

HOI Safeguarding and Prevent Reporting Procedure

Halls of Ivy has adopted the principles of the 5 R's model below:

Recognition

- Recognition covers both disclosures of abuse and your personal concerns about a learner's welfare
- Disclosure of abuse is likely to be direct
- A concern that you have may arise from either a conversation or a change in a learner's behaviour

Response

- Do not interview - just listen and clarify if necessary
- Remain calm and listen
- Inform the person that the concerns must be recorded and passed on so that the issue can be dealt with
- Reassure the person that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help
- Do not make promises around confidentiality

Reporting

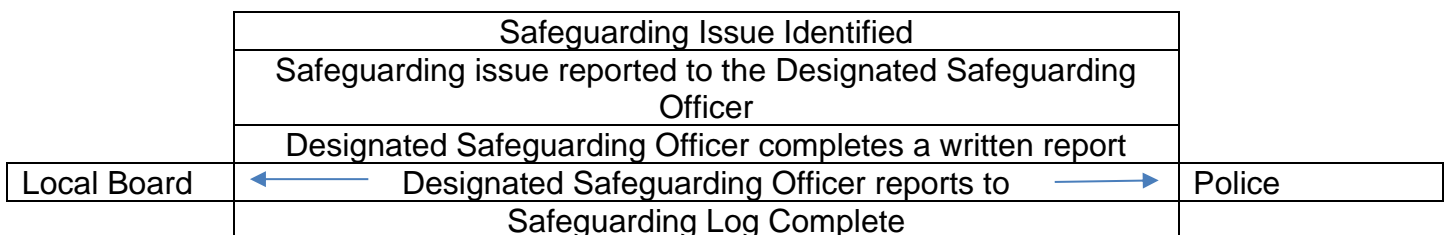
- Any disclosures can be reported to a Designated Safeguarding Officers
- DO NOT DISCUSS THE DISCLOSURE WITH ANYONE ELSE

Recording

- Record precisely what has been alleged/happened - use the words of the learner
- This should be given to the Designated Safeguarding Lead and treated as highly confidential
- The original should also be sent in a sealed envelope, marked as confidential and handed to the Designated Safeguarding Officer. It should not automatically be added to a learner/employer file and copies should not be made
- Your record should use accurate quotation
- If appropriate, include factual observations
- Once you have reported concerns using this process it is the responsibility of the Designated Safeguarding Lead to take any further decisions as to the actions which would follow. This may or may not directly involve you

Referral

- Only a Designated Safeguarding Lead can make the decision to refer a complaint or allegation having gathered and examined all relevant information
- Only a Designated Safeguarding Lead should look into a complaint, allegation or suspicion of abuse. Actions carried out by others could be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case
- No employee can decide whether abuse has taken place



Safeguarding Team

Designated Safeguarding Officer – Jacey Rowley
Deputy Safeguarding Officer – Heather Wythe
(Evenings and Weekends 07498 067977)