

SAFEGUARDING – QUICK REFERENCE GUIDE

What staff should do in the case of a serious incident that has allegedly occurred in college, or at home and the young person, or vulnerable adult is thought to be at risk of significant harm.

Action by whom	Comments	Action by when
<p>Reassure the young person that they will be listened to, do not promise confidentiality.</p> <p>Clarify basic information:</p> <ul style="list-style-type: none"> ▪ What if anything has happened? ▪ When did it happen? ▪ Who was involved? ▪ Where did it happen? <p>Make no judgements</p>	<p>Although it is Family Services' responsibility to carry out the investigation, they will need to have some basic information on which to make a judgement about seriousness and urgency.</p>	Immediately
<p>Refer to the Senior Manager for Safeguarding, Amanda Hayes, or the Principal, Mike Jutsum. If they are not available, contact one of the designated staff (on reverse).</p>	<p>Both senior staff have mobile phones but as a last resort contact the home borough protection team.</p>	Immediately
<p>If the KCC senior person (or other designated staff member) considers the person is at risk of significant harm s/he will refer to Family Services in the home borough.</p>	<p>You usually require parental agreement to share information about a child in need with Family Services (SSD). However you do not need their permission to make a referral. If you are unsure how to proceed, for example if you are worried about a child in need, but the parent does not agree to a referral you can discuss whether the specific facts of this case justify a referral with a designated person. You can also consult with other agencies, including SSD, without necessarily naming the child. It may also be appropriate to share limited information with another agency in order to clarify whether you need to share more detailed information with them.</p>	The same day
<p>The KCC senior manager will agree with the recipient of the referral at Family Services what the parents in the case of younger adults) will be told, when and by whom.</p>	<p>With a child who may also be at risk of significant harm, you should usually inform the parent (s) that you are/have made a referral. You do not need their permission to do so. Parents are not told immediately if the referral concerns suspected sexual abuse, or where alerting the parent would place the child at risk of harm.</p>	
<p>The KCC senior manager will make a written referral to Family Services</p>	<p>The referrer is responsible for continuing to contact Family Services (SSD) until they confirm receipt of your written referral.</p>	Within 48 hours
<p>The social worker or team manager acknowledges receipt of the referral and decides on the next course of action</p>	<p>If the social worker/team manager thinks no further action is needed they should tell the referrer their reasons for this. NB keeping the referrer informed needs to be balanced against not compromising an ongoing investigation, nor sharing confidential information (especially where the referrer is a member of the public).</p>	
<p>The process is now managed by the external agency but staff may be required to give evidence</p>		

Where staff have a concern about the welfare of a young person or vulnerable adult e.g. neglect, withdrawn behaviour etc. that is not a matter of significant risk, this should be discussed with a designated member of staff and a brief report made to the Vice Principal. It will be kept on a central secure record.

Non-Secure Sites - Trained Staff Responsible for Dealing with Reported Incidents and Senior Concerns about Safeguarding Young Adults and Vulnerable Adults

All reported incidents on non secure sites should be recorded and immediately reported to the Vice Principal. Each prison has their own procedures.

Designated College Governor	Dr Alicia Holiday	Contact via the Clerk to the Governing Body: John Fowl. Tel: 07729 045442 thefowls@ntlworld.com
Senior Staff Member with Lead Responsibility	Amanda Hayes Vice Principal	Tel: 020 7573 5341 a.hayes@kcc.ac.uk
Designated Staff	Wendy Charles-Martin Student Services Manager	Tel: 020 7573 5374 w.charles-martin@kcc.ac.uk
	Marie- Ange King 14-24 Young Adult Manager	Tel: 020 7573 5378 m.king@kcc.ac.uk
	Nusrat Khan Nursery Manager	Tel: 020 7573 5347
Additional Designated staff from September 2010	Denise O'Dell- Athill Performance Manager	Tel: 020 7573 5371 d.odell-athill@kcc.ac.uk
	Pal Duley Performance Manager	Tel: 020 8969 98 30 p.duley@kcc.ac.uk
	Corey Simms Youth Worker	c.simms@kcc.ac.uk
	Luke Davy Youth Worker	Tel: 020 7573 5515 l.davy@kcc.ac.uk
	Kizzy Henry	Tel: 020 7573 5515 k.henry@kcc.ac.uk
	Rosemary Ennin IAG Officer	Tel: 020 7573 5327 r.ennin@kcc.ac.uk
	Diana Mensah IAG Officer	Tel: 020 7573 5307 d.mensah@kcc.ac.uk
	Luke Howson IAG Officer	Tel: 020 7573 5307 l.howson@kcc.ac.uk
	Reg Cobb	mobile text messaging - 07961 857410 r.cobb@kcc.ac.uk
	Angela Bruce-Mills	Tel: 020 7573 5224 a.bruce-mills@kcc.ac.uk
	Theresa Hughes	t.hughes@kcc.ac.uk
	Daniella Holden	d.holden@kcc.ac.uk
	Kirsty Lyall	k.lyall@kcc.ac.uk
	Denise Tandy	d.tandy@kcc.ac.uk
	Ruth Uprichard	r.uprichard@kcc.ac.uk
	Olive Charles	o.charles@kcc.ac.uk
	Miranda Roberts	m.roberts@kcc.ac.uk
	Donna Hunt	d.hunt@kcc.ac.uk
	Anita Carnell	a.carnell@kcc.ac.uk
	Margaret Harris	m.harris@kcc.ac.uk
Jublana Khanom	j.khanom@kcc.ac.uk	
Jendayi Am-Lak	j.am-lak@kcc.ac.uk	
Samantha Solomon		
Tristan Bearman 14 - 16 Alternative Schools Course Director	t.bearman@kcc.ac.uk	