

Safeguarding Children Policy

For use by whom: All Staff

Commencement Date: June 2009

Reviewed and amended May 2017

Next Review Date: May 2018

Associated Documents:

Suspicion of abuse procedure	Medication procedure
Risk taking	Restraint
Whistle blowing	Dignity & respect
Missing person	Student protection
Complaints	Confidentiality
Student charter	Support planning
Staff recruitment	Behaviour management
Equality Act	Behaviour & sanctions
Supervision & support	Student's rights & responsibilities
Work placement procedure	Staff involvement with student finances
E- safety	Information Sharing Policy

Policy Statement

This document is the Safeguarding Children Policy for Langdon College which will be followed by all members of the organisation and, followed and promoted by those in the position of leadership within the organisation.

The College takes responsibility for ensuring that our employees and volunteers are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of the young people we support.

Aim of the Policy

We know that being a young person makes our students potentially vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

Principles upon which the Safeguarding Children Policy is based:

- The welfare of a child or young person will always be paramount;
- The rights, wishes and feelings of children, young people and their families will be respected and listened to;
- Those people in positions of responsibility within the organisation will work in accordance with the interest of children and young people and follow the policy outlined below.

Keeping children safe from harm requires people who work with children to share information. See information sharing: practitioners guide published by DfES.

College Policy and Procedures on Safeguarding Children

Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with vulnerable children.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILD OR CHILDREN CONCERNED i.e.:-

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

Recognition of Abuse or Neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children 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 or children.

Physical Abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child 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's basic emotional needs.

Self Neglect

Self-neglect is a behavioral condition in which an individual neglects to attend to their basic needs, such as personal hygiene, appropriate clothing, feeding, or tending appropriately to any medical conditions they have. More generally, any lack of self-care in terms of personal health, hygiene and living conditions can be referred to as self-neglect.

Self-neglect is any **failure of an individual to take care of himself or herself** that causes, or is reasonably likely to cause within a short period of time, serious physical, mental or emotional harm or substantial damage to or loss of assets.

Self-neglect can happen as a result of an individual's choice of lifestyle, or the person may

- be depressed,
- have poor health,
- have cognitive (memory or decision making) problems, or
- be physically unable to care for self.

Self-neglect includes:

- Living in grossly unsanitary conditions
- Suffering from an untreated illness, disease or injury
- Suffering from malnutrition to such an extent that, without an intervention, the individual's physical or mental health is likely to be severely impaired.

- Creating a hazardous situation that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets, and

Individuals within the organisation need to be alert to the potential abuse of children including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and where there are concerns about a child's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

It is good practice to be as open and honest as possible about any concerns. However, any concerns must be raised at the earliest opportunity with a manager who will then contact a Senior Manager to seek advice. Decisions should not be taken in isolation and if in any doubt or concern consult with your line manager/senior manager immediately.

The on call procedure can be followed to ensure you seek advice from a manager, senior manager or the Principal at any time. The relevant person will then take responsibility for reporting to the responsible person who will take over investigation of any concerns.

All staff employed and volunteers engaged by Langdon College have a duty of care to be vigilant and immediately report any concerns around safeguarding or abuse issues to the relevant people outlined in this policy. Failure to do so may potentially result in this being treated as gross misconduct which is likely to result in dismissal.

Safeguarding Committee

Langdon College also have a Safeguarding Committee that meets on a regular basis to discuss any potential safeguarding issues.

Committee Details:

Wendy Shepherd – Head of Student Services

Pauline Harwood – Home Manager

Karen Lawler – Classroom Assistant

Peter Palmer- Support Worker

Esty Rubner – Student Representative

Susan Fagelman –Safeguarding Governor

(Under review)

Any non immediate concerns should be raised with a member of the committee.

Student Involvement

A student representative was elected in student forum to represent the student group as a whole and raise issues at the committee meetings. The Langdon College student representative is currently Esty Rubner. All students are aware that they can raise issues with Esty to bring to the meeting and give feedback to all/individuals from the committee.

What to do if Children talk to you about Abuse or Neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously, individually or in groups when you are present. In these situations YOU MUST:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child that:
 - they have done the right thing in telling you;
 - they have not done anything wrong;
- Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT ask the child to repeat his or her account of events to anyone.

Staff members **must not** investigate allegations themselves. Staff **must always** seek advice immediately in all cases of disclosure and refer to the appropriate senior member of staff.

If you have a Child Protection concern you should:

1) Consult about your Concern

Because of your observations of, or information received you may become concerned about a child who has not spoken to you.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you **must** share your concerns and have a duty of care to do so. You should at the earliest opportunity talk to one of the people designated as responsible for child protection within your organisation. In this organisation the person is Wendy Shepherd, Head of Student Services Tel: 0161 740 5900 or Jane Bowers, Head of Education Tel: 0161 740 5900. If you are unable to go

directly to a designated person then you must activate the on call procedure and speak to a senior manager or the Principal.

(If one of those people is implicated in the concerns you should discuss your concerns either with the Principal directly or if ongoing/unresolved discuss concerns with the Safeguarding Children Unit - Tel: 0161 603 4500.)

You should consult with your local Children's Social Care Duty & Investigation Team in the area where the child permanently resides, in the following circumstances:

- When you remain unsure after internal consultation as to whether child protection concerns exist
- When there is disagreement as to whether child protection concerns exist
- When you are unable to consult promptly or at all with your designated internal contact for child protection
- When the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Social Care or the Police should progress.

Langdon College will ensure they will do all they can to address concerns promptly and effectively. The Principal and senior management team maintain an 'open door' policy to ensure all staff and students can raise concerns and be listened to at all times.

2) Make a Referral

A referral involves giving Children's Social Care or the Police information about concerns relating to an individual in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

The senior management team will make a careful and considered decision about whether a referral is necessary using the relevant threshold guidance. Local policy and procedure and where necessary liaising with the local teams to seek advice about further action.

Parents/carers should be informed if a referral is being made except in the circumstances where they are the subject of an allegation /concern.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Social Care about how and when the parents should be approached and by whom.

- If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a telephone referral to the Children's Social Care Duty & Investigation Team in the area where the child resides.

- If your concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.
- If your concern is about harm or risk of harm from an adult in a position of trust see the section titled : allegations against adults who work with children

If your concern is that a child or family need additional help or support, you should contact the appropriate Locality Team (see useful numbers).

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child.
- Gender, ethnicity, first language, any special needs.
- The names of professionals /relevant others known to be involved with the child/family e.g.: GP, Health Visitor, etc.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Action to be taken following the referral:

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to the Children's Social Care Duty & Investigation Team following the referral (within 48 hours - and using the **multi-agency referral form**).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Allegations against Adults who work with Children

If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child in a way that indicated s/he is unsuitable to work with children

You should speak immediately with your line manager or senior manager who has responsibility for managing allegations. The Senior Manager will consult with/make a referral to the Safeguarding Children Unit.

(If one of those people is implicated in the concerns you should discuss your concerns directly with the Principal, Chris Mayho or the Safeguarding Children Unit - tel: 0161 603 4500)

3) Record and Report

All information and evidence collated when investigating any safeguarding issue should be recorded promptly and factually by all individuals involved.

The responsible individual will ensure appropriate reporting to relevant people and agencies.

Once a referral has been made and investigation has been conducted and concluded with a clear outcome the following reports should be completed:

- In cases of a student residing at a registered Property, a Regulation 37 report/notification should be made to the Care Quality Commission and Ofsted
- If relevant (in cases of conclusion that a staff member has perpetrated abuse) it may be appropriate to make a referral (liaising with the local authority) to the Child Protection Register.

Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection.

If in doubt, consult:

Wendy Shepherd – Head of Student Services/designated responsible person or Jane Bowers – Head of Education/designated responsible person

Prevent Duty

From 1 July 2015 all schools and child care providers must have regard to the statutory guidance issued under section 29 of the Counter Terrorism and Security Act 2015. Under section 26 of the counter Terrorism and Security Action 2015, in the exercise of their functions, all staff and volunteers are to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the **Prevent duty**.

We have a role of protection for vulnerable children, young people and adults. Therefore we are obliged to ensure we pay particular attention and have measures in place to address this concern. The Prevent Strategy, published by the Government in 2011, is part of an overall counter terrorism strategy called CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping

people becoming terrorists or supporting terrorism. In addition, the Counter Terrorism and Security Act 2015 sections 36 to 41 sets out the duty on local authorities and partners to establish and cooperate with a local Channel programme of 'Channel Panels' to provide support for people vulnerable to being drawn into terrorism. It is essential that Channel Panel members and their partners ensure that children and young people are protected from harm.

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children, young people and vulnerable adults to involve them in terrorism or activity in support of terrorism.

The 10 Greater Manchester local authorities and Greater Manchester Police, agree that this exploitation should be viewed as a safeguarding concern and should be approached in the same way as safeguarding children from other risks.

To summarise key points:

Violent Extremism is defined by the Crown Prosecution Service (CPS) as:

"The demonstration of unacceptable behaviour by using any means or medium to express views, which:

- *Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;*
- *Seek to provoke others to terrorist acts;*
- *Encourage other serious criminal activity or seek to provoke others to serious criminal acts;*
- *Foster hatred which might lead to inter-community violence in the UK."*

There are a number of offences that can be considered when dealing with violent extremism. They include offences arising through spoken words, creation of tapes and videos of speeches, internet entries, chanting, banners and written notes and publications.

There is no such thing as a 'typical extremist' and those involved in extremism come from a range of backgrounds and experiences.

Most individuals, even those who hold radical views, do not become involved in violent extremism. Holding extreme views is not illegal, but inciting a person to commit an act in the name of any belief is in itself an offence.

It is vital that all professionals who have contact with vulnerable individuals are able to recognise those vulnerabilities and help to increase safe choices and remember that violent behaviour operates on many levels in the absence of protective factors and that individuals largely act within the context of their environment and experiences.

Research shows that indicators that may make an individual vulnerable to radicalisation can include:

Identity Crisis - Distance from cultural / religious heritage and uncomfortable with their place in the society around them;

Personal Crisis - Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging;

Personal Circumstances - Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;

Unmet Aspirations - Perceptions of injustice; feeling of failure; rejection of civic life;

Criminality - Experiences of imprisonment; poor resettlement/reintegration; previous involvement with criminal groups.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of exploitation for the purposes of violent extremism.

See the full policy online (see the link below) for information about more critical risk factors.

There is a statutory duty for workers to share information where there are concerns about the safety or well being of a child or vulnerable adult. Protecting children and young people from radicalisation and extremism requires careful assessment and working collaboratively across agencies as initially concerns may be inconclusive. Sharing information effectively and keeping the child and young person in focus should be the main aim of any interventions and services. (See information sharing policy).

Roles and Responsibilities of the Single Point of Contact (SPOC)

Wendy Shepherd – Head of Student Services is the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.

As with other safeguarding issues, where a professional has any concerns that a person or their family may be at risk of radicalisation or involvement in terrorism, they should speak with the organisation's safeguarding lead. The SPOC should offer advice and guidance about the appropriateness of making a referral to Children's Social Care and/or undertaking integrated working processes, such as the Common Assessment Framework, to better understand the issue and gather additional information.

If, at any stage, it is felt that the individual poses an immediate danger to themselves or any other person, the police should be called immediately.

If the concerns about an individual are not serious, the Safeguarding Lead / Prevent SPOC may decide that they can be addressed by action within the organisation. In this case, the organisation should take the appropriate action to address any concerns, and review whether the concerns remain after this.

If the Safeguarding Lead / Prevent SPOC consider that the concerns relating to an individual are more significant, and require a multi-agency response, they will take the appropriate action in line with Greater Manchester's Policy.

Further guidance can be found at:

<http://greatermanchesterscb.proceduresonline.com> where information can be used to provide a clear framework for all professionals working with children for whom there are concerns that they are at risk of becoming involved in violent extremist activity.

It includes the link between safeguarding procedures and the Channel programme, and provides a mechanism for supporting those who may be vulnerable to violent extremism by assessing the nature and the extent of the potential risk and, where necessary, providing an appropriate support package.

When deciding whether to refer to Channel. As a minimum there must be information evidencing a concern that the individual is either moving towards support for terrorism, or an attraction to terrorism or a vulnerability to radicalisation.

The Channel Team is based at GMP Headquarters within the North West Counter-Terrorism Unit.

The telephone contact number for the Channel Team is **0161 856 6362**.

The e-mail address for the Channel Team is **channel.project@gmp.police.uk**.

Training/Induction

All staff will be trained to recognise safeguarding issues, how to deal with incidents and how to report their suspicions.

All relevant staff are required to read all relevant policies during their induction period (all associated documents) and ensure they discuss with a manager if they have any concerns, or feel they need more support to understand the content of these.

Relevant training completed by staff:

- NSPCC Child Protection training
- safeguarding the older child
- safeguarding adults
- managers safeguarding training course
- e safety training
- safeguarding procedures training
- Prevent Duty Training

Relevant Documents to be read on induction: (also to sign to confirm understood content of these)

- Common Core of skills and knowledge (Every Child matters)
- Safeguarding associated policies file
- What to do if you're worried a child is being abused (summary)
- Information sharing – practitioners guide
- Guidance for safer working practice for Adults who work with children and young people in education settings
- Safer practice, safer learning
- Statutory guidance – Working together to safeguard children 2010, 2012

Your manager may ask you to read and sign to confirm you have understood other documents and relevant updated information from time to time. If you want any more information on safeguarding there are relevant information and legislation files held in the support manager's office.

Relevant legislation:

- The 'whistle blowing' Public Interest Disclosure Act, 1999
- The Children Act 1989, 2004
- The Data Protection Act 1998
- The Disability Discrimination Act 1995
- The Human Rights Act 1998
- The Special Educational Needs (SEN) Code of Practice 2001
- The Special Educational needs and Disability Act 2001
- The UN Convention on the Rights of the Child 1989
- Safeguarding vulnerable groups Act 2006
- Safeguarding children and safer recruitment in education 2006
- Protection of Freedoms Act 2012 (receiving Royal Assent on 1st may 2012 and changes in effect from September 2012)

These acts outlined do not constitute an exhaustive list but are some of the relevant acts to safeguarding.

Legislation

We will keep all staff up to date with current legislation and our policy will be amended as necessary to reflect any changes to government led policy. We will email all staff regularly with any new information as well as include this in training days and whole staff meetings.

Recruitment

When recruiting new staff, the College ensure to follow all relevant policies and procedures in line with legislation. All staff will have been checked through the Disclosure and Barring Scheme prior to starting work at the College. Safeguarding responsibilities of all staff are outlined right from interview stages to outlined in their job description/contract/staff manual. A detailed interview process is completed and 2 references are also sought prior to staff starting work at the college.

All staff are regularly reminded of their responsibilities in this area and that safeguarding is 'everyone's business'.

Framework for Accountability

Framework for Accountability – Safeguarding at Langdon College	
Trustees and Governors	<p>Accountability “Trustees have primary responsibility for safeguarding in their Charity” <i>The Charity Commission “ Strategy for dealing with safeguarding vulnerable groups in including children issues”</i></p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Ensure they have a good knowledge of the organisation, it’s work, staff and volunteers • Agree a lead Trustee for Safeguarding • Review and agree all policies on an annual basis • Ensure they receive an Annual Safeguarding report • Ensure Safeguarding is a standard item on the Trustee Agenda • To take the lead in ensuring appropriate action is taken following any allegation against the Principal ensuring if necessary a referral is made to the LADO • Ensure the safe recruitment of Trustees • To ensure a Code of Conduct is in place for Trustee and that it is reviewed annually • To ensure any breach of the Code of Code is acted upon • Ensure the safe recruitment of Trustees • Ensure Trustees complete a self declaration form • To undertake appropriate safeguarding training

<p>Principal</p>	<p>Accountability Accountable to the Trustees and Governors for safeguarding within the organisation</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To lead on ensuring the organisation is a safe organisation, where the needs of children and vulnerable adults are prioritised • Ensure an Annual Safeguarding report based on an audit against the Salford Safeguarding Standards is submitted to the Board • Report to the board any safeguarding incidents or referrals • To ensure the two designated Safeguarding Leads are named in the Safeguarding and Child Protection Policy and the Vulnerable Adults Policy and that their contact details are known to all staff and volunteers • Ensure clarity in regard to the roles and responsibilities of the Designated Safeguarding leads • To take the lead in ensuring appropriate action is taken following any allegation against a trustee, member of staff or volunteer ensuring if necessary a referral is made to the LADO
<p>Senior Management Team</p>	<p>Accountability Accountable to the Principal for Safeguarding within their staff/volunteer teams and projects</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To ensure that staff are appointed following safe recruitment practices and that staff have appointed have the necessary skills and experience in safeguarding as appropriate to their role • To ensure all staff and volunteers

	<p>within their team receive regular supervision</p> <ul style="list-style-type: none"> • Ensure that all staff and volunteers are made aware of and read all relevant safeguarding policies as part of their induction • Assess the development needs of their staff and volunteers and ensure the take up of appropriate safeguarding training and other learning opportunities • To ensure staff undertaking a regulatory activity consent to a Disclosure and Barring Service check (formally CRB check) and sign up to the update service and agree to the organisation requesting an annual update. • Ensure staff who are not DBS checked complete a self-declaration form and are not in a position where they have unsupervised access to children or undertake regulatory activity • Undertake appropriate safeguarding training
<p>Designated Safeguarding Leads (Head of Student Services/Head of Education)</p>	<p>Accountability Accountable to the Principal and Trustees/Governors for ensuring best safeguarding practice within the organisation</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To ensure appropriate referrals are made to Children’s Services and Adult Social Care including referrals to the LADO • Offer advice and support on safeguarding to staff, volunteers and trustees • To promote safeguarding across the organisation and keep trustees, staff

	<p>and volunteers informed of good practice, new legislation and guidance including learning from Serious Case Reviews</p> <ul style="list-style-type: none">• Monitor safeguarding concerns and keep accurate recording that include: Action taken and decisions made following any safeguarding incident Number of referrals and to whom and the outcome of any referral• Lead on the annual safeguarding review based on an audit against the Salford Safeguarding Standards• Review the Child Protection Policy and Vulnerable Adults Policy on an annual basis or as a response to any major changes in legislation or guidance• To disseminate new or reviewed policies throughout the organisation• Know whom to contact in both Children's and Adult's Services to ensure prompt appropriate referrals• Ensure contacts for referrals in Children's and Adults' Services are disseminated throughout the organisation.• To ensure links are made and maintained with Salford's Safeguarding Children Board• To ensure links are made and maintained with Salford 's Adult Safeguarding Board• To ensure links are made and maintained with national safeguarding networks
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<p>Admin Manger</p>	<p>Accountability To the Principal for ensuring good administrative systems are in place to support safeguarding within the organisation</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Keep a record of any staff performing a regulatory activity and ensure there is a record of the date of their CRB/ DBS checks. • To ensure the organisation is signed up to the DBS update service • To develop a system to ensure all staff in a regulatory activity have their DBS's annually update • To ensure a system is in place to record safeguarding training undertaken by the trustees, staff and volunteers, and to ensure this system flags up when individuals need to update their training • To support and advise the designated Safeguarding Lead in regard to the maintenance of confidential safeguarding records
<p>All Staff and Volunteers</p>	<p>Accountabilities Accountable to their Line Manager for Safeguarding within their work</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • To be all alert to safeguarding issues in all of their work and have regard to the needs of children and vulnerable adults • To read, understand and work within the organisations safeguarding policies • To ensure that the Designated Lead is informed of any safeguarding concerns

	<ul style="list-style-type: none"> • To ensure that if they had a concern about a child or vulnerable adult and they were unable to contact a Designated Safeguarding Lead, they know how and to whom to make a referral • To have awareness of sources of safeguarding advice and information including the Salford Safeguarding Children Board, Greater Manchester Safeguarding Procedures Site and Safe Network • To keep accurate and timely records • Undertake appropriate safeguarding training • If undertaking regulatory activity consent to a Disclosure and Barring Service check (formally CRB check) and sign up to the update service and agree to the organisation requesting an annual update.
Rabbinical Input	<p>Accountabilities/Responsibilities Rabbi Daniel Walker - Working with the Principal and Senior Managers to support and advise and ensuring monitoring of local Jewish services and synagogues we use. On our Jewish Lifestyle Committee - filtering of any pertinent information to the Committee and the staff team.</p>

Useful Salford Telephone Numbers:

- City-Wide Duty and Investigation Team - (DIT) - 603 4500 - for referrals 8.30 am - 4.30 pm - Monday to Friday
- Emergency Duty Team - 794 8888 for referrals at other times
- Salford Safeguarding Children Unit - 603 4350
- Police Central Switchboard - 872 5050
- North Locality Team - 778 0493
- South Locality Team - 921 2280
- Central Locality Team - 778 0660
- West Locality Team - 975 7377
- CST (Protecting the Jewish Community) 0800 980 0668

Langdon Numbers:

- Wendy Shepherd – Head of Student Services Tel: 07809 210299
- Jane Bowers – Head of Education Tel: 07894 266 508
- Chris Mayho – Principal Tel: 07764 190508

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Signed:



Date: May 2017