**MANAGEMENT OF A CAUSE FOR CONCERN ON PROFESSIONAL PRACTICE RELATED TO SAFEGUARDING OF A CHILD/VULNERABLE ADULT**

Safeguarding is everybody’s responsibility and there may be occasions where we need to act quickly to identify and minimise any risks to children/vulnerable adults.

This policy sets out the actions that must occur if a student/trainee has a concern for the safeguarding and welfare of a child/vulnerable adult during the Professional Practice element of their programme. It also clarifies how a student/trainee will be supported throughout any process of enquiry.

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| POLICY TITLE | MANAGEMENT OF A CAUSE FOR CONCERN ON PROFESSIONAL PRACTICE RELATED TO SAFEGUARDING OF A CHILD/VULNERABLE ADULT |
| NEXT REVIEW DATE | June 2016 |
| REVIEW RESPONSIBILITY | **N. Baker** |
| LAST REVISION MADE | **July 2015** |

**MANAGEMENT OF A CAUSE FOR CONCERN ON PROFESSIONAL PRACTICE RELATED TO SAFEGUARDING OF A CHILD/VULNERABLE ADULT**

The following sets out the actions to be taken by **a student/trainee**

**and Faculty staff**

**Student/trainee has concerns relating to safeguarding of a**

**child/vulnerable adult**

Student/trainee must inform the Faculty of Education DSO immediately (within 24 hours) using the designated email [safeguarding@edgehill.ac.uk](mailto:safeguarding@edgehill.ac.uk) and

must be copied to the appropriate HoA.

Student/trainee must inform

the school/college/setting’s DSO immediately (within 24 hours) using the details provided during the induction into the Professional Practice.

The HoA will ask the trainee to complete an incident reporting form and submit this to the Faculty DSO, who will refer to the appropriate body, as necessary (and concerns of a serious nature will be reported directly to the local authority’s Safeguarding Officer).

The HoA will advise the student/trainee to seek support from their Personal Tutor.

The school/ college/setting’s DSO will guide and support the student/trainee in following the school/college/setting’s relevant procedure.

The FoE’s DSO will contact the \*relevant school/college/setting’s DSO to ensure the appropriate procedures are in place.

As appropriate, the HoA will work with the relevant Personal Tutor to ensure the student/trainee is supported in their Professional Practice.

The FoE’s DSO will seek and record the outcome, and share with HoA and with other colleagues within the University, as necessary.

The FoE’s DSO will ensure the partnership database details are amended, as necessary.

Student/trainee to be informed of

outcome by HoA.

DSO – Designated Safeguarding Officer

FoE – Faculty of Education

HoA – Head of Area

**\*** *The FoE (DSOs) are Nadine Baker, email:* [*bakern@edgehill.ac.uk*](mailto:bakern@edgehill.ac.uk)*, Tel: 01695 584336, and Leon Fraser, email: fraserl@edgehill.ac.uk, Tel: 01695 584314.*

*Please note it is courteous for the student/trainee to also inform their Mentor of the fact that an issue has been reported (please note the specific details should not be shared).*

**STRICTLY CONFIDENTIAL**

**INCIDENT REPORTING FORM**

TO BE COMPLETED BY A STUDENT/TRAINEE WHO WISHES TO RAISE A CAUSE FOR CONCERN ON PROFESSIONAL PRACTICE

**(Please include the full names of all concerned)**

Name of reporting student/trainee: .........................................................................

Student no.: ……………………………………………………………………………….

Programme: ……………………………………………………………………………….

Name of Personal Tutor: ..........................................................................................

Professional Practice and name of school/college/setting:

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Date of alleged incident, or cause for concern: ........................................................

Time of alleged incident, or cause for concern: ……….……………………………….

Reported to (please include name(s) and role(s)): ....................................................

Nature of alleged incident, or cause for concern:

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Name of Designated Safeguarding Officer in school/college/setting:

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Incident reported to Designated Safeguarding Officer in school/college/setting on:

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Signed:

Student/Trainee: ………………………………..................................... Date: ……………

*please also print name*

**To be returned to the relevant Head of Area to forward to the Faculty Designated Safeguarding Officer**.

**STRICTLY CONFIDENTIAL**

**OUTCOME**

TO BE COMPLETED BY THE DSO ONCE AN OUTCOME HAS BEEN REACHED, FOLLOWING THE INVESTIGATION INTO THE ALLEGED INCIDENT, OR CAUSE FOR CONCERN

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Signed: ………………………………………………………………

Faculty DSO: ……………………………….................................. Date: ……..……..

*please also print name*