



The Rodolfus Foundation Limited

SAFEGUARDING AND CHILD PROTECTION POLICY

*For all adults (staff, volunteers, observers, and guests)
in relation to all children and young people (everyone under 18)*

1. Aims and Responsibilities

1.1 At Rodolfus we are committed to ensuring the safety and well-being of the children and young people we work with. The aim of this policy is to prevent maltreatment from occurring to young people, and to set out the steps that will be taken if a concern is raised that a young person may be at risk of suffering harm or require early help from the Local Authority.

1.2 Safeguarding is primarily concerned with the harm that can occur to young people within the context of familial, organisational and social relationships. Everyone who comes into contact with children and young people has a role to play in safeguarding their welfare.

SAFEGUARDING CHILDREN IS EVERYONE'S RESPONSIBILITY

1.3 The Rodolfus Foundation has a duty of care to the children and young people we work with that includes statutory safeguarding responsibilities. This policy incorporates guidance set out by the Department for Education (DfE) in **Working Together To Safeguard Children 2018**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

and **Keeping Children Safe in Education 2022 (KCSIE)**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

as well as practice guidance from the Charity Commission. Although the statutory framework of KCSIE is intended for schools and colleges, it is a helpful guide for good practice and it is recommended that staff read Part 1 of that document. The Foundation also follows the Voluntary safeguarding code of practice for out-of-school educational settings (October 2020).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940872/Keeping_children_safe_code_of_practice.pdf

1.4 At Rodolfus we believe it is a priority to prevent harm from occurring to young people in the first place by ensuring that safeguarding is a core value which underpins the culture of our organisation. We will achieve this by ensuring:

- All young people are treated fairly and with respect. We will give equal priority to keeping young people safe regardless of gender, age, ethnic or religious background, disability or sexual orientation.
- There is a young person centred and transparent organisational culture where young people feel safe
- All staff are sufficiently trained to recognise signs that a young person may be at risk of suffering harm, or that their health and development is being impaired in some way
- Safeguarding concerns are always identified and reported at the first opportunity
- There is good governance and visible leadership in relation to safeguarding
- Safe recruitment is a priority

1.5 All staff and volunteers will be made aware of the internal systems at the Foundation that support safeguarding and create a context for practice which places the welfare of children and young people at the centre of everything we do. These are:

- Safeguarding and Child Protection Policy
- Code of Conduct
- Acceptable behaviour policy
- Choral courses risk management policy
- Missing Student Policy
- Safer recruitment Policy
- Music Online Lessons and E-safety Protocol
- GDPR & Data Protection 2018 Policy

1.6 The Designated Safeguarding Lead (DSL) for the Foundation will take the lead role in co-ordinating safeguarding practice across the organisation, and for ensuring that the content of this document is reviewed on an annual basis. The named DSL is:

Annabel Price annabel@therodolfusfoundation.org.uk .

In addition, for practical reasons each residential choral course will have a lead person who takes responsibility for safeguarding while on-site. However Annabel Price will have oversight of any referrals and concerns and provide continuity.

1.7 The Foundation will nominate a Board of Trustees member to take a lead role in the strategic oversight of safeguarding policy and practice. The Trustees of the Foundation are responsible for safeguarding

arrangements even though the day to day of operation and practice is delegated to the DSL and senior leadership team.

1.8 This policy will be published on the Foundation website so that it is accessible to families and to demonstrate our commitment to this area of practice, and annually reviewed and updated to ensure that best practice is maintained

2. Types of Harm to Young People

2.1. Abuse and neglect are forms of maltreatment that can occur to a young person within families, between young people, within communities and in organised settings. Harm most often occurs to a young person within the context of a known relationship, less often from strangers. It is important to maintain a “it can happen here” mentality and to be knowledgeable and vigilant for signs of abuse, neglect and a wider range of safeguarding concerns.

2.2 Staff and volunteers have a vital role to play in observing young people’s welfare and are well placed to notice when something is wrong. The main types of maltreatment that can occur are broken down into separate categories, however in practice they tend to overlap and happen simultaneously. Young people who suffer abuse are also more vulnerable to other forms of victimisation.

2.3 Physical abuse

Physical Abuse involves hitting, shaking, throwing, poisoning, burning, scalding drowning, suffocating or otherwise causing physical harm to a young person. It can also be caused when a parent or carer deliberately fabricates or induces symptoms of illness in a young person. Children living with domestic abuse may be at risk of physical abuse.

2.4 Emotional abuse

Emotional Abuse involves the persistent emotional maltreatment of a young person in a way that is having an adverse effect on their emotional development. It is a pattern of behaviour and may involve belittling a young person and making them feel they are inadequate or unloved. It can also involve seeing the ill-treatment of another - such as in the case of domestic abuse. Emotional abuse is a factor in all forms of child maltreatment but can occur alone.

2.5 Neglect

Neglect is the persistent failure to meet the basic physical and psychological needs of a young person in a way that will have a serious impact on their health and development. This may include the failure to provide adequate food, clothing and supervision or access to proper medical care and supervision.

2.6 Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activity of any kind. The abuse may include penetrative and non-penetrative acts, and also non-physical contact such as encouraging children to view sexually graphic material. Sexual abuse can also take place on-line.

2.7 Grooming

Grooming is the psychological process by which abusers prepare a young person to submit to abuse and keep it a secret. Signs of grooming may include a child being given alcohol, cigarettes, gifts or treating a young person as special. Grooming may be for the purpose of sexual abuse but can also take place to exploit

a young person to become part of a gang or towards extremism. Grooming inflicts psychological harm by distorting perceptions and isolating the young person from those that might offer protection or help.

2.8 Child Sexual Exploitation (CSE)

CSE is the sexual abuse of young people that can occur through a network or gang. A young person may believe that s/he has formed a trusting relationship with a partner but is then encouraged to engage in sexual activity with a wider range of abusers. Unexplained gifts, money and mobile phones may be given to the young person as well as drugs and alcohol. Often young people that are exploited in this way have unexplained absences from home or school. CSE can begin or be perpetuated on-line.

2.9 Child Criminal exploitation and Serious Youth Violence

Some young people in urban areas are groomed to become involved in organised crime and used to sell drugs or to transport them within or between areas. The indicators are similar to those for CSE, in that the young person may appear to have unexplained gifts, money or mobile phones, and go missing from home or school. Young people who carry a weapon, or have been the victim of a stabbing, are themselves at increased risk of being the victim of a serious violent assault within the community.

2.10 Domestic abuse

Young people living in households where there is domestic abuse may themselves be at risk of suffering physical and emotional harm. A disclosure of domestic abuse by an adult with children in the household should always be treated as a safeguarding referral, even if there is no direct description of harm to the child, so that the safety of the home circumstances can be assessed.

2.11 Radicalisation and Extremism

Some young people are groomed to have extremist beliefs which could lead them to pose a risk to themselves or others through involvement in terrorism. Indicators of this occurring are a change in behaviour which is accompanied by the expression of extremist views. Radicalisation can occur in all communities, and early specialist intervention is the most effective way to support young people and their families. There is a duty on those working in educational settings to have due regard to prevent terrorism, by reporting concerns to the Local Authority where the family lives.

2.12 Harmful cultural practices - Female Genital Mutilation, Forced Marriage, So called Honour Based Violence and Breast Ironing

Female Genital Mutilation (FGM)

FGM is the cutting or removal of female genitalia and is illegal in the UK. FGM is a practice that occurs across Africa, parts of Asia and the Middle East. Any suspected case should be referred to the Local Authority. For qualified teachers who discover or suspect a case of FGM on a girl under 18 there is an additional duty to make a direct report to the Police using the number 101, in addition to referring to the Designated Safeguarding Lead for the organisation and Local Authority. The NSPCC run a helpline that can offer advice and practice guidance - 0800 028 3550, fgmhelp@nspcc.org.uk.

So-called Honour based Violence (HBV)

HBV includes violence or threats that can occur when a family or community perceive that a young person has caused shame by failing to conform to social expectations or formed an inappropriate relationship. This can happen to both males and females.

Forced Marriage

Forced Marriage is when a young person is forced to marry against their consent, usually involving threats, violence and other forms of coercion. Often young people are taken overseas for this to

occur. The Home Office have a dedicated unit who can assist in suspected cases and can be contacted at fmufco@fco.gov.uk

Breast Ironing

This is a practice that involves flattening a young girls breasts using hard or heated objects to stop them developing or to make them disappear.

2.13 Human Trafficking and Modern Day Slavery

Vulnerable young people can be trafficked across countries or within the UK for the purpose of forced or cheap labour, for exploitation within industries such as domestic servitude or the sex trade, or to ensure access to housing and benefits for organised gangs. Children are found working in all of these scenarios as well as in sexual slavery.

2.14 Peer on Peer abuse

Abuse can be perpetrated by other young people. This can be distressing and have a significant impact upon young people's mental well-being. This will always be taken seriously in order to prevent escalation and patterns of behaviour becoming established. Peer on Peer abuse can include

- Bullying and cyber bullying
- Physical abuse and intimidation
- Sexual violence and harassment, including up-skirting
- Production and distribution of sexual imagery
- Initiation rituals involving violence or humiliation

The Rodolfus Foundation will not tolerate abusive behaviour in any form. Concerns about peer on peer abuse should be raised with the DSL and be recorded as a safeguarding concern in accordance with this policy.

3. Additional vulnerability factors

3.1 Young People with Special Educational Needs or Differences

Children with physical or learning differences are considered to have extra vulnerability factors. This is because they may be more dependent than their peers for personal care, or because they have additional barriers to communication. Children's Social Care have a duty to consider how they will support children with additional needs in addition to protecting them from harm. These young people may also require additional pastoral support.

3.2 Private Fostering

Private fostering is when a young person under 16 (or under 18 if they have a disability) is looked after for more than 28 days by someone who is not a close relative, parent or legal guardian, in an arrangement that was not set up by Children's Social Care. There is a legal duty to report all cases of private fostering to Children's Social care. This referral should be made by the DSL to the Local Authority where the young person is currently residing.

3.3 Youth Behaviours

Young people may exhibit behaviours that pose a significant risk to their own welfare through misuse of drugs or alcohol, running away from home or through considering self-harm. Concerns of this nature should

also be discussed with the DSL as a referral to Children’s Social care may be necessary to ensure early or specialist help is provided.

4. Recognising that a young person may be at risk of harm

4.1 Young people often are not able to ask for help when they suffer maltreatment. This may be for a number of reasons:

- They do not understand what is happening to them, or believe it is normal
- They have been psychologically groomed or threatened to keep the abuse a secret
- They fear what will happen to themselves or others if they speak up
- They have tried to ask for help but were not listened to
- They are too young to describe what is happening
- They have special needs and are more vulnerable to abuse due to communication barriers

4.2 Therefore, all staff and volunteers play a crucial role in recognising and reporting any concerns. Sometimes an incident will occur, or concerns may emerge over a period of time. Safeguarding issues can become apparent in a number of ways:

- There may be an unexplainable change or deterioration in the young person’s emotional and physical well-being
- A family member or a friend may pass on information to you. Often young people choose to confide in a peer or friend in the first instance
- Evidence of abuse may be observed in the form of bruising or an injury. Abusive injuries are often accompanied by an evasive or changing account of what happened. Bruising around the face and neck are common sites for physical abuse
- A concerning incident or interaction may be directly observed
- A disclosure may be made by the young person

5. What to do if you receive a disclosure of abuse

5.1 If a young person makes a direct disclosure to you, how you respond is extremely important; if the young person feels listened to they are more likely to speak up again. The most important thing you can do is to listen in a calm and supportive way that enables the young person to share the information without feeling judged.

When receiving a disclosure of abuse:

- **Listen attentively** and let the young person speak without interruption. Be patient and reassuring.
- Let the person explain the situation in their **own words**
- **Reassure** the young person that they have done the right thing by talking to you
- Remember, you are there to receive the information and to support the young person. It is not your role to investigate the concern.

- You can gently prompt a young person to keep talking but never ask leading questions. Questioning children can lead to confusion and undermine a subsequent investigation if you mistakenly introduce new ideas.
- Don't ask a young person why something happened - they can't be expected to understand the motives of an adult
- Don't promise confidentiality - you should explain that you have to share the concern with an adult who can help to make sure they are safe
- Don't discuss the information with the parent or abuser - it may place the young person at risk.
- As soon as practical after the disclosure, and without interrupting the interaction, make a **factual note** of what you have seen, heard, or become concerned about. If it is a physical mark or injury, make sure an accurate description or drawing is made (see the recording form in Appendix C).

6. What to do when a concern about a young person has been identified

6.1 Any concern about a young person should be reported immediately to the Designated Safeguarding Lead (DSL) and within the same working day. In the absence of the DSL a senior member of staff will have been nominated to act in his place.

6.2 In an emergency situation it is appropriate to dial 999 - examples of this would be where a young person is physically injured or where immediate Police intervention is required to prevent imminent danger.

6.3 Where a child is suffering or is likely to suffer harm it is important that a referral to Children's Social Care is made as soon as possible. This should usually be made by the DSL or a senior member of staff. However, if the DSL is not available this should not delay the referral being made. **Anyone can make a referral to Children's Social Care.**

6.4 The referral should be made to the Children's Social Care service where the young person lives. The online tool **Report Child Abuse to Your Local Council** at www.gov.uk can direct you to the relevant Children's Social Care website that gives guidance on how to contact them.

6.5 Parental consent is not required to make a referral where there is a concern that the child is at risk of suffering harm.

6.6 The DSL of the host venue must be informed (by the Foundation DSL) within the same working day.

6.7 A Social Worker from the Local Authority should respond within one working day of a referral being made.

6.8 Concerns that are anonymous, unclear or that relate to historical concerns (e.g. relating to previous staff or an incident that happened some time ago) must also be reported to the DSL or another senior member of staff.

6.9 A factual record must be kept of the concern and of any referrals made or other actions taken. Use the safeguarding concerns report form for this purpose (**see Appendix C**). The form should be completed by the person reporting the concern. However, it is the role of the DSL to ensure that it has been completed and is stored securely in accordance with Foundation policy.

6.10 If the concern relates to an unmet developmental need or parenting issue, rather than a risk of harm to the young person, the DSL may exercise more discretion in the timing of a referral. The young person may still require an assessment by the Local Authority to ensure that they receive early help services. In this scenario it is often appropriate to discuss the concerns with the family prior to making a referral. If in doubt, it is always best to make contact with Children's Social care for advice and guidance, and to ensure that any action is taken promptly. Early intervention is the most effective way to help children and young people in need.

You can also speak to the NSPCC for advice. The [NSPCC Helpline](#) offers help, advice and support 24 hours a day by email. You can contact them at help@nspcc.org.uk or by phone 080 8800 5000 (8am-10pm Monday to Friday, 9am-6pm at weekends)

See [Appendix A](#) for a flow chart of the reporting process

7. On-line safety

7.1 While the internet provides many benefits for young people it also provides a platform that may facilitate harm. This can be through exposure to inappropriate material, predatory individuals and groups or through cyber-bullying. Staff and volunteers should be aware of this and are responsible for treating on-line safety in the same way as other aspects of well-being. All incidents of concern should be reported to the DSL.

7.2 When teaching a young person through on-line technology platforms proper professional boundaries should be maintained. If the Foundation is providing access to the internet then appropriate filters to prevent exposure to inappropriate material should be in place. Further guidance can be found in the Foundation's Music On-line lessons and E-safety protocol.

7.3 Advice and guidance can be found at www.saferinternet.org.uk

8. Protecting young people from abuse by someone in a position of trust or authority

8.1 Staff and volunteers working at Rodolfus are in positions of trust in relation to children and young people, and are required to read and sign a [Code of Conduct](#) which sets out the expectations of them in maintaining professional behaviour. Any allegation that a member of staff or volunteer has not acted in an appropriate manner will be referred to the Local Authority.

8.2 An allegation against a member of staff or volunteer may indicate that an individual

- 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; or
- Behaved in a way that indicates s/he may pose a risk to children or be unsuitable to work with children
- An allegation may be triggered by one specific incident, or by a pattern of behaviour.

8.3 Any allegation or concern about the conduct of a member of the Foundation should be reported immediately to the DSL or another senior member of staff. S/he will then determine the next steps to take, including consultation with the Course Directors, Head of Pastoral Care, and Administrator in accordance with the guidance set out in part 4 of KCSIE.

8.4 An allegation which indicates a potential risk of harm to any young person, or that the individual concerned has acted in a manner which may make him/her unsuitable to work with children must be referred by the DSL or Senior Manager to the Local Authority Designated Officer (LADO). The LADO is

responsible for co-ordinating an investigation in partnership with relevant agencies, including the Police. If there is any doubt, it is always best to make contact and to discuss the situation with the LADO for advice and guidance.

8.5 An individual's behaviour outside of the workplace can constitute grounds for a referral to the LADO if the information indicates a potential unsuitability to work with children and young people, or that the individual is in close contact with others who may pose a risk to children.

8.6 Concerns that are anonymous or that relate to historical concerns (e.g. relating to previous staff or an incident that happened some time ago) should not be ignored and must be reported to a DSL or other senior member of staff. If the member of staff or volunteer has left the organisation, there is still a duty to report information that may lead to the protection of children in other settings.

8.7 The DSL of the host venue must be informed (by the Foundation DSL) within the same working day.

8.8 It is not the responsibility of Foundation staff to determine if abuse has taken place - rather they are responsible for reporting their concerns to the appropriate authorities and working in partnership with any subsequent investigation.

8.9 A record must be kept of the concern. Use the safeguarding concerns report form for this purpose (**see Appendix C**). The form can be completed by the person reporting the concern or the DSL/other senior member of staff. However, it is the role of the DSL to ensure that it has been completed and securely stored. Concerns about the behaviour of an individual towards a child will be securely stored on the personnel file until the individual is 65, or for ten years, whichever is longer.

8.10 The Rodolfus Foundation has a duty of care towards employees and volunteers and will provide support for any individual facing an investigation, including provision of a named contact for the duration of the process.

8.11 In the event that an allegation is substantiated and a member of staff is dismissed, there is a legal requirement for the employer to make a referral to the Disclosure and Barring Service (DBS) for consideration of whether the individual should be barred from practice. Teaching staff will also be referred to the Teaching Regulation Agency.

8.12 If the accused person resigns or ceases to provide services following an allegation this will not prevent the allegation being followed up with full transparency in accordance with the statutory guidance contained in KCSIE Part 4.

8.13 It is a criminal offence for teachers, care workers and youth justice workers to engage in sexual activity with a young person in their care, even if that young person is over the age of consent (16 or over). The Rodolfus Foundation supports the campaign by the NSPCC to ensure all persons working in positions of trust uphold this principle and would consider any sexual relations between a member of staff or volunteer and a young person to be a breach of the Code of Conduct, leading to dismissal if substantiated.

See Appendix B for a flow chart of the reporting procedure.

9. Whistleblowing

9.1 Safe organisational practice requires that all staff and volunteers play a role in upholding practice standards and the Code of Conduct, and have a responsibility to report concerns about transgressions of these standards by colleagues or managers.

9.2 Staff and volunteers can confidentially share concerns about the behaviour of a colleague under this policy with the DSL. This includes low level concerns about incidents or patterns of behaviour.

9.3 In the event that the concerns relate to the DSL, the individual should escalate their concerns to a senior member of staff, or Trustee.

9.4 When an individual feels unable to raise a concern about poor safeguarding practice internally through the above options, or where they feel that their concern is not being addressed they should contact the NSPCC Whistleblowing Helpline on 0800 028 0285 or email help@nspcc.org.uk

10. Training

10.1 Training is an essential part of good safeguarding practice, and therefore all staff members, volunteers and Board Members must understand their safeguarding responsibilities. At the point of induction, and then on an annual basis all staff and volunteers will have the opportunity to be trained or updated in the following:

- Safeguarding and Child Protection Policy
- KCSIE 2022 Part1
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf
- Code of Conduct for Staff
 - <https://www.therodolfusfoundation.org.uk/our-policies>
- Recognising the signs of abuse and neglect in Children and Young People
- The role of the DSL
- Any local learning from safeguarding cases

10.2 The DSL will attend formal training every two years and will keep up to date with policy and practice developments, which will be shared with the rest of the organisation at regular intervals.

10.3 Every recruitment panel will contain at least one member of staff who has undertaken accredited training in safe recruitment practice.

11. Review

11.1 The DSL will undertake an annual review of safeguarding practice to ensure that both policy and practice are working effectively. A report of the findings will be presented to the Board of Trustees who will be responsible for ensuring sufficient resources are available to ensure high practice standards are maintained, and that safeguarding young people is a strategic priority for the foundation.

12. Key Contacts

Designated Safeguarding Lead

Annabel Price – General Manager, Rodolfus Choral Courses, Choral Academies and Rodolfus Choir

annabel@therodolfusfoundation.org.uk

The senior members of staff (2023) are:

Charlotte Mahony	charlotte@therodolfusfoundation.org.uk	
Helen Bennett	Helen@therodolfusfoundation.org.uk	

The **Police** emergency number is 999.

The **Police** non-emergency number is 101.

Children’s **Services** details and further procedural information can be found at: www.gov.uk Report child abuse to a Local council, which is an online tool that will direct you to the relevant Local Authority.

You can also seek advice from the NSPCC on 0808 800 5000

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

An Online Portal with advice for Charities can be found at safeguarding.culture.gov.uk

The DSL of the host venue should always be notified (by the Rodolfus DSL) within the same working day of any concern raised.

The Local Authority Dedicated Officer (LADO) should be notified (by the Rodolfus DSL) within the same working day of any concern raised regarding the behaviour of an adult.

Date of policy: March 2016.

Date of first review: June 2016.

Date of second review: March 2017

Date of third review: November 2018

Date of fourth review: October 2019

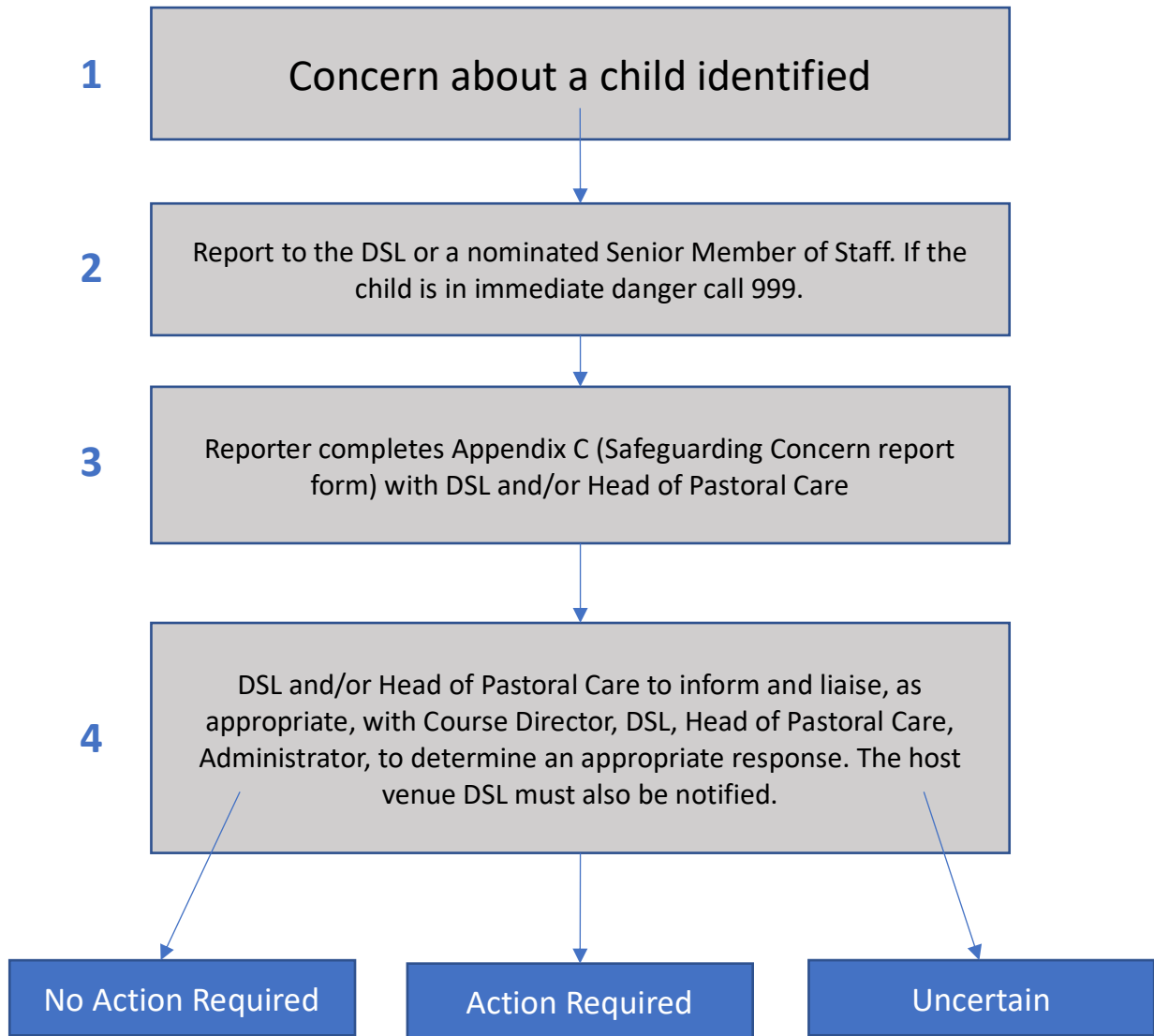
Date of this review: June 2020 by Debbie Raymond, Independent Safeguarding Consultant

Date of this review: June 2022 by Annabel Price, DSL for Rodolfus Foundation

Date of this review: June 2023 by Annabel Price, DSL for Rodolfus Foundation

Appendix A: Safeguarding concern reporting flow-chart (Concerns about a child)

NB Points 1-4 must be completed within the same working day.



The report does not constitute a safeguarding concern
Record decision made and reasoning and decision process.

Refer to Children’s Social Care as soon as possible
Record decision made and reasoning and decision process.

Consult with Children’s Social Care, or NSPCC Helpline. The child may still benefit from early help services from the Local Authority.

DSL to follow up after three working days if no feedback received.

Record outcome

*LADO Local Authority Designated Office

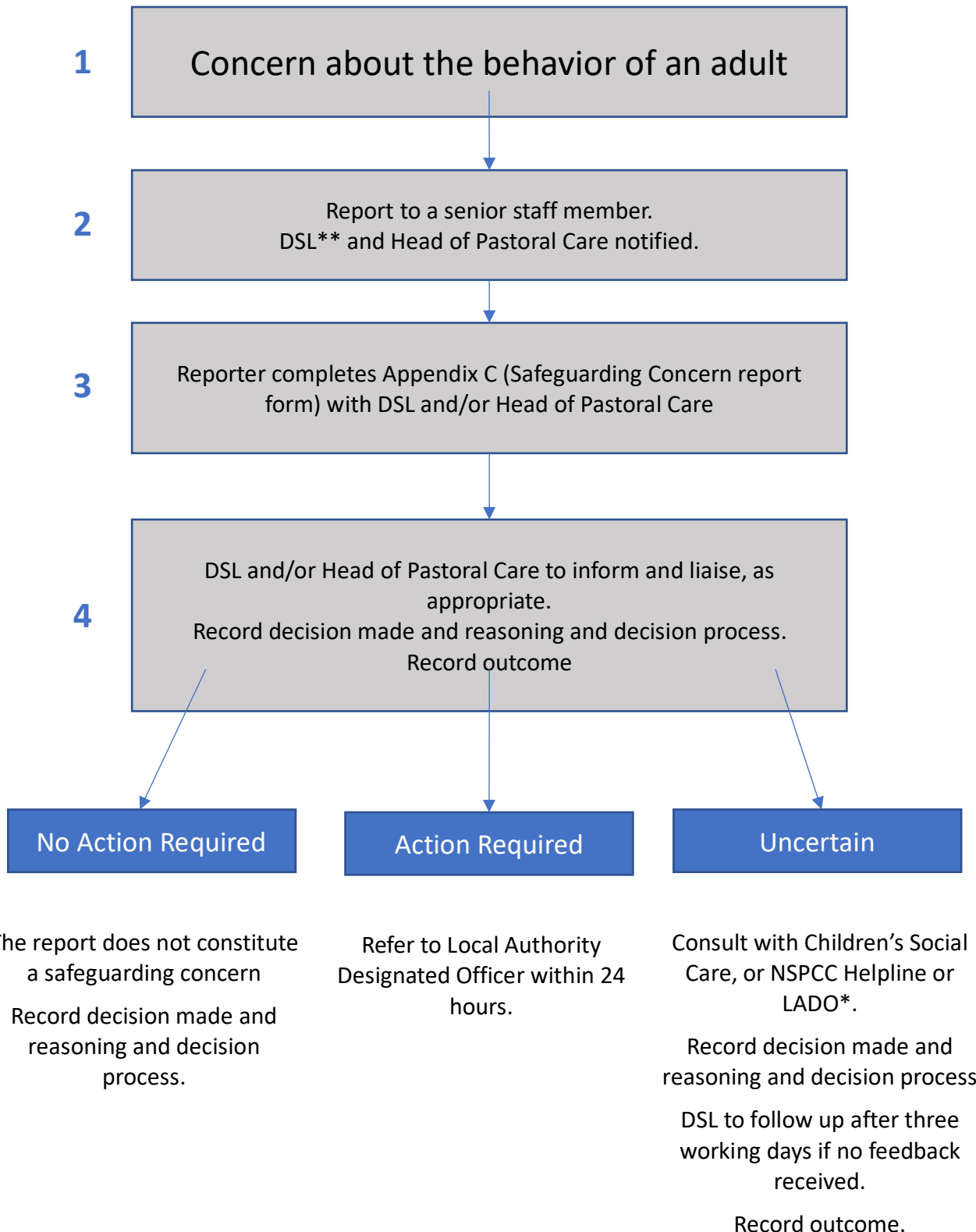
**DSL Designated Safeguarding Lead

Appendix B: Safeguarding reporting flow-chart (concerns about the behavior of an adult)

NB points 1-4 must be completed within the same working day

Guidance for Managing Allegations against staff are outlined in KSCIE 2019 Part 4

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014058/KCSIE_2021_Part_One_September.pdf



*LADO Local Authority Designated Office

**DSL Designated Safeguarding Lead

APPENDIX C: Safeguarding concern report form

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To be completed by a DSL or the Head of Pastoral Care.

To be held confidentially and securely by the Foundation for a period of no less than seven years

1. Factual information about the immediate circumstances

- a) Name of reporter
- b) Name of DSL/Head of Pastoral Care completing this form
- c) Today's date d) Location of report

2. Factual information about the child about whom concerns are raised

- a) Child's name
- b) Date of birth c) Age d) Ethnicity
- e) Religion f) First language
- g) Disability / special factors
- h) Parent or guardian name i) Relationship to child
- j) Child's home address
- k) Child's home phone number

3. Details of concerns

- a) Are you reporting your own concerns or passing on the concerns of another?
- b) Please give details of concerns
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-

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c) Describe what has prompted the concerns (include dates, times etc. of any specific incidents)

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d) Are there any physical or behavioural signs? What are they?

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4. Communication

a) Have you (or another) discussed these concerns with the child? If so, please record the discussion as accurately and thoroughly as possible.

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b) Have you (or another) spoken to the parent(s)/carer(s)? If so, please record the discussion as accurately and thoroughly as possible (attach additional sheets of paper as necessary)

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c) Have you (or another) spoken to the alleged abuser? If so, please record the discussion as accurately and thoroughly as possible.

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d) Have you discussed your concerns with anyone else? Please give details.

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5. Validation

a) Today's date:..... b) No. of pages of this report (including these 4)

c) (The reporter) I confirm this is a true and accurate representation of my concerns.

Reporter: (signature) (print name)

d) (The DSL/HoPC) I confirm that his is a true and accurate record of the concerns raised by the reporter.

DSL/HoPC: (signature) (print name)

e) (The Administrator) I confirm that I received this document on (date). I will store this document (including the continuation sheet) securely for no less than seven years from this date.

Administrator:(signature) (print name)

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6. Continuation sheet: Actions following completion of Appendix C

NB Your name and date should accompany each entry.

APPENDIX D: The role of the Designated Safeguarding Lead

The DSL is the lead person for Safeguarding practice within the organisation. This responsibility must be clearly defined within the job description

The DSL is responsible for:

- advocating the importance of child protection to all involved with the Foundation.
- acting as a first point of contact for the Foundation on issues of child protection for both internal and external enquirers
- receiving and acting upon any reported concerns in accordance with the Foundation Safeguarding Procedures.
- ensuring all staff are familiar with and adhere to the Foundation Safeguarding & Child Protection Policy & Code of Conduct.
- ensuring, in conjunction with the Administrator, that new staff receive a copy of the Foundation Safeguarding and Child Protection Policy & Code of Conduct prior to the course.
- ensuring, in conjunction with the Head of Pastoral Care, that the salient points and procedures of the Foundation Safeguarding Policy & Code of Conduct are outlined in the first staff meeting of the course.
- establish contact with the DSL of the host venue when applicable.
- representing the key link to statutory agencies (Social Care, LADO, Police) during formal investigations.
- providing guidance and advice on the relevant matters to staff.
- ensuring that records are stored securely for the appropriate time period.
- ensuring that, when absent from the course for any significant period, the role of DSL is suitably covered by a deputy DSL
- keeping an up-to-date knowledge and understanding of child protection, including attending appropriate training and safe recruitment training and developing links with local safeguarding agencies so that those systems are well understood.