

LOCAL SAFEGUARDING POLICY

Policy implemented: 1 October 2018
Last reviewed: 15th May 2019
Next review due: May 2020

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. This local safeguarding policy must be read alongside Ambito's corporate Safeguarding Policy and Procedure and associated guidance documents.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Ambito representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

INTRODUCTION

The aim of this local policy is to highlight individual information about Beaumont College and to demonstrate how the corporate policy must be implemented locally.

POLICY STATEMENT

- Safeguarding and protecting the people we support effectively is central to all of Ambito's work and supports Ambito's strategy to maximise the life opportunities and the health and wellbeing of disabled people. All staff and volunteers recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for our customers or not.
- Beaumont College has rigorous safeguarding procedures to which all staff are trained in and adhere to. We meet all statutory duties and ensure all staff and volunteers provide high quality support and vigilance. The strong home school partnership ensures a consistent approach to promote welfare and wellbeing. We have a lead designated safeguarding officer and 2 deputies and 22 Designated Safeguarding Advisors across 4 sites.

PRINCIPLES

LOCAL SAFEGUARDING TEAM

- At Beaumont College we have a following staff provide key duties related to Safeguarding:

Name	Contact Details	Responsibilities
Director for Education: Kelley Fray	Kelley.fray@ambitoeducation.co.uk	Organisational DSA
Principal: Pamela Murphy	Pam.murphy@beaumontcollege.ac.uk	Lead DSA
Assistant Principal & Registered Manager: Mike Green	Mike.green@beaumontcollege.ac.uk	DSO
Assistant Principal Education: Sue Beresford	Sue.beresford@beaumontcollege.ac.uk	DSO
Designated Safeguarding Officers and site	Lancaster: Tracey Lawther Rachel East Chris Quinn Katy Salisbury Mark Graham (52 week and Respite) Josie Smith (52 week and Respite) Alison Parkinson (Day team) Danielle Leak (Day team) Charlotte Liley Lauren Hill David Liley Bethany Blaikie Dave Crow (SLT – all sites) Janet Sellers (SLT – all sites) Julia Park (SLT – all sites)	
SLT = Senior Leadership Team		

	<p>Carlisle:</p> <p>Charlene Henry</p> <p>Dan Mayer (3 satellite sites)</p> <p>Barrow:</p> <p>Jennie Marsland</p> <p>Dan Mayer (3 satellite sites)</p> <p>Blackpool:</p> <p>Laura Spencer</p> <p>Dan Mayer (3 satellite sites)</p>	
Any other relevant staff	Natasha Dumonteil	Designated Safeguarding Lead – Education and Children’s services

LOCAL AUTHORITY DETAILS

The host local authority’s details are:

Lancashire County Council Safeguarding Team

The procedure explaining how to contact the local authority is available to all staff. It is accessible via: ACSCustomer.Services@lancashire.gov.uk

We support young people from a number of different local authorities, contact numbers for relevant local authorities can be found on each local authority’s website for the area by whom you are funded.

LOCAL SAFEGUARDING PROCESSES

Ambito education has an overarching Safeguarding Policy that covers both children and adults. This is accessible in paper format within the safeguarding folders (Duty Office) and via eLFY.

Records are stored confidentially in a locked filing cabinet and are only accessible to Designated Safeguarding Officers and Designated Safeguarding Advisors to enter their own cases.

All safeguarding incidents are entered into the company’s C360 database along with all relevant documentation. Senior representatives of the organisation are alerted to safeguarding reports where amber or red is noted, this includes medication errors.

The college holds a meeting each morning, with at least 2 members of leadership team present, and concerns from the previous day and overnight are discussed. If a safeguarding incident has not been reported/identified at the time of incident and is identified at that stage the report will be filed onto C360 as per protocol. Full risk assessments are in place for all off-site activity.

The college safeguarding team, consisting of DSO’s and DSA’s, meet termly to discuss open cases where appropriate.

A DSO is on site during core college hours (7.15 a.m. – 5.00 p.m.) Monday to Friday, and a DSA is on site 24 hours per day 7 days a week. The college have a daily Senior Leadership Team member on call- rota system to cover 52 weeks.

PARENT / CARERS' EMERGENCY CONTACTS

We recognise the importance of maintaining our parent/carers' contact details and ensuring that these are the most recent and up to date. For each young person, we ensure details are held for more than one individual in the event of an emergency where one person may not be contactable or if there is a safeguarding concern. Parent/Carer's are notified at the start of placement that not all safeguarding concerns can be discussed with them, this is particularly relevant where the concern includes them.

To maintain the most up to date information we will review all emergency contact and consent forms at least annually and when a change occurs. All physical and electronic formats are revised and the majoc is revised. Relevant information is only accessible to those staff who need it. All staff have an enhanced DBS. The confidentiality of these records is maintained by DSO's with information shared at a local level where appropriate.

E-SAFETY MEASURES

The college recognise the positive aspects that information technology and the Internet have on the lives of our students and we promote the safe use for educational and recreational purposes when appropriate. We are aware however, that the nature of the Internet may pose risks towards students.

In accordance with Page 4 of 7 with the Keeping Children Safe in Education (2018), the site has taken measures to reduce risk. This includes, but is not limited to, an individual e-safety risk assessment that is completed on entry. E-safety also forms part of specific student's programme where risk or vulnerability is identified.

Local filters are in place which can only be amended at site level by ICT staff. We have a local acceptable use and e safety policy in place. Training is part of staff induction. Corporate guidance and training on e-safety is available on the organisation's eLFY training system.

LEARNING AND DEVELOPMENT

Ambito is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak with their line manager in relation to their learning needs using the supervision and Performance & Development process.

All new staff and volunteers must complete thorough face to face Safeguarding training, plus have further access to the e-learning course provided by eLFY/Educare. All staff within education must also read Part 1, 5 and the Annex A of Keeping Children Safe in Education (2018)

All DSO's complete Ambito refresher training bi-annually.

ASSOCIATED DOCUMENTS

- Safeguarding Children and Young People Policy and Procedure
- Safeguarding Adults Policy and Procedure

USEFUL LINKS

- Anti-bullying Policy and Procedure
- Whistle blowing policy and procedure

APPENDIX A: LOCAL AUTHORITY CONTACTS

We support young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found below.

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DOCUMENT CONTROL

Policy Development

Version	Date completed	Lead	Others involved	Stage
0.1	Sept 2018	Pam Murphy	Natasha Dumonteil	Agreement of initial purpose
0.2				First draft completed
0.3				Technical review completed
0.4				Stakeholder consultation completed
0.5				Final Quality Check
0.6				Sign off for release
1.0				Issued (go live date)

Key Dates

Policy implemented:	Sept 2018
Last reviewed:	May 2019
Next review due:	May 2020

Policy Amendments and Reviews

This procedure and the associated documents have been written with expert contribution from appropriate stakeholders. This procedure and the associated documents will be reviewed and updated every year from implementation by the Principal unless changes demand a more timely amendment.

Version	Date of change	Date of release	Changed by	Reason for change