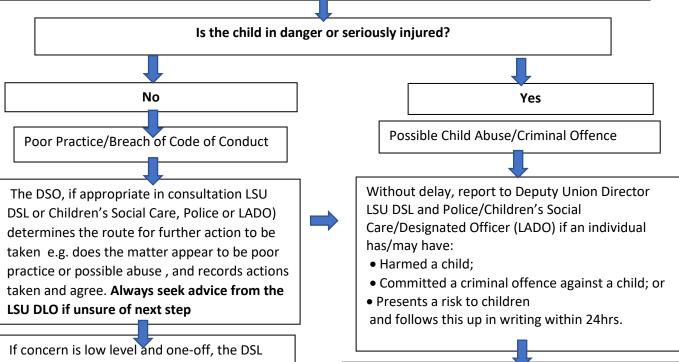
## Outline of Safeguarding reporting procedure concerns about the behaviour about a staff member or volunteer

Concerns arise about the behaviour of a member of staff, or volunteer towards a child/children. (e.g. suspicions or allegations of poor practice or possible abuse) The Designated Safeguarding Officer is informed. The individual is informed an allegation has been made and further advice is being sort. A safeguarding concern form is completed.



If concern is low level and one-off, the DSI and Manager may resolve the matter: Possible outcomes:

- Improvement plan/training/support
- Warning and guidance
- No further action Report the concern to BG if:
- there is a conflict of interest
- the concerns continue/are repeated



Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).

DSO Caroline Farley Sue Hart

**DSL Louisa Todd** 

Deputy Union Director Paul Barlow

First Response 0116 305 0005

LADO 0116 305 7597

In consultation with statutory agencies and LADO: Safeguarding LO consults with/refers to HR/Disciplinary lead/s re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.

Children's Social Care and/or Police hold Strategy Meeting and agree investigation process

Outcome of Children's Social Care or Police investigation (e.g. Not founded, criminal prosecution, assessment of risk etc.)

Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).