

Safeguarding Policy

Statement

The Development Manager Ltd (TDM) is fully committed to safeguarding. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect everyone we work with, especially vulnerable people, from harm, abuse and exploitation. Our policy applies to all staff, consultants and volunteers working in our own premises, customer premises and other establishments where we may be representing TDM. TDM's policies and procedures must be read and understood by all staff via the induction programme and training and standardisation meetings. All staff are trained with the aim to revise, input and improve policies and procedures. Policies and procedures are revised on an annual basis and as required by changes in legislation and government requirements. Staff must comply with directives and keep up to date with all relevant changes.

TDM ensure all staff are DBS checked and have gone through a thorough interview process where a number of checks are carried out to ensure safe recruiting of staff.

TDM have a range of documents that, when joined together, form an important frame of reference for managing, in a consistent and fair manner, all care and protection concerns involving all individuals we work with.

1. **Code of Conduct** - The standard of behaviour expected of all TDM staff towards every individual we work with. (See Appendix 1)
2. **Grounds for Referral** - Guidance on grounds for referral. (See Appendix 2)
3. **Safeguarding Policy** - TDM's commitment to safeguarding (See below)
4. **Safeguarding Procedures** - The steps taken by TDM where there are concerns that a vulnerable person is experiencing harm, abuse and/or neglect (See below)
5. **Prevent and British Values Strategy** - TDM's strategy response to Prevent and British Values Duty.
6. **Complaints Procedures** - The procedure for managing complaints made by service users such as vulnerable people and their parents/carers, stakeholders, customers. (See Complaints Policy and Procedure)
7. **Grievances Policy and Procedure** - The procedure for managing grievances raised by staff members (See Grievances Policy and Procedure)
8. **Disciplinary Policy and Procedure** - The steps taken to manage serious breaches of behaviour on the part of staff. (See Disciplinary Policy and Procedure)
9. **Public Interest Disclosure (Whistleblowing) Policy** - The policy which protects staff members who report concerns about the behaviour of other staff members or stakeholders. (See Public Interest Disclosure (Whistleblowing) Policy)
10. **Information, Advice and Guidance Policy (IAG)** - Our policy stating the help and support we offer to our Customers and Stakeholders. (See IAG Policy)
11. **Safer Recruitment Policy and Procedure** - Our policy and procedures followed to ensure safer recruitment of new staff.

Safeguarding Policy and Procedures

Aims

The aims of the company safeguarding policy are:

- To provide an environment where all can work safely; the Company will take every reasonable precaution to minimise risk while providing demanding, challenging and enjoyable training and development activities at our own premises and the premises of our employers and clients.
- To contribute to the personal safety of all children and adults using our facilities and resources, through actively promoting awareness, good practice and sound procedures.

The Company is committed to ensure that all, and specifically those that are vulnerable, are kept safe from harm while they are involved with the Company.

Principles

1. Safeguarding has a meaning wider than child protection. The policy aims to ensure that all learners, staff, customers, linked employers, stakeholders and visitors are safe from harm and abuse, harassment and bullying.
2. Safeguarding also includes all staff acting in a responsible way to avoid any false allegations of inappropriate behaviour being made about their conduct that would give cause for concern.
3. This policy is based on the law and statutory guidance applicable in England only. The Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 deal with aspects of regulated activity.
4. The Equality Act 2010 and the Health & Safety at Work Act are also relevant to safeguarding. The Safeguarding Coordinator maintains a Safeguarding report and is supported by the Management team and designated staff.
5. This policy is directly linked to the company disciplinary procedures. All staff have a legal duty to report instances of harm and abuse in regulated activity to the Disclosure & Barring Service (DBS) following action in accordance with staff disciplinary procedures where appropriate.
6. In addition to the legal aspects it is our policy to ensure that all persons learning and working with The Company respect each other and strive to help each other in a professional and caring manner.

Definitions

TDM's safeguarding policy is to be followed by all staff in relation to everyone we work with.

The policy states that TDM have a primary responsibility for the welfare of children, young people and vulnerable adults:

A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

A young person is anyone under the age of 18

A vulnerable adult is defined as a person who: "may be in need of services by reason of mental or other disability, age or illness: and who may not be able to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation."

Safeguarding Coordinator (SC)

The SC's primary role is to ensure that TDM's procedures are followed, and particularly to inform Social Services about the relevant concerns raised by any student or member of staff about individual vulnerable people. Investigations of cases will be left to Social Services or other appropriate agencies.

The role of the SC within TDM is:

- To produce, maintain and develop relevant safeguarding Policies and Procedures for staff and students within TDM.
- To ensure that all teaching staff and staff who interact with young people, vulnerable adults and customers whether full-time, part-time or temporary, have read and understood TDM's safeguarding Policy and Procedures and all related policies.
- To co-ordinate action by staff when a report is made about suspected abuse in a work placement, educational or other setting, and to report to the appropriate Social Service officer where necessary.
- To facilitate staff development in terms of safeguarding issues for students.
- To be available to provide advice, guidance and information relating to safeguarding issues to all students and staff.

The designation of a member of staff for this purpose should not, however, be seen as diminishing the role of all members of staff in being alert to the signs of abuse of a student, in recognising their responsibilities in reporting a concern that a student has made during placement at TDM or at a work placement managed by the Company and understanding the procedures to be followed.

TDM Teams: Delivering the Business Team, Winning the Business Team and Managing the Business Team

All staff have a personal responsibility for safeguarding the welfare and well-being of all children and adults at risk of harm by protecting them from abuse which may be:

- Physical abuse
- Verbal abuse
- Neglect
- Psychological or emotional or abuse
- Sexual abuse
- Financial or material abuse
- Information abuse
- Institutional abuse
- FGM
- Extremism and radicalisation
- Internet abuse (E-safety)
- Discriminatory abuse

In addition to the above- all staff have a responsibility to undertake the safeguarding training provided by the company or third parties. Staff should also ensure they review the appropriate safeguarding documentation in our content management systems and our learning management system and maintain currency of knowledge.

Line managers are accountable for managing safeguarding training for their line reports and ensuring relevant information in respect of Safeguarding is provided to individuals for whom they have line management accountabilities.

Managers undertaking recruitment are responsible for applying for appropriate DBS checks and advising selected applicants of this fact and advising such applicants of appropriate information to access the relevant

DBS portal to satisfactorily complete a submission.

Management Team

The Management team are responsible for ensuring that recruitment processes and employment offers are compatible with the safeguarding principles and meet legislative requirements in terms of relevant pre-employment checks via the DBS.

The Management team are responsible for the provision of information and guidance in terms of appropriate practice in the recruitment selection process.

It should be noted at all times the onus is on the applicant or where consultants are engaged to reveal any conviction, caution, bind-over, probation order, or pending prosecution, whether imposed prior to or within the period the applicant works on work activities.

The applicant shall produce proof of identity, preferably passport or photographic driving license, and additionally provide proof of residence, which should be checked by the recruiting manager and the appropriate documents

Senior Management team and Directors and the Safeguarding Coordinator (Safeguarding Rep)

The senior management team and Directors are accountable for the execution of this policy throughout the Company. The Safeguarding Coordinator is responsible for providing Senior Managers with information pertaining to Safeguarding and such notifications will be addressed where required, under the health and safety agenda item of all Senior Managers meetings.

The Safeguarding Coordinator shall ensure active compliance with this policy by all staff, learners, stakeholders, consultants, linked employers. All staff will actively endeavour to implement this policy.

The Safeguarding Coordinator is accountable for the following checks being carried out on all prospective employees whose work may create a situation of substantial access to children and young people (or adults):

- DBS criminal records check at enhanced level including barring and police disclosure where legal and appropriate (without breaching the Rehabilitation of Offenders Act) but complying with regulated activity safeguarding requirements.
- References are sought and checked as, nominated by the applicant. Such references must come from a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, any previous experience of working with/looking after children and young people.

The Safeguarding Coordinator will, in liaison with the Senior Managers, define if the post is in regulated activity, with guidance to be sought from the Line Manager. In that case they shall give to the applicant, and get the applicant to give written confirmation of receipt a letter/notice stating the checks are required as a condition of working in our company with children and young people (or adults where appropriate).

No applicant may start work unsupervised without the above enquiries being completed. However, the Safeguarding Coordinator may, in consultation with the managing director and Line Manager authorise an applicant to commence supervised (one-to-one basis) work where it is absolutely clear there will be no problems arising from the checks. This supervision must meet the Secretary of State for Education's definition.

The Safeguarding Coordinator and Management team will not accept any previous reference, police check, social services endorsements provided by an applicant in substitution for the above enquiry process. At all times the initiative must lie with our company to make its own, completely independent enquiries.

Record keeping shall be in accordance with our staff policies and will comply with the Data Protection Act.

Management of policy

Regulated Activity

The legal definition of regulated activity covers – in certain circumstances - teaching, training, advising, instructing, website moderation and driving, for example. The Safeguarding Coordinator and Management team should be able to provide clarification and full definitions in respect of what constitutes regulated activities. These activities are related to children (all persons under 18) and adults who may or may not have disabilities but who do have certain care requirements because of their vulnerability. In order to define the activities, the Management team with feedback from the Safeguarding Coordinator review every staff post and determine if particular staff are engaged in regulated activities – and if so, they must be cleared to work here by virtue of an acceptable DBS report.

DBS reports

DBS reports contain a record of previous offences (if any). Some of these offences may have been placed on the person's record by the DBS and some may be placed there by one of the 54 Chief Constables. A person may appeal against the DBS items to the DBS, but they will have to appeal to the Chief Constable of the county where an offence occurred to discover if they consider that a 'police offence' is to be removed from their record.

It is an offence punishable by a fine and term of imprisonment for the Regulated Activity Provider (RAP) to knowingly employ a banned person in a regulated activity. It is illegal to fail to report harm which breaches staff disciplinary procedures. It is the responsibility of prospective staff to complete the DBS check as initiated by the company. The company should have notification of a satisfactory check before employment commences for all regulated roles: For some roles and in specific circumstances where supervision can be maintained, employment may commence prior to the DBS notification being received.

In the event of a DBS notification indicating barriers to the employee taking up or continuing in their current role, the Management team should hold discussions with the Line Manager and Safeguarding Coordinator before any decision is made in respect of on-going employment with the company.

Records

The safeguarding Coordinator is to keep records of all incidents of harm, abuse, harassment and bullying and not to destroy those records where relevant to harm or abuse. The Data Protection Act applies to the safekeeping of the records which are to be kept locked away with a clean desk policy applied. However, the Data Protection Act's normal destruction requirement do not apply to records of harm and abuse by staff since police and the DBS may require these documents at a later date. These records can and should contain any information proven at the time or unproven in order to develop a track record of events which may be relevant to a subsequent inquiry.

Disciplinary Procedures in Relation to Regulated Activity

If a person is accused of an act of harm or thought to have committed one as defined by law, they can be suspended and requested to remain away from work while an investigation takes place into the incident. This is called 'neutral ground'. Staff may not visit the person in neutral ground to give information about the progress of the disciplinary inquiry without the formal permission of the Line Manager and Safeguarding Coordinator. It is not a disciplinary matter at that point because no offence has been proven.

If no offence can be proven then following advice from Management and the Safeguarding Coordinator and relevant services where appropriate, the person may be reinstated. If a police officer notifies the company that the disciplinary procedure or any subsequent reporting to DBS should be halted pending a police

investigation that instruction will be complied with by all staff members involved.

False accusations against staff or learners will be reported to the police as potential criminal offences as well as disciplinary offences.

If the person is found to have committed harm, they may be moved to another post or dismissed in accordance with disciplinary procedures. At this point the managing director or the disciplinary manager will instruct the safeguarding Coordinator to complete the DBS reporting form and send full details of the case including previous notes of other relevant incidents or concerns to the DBS for investigation by a senior case officer.

If the staff member resigns, retires or flees at any point during 'neutral ground' or disciplinary procedures thus making it impossible for the procedures to be completed, then the law requires that the managing director shall instruct the safeguarding coordinator to report that staff member to the DBS for further investigation regardless of their location and status.

Harassment

No learner or staff member shall be harassed. No learner or staff member shall harass any visitor, client customer or employer. Harassment can be of two kinds – civil harassment linked to discrimination under the Equality Act 2010 and criminal harassment linked to the Protection from Harassment Act 1997 or racial harassment under a range of Police laws. Learners have the right to complain about harassment. Staff also have this right. Staff have the same rights to protection as learners.

Bullying

Although bullying is not precisely defined in law, any physical or mental duress which makes a person feel as though they are being forced against their will to act in an inappropriate way or to feel unduly stressed, or to be alarmed at the thought of coming to work, will be deemed to be victims of bullying and/or harassment. However, the reasonable requests of Line Managers for staff to do their work to the required quality and for learners to actively take part in learning cannot be misconstrued as bullying. In respect of all learners/clients, all staff will act in an understanding way taking into account any disability, learning difficulty or personal circumstances that could impact on an individual's sense of vulnerability.

Reporting & Confidentiality

It is the duty of all staff to report incidents of concern whether they affect regulated activity or not.

It is also the duty of staff to protect and assist learners when they wish to report. Our company has an open style of management and we wish to support anyone who feels concerned about their treatment. Although any reported incident will be kept confidentially in line with policy and data protection, staff cannot – and must not – promise confidentiality when harm is reported since the law requires that police and social services and the DBS are told. The person reporting and the person harmed will be protected. It is their legal right to remain anonymous to other staff and the public. However, the safeguarding coordinator has a duty to pass on the names and details of any child or adult who has been harmed to relevant authorities.

Harm

Staff are to carefully note the following. Any queries or request for additional information should be addressed to the safeguarding Coordinator. Although adults will understand the general meaning of harm and abuse in normal parlance, it is not possible to say that a person has 'harmed' a child or adult in a legal sense unless we understand what legal harm is. The government has conducted research into harm, and this is found here:

<https://www.gov.uk/government/publications/systematic-review-of-models-of-analysing-significant-harm>
Section 47 of the Children Act 1989 places a duty on local authorities to make enquiries where it is suspected that a child is suffering, or is likely to suffer, significant harm, to enable it to decide whether it should take any action to safeguard and promote the welfare of the child. The framework for assessing such children is set out in chapter 5 of Working Together to Safeguard Children - the key document for defining the role and actions of Safeguarding Coordinator. Our Safeguarding Coordinator is to liaise with the local authority on these matters.

Disclosure and Barring Service definition of harm

Has a person:

- Harmed a child or vulnerable adult through their actions or inaction Harm should be considered in a wider context than just physical and can take numerous forms.
- Represented a risk of harm to a child or vulnerable adult (satisfied the harm test).
To satisfy the harm test there needs to be credible evidence of a risk of harm to vulnerable groups including children such as statements made by an individual regarding conduct/behaviour, etc.
For a case to be considered as a risk of harm, relevant conduct would not have occurred but there must be tangible evidence rather than a “feeling” that a person represents a risk to children and / or vulnerable adults.
- Have received a caution or conviction for a relevant offence
A relevant offence for the purposes of referrals to DBS is an automatic inclusion offence as set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009.

A list of relevant offences is detailed here:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The list includes a range of offences and should be reviewed before making any decision as to the relevance in respect of safeguarding.

Legal requirements

Regulated activity providers and staff suppliers are required by law to refer a person (to the DBS using the correct form) where they have:

- Harmed a child or vulnerable adult (engaged in relevant conduct)
- Represent a risk of harm to vulnerable groups including children (satisfied the harm test)
- Received a caution or conviction for a relevant offence

The Safeguarding coordinator is required to provide information relating to the person’s conduct, (including copies of relevant documents), namely:

- A summary of the conduct including details of the setting and location in which such conduct occurred.
- Details of any harm suffered by any child or vulnerable adult resulting from or arising from the conduct or any risk of harm that a child or vulnerable adult was, or may have been, exposed to as a result of such conduct.
- Whether the person you are referring has accepted responsibility for or admitted the conduct or any part of it.
- Any explanation offered by the person you are referring for the conduct or any remorse or insight demonstrated by them in relation to the conduct.
- Any information other than that relating to the person’s conduct which is likely to, or may, be

relevant in considering whether they should be included in or removed from a barred list including information relating to any previous offences, allegations, incidents, behaviour or other acts or omissions.

It is a legal requirement to supply information relating to the reason why you consider that the harm test is satisfied in relation to the person you are referring. You are also required to provide details of any investigation undertaken by any person in relation to the person's conduct including:

- The evidence and information obtained and considered in any such investigation.
- The outcome of the investigation, if known.
- The contact details (including a name, address, telephone number and e-mail address) of any person responsible for the investigation.

Contact

- Designated Safeguarding Lead
 - Derrin Kent – Managing Director
 - Email contact: derrin@tdm.co.uk
- Deputy Designated persons:
 - Jennifer Johnson – Quality and Compliance Manager
 - Safeguarding Coordinator and Lead Representative
 - Email: jenny@tdm.co.uk
 - Tabitha Jones – Senior Technical and Development Coach
 - Safeguarding Rep Deputy
 - Email contact: tabi@tdm.co.uk

Procedures for Staff

- TDM have a responsibility to assist Social Services in safeguarding issues.
- Staff should therefore be familiar with the TDM's procedures for dealing with any suspicions, allegations or instances of abuse which arise, in order that they may make the first 'judgement call' and provide access to counselling where necessary and appropriate.
- Appendix 1,2,3 and 4 aim to aid any member of staff to follow the procedures necessary to deal with safeguarding matters arising.
- For this to happen, staff will work closely with the Safeguarding Coordinator (SC), who will provide a copy of the regulations and will be available for advice and guidance.
- The relationship which teaching staff have with students is based on trust, and often on confidentiality: such relationships are an integral feature of a secure, caring environment which fosters learning and personal development. Staff have, however, a professional responsibility to share relevant information about the protection of students with other professionals where appropriate, and where physical, sexual or emotional abuse is suspected, a moral duty to report it.
- Staff must be aware of student's mental capacity for disclosure of safeguarding issues and decide on reporting suspected safeguarding issues to the safeguarding coordinator.
- Staff must be aware of the disclosure of data must be under the regulation and guidance of the Data Protection Act.

When a student discloses abuse to a member of staff, the following procedures should be followed:

1. Advise the student of TDM's Policy and Procedure and the Safeguarding Coordinator (SC).
2. Inform the student that details may have to be reported to the SC.

3. SC keeps a record of report according to details given by student.
4. A referral to external agencies may have to be made (Prior to seeking consent from student -if applicable).
5. Monitor the students' progress in terms of academic achievement and welfare.
6. If the concern raised is about the SC, staff member should report the information directly to another senior manager.

Procedures for Students on Apprenticeships-Traineeships-Work Based Placements

Students placement companies will be furnished at the outset with a partnership agreement which outlines the TDM's responsibility to report any incidents of inappropriate practice or safeguarding issues.

1. Learner will report the concern to their assessor or any other member of TDM staff that overlooks their qualification.
2. Staff member will notify the designated person for safeguarding in TDM.
3. The designated person must notify the employer or an authorised person from the placement company, and together they will decide, taking advice where necessary, if the information is such that the matter should be referred immediately to Social Services.
4. SC or assessor will provide the student with advice and support services will be offered where appropriate/necessary.

When a student is concerned that the above procedures for placement-based setting staff have not been carried out appropriately or adequately, the following should apply:

1. Student reports concern to TDM's assessor or staff member who informs SC.
2. SC will initially discuss the concern with the student where necessary and maintain a written record of the details.
3. SC will discuss concern with the assessor and together they will decide, taking advice where necessary and maintaining a written record where appropriate if the information is such that the matter should be referred immediately to the Social Services.
4. If agreement cannot be reached, the decision should be made by the SC; but where there is doubt, a referral may be made by the tutor to the Managing Director of TDM.
5. Communication between TDM and employer should be maintained.
6. Whatever the decision, the student should be informed of actions taken.

Any member of teaching staff who follows the procedures in this guidance in making a report of suspected abuse by any person (whether or not connected with the educational or other setting), is acting within the course of his/her employment, and in such circumstances, where he/she has acted in good faith, will receive the full support of TDM and will not be legally or financially liable should any consequential action be brought against him/her.

The Data Protection Act 1998 deals with the right of individuals to obtain copies of personal data, held on computer and manually-held data (i.e. paper records), of which they themselves are the subject. Section 28 of the Act, however, sets out some exemptions to the general subject access right. In particular, it specifies that subject access need not be given in any case where to do so would be to prejudice the prevention and detection of crime, or the prosecution or apprehension of offenders.

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Appendix 1

Code of appropriate behaviour

1. Do treat everyone with respect
2. Do provide a good example that others will follow
3. Do plan activities which always involve more than one person being present, or at least within sight or hearing of others.
4. Do respect a person's right to personal privacy.
5. Do encourage everyone to feel comfortable and caring enough to point out attitudes and behaviours, they do not like.
6. Do remember that someone else might misinterpret your action. No matter how well intentioned.
7. Do recognise that caution is required when dealing with bullying, bereavement or abuse.
8. Do not leave vulnerable people in unsupervised charge of activities involving other vulnerable people.
9. Do not permit abusive peer activities such as ridiculing or bullying.
10. Do not have any inappropriate physical or verbal contact with others.
11. Do not jump to conclusions about others without checking the facts.
12. Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.
13. Do not exaggerate or trivialise abuse issues.
14. Do not show favouritism to any individual.
15. Do not make suggestive remarks or gestures in the presence of anyone, especially vulnerable people.
16. Do not smoke or swear in the presence of vulnerable people.
17. Do not invite vulnerable people to your home alone or give them your personal contact details.
18. Do not rely on just your good name to protect you.
19. Do not conduct or plan activities outside TDM's agreed terms of reference.

Appendix 2 - Grounds for Referral

TDM has provided its managers with the following definitions for different types of abuse. This is not intended to be an exhaustive list, but it does help staff understand which warning signs to look for.

Abuse Type	Definition
Physical abuse	Any physical contact that results in discomfort, pain or injury
Verbal abuse	Any remark or comment by others that causes distress
Neglect	This includes ignoring or preventing medical or physical care needs or withholding the necessities of life such as food, drink and heating. Also, where a child is not being looked after properly, for example, not getting enough to eat or being left alone in dangerous situations.
Psychological or emotional abuse	Action or inaction by others that causes mental anguish
Sexual abuse	Coercion or force to take part in sexual act
Financial abuse	Misuse of money, valuables or property
Information abuse	Failure to adhere to relevant data protection guidance and lack of appropriate information about care
Institutional abuse	Failure to recognise individuality and rights as a citizen
FGM	FGM is a form of child abuse and violence against women and girls. FGM involves procedures that include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons.
Extremism - Radicalisation	Threats that take many forms using various channels (such as internet) not only to promote and engage, but also as a command structure. Often this promotion glorifies violence, attracting and influencing many people including children and in the extreme cases, radicalising them. Children can be trusting and not necessarily appreciate bias that can lead to them being drawn into these groups and adopt these extremist views, and in viewing this shocking and extreme content may become normalised to it.
Internet Abuse (E-Safety)	Abuse may happen through online sites. Including: sexting, webcam, using social networks, inappropriate content and chatting with strangers online.
Discriminatory Abuse	A situation where other people are improperly treated due to their racial, disability, insanity, gender, age or sexual orientation. It may take the form of verbal or physical harassment or being shunned or unfairly excluded.

Assessing the impact of harm can be difficult, particularly where service users are unable to tell staff what has happened. In such cases, employers and managers will need to take account of:

- changes in behaviour
- unusual distress
- unusual behaviour or reactions - for example, becoming fearful of a staff member
- observations of staff who know the service well
- assessments (before and after)
- statements from others - staff, visitors, students etc
- service user's history - any previous allegations?

Appendix 3

Template Notification of Suspected/Admitted/Known Abuse of vulnerable people to Safeguarding Co-ordinator

Private and Confidential

This form should be completed on the basis of information that a person gives about a concern of a vulnerable person in TDM or their placement-based setting.

Notification of Suspected/Admitted/Known Abuse of vulnerable people to Safeguarding Co-ordinator	
Affected person's surname	
Affected person's forename	
Contact details	
Current programme of study	
Link assessor	
Reason for report including details where known:	
Action to be taken:	
Referred by SC in writing/by telephone to:	
Date of referral:	
Family member advised of referral?	Yes/No
Affected person advised of referral?	Yes/No
Name and signature of person referring:	
Position:	
Date:	
Contact details:	

Appendix 4

Template Notification of Suspected/Admitted/Known Abuse of vulnerable people to Social Services

Private and Confidential

This form should be completed on the basis of information readily available and should not be delayed on the basis of incomplete information.

Notification of Suspected/Admitted/Known Abuse of vulnerable people to Social Services	
Affected person's surname:	
Affected person's forename:	
Date of Birth:	
Present location:	
Reason for report:	
Action already taken:	
Referred in writing/by telephone to:	
On Date:	
Family member advised of referral?	Yes/No
Affected person advised of referral?	Yes/No
Name and Signature of person referring:	
Position:	
Date:	
Contact details:	

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Acknowledgment	
I acknowledge receipt of your notification in respect of the person(people) named below:	
Affected person's name(s):	
D.O.B.:	
Present location:	
Signature:	
Name in print:	
Designation:	
Date:	
Address of Social Services Office:	
Telephone:	

Keeping Children Safe in Education Link

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>