

Safeguarding Referral Procedure

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Safeguarding Referral Procedure

1.0 Purpose

This procedure forms part of our Safeguarding framework and is in place to ensure that anybody who has cause to encounter any of our learners, young people or adults at risk knows what is expected of them and can safeguard others.

Everyone has the right to be protected against risk to their safety, health and well-being and everyone has the responsibility to safeguard others against such risks. The purpose of this procedure and associated policies is to ensure that we respond in a measured and supportive manner to reports or suspicions of abuse.

1.1 Scope

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff to share this commitment.

Who is responsible for Safeguarding and protecting Children and Vulnerable Adults from abuse? Both are everyone's business, and it is essential you understand your role. We all have a Duty of Care to our learners.

2.0 Context

- All complaints, allegations or suspicions of abuse must be taken seriously, and all colleagues must adopt a 'could happen here approach.'
- Absolute promises of confidentiality must not be given as the matter may develop in such a way that these might not be able to be honoured. This must be made clear at the outset to the individual who is making the disclosure, with reassurance that they are doing the right thing and information will only be passed on to those who need to know this to safeguard them and others.
- If the complaint/allegation comes directly from a child, young person or adult, questions should be kept to a minimum necessary to understand what is being alleged. Leading questions must also be avoided.

3.0 Procedure

Any member of staff identifying safeguarding and/or prevent concerns, whether directly or indirectly, must report them immediately to the Designated Safeguarding Officers (DSO) or Designated Safeguarding Lead (DSL), who will investigate, if appropriate, then follow this up with a referral to the appropriate agency.

All concerns must be acted upon and categorised within the safeguarding categories or prevent concern, including if well-being support request. If the disclosure comes directly from the learner, then careful questioning must be undertaken, considering the four 'R's:

- Recognise – the signs and indications of abuse
- Respond – as soon as possible
- Record – everything you have heard, what was said, or any actions seen
- Refer – to the designated person

4.0 Responding to Concerns

When dealing with safeguarding concerns, a person-centred approach should be adopted and in the case of adult safeguarding concerns the six principles as outlined in the Care Act 2014 should be followed which are empowerment, prevention, proportionality, protection, partnership, and accountability.

We ensure and emphasise that everyone in the organisation understands and knows how to share any concerns immediately. All staff get given access to our reporting system, ensuring they become part of the safeguarding culture from day one, reiterating it is everyone's responsibility to safeguard learners. Remember, if a child or adult at risk tells you about abuse that happened a long time ago or some time has lapsed since it last occurred (historical concern), it does not make it any less real and distressing for the child or vulnerable adult and should still be recorded with any advice and guidance given or actions taken.

Abuse can be historic and relate to incidents that happened a long time ago. They must still be referred on to the DSO/DSL as per this procedure to see if any further support may be required.

Allegations against a tutor/instructor who is no longer working for Talented Training Ltd should be referred to the DLS and this will then be passed onto the police. Historical allegations of abuse should also be referred to the police or confirmed from any previous disclosures that referrals have been made by other agencies involved.

5.0 Making a Referral

A safeguarding referral should be made in respect of allegations that an employee has:

- Behaved in a way that has harmed, or may harm, a child or vulnerable adult
- Possibly committed a criminal offense against, or related to, a child or vulnerable adult
- Behaved towards a child or adult at risk in a way that indicated that are unsuitable to work with children or adults at risk

Where you have concerns you should report these concerns to the DSOs/DSL and if urgent contact your DSL immediately, detailing your concerns

Colleagues should be mindful that an allegation may involve another child/children/young person(s) and if a child has been involved, contact your DSL as the welfare of the child being accused is equally paramount at this time.

The DSL will ensure that the member of staff reporting the incident/concern is reassured that their concerns are being appropriately addressed and that they have access to staff support, if needed.

If a child or adult at risk chooses to disclose, you should never:

- Take photographs of injuries, unless informed to do so by the safeguarding team or other agencies, and only if injuries are visible on arms, face neck – any other location

- of injuries should be done by professional such as Police, medical practitioners.
- Examine marks or injuries solely to assess whether they may have been caused by abuse (although there may be a need to give appropriate First Aid if required)
- Investigate or probe, aiming to prove or disprove possible abuse
- Make promises to the individual about confidentiality or keeping secrets
- Assume that someone else will take necessary action
- Jump to conclusions or react in any way to what the individual is disclosing
- Speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said or about the people allegedly involved
- Forget to record what you have been told – what may seem insignificant to you could be extremely important in supporting external agencies to decide whether abuse has occurred or is indeed likely to occur
- Remember: if any step in the process is not recorded, then it is assumed that it did not happen!
- Fail to pass the information on to the designated safeguarding team
- Ask the individual to sign a written copy of the disclosure or a statement

Where the learner at risk has communication difficulties or uses alternative/augmented communication systems, you may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in the same manner as for other children or vulnerable adults.

If a young person or adult has personal needs, their requirements should be discussed prior to commencement of the program and additional support plan implemented. We will respect personal privacy and dignity, ensuring that young people and adults are supported in meeting their own physical care needs, wherever this is possible.

If the DSL determines that the concern is not a safeguarding one but rather the learner needs support services, then this should be discussed with the learner.

6.0 Abuse Requiring Immediate Response

If you suspect there is a risk of abuse or a danger to life, you must contact the DSL immediately. If medical attention or the police as emergency action is required, then:

- The emergency services should be contacted on 999 immediately. The DSL team should be informed without delay
- The DSL team should contact the relevant social care and/or police service
- The DSL must consider whether it is safe for the child or adult at risk to return home or to a potential abusive situation, seeking advice from social care or police, as required
- Managers in the police or social care agencies will then advise about how to proceed to ensure the immediate wellbeing of the child or vulnerable adult
- The child or adult at risk should remain with staff if they are in immediate danger or in need of medical attention

All colleagues have access to a copy of the Safeguarding and Prevent Policy and associated procedures.

If no action has been taken after 48 hours and a high risk of potential harm to the young

person, the DSL should utilize the escalation process with the social care team under the respective local authority.

Employees must also be aware that if they feel the referral has not been dealt with, no action has been taken, or that senior management of social care teams are trying to disregard the referral, they should follow the procedures as set out in the Whistleblowing Policy.

7.0 External Notification

The need to refer allegations or concerns about risk posed by employees, or contractors to the designated Local Authority Person (formerly LADO) is a requirement, as detailed in the government guidance Working Together to Safeguard Children (2018).

We must inform ESFA or WYCA if we are subject of an investigation by the local authority or the police relating to funded learners. They will need to know the name of the institution, the nature of the incident and confirmation that it is, or is scheduled to be, investigated by the local authority and/or the Police. If a referral has been made to the Disclosure and Barring Service, we are required to inform the ESFA and WYCA.

8.0 Document Control

Below is the change history and document 'sign off' information.

8.1 Version Control

Record of Amendments		
Version Number	Date of Issue	Detail of Change
V1.0	May 2025	Referral Procedure - document created.

8.2 Next Review Date

The next scheduled review of this document will be May 2026 or earlier if there is a need for an additional review.

8.3 Document Authorisation

Document Authorisation		
Name and Position	Signature	Date
Laura Jambawai Quality and Adult Skills Lead	LJambawai	27 May 2025