 2005, capacity must be presumed unless proved otherwise. Capacity will be determined by the ESPA Multi-disciplinary Team (and where deemed appropriate the individual will be supported by an Independent Mental Capacity Advocate). As capacity may fluctuate, establishing whether or not informed consent can be given must be assessed on an individual basis when concerns have been expressed. This is a crucial part of the safeguarding process.

ESPA will take account of current case law in determining its processes and procedures with regard to the assessment of Deprivation of Liberty, DOL and will work with local authorities to ensure that this important aspect of safeguarding is correctly managed.

## **16. Confidentiality**

Information will only be shared on a “need to know” basis when it is in the best interests of the individual.

Confidentiality must not be confused with secrecy

Consent should be obtained from the individual but if this is not possible and they themselves or others are at risk, it may be necessary to override this requirement

It is inappropriate for any member of staff to give assurance of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations where others may be at risk.

## **17. Whistle Blowing**

ESPA has a Whistle Blowing Policy which provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken. The NSPCC provide a whistle blowing helpline number 0800 028 0285.

## **18. Complaints against employees**

A Safeguarding complaint involving a member of staff must be reported to a Senior Manager immediately. If the complaint involves the Senior Managers/ Designated Person then the Chief Executive Officer must be informed. If the complaint is about the Chief Executive then a member of the board of trustees must be informed. If a complaint is made about the trustees then the Local Authority Designated Officer must be informed. ESPA will ensure that all concerns and complaints are investigated and will assist with the local authority to investigate any complaints about its senior staff should they arise.

## **19. Training and Development**

ESPA Designated Safeguarding Leads receive training relevant to their role. The organisation also ensures that all its employees/volunteers are kept informed about Safeguarding issues through a programme of staff information and training.

All staff joining ESPA receive a comprehensive induction that includes “Embedded Safeguarding” training. This covers all aspects of Safeguarding including Safeguarding roles and responsibilities, ESPA Safeguarding Policies and Procedures, recognising and reporting questionable practice. Also covered are, compassionate care, Mental Capacity Act, deprivation of liberty, equality, diversity and inclusion, empowerment of the individuals ESPA support and Whistle Blowing and raising a concern.

All staff attend refresher training appropriate to their role and senior managers complete advanced safeguarding training. Safeguarding is a standard agenda item at staff supervisions.

Staff working with children will undergo training at least annually and must have receive regular updates in relation to safeguarding. The Designated Senior Lead, DSL must undergo training every two years as a minimum and have an annual update. ESPA will source the best quality training available and ensure that it is where possible approved by the local authority. All staff working with children must be issued with part one of Keeping Children Safe in Education 2016.

## **20. Attendance at Safeguarding Meetings**

In the event of ESPA being invited to attend Initial Adult or Child Protection Conferences or Review Meetings or similar, a Designated Lead person will represent the organisation and provide information relevant to the meeting.

## **21. Safer Recruitment & Selection Policy Summary**

All current ESPA College staff and volunteers are required to complete a Disclosure & Barring Service form and be subject to enhanced DBS disclosure.

All applicants will receive an Application Pack which includes a relevant application form and guidance notes, job description and person specification, guaranteed interview scheme form and details about the organisation.

Applicants are informed that the post will require a criminal check through the Disclosure and Barring Service (DBS). Where possible, for applicants who have lived overseas for the previous five years, a check will be made against the criminal records held in their previous country or countries of residence. This service is supported by the DBS.

All applicants are required to provide a health declaration at the point of job offer, to ensure that they are physically and mentally fit to perform the duties of the post.

All applicants will participate in a two-stage interview process. The first stage is the 'formal interview' which is generally conducted by Service Managers. Applicants will be asked pre-set questions consistent with the requirements of the person specification and job description. Evidence of Qualifications and Certificates relevant to the post are to be obtained at the 'formal interview'. The outcome of the formal interview will be recorded on the Assessment Criteria Form. It is essential to ensure that enough information is recorded to explain decisions about the suitability or otherwise of each applicant.

Applicants who meet the criteria of the advertised post will be invited back for the second stage of the recruitment process, the 'informal interview'. This will take place within the service where a relevant vacancy exists. The informal interview provides the opportunity for the service users to be involved in the selection of staff. At the end of this process, the Service Manager will complete an informal feedback form and discuss the candidate's suitability for the vacancy with the HR department.

Proof of identification and completion of the DBS disclosure form will be required following a successful informal interview.

Three references will be requested (two professional and one personal) for applicants who have successfully completed the first stage of the interview process unless otherwise stated on the job advert. ESPA will always require a reference from the candidate's present and/or previous employer.

Once a conditional offer of appointment has been made, the HR department will then continue with pre-employment checks, all of which must be satisfactory for the application to be complete; three references, health declaration, DBS check, evidence of eligibility to work in the UK and evidence of any qualifications that are required for the job role. In line with KCSIE 2022 we should also consider online searches as part of our due diligence process for College staff.

All references must be returned and signed by the referee. HR will validate all references that are received by telephone, in accordance with CQC guidelines. Reference request forms, both professional and personal, specifically ask about the applicant's suitability for the role, particularly working with vulnerable adults and children.

No external applicant can commence in a position within ESPA until all pre-employment checks have been received and are deemed to be satisfactory. This is due to the requirement to protect vulnerable adults and children.

## **22. Procedures and Guidelines**

As outlined in the Staff Code of Conduct and Staff Charter it is the legal responsibility and duty of care of every member of staff to respect the rights of individuals and protect them from harm at all times.

The ADASS (Association of Directors of Adult Social Services) gives clear guidelines on the thresholds of harm and neglect with each level initiated providing a graduated response according to the perceived level of risk.

All staff will be given “Safeguarding” training during induction. This will be updated to maintain current practice at a level consistent with their role/responsibility.

All staff have a responsibility to pass on information relating to possible abuse in their role of “Alerter.” This concern will be received by the “Responsible Person” (typically the College Co-ordinator or Residential Manager). The “Responsible Person” then reports to the “Designated Organisational Lead” who liaises with the local Safeguarding Adults Team or Safeguarding Children Board.

As soon as an alert occurs, action should be taken immediately to ensure the safety of those involved. An alert may be made as a result of a disclosure.

If a concern is regarding a child then the alerter has the right to contact the children’s safeguarding board directly at the time the alert is made or at any time in the processing of their concern. In addition any member of staff who is unhappy with the joint decision made with the Designated Person can contact Children’s Services Social Care direct.

Any person unhappy about the outcome of the referral to Children’s Services Social Care/ Police can refer their concerns to resolution services available via the local authority safeguarding boards.

Any concerns regarding a child must be referred to the College Principal as the designated safeguarding lead, DSL for children and in their absence the funding manager will act as their deputy.

## **23. Procedure for managing a suspected safeguarding issue**

Whilst considering the procedure below every member of staff must be mindful that if a child or adult at risk is in immediate danger or is at risk of harm, a referral should be made to children’s or adults social care and /or the police immediately.

The following key guidelines apply:

### **The Alerter**

All staff have a responsibility to pass on information relating to possible abuse in their role of “Alerter.”

The Alerter **should:**

- Stay calm
- Listen patiently and confidently, without interruption
- Reassure the person that they are doing the right thing in disclosing
- Confirm that the information will be taken seriously
- Write a factual account of the disclosure using the exact words
- Report the matter immediately, verbally and in written form to a responsible person or designated organisational lead.

The Alerter **should not:**

- Express disbelief
- Press for information, this is not the time for investigation
- Confront the alleged perpetrator
- Judge or speculate
- Promise to keep secrets, confidentiality must not be confused with secrecy

### **The Responsible Person**

The Responsible Person is the most senior person on duty within a unit or college site and would usually be the unit manager or assistant manager but could also be the senior support worker.

The Responsible Person **Should:**

- Ensure that the vulnerable person is safe
- Ensure that any evidence to support the alert is preserved
- Report the matter immediately to a designated organisational lead verbally and in written form.

The Responsible Person **Should not:**

- Delay reporting the alert other than to ensure that the vulnerable person is safe and evidence is preserved
- Delay reporting the alert due to the time of day or day of the week.
- Investigate the matter without further guidance from the designated organisational lead

## **The Designated Organisational Lead**

The Designated Organisational Lead role is fulfilled by the ESPA Residential General Manager, PBS and Quality Assurance Lead, The Occupational Therapist and the College Principal and in their absence by the Chief Executive Officer. They have responsibilities to ensure that service users and learners are safe and that any evidence in connection with an alert is preserved and that correct procedures and processes are adhered to.

### **A External process**

Where an alert is made from a member of staff and received by a Designated Organisational Lead the Manager will follow local authority, CQC and ESFA (College learners only) guidelines regarding process and procedure.

### **B Internal process**

Any alerts regarding a child must be reported immediately to the College Principal. Where an alert is made from a member of staff and received by a Designated Organisational Lead a judgement will be made by them regarding the most appropriate internal management process.

In making this decision the Designated Organisational Lead will have due regard to the ADASS thresholds and where an alert is clearly at level one they will manage the issue and inform the CEO of the issue and actions taken. The senior manager on-call system gives support to designated organisational leads in this important decision making by providing support from another senior manager.

Where an alert is clearly at level two or above then an internal strategy meeting must be called. This meeting will take place within 48 hrs and for urgent cases can be called immediately. However this does not preclude action being taken to ensure the safety of a service user or learner e.g. Informing the police service

The meeting will be attended by senior staff and where possible will include:

Designated Organisational Lead  
ESPA CEO

Where appropriate a member of the MDT

Other senior staff where appropriate e.g HR Manager where a staff disciplinary issue is being considered

Where there is ambiguity regarding the level of the alert compared to the ADASS thresholds then the Designated Organisational Lead will consult with the local authority safeguarding team.

## **24. Recording and Storing information**

It is essential that clear and accurate records are kept of all contacts and actions relating to cases of abuse. Records may need to be used at a range of safeguarding meetings or as part of legal action.

The recording of contacts and actions will be recorded chronologically and where possible immediately after any update using the form Sequential Safeguarding Record – Appendix C.

Where immediate updating of the form is not possible it should be completed as soon as practicable thereafter.

Safeguarding records will be kept separate from routine service user and learner records and within a secure setting. Access to the records will be restricted to appropriate senior staff and their administrative support.

Once the safeguarding matter is closed for further action the sequential log must be forwarded in confidence to Head Office for the attention of Michelle Elstob for both of residential service users and agency service users. In the case of college students then the sequential log should be forward in confidence to the admissions department for the attention of Pat Cahill.

## **25. Management, governance and reporting**

Safeguarding arrangements and procedures will be managed by the safeguarding managers via the safeguarding committee chaired by the CEO or their nominee. This committee will review the management of safeguarding throughout the organisation and has responsibilities to ensure that appropriate policies procedures and resources are in place to protect service users and learners. The policy and procedures will be reviewed at least every 3 years or when legislation or guidelines change.

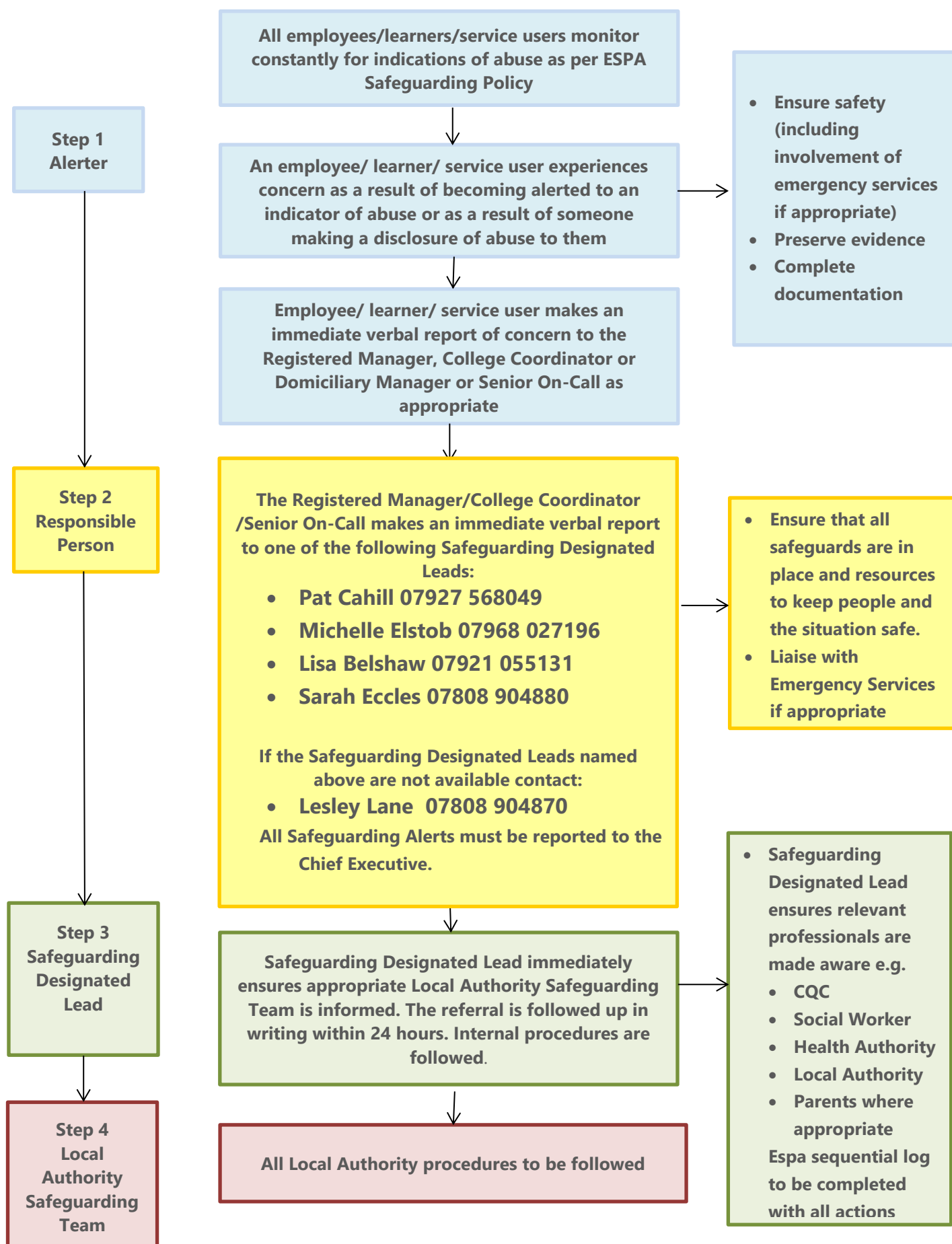
Safeguarding policies, procedures and outcomes are audited by a highly qualified independent Safeguarding Consultant who attends the Strategic Safeguarding Meeting.

Trustees will receive the minutes of the Strategic Safeguarding Meetings alongside summarised data in relation to the different categories of safeguarding. Significant Safeguarding concerns, patterns or emerging themes will be discussed and reviewed by the group.

Trustees will receive training and refreshers in relation to The Prevent Duty and will also receive an appropriate level of training in relation to Keeping Children Safe in Education. This will be reviewed or refreshed at appropriate intervals.

## ESPA INTERNAL PROCEDURE FOR SAFEGUARDING

(Sunderland, Durham, North Tyneside, Newcastle, Teesside, Gateshead)





**SAFEGUARDING  
INTERNAL ALERT NOTIFICATION**

**Appendix B**

Name of Alerter: \_\_\_\_\_ Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

Format of information received (verbal disclosure, written disclosure, event witnessed etc.):

Alleged perpetrator(s):

Alleged victim(s):

Details (facts only, exact words used, no interpretation):

Other documentation completed (e.g. Record of Discussion, Record of Concern re. expression of emotive language)

Alert passed on to: \_\_\_\_\_ (Responsible Person) \_\_\_\_\_ (Safeguarding Manager)

Alerter

Responsible Person

Safeguarding Manager

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed:

Signed:

Signed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Full Name:

Print Full Name:

Print Full Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

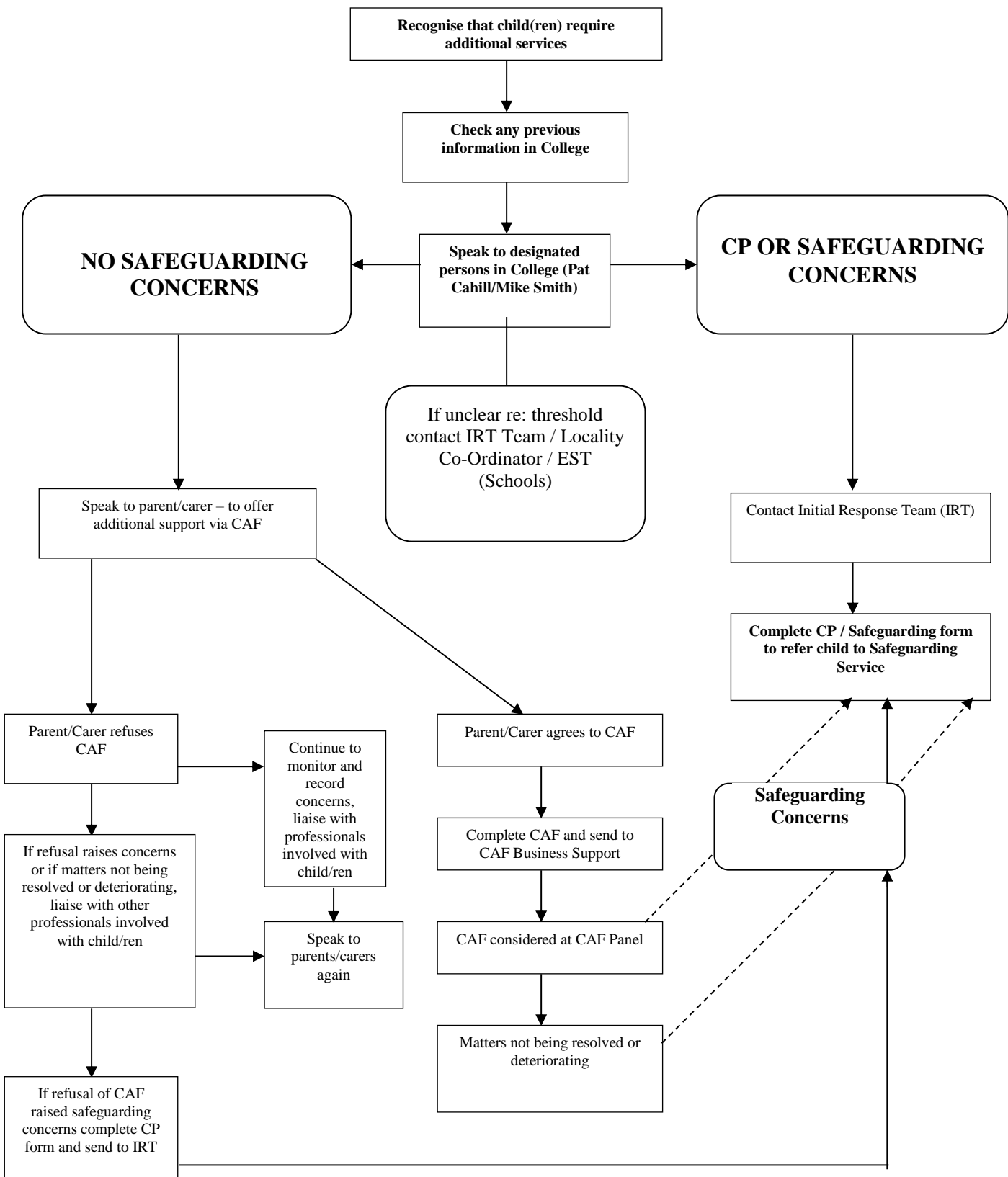
Date: \_\_\_\_\_

Date:

## SEQUENTIAL SAFEGUARDING RECORD

[illegible]

Additional guidance for managing safeguarding alerts for Children



## **Local Safeguarding Authority Contact details**

### **Sunderland**

**0191 520 5552**

(24 hours)

<http://www.sunderland.gov.uk/index.aspx?articleid=7618>

### **Hartlepool**

**01429 284284**

Out of Hours

**0870 402994**

[https://www.hartlepool.gov.uk/info/20076/adults and older people/275/tees wide safeguarding adults board](https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees_wide_safeguarding_adults_board)

### **Durham**

**03000 267979**

(24 hours)

<http://www.safeguardingdurhamadults.info/Pages/Policiesproceduresandforms.aspx>

### **Redcar & Cleveland**

**01642 771500**

(24 hours)

[https://www.hartlepool.gov.uk/info/20076/adults and older people/275/tees wide safeguarding adults board](https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees_wide_safeguarding_adults_board)

### **Newcastle**

**0191 278 8377**

Out of Hours

**0191 278 7878**

<http://www.newcastle.gov.uk/social-care-and-health/safeguarding-and-abuse/safeguarding-information-professionals/safeguarding-adults-practice-guidance>

### **Stockton on Tees**

**01642 527764**

Out of Hours

**08702 402994**

[https://www.hartlepool.gov.uk/info/20076/adults and older people/275/tees wide safeguarding adults board](https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees_wide_safeguarding_adults_board)

### **Northumberland**

**01670 536400**

Out of Hours

**0345 6005252**

<http://www.northumberland.gov.uk/Care/Support/Safeguarding.aspx>

### **South Tyneside**

**0191 424 4049**

**0845 1304959**

<http://www.southtyneside.info/safeguardingadults>

**North Tyneside**

**0191 6432777**

**0345 2000101**

[http://www.northtyneside.gov.uk/  
browse.shtml?p\\_subjectCategory=  
421](http://www.northtyneside.gov.uk/browse.shtml?p_subjectCategory=421)

**Gateshead**

**0191 433 7033**

(24 hours)

[http://www.gateshead.gov.uk/Hea  
lth-and-Social-Care/Adult-Social-  
Care/Keeping-people-  
safe/Safeguarding-Adults/Report-  
suspected-adult-abuse.aspx](http://www.gateshead.gov.uk/Health-and-Social-Care/Adult-Social-Care/Keeping-people-safe/Safeguarding-Adults/Report-suspected-adult-abuse.aspx)

**Middlesbrough**

**01642 726004**

Out of Hours

**0870 2402994**

[https://www.hartlepool.gov.uk/info/20  
076/adults and older people/275/tees  
wide safeguarding adults board](https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees-wide_safeguarding_adults_board)