

Safeguarding Procedures flowchart - Adults with Care and Support Needs (ACSN) (updated January 2023)

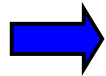
Adult at Risk alert form: <http://www.iowsab.org.uk/making-a-safeguarding-referral/>

1 Record information using TED questions

- Tell me
- Explain to me
- Describe to me

- Date, time and place where the alleged abuse happened.
- Your name and the names of others present.
- Name of the student and, where different, the name of the person who has allegedly been abused.
- Nature of the alleged abuse.
- Description of any injuries observed using the body maps provided in safeguarding policy.
- Do not promise confidentiality.
- Account of the allegation that should be signed and dated by the person completing the report. Ensure every page of any written report is numbered.
- Has consent from the adult been obtained and the desired outcomes discussed? If YES, continue with flowchart. If NO and there are no further implications, then only a record should be obtained. If NO consent, or concerns remain, seek advice from college safeguarding team.
- eTrackr record made. Link these members of staff to eTrackr note.

• Allegation
• Disclosure
• Observations made



2 Staff to notify in order of priority:

1. Safeguarding Care team
Student Hub -
01983 550833 / x2473
2. Deputy Safeguarding Lead -
Susan Churches
01983 550709 / x2349
3. Deputy Safeguarding Lead -
Michelle Campbell
07740 752830 / x2394
4. Safeguarding Lead -
Hilary Richardson x2447
5. Designated Safeguarding
Lead - Samantha Rooney
07740 752835 / x2251
6. Principal – Ros Parker
x2200

In the event of not being able to speak to college safeguarding leads, follow instructions in box 3.

Report to the Police if a criminal offence appears to have taken place.

3

Remember:
If there is an immediate risk of harm or danger to an individual, call 999.



Adult at Risk alert form to be completed and sent to safeguardingconcerns@iow.gov.uk

SAFEGUARDING ADULTS TEAM:
Initial Adult Social Care Contact (IASSC) Team
Tel: 01983 814980
Details of record of events.

Implement action as necessary.
Inform college DSL, SAMANTHA ROONEY, or if unavailable, MICHELLE CAMPBELL or SUSAN CHURCHES or the Principal.

Follow up any required actions.
When a referral is made, record on eTrackr using 'safeguarding-referral' category.



Update Principal

* Where an allegation involves a member of staff, DO NOT inform the member of staff – follow procedures in the safeguarding policy.
** For concerns regarding radicalisation or FGM, refer to the safeguarding policy and/or contact Michelle Campbell.