

Safeguarding Incident Investigation Procedure

The Designated Safeguarding Lead is.....Matt Simmon

Information is given to frontline staff either in the form of a disclosure or allegation

Frontline staff to pass this information confidentially and without delay to the Child Protection Lead (CPL)

Frontline staff to ensure the smooth continuous running of the programme

DSL to record all information given and make initial assessment of whether there is an immediate risk

If the allegation is against a member of staff they should be isolated from the situation and steps from the disciplinary procedure followed

If the risk places a person in danger refer to police and Safeguarding Authority

If there is a risk either eliminate this or put in place measures to protect against it such as isolation of a child or member of staff

Where appropriate CPL to investigate the incident or allegations preferably on the scene however if this is not possible a Course Director may be used

If there is an operational affect inform appropriate members of the operations team.

Follow through the investigation in accordance to the discipline and grievance procedure ensuring excellent communication throughout

Liaise where appropriate with Tony Ward with regard communication with clients, parents and external agencies where appropriate

Record all information and outcomes confidentially and if necessary carry out a case review with appropriate members of the Operations team