

# MK CHRISTIAN FOUNDATION — REALISING VALUE, RELEASING POTENTIAL

## Protecting Children, Young People and Vulnerable Adults Policy

### 1. INTRODUCTION

1.1 MK Christian Foundation's core values are that all people and all things:

- have an essential value and inherent potential;
- need to be contributing, learning, changing and growing;
- are interdependent and connected.

These values drive all our behaviours including our commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

1.2 Milton Keynes Christian Foundation has a statutory and moral duty to safeguard, protect and promote the welfare of children, young people and vulnerable adults receiving education and training with the Christian Foundation and all those involved with the Foundation's social enterprises and community activities.

1.3 Throughout the policy reference is made to "children, young people and vulnerable adults". The term "children and young people" is used to mean those under the age of 18. The term "vulnerable adults" is used to mean those aged 18 years or over who may be unable to protect themselves against significant harm or exploitation by reason of mental or other disability, age or illness.

1.4 In developing these policies and procedures the Christian Foundation has consulted with and taken account of guidance issued by the Department for Education and Skills, Milton Keynes Together and other relevant bodies and groups.

1.5 Milton Keynes Christian Foundation recognises that it also has a statutory duty to safeguard and protect children, young people and vulnerable adults from the risks of being drawn into extremism and terrorism. This 'Prevent' duty, which clearly connects in many ways with our Child protection Policy and processes, will be dealt with in our Prevent Policy.

### 2. OUR COMMITMENT TO SAFEGUARDING

2.1 The Christian Foundation is committed to providing a safe learning environment for children, young people and vulnerable adults.

2.2 We are committed to identifying children, young people and vulnerable adults who are suffering, or are likely to suffer significant harm.

2.3 We are committed to taking appropriate action to ensure that such children, young people and vulnerable adults are kept safe, both at the Christian Foundation and at home.

2.4 We are committed to identifying children, young people and vulnerable adults who are, or are likely to come under the influence radicalisation, extremism and terrorism.

In pursuit of these aims we will:

2.5 Raise awareness of issues relating to the welfare of children, young people and vulnerable adults and the promotion of a safe environment for children, young people and vulnerable adults learning and training through the Christian Foundation and those involved with the Foundation's social enterprises and community activities.

2.6 Facilitate the identification of children, young people and vulnerable adults at risk of significant harm and implement procedures for reporting concerns as appropriate to the Local Safeguarding Children's Board, Adult Social Care Assessment team or Prevent Engagement Team.

2.7 Establish procedures for reporting and dealing with allegations of abuse against staff

2.8 Ensure the safe recruitment of staff

2.9 Provide annual safeguarding training to staff, volunteers and all trainee staff working with children and/or vulnerable adults.

2.10 Provide training to all staff on prevent either through in house training or attending local authority training

<b>3. RESOURCING SAFEGUARDING</b>	
3.1	The Board of Directors will appoint a Director Champion for safeguarding children, young people and vulnerable adults' issues, who will undertake appropriate training.
3.2	The Executive will appoint one of its members to take a lead organisational responsibility for safeguarding children, young people and vulnerable adults which s/he will deliver in conjunction with the Foundation's designated Safeguarding Officer
3.3	The Board of Directors will receive an annual report from the Director Champion and staff member with lead responsibility for Safeguarding describing and reviewing how the organisation's duties and responsibilities have been discharged.
3.4	The Executive will ensure that all staff and volunteers receive safeguarding training approved by the Milton Keynes Safeguarding Training Board annually and will maintain a training record to ensure all staff training is up to date.
<b>4. UNDERSTANDING SAFEGUARDING</b>	
4.1	The Christian Foundation recognises that abuse and neglect are forms of maltreatment of a child /young person / vulnerable adult through inflicting harm or by failing to act to prevent harm. Children, young people and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child, young person or vulnerable adult.
4.2	In line with current understanding we acknowledge 4 principal forms of abuse and neglect: physical, emotional, sexual and neglect. These forms of abuse and neglect are described in greater detail in <b>Appendix 1</b> .
4.3	The Christian foundation recognises that safeguarding and protecting children includes safeguarding from the risk of being drawn into extremism or terrorism and peer on peer abuse.
<b>5. ROLE OF DESIGNATED STAFF WITH SAFEGUARDING RESPONSIBILITIES</b>	
5.1	<p>Safeguarding and Child Protection staff are responsible for:</p> <ul style="list-style-type: none"> <li>• Overseeing the referral of cases of suspected abuse or allegations relating to children or young people to Milton Keynes Children's Social Care</li> <li>• Overseeing the referral of cases of suspected abuse or allegations relating to vulnerable adults to the Adult Social Care Assessment Team (ASCAT)</li> <li>• Providing advice and support to other staff on issues relating to safeguarding children, young people and vulnerable adults</li> <li>• Maintaining a proper record of any safeguarding children, young people or vulnerable adults referral, complaint or concern (even where that concern does not lead to a referral) including any CAF referrals.</li> <li>• Ensuring that parents of children, young people and vulnerable adults involved with the Christian Foundation are aware of the Foundation's Safeguarding Children, Young People and Vulnerable Adults Policy</li> <li>• Liaising with Milton Keynes Children's Social Care, Adult Social Care Assessment Team and other appropriate agencies</li> <li>• Liaising with agencies which send young people to the Foundation to ensure that appropriate arrangements are made for the young people to ensure their safety whilst with the Foundation and to minimise risks</li> <li>• Liaising with employers and training organisations who receive children, young people or vulnerable adults from the Foundation on long term placements to ensure that appropriate safeguards are put in place</li> <li>• Ensuring that staff receive basic training in safeguarding children, young people and vulnerable adults and are aware of the Foundation's safeguarding procedures.</li> <li>• Providing an annual report to the Board of Directors on how the organisation has discharged its safeguarding duties.</li> </ul>
<b>6. PROCEDURE FOR REPORTING CONCERNS</b>	
6.1.	Although all staff and volunteers are responsible for ensuring the safety and protection of all children, young people and vulnerable adults engaged in Christian Foundation activities whilst on the Foundation's premises and when engaged in Foundation activities, staff and volunteers should not investigate concerns or allegations themselves but should report them immediately to one of the Safeguarding Children, Young People and Vulnerable Adults Officers. Guidance for staff receiving an allegation of abuse and on the procedures to be followed is set out in <b>Appendix 2</b> .
6.2.	A flowchart describing the process for reporting concerns about safeguarding children, young people and

vulnerable adults is set out in **Appendix 4**

## **7. DEALING WITH ALLEGATIONS OF ABUSE MADE AGAINST STAFF**

7.1 The procedures in this policy apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

7.2 Because of their frequent contact with children, young people and vulnerable adults, staff may have allegations of child abuse made against them. The Foundation recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that the investigations are thorough and not subject to delay.

7.3 The Foundation recognises that the Children Act 1989 states that the welfare of the child/young person is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the Foundation will do so with sensitivity and will act in a careful, measured way.

7.4 A member of staff who receives an allegation about another member of staff from a child/young person/vulnerable adult or who observes or becomes aware of inappropriate activity should follow the guidelines for dealing with disclosure as set out in **Appendix 3**.

## **8. REPORTING AND DEALING WITH ALLEGATIONS OF PEER ON PEER ABUSE**

8.1 If any trainee makes an allegation of abuse against another trainee the member of staff will need to report the incident to a member of the Safeguarding Children and Young People Team to ascertain whether the form of abuse fits into existing Foundation policies e.g. disciplinary, bullying and harassment.

8.2 If the allegation of abuse is of a sexual nature the young person should be encouraged to report the abuse/offence directly to the police. In addition the incident needs to be directly reported to the Safeguarding Children, Young People and Vulnerable Adults officer for any additional advice and guidance.

8.3 'Upskirting' is a form of sexual harassment and since April 2019 has been listed a criminal offence. Upskirting normally involves taking a picture under a person's clothing without them knowing with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause upset to the victim. Upskirting often occurs in a public crowded place, making it hard for the victim to know that a photograph is being taken, victims are often distressed and feel humiliated. Any form of upskirting will be reported to the police and the Multi Agency Sharing hub.

## **9. PROCEDURES TO DEAL WITH ALLEGATIONS OF ABUSE WHERE AN OUTSIDE AGENCY IS ACTIVELY INVOLVED WITH THE YOUNG PERSON**

If a young person or vulnerable adult discloses abuse and the Christian Foundation is aware of the active involvement of an external agency (e.g. Probation, Children's Services, Include) the Safeguarding Officer, with the explicit permission of the young person, will inform the external agency of the allegation and, if appropriate, the name of the alleged perpetrator. This action will be taken alongside the direct referral to Children's Services and Children's Services will be informed of this sharing of information.

## **10. RECRUITMENT AND SELECTION PROCEDURES**

The Christian Foundation will use recruitment and selection processes consistent with recognised Safer Recruitment policies. They will take account of the following:

10.1 They will apply to all staff and volunteers who work with children, young people and vulnerable adults

10.2 Posts or roles should be clearly defined, normally through a role or job description, with the key selection criteria identified.

10.3 Vacancies will be advertised widely in order to ensure a diversity of applicants.

10.4 Documentary evidence of academic and vocational qualifications will be viewed and professional and character references sought. Previous employment history will be verified. No-one will be allowed to work on a one to one basis with children, young people or vulnerable adults until Disclosure and Barring Service (DBS) checks and **List 99 checks** have been completed.

10.5 A variety of selection criteria including qualifications, previous experience, interview and reference checks will be used to assess candidates' suitability with interview questions to be devised so as to determine candidates' understanding of safeguarding and their attitudes towards children, young people and vulnerable adults.

10.6 Continued employment will depend on the receipt and verification of references.

## 11. IMPACT ASSESSMENT

- a. This policy has been reviewed in accordance with Equalities Legislation on race, disability, age, gender, sexual orientation and gender identity, religion, faith and belief.

## 12. POLICY REVIEW

- 12.1 This policy and procedure will be reviewed periodically, and at least annually, in line with legislative changes, staff and manager comments.  
12.2 This policy may be amended by the Foundation at any time in order to take into account changes in legislation and best practice.  
12.3 Any enhancements to statutory provisions that affect this Policy will automatically be incorporated.  
12.4 Next review due in September 2020.

## 13. REVIEW LOG

V0.1 Created by Claire Rolland in September 2020.

## APPENDIX 1

The Board of Directors recognises the following as definitions of abuse and neglect:

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child/young person/vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child/young person/vulnerable adult.

### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child/young person/vulnerable adult such as to cause severe and persistent adverse effects on the child/young person/vulnerable adult's emotional development. It may involve conveying to children/young people/vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include denying the child/ young person/ vulnerable adult opportunities to express their views, deliberately silencing them or making fun of their comments or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children/ young people / vulnerable adults. These may include interactions that are beyond the child/young person / vulnerable adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child/young person/ vulnerable adult participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve witnessing domestic violence. It may involve serious bullying, causing children/young people/vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children/ young people / vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child/young person/vulnerable adult though it may occur alone.

### Sexual abuse

Sexual abuse involves forcing or enticing a child /young person/vulnerable adult to take part in sexual activities, including prostitution, whether or not the child/young person/vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children/young people/vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children/young people/vulnerable adults to behave in sexually inappropriate ways. They may include 'grooming' or actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child/young person/ vulnerable adult in order to lower their inhibitions in preparation for sexual activity with the child/ young person / vulnerable adult or exploitation.

## **Neglect**

Neglect is the persistent failure to meet a child/young person/vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person/vulnerable adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child/young person/ vulnerable adult from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child/young person/ vulnerable adult's basic emotional needs.

## **APPENDIX 2**

### **GUIDANCE FOR HANDLING DISCLOSURE OF ABUSE AND PROCEDURE FOR REPORTING CONCERNS**

When a young person or vulnerable adult makes allegations of abuse, the member of staff who receives it should:

- Reassure the young person that they have done the right thing.
- Listen. Do not interrupt.
- You **must not** promise the young person or vulnerable adult that you will keep the matter confidential. Explain to him/her that you have to report the matter to the Local Safeguarding Children's Board, as this is your legal duty, or to the Adult Social Care Assessment Team.
- Once the individual has finished speaking, it may be necessary to ask questions.
- Only ask questions if you are still unsure whether this is a safeguarding children and young people issue or a safeguarding vulnerable adults issue. You are **not** conducting an investigation; you are simply establishing the key facts.
- Only ask simple, open, non-leading questions. E.g. if a young person or vulnerable adult tells you they have been hurt, ask "How did you get hurt?" rather than "Did someone hit you?" Accept what the young person or vulnerable adult is saying and do not offer an alternative interpretation of the alleged events.
- Once you know you are concerned enough to raise the matter with the Foundation's Safeguarding Children, Young People and Vulnerable Adults officers, don't ask any more questions.
- Write down what has been said immediately afterwards, in words used by the young person or vulnerable adult and yourself to the best of your memory
- **Do not** ask the person to sign anything at this stage.
- Note anything about the young person or vulnerable adult which is connected i.e. any visible injuries including the position and description, but do not photograph these.
- Verbally report the matter to one of the Foundation's Safeguarding Children, Young People and Vulnerable Adults officers as soon as possible but certainly within 24 hours.
- If in doubt seek advice from one of the Foundation's Safeguarding Children, Young People and Vulnerable Adults Team.

#### **Step 1**

The member of staff reporting the matter should make a full written record about the nature of the allegation as soon as possible to the safeguarding email ([safeguarding@mkchristianfoundation.co.uk](mailto:safeguarding@mkchristianfoundation.co.uk)) and forward this (with any transcript) to the Safeguarding Children, Young People and Vulnerable Adults officer.

**Email to include:** (see appendix 4) details to include:

- Staff name and the names of others present
- The date and time of compiling the report
- The date, time and place of the alleged abuse
- The name of the complainant and, where different, the name of the young person or vulnerable adult who has allegedly been abused or is at risk of abuse
- The nature of the alleged abuse
- A description of any injuries observed
- The account which has been given of the allegation
- Signature of member of staff completing report.

Note: Any staff member with whom a concern has been raised or allegation made who fails to send email could be the subject of disciplinary proceedings. Any incident or allegation must be reported no matter how apparently trivial otherwise disciplinary proceedings may need to be taken against the relevant staff member.

## **Step 2**

The Safeguarding Children, Young People and Vulnerable Adults officer should make a full written record about the incident by completing **young person of concern log or/ and a referral to the Multi Agency Safeguarding Hub using the Multi agency referral form.** (see appendix 4) details to include:

- Young person or vulnerable adult's full name, address, telephone number, gender and date of birth
- Names of persons with parental responsibility and contact details
- Names of any professionals involved with family/young person.
- Any other names that young person or family members may have been known by
- Clear details of the concern

## **APPENDIX 3**

### **REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE AGAINST MEMBERS OF STAFF**

#### **1. Receiving an Allegation from a Child/Young Person/ Vulnerable Adult**

A member of staff who receives an allegation about another member of staff from a child/young person/vulnerable adult should follow the guidelines for dealing with disclosure.

The allegation should be reported immediately to the Director responsible for Safeguarding Children, Young People and Vulnerable Adults, unless the Director is the person against whom the allegation is made, in which case the report should be made to another Director or the Director Champion. The Lead Director (or designated person if the allegation is against the Lead Director) should:

- Obtain written details of the allegation from the person who received it, which should be signed and dated. The written details should be countersigned and dated by the Lead Director (or designated person).
- Record information about times, dates, locations and names of potential witnesses.

#### **2. Initial Assessment by the Lead Director (or designated person)**

The Lead Director (or designated person) should make an initial assessment of the allegation, consulting with the Safeguarding Children, Young People and Vulnerable Adults officer, the Director and the Local Safeguarding Children's Board as appropriate. **Where the allegation is considered to be either a**

**potential criminal act or indicates that the child/young person has suffered, is suffering or is likely to suffer significant harm, the matter should be reported immediately to the Milton Keynes Local Authority Designated Officer (LADO) or in the case of a Vulnerable Adult to the Adult Social Care Assessment team.**

It is important that the Director (or designated person) does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision as to whether or not the allegation warrants further investigation.

Other potential outcomes are:

- The allegation represents inappropriate behaviour or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm to the child/young person. The matter should be addressed in accordance with the Foundation's disciplinary procedures.
- The allegation can be shown to be false because the facts alleged could not possibly be true.

### **3. Enquiries and Investigations**

- Safeguarding children, young people and vulnerable adults enquiries by Milton Keynes Local Authority Designated Officer (LADO), by the Adult Social Care Assessment Team or by the police are not to be confused with internal, disciplinary enquiries undertaken by the Christian Foundation. The Christian Foundation may be able to use the outcome of external agency enquiries as part of its own procedures. The safeguarding children, young people and vulnerable adults' agencies, including the police, have no power to direct the Foundation to act in a particular way, however, the Foundation should assist the agencies with their enquiries.
- The Foundation shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed; to do otherwise may prejudice the investigation. Any internal enquiries shall conform to the existing staff disciplinary procedures.
- If there is an investigation by an external agency, for example the police, the Director (or designated person) should normally be involved in, and contribute to, the inter-agency strategy discussions. The Director (or designated person) is responsible for ensuring that the Christian Foundation gives every assistance with the agency's enquiries. He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The Director (or designated person) shall advise the member of staff that he/she should consult with a representative, for example, a trade union or should seek legal advice.
- Subject to objections from the police or other investigating agency, the Director (or designated person) shall:
  - inform the child/young person/vulnerable adult or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
  - ensure that, if appropriate, the parents/carers of the child/young person/vulnerable adult making the allegation have been informed that the allegation has been made and what the likely process will involve. In deciding whether parents / carers should be informed, the Director (or designated person) will need to take into account the child/young person's competence to make decisions under the Frazer guidelines and any possible risks to the child / young person as a result of disclosure.
  - inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.
  - inform the Chair of the Board of Directors and/or the Director Champion of the allegation and the investigation.
- The Director (or designated person) shall keep a written record of the action taken in connection with the allegation.

### **4. Suspension of Staff**

- Suspension should not be automatic. In respect of staff other than a Director, suspension can only be carried out by a Director. In respect of a Director, suspension can only be carried out by the Chair of the Board of Directors (or in his/her absence, the deputy chair).
- Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary, act and shall be on full pay. Consideration should be given to alternatives: eg paid leave of

- absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.
- Suspension should only occur for a good reason. For example:
  - where a child/young person/ vulnerable adult is at risk.
  - where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
  - where necessary for the good and efficient conduct of the investigation.
- If suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union, or to seek legal advice.
- Prior to making the decision to suspend, the Director (or Chair or Vice Chair of the Board of Directors) could meet with the member of staff but this should only occur with the approval of the appropriate agency from the Local Authority Designated Officer (LADO) or the Adult Social Care Assessment team. In particular, if the police are engaged in an investigation the officer in charge of the case should be consulted.
- The member of staff should be advised to seek the advice and/or assistance of a legal representative and should be informed that they have the right to be accompanied by a friend. The member of staff should be informed that an allegation has been made and that consideration is being given to suspension. It should be made clear that the meeting is not a formal disciplinary hearing, but solely for raising a serious matter which may lead to suspension and further investigation. The purpose of the meeting is to provide information about the process. The meeting should be with the Director and Director responsible for HR.
- During the meeting, the member of staff should be given as much information as possible, in particular the reasons for any proposed suspension, provided that doing so would not interfere with the investigation into the allegation. The meeting is not intended to establish the member of staff's innocence or guilt.
- If the Director (or Chair or Vice Chair of Directors) considers that suspension is necessary, the member of staff shall be informed that he/she is suspended from duty. Written confirmation of the suspension, with reasons, shall be despatched as soon as possible, and ideally within one working day.
- Where a member of staff is suspended, the Director (or Chair or Vice Chair of the Board of Directors) should address the following issues:
  - the Chair of the Board of Directors should be informed of the suspension in writing.
  - the Board of Directors should receive a report that a member of staff has been suspended pending investigation, the detail given to the governing body should be minimal
  - where a Director has been suspended, the Chair or Vice Chair of the Board of Directors will need to take action to address the management of the Christian Foundation
  - the parents/carers of the child/young person/vulnerable adult making the allegation should be informed of the suspension. They should be asked to treat the information as confidential. Consideration should be given to informing the child/young person/vulnerable adult making the allegation of the suspension
  - senior staff who need to know of the reason for the suspension should be informed
  - depending on the nature of the allegation, the Director responsible for Safeguarding should consider with the Chair of the Board whether a statement to the students of the Foundation and/or parents/carers should be made, taking due regard of the need to avoid unwelcome publicity. Legal advice should be sought on this.
- The Director shall consider carefully and review the decisions as to who is informed of the suspension and investigation. The Local Safeguarding Children's Board or the Adult Social Care Assessment Team and external investigating authorities should be consulted.
- The suspended member of staff should be given appropriate support during the period of suspension. He/she should also be provided with information on progress and developments in the case at regular intervals.
- The suspension process should be carried out in accordance with the relevant Christian Foundation disciplinary procedures.

#### **5. The Disciplinary Investigation**

- The disciplinary investigation should be conducted in accordance with the existing staff disciplinary procedures
- The member of staff should be informed of:

- the disciplinary charge against him/her.
- his/her entitlement to be accompanied or represented by a trade union representative or friend.
- Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately and arrangements made for the member of staff to return to work. It may be appropriate to offer counselling.
- The child/young person/vulnerable adult making the allegation and/or their parents/carers should be informed of the outcome of the investigation and proceedings. This should occur prior to the return to the Foundation of the member of staff (if suspended).
- The Director (or designated person) should give consideration to what information should be made available to the general population of the Christian Foundation.

#### **6. Allegations without foundation**

- Obviously false allegations may be indicative of problems of abuse elsewhere. A record should be kept and consideration given to a referral to the Local Safeguarding Children's Board or Adult Social Care Assessment Team in order that other agencies may act upon the information.
- In consultation with the designated senior member of staff and/or the designated Director Champion, the Director shall:
  - inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or safeguarding children and young people action will be taken. Consideration should be given to offering counselling/support.
  - inform the parents/carers of the alleged victim that the allegation has been made and of the outcome.
  - where the allegation was made by a child/young person other than the alleged victim, consideration to be given to informing the parents/carers of that child/young person.
  - prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.
  - HR record to be amended to reflect false allegations.

#### **7. Records**

- It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file in accordance with internal procedures.
- If a member of staff is dismissed or resigns before the disciplinary process is completed, he/she should be informed about the Christian Foundation's statutory duty to inform the Secretary of State for Education under the "List 99" procedures.

#### **8. Monitoring Effectiveness**

Where an allegation has been made against a member of staff, the nominated Director, together with the other Directors should, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the Christian Foundation's procedures and/or policies and/or which should be drawn to the attention of the Local Safeguarding Children's Board or the Adult Social Care Assessment Team. Consideration should also be given to the training needs of staff.

## APPENDIX 4

### Flowchart for Reporting Concerns about Safeguarding Children, Young People and Vulnerable Adults

