

# MANAGING SAFEGUARDING ALLEGATIONS AGAINST STAFF POLICY

<b>Policy Folder &amp; Policy Number</b>	Safeguarding
<b>Version:</b>	V. 6.0
<b>Ratified by:</b>	Integrated Care Board
<b>Date ratified:</b>	16/05/2024
<b>Name of originator/author:</b>	Designated Nurse Safeguarding Children
<b>Name of responsible committee</b>	Quality & Safety Committee
<b>Date approved by Committee:</b>	18/04/2024
<b>Date issued:</b>	June 2024
<b>Review date:</b>	January 2026
<b>Date of first issue</b>	April 2013
<b>Target audience:</b>	All ICB employees

<b>CONSULTATION SCHEDULE</b>		
<b>Name and Title of Individual</b>	<b>Groups consulted</b>	<b>Date Consulted</b>
Heather Johnstone, Chief Nurse and Therapies Officer	Internal	23 <sup>rd</sup> August 2018
Stephanie Nightingale, Designated Nurse for Safeguarding Children	Staffordshire & Stoke-on-Trent CCGs Safeguarding Adult & Children Group	20 <sup>th</sup> May 2021
Stephanie Nightingale, Designated Nurse for Safeguarding Children	Staffordshire and Stoke-on-Trent Integrated Care System Health Safeguarding Forum	14 <sup>th</sup> February 2024

<b>APPROVAL &amp; RATIFICATION SCHEDULE</b>	
<b>Name of Committee approving Policy</b>	<b>Date</b>
Quality & Safety Committees in Common	10 <sup>th</sup> June 2021
Governing Body Meetings in Common	26 <sup>th</sup> June 2021
Quality & Safety Committee	
Governing Body	

<b>VERSION CONTROL</b>			
<b>Version</b>	<b>Version/Description of amendments</b>	<b>Date</b>	<b>Author/amended by</b>
0.1	New Policy	01.04.13	Designated Nurse Safeguarding Children
0.2	Reflects the alignment of the six CCG in Staffordshire & Stoke on Trent	14.03.19	Designated Nurse Safeguarding Children
0.3	Update current policy links following the changes in LSCB structure. Update Safeguarding Team contact details.	26.04.21	Designated Nurse Safeguarding Children
0.4	Updated to reflect new organisation ICB	22.06.22	Designated Nurse Safeguarding Children
0.5	Review of current policy recognizing changes to SI process, now PSIRF. Update titles and contact list.	31.08.23	Designated Nurse Safeguarding Children
0.6	Changes to reflect updated statutory guidance Working Together 2023.	03.01.24	Designated Nurse Safeguarding Children

<b>Impact Assessments – available on request</b>			
	Stage	Complete	Comments
Equality Impact Assessment	1	Sept 2018	N/A
Quality Impact Assessment			N/A
Privacy Impact Assessment			N/A

## Contents

Section	Section Title	Page Number
1	Introduction	4
2	Definitions	5
3	Internal Procedures	6
4	Managing the Allegation	8
5	Confidentiality	11
6	Key Responsibilities: Role of the Designated Nurse Safeguarding Children (DNSC) and Designated Nurse Safeguarding Adults (DNSA)	11
7	Complaints against staff who are no longer employed by the ICB	12
8	Referral to Regulatory Bodies	12
9	Informing the Care Quality Commission	12
10	References	13
<b>Appendices</b>	Appendix 1 - Process Flow Chart	14
	Appendix 2 - Record Keeping Checklist	15
	Appendix 3 - Safeguarding Referral & Contact Details	16
<b>Explanation of acronyms used in this report:</b>		
<b>Acronym</b>	<b>Explanation</b>	
DBS	Disclosure and Barring Service	
DNSC	Designated Nurse Safeguarding Children	
DNSA	Designated Nurse Safeguarding Adults	
GMC	General Medical Council	
GP	General Practitioner	
HR	Human Resources	
ICB	Integrated Care Board	
LADO	Local Authority Designated Officer	
DASM	Designated Adult Safeguarding Manager	
LSCB	Local Safeguarding Children Board	
MAPPA	Multi-Agency Public Protection Arrangements	
MARAC	Multi-Agency Risk Assessment Conference	
NMC	Nursing and Midwifery Council	
PSIRF	Patient Safety Incident Response Framework	
SSCB	Staffordshire Safeguarding Children Board	
SOTSCP	Stoke-on-Trent Safeguarding Children Partnership	
SSASPB	The Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership	

## 1.0 INTRODUCTION

**1.1** This policy relates to situations where an allegation is made that a child/young person/vulnerable adult at risk of abuse are suffering or likely to suffer harm from an employee working in Staffordshire and Stoke-on-Trent ICB or that an employee's, behaviour indicates unsuitability to work with children or vulnerable adults. This policy will provide guidance to all employees working in the ICB and specifically those in a managerial / executive position and those working in Human Resources.

**1.2** The Government has laid down an expected response to any allegations of abuse by members of staff that all statutory organisations must follow. This is described in the statutory part of 'Working Together to Safeguard Children' 2023 as follows:

*Organisations (such as the ICB), should have clear policies for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint.*

*An allegation may relate to a person who works with children who has:*

- *Behaved in a way that has harmed a child or may have harmed a child*
- *Possibly committed a criminal offence against or related to a child*
- *Behaved towards a child or children in a way that indicates they may pose a risk of harm to children*
- *Behaved or may have behaved in a way that indicates they may not be suitable to work with children.*

**1.3** The *Care Act, 2014*, formalised the expectations on Local Safeguarding Adult Boards to establish and agree a framework and process for how allegations against people working with adults with care and support needs (i.e. those in a position of trust) should be notified and responded to. Types, patterns and different circumstances of abuse and neglect should be considered within the categories identified in the *Care Act, 2014* i.e. physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and acts of omission and self-neglect. These include concerns relating to inappropriate relationship(s) between members of staff and adults in their care, e.g.

- Having a sexual relationship with an adult in a position of trust even if the relationship appears consensual.
- The sending of inappropriate text/email messages or images.
- Possession of indecent photographs/pseudo-photographs of vulnerable adults.

**1.4** This policy should be read alongside the Local Safeguarding Children Board's guidance for Staffordshire and Stoke-on-Trent and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership:

Staffordshire Safeguarding Children Board:

<https://www.staffsscb.org.uk/wp-content/uploads/2020/09/Allegations-of-abuse-made-against-a-person-who-works-with-children.pdf>

Stoke-on-Trent Safeguarding Children Partnership:

[Safeguarding Children Partnership | Stoke-on-Trent Safeguarding Children Partnership | Stoke-on-Trent](#)

The Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership:

[https://www.safeguardingwarwickshire.co.uk/images/downloads/West-Midlands-Policy-and-Procedure/WM\\_Adult\\_PoT\\_Framework\\_v2.0.pdf](https://www.safeguardingwarwickshire.co.uk/images/downloads/West-Midlands-Policy-and-Procedure/WM_Adult_PoT_Framework_v2.0.pdf)

## **2.0 Purpose and Scope**

The purpose of this policy is to provide guidance in the event of an allegation of child / adult abuse being made against an ICB employee and to provide a framework for managing cases where allegations are made. The key principles are also applicable to all services commissioned by the ICB.

**2.1** Managers may become aware of an allegation by report/complaint from a member of the public, another organisation, another member of staff, GP, or by observation/supervision of the staff member themselves.

**2.2** The allegations would constitute inappropriate conduct whilst on duty or abuse toward a child/adult.

**2.3** Allegations may require consideration from the following inter-related perspectives:

2.3.1 Child Protection enquiries by Children's Social Care

2.3.2 Adult Safeguarding enquiries by Adult Social Care

2.3.3 Criminal investigations by the Police

2.3.4 Staff disciplinary procedures (including suspension)

2.3.5 Complaints procedures

**2.4** On occasion allegations within a social context such as abuse towards a child or a member of their own family or through social networks may have an impact on their ability to practice. These incidents should also be considered under this policy.

**2.5** Procedures for managing allegations against people who work with children and / or adults are contained on the Staffordshire / Stoke-on-Trent Local Safeguarding Children Boards Procedures shared website <https://www.staffsscb.org.uk/> and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership website <https://www.ssaspb.org.uk/Home.aspx>

**2.6 This policy applies to all ICB employees regardless of role and responsibility.**

## **3.0 DEFINITIONS**

**3.1** Child - As defined in the Children Act (1989; 2004) is any person under the age of 18 years or 25 years if disabled or in Local Authority Care (Children and Families Act 2014).

**3.2** Safeguarding Children – Categories of Abuse are:

3.2.1 Neglect

3.2.2 Sexual

3.2.3 Emotional

3.2.4 Physical

- 3.3** Adult – An adult at risk of abuse or neglect is a person aged 18 years or older who is or may be in need of support and services by reason of mental or other disability, age or illness and, because of those needs, is or may be unable to take care of him / herself, or unable to protect him / herself against harm or exploitation.

Safeguarding Adults – Categories of Abuse are:

- 3.3.1 Neglect / Acts of Omission
- 3.3.2 Sexual
- 3.3.3 Emotional / Psychological
- 3.3.4 Physical
- 3.3.5 Discrimination
- 3.3.6 Organisational / Institutional
- 3.3.7 Financial / Material
- 3.3.8 Self-Neglect
- 3.3.9 Modern Slavery
- 3.3.10 Domestic Abuse

- 3.4** Allegations against ICB employees:

Any allegation against employees should be considered when there is an allegation or concern that an employee has:

- 3.4.1 Behaved in a way that has harmed a child or may have harmed and/or adult.
- 3.4.2 Possibly committed a criminal offence against or related to a child/adult.
- 3.4.3 Behaved in a way that indicates that he/she is unsuitable to work with children and or adults.
- 3.4.4 Been subject to Multi-Agency Risk Assessment Conference (MARAC).
- 3.4.5 Been subject to Multi-Agency Public Protection Arrangements (MAPPA).
- 3.4.6 Allegations which occur outside of the workplace but which may have an impact upon a child or adult's well-being or safety.

Please note, this is not an exhaustive list and advice must be sought from the Executive Safeguarding Lead /Designated Professionals for the ICB.

## **4.0 INTERNAL PROCEDURES**

### **4.1 Prevention:**

All managers must ensure that the safe recruitment policies are followed and the appropriate references and Disclosure and Barring Service (DBS) checks are completed. The recruitment procedure can be accessed through your individual ICB Human Resources departments.

DBS web link as follows: <https://www.gov.uk/disclosure-barring-service-check/overview>

All employees working within the Human Resource (HR) Department must attend training related to the DBS process and the LADO process (HR staff can access in house training or access specialist training via the LSCB website at [Home - Staffordshire Safeguarding Children Board \(staffsscb.org.uk\)](http://Home - Staffordshire Safeguarding Children Board (staffsscb.org.uk))

### **4.2 Process in the event of an allegation:**

An allegation against an ICB employee may arise from a number of sources:

- 4.2.1 From another ICB employee
- 4.2.2 From another agency
- 4.2.3 Direct sharing of information from the Local Authority Designated Officer (LADO)/ Designated Adult Safeguarding Manager (DASM)
- 4.2.4 In a complaint from a parent, carer or member of the public
- 4.2.5 From the child or adult involved

#### **In-Hours Procedure:**

- The manager receiving the allegation will immediately notify the ICB Executive Lead for Safeguarding (Chief Nurse and Therapies Officer). This will be the Deputy of Chief Nurse and Therapies Officer during the Chief Nurse's absence.
- The Executive Lead should take advice from the Human Resources (HR) Team.
- If the manager receiving the allegation is unable to contact the Executive Lead, they should immediately notify the Designated Nurse for Safeguarding Children / Adults who will also inform the HR Team.
- The Designated professionals can be contacted via the ICB Safeguarding Team Support Officer:

**Children – [safeguardingchildren@staffsstoke.icb.nhs.uk](mailto:safeguardingchildren@staffsstoke.icb.nhs.uk)**

**Adults – [safeguardingadults@staffsstoke.icb.nhs.uk](mailto:safeguardingadults@staffsstoke.icb.nhs.uk)**

#### **Out of Hours Procedure:**

In the unlikely event an incident / issue is raised out of hours involving an allegation of child / adult abuse against an ICB employee, the Senior Manager (silver) on call will be expected to make a decision on the urgency of action required. This may require escalation to the Executive Officer (Gold) on call, particularly in the event of a serious allegation requiring a legal response and / or media interest. In most cases this will be communicated to the Executive Safeguarding Lead, HR and the Designated Professionals on the next working day.

## **5.0 MANAGING THE ALLEGATION**

- 5.1** The person receiving the allegation must treat the allegation seriously and keep an open mind. If the allegation is validated and there is cause to suspect that a child / adult has suffered or is likely to suffer harm, processes outlined in this policy will be adhered to. Staff should be aware that where concerns are validated further steps may be taken as part of the disciplinary process which may include dismissal. If a case is unsubstantiated, the ICB employee will be supported by their Line Manager and further discussion will involve the Designated Nurse Safeguarding Children (DNSC) and / or the Designated Nurse Safeguarding Adults (DNSA) and Executive Safeguarding Lead, who will consider what further action, if any, should be taken and seek advice from HR as necessary.
- 5.2** Where the allegation is received by a ICB employee, they should notify their immediate line manager who will notify the DNSC/DNSA, depending on the nature of the concern. **It is important to remember that for any adult where there may be a concern related to abuse, they may also be a parent / carer of children and therefore it could be pertinent**

**to report to either the Adult or Children Safeguarding Designated Nurses.**

**5.3** If the allegation is made against a Senior Executive / Manager, the DNSC / DNSA should be informed. They will decide with the ICB PSIRF Lead if the criteria has been met to complete the Patient Safety Incident Response Framework (PSIRF). The most appropriate Executive Director / Accountable Officer will be notified. Patient safety incidents are unintended or unexpected events (including omissions) in healthcare that could have or did harm one or more patients. The PSIRF replaces the Serious Incident Framework (SIF) (2015) and makes no distinction between 'patient safety incidents' and 'Serious Incidents'. As such it removes the 'Serious Incidents' classification and the threshold for it. Instead, the PSIRF promotes a proportionate approach to responding to patient safety incidents by ensuring resources allocated to learning are balanced with those needed to deliver improvement.

**5.4 Where the allegation concerns harm or risk of harm to Children:**

Immediate consideration should be given as to whether the allegation is so serious that it be reported to the Police and/or Children's Social Care. 'Working Together to Safeguard Children' (2023) states that *any allegation against people who work with children should be reported immediately to a senior manager within the organisation. The Designated Professional should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police.*

The Designated Professional will notify the Local Authority Designated Officer (LADO) **within 24 hours** for an 'Initial Discussion' which will allow the LADO to advise on next steps and how the matter should be investigated or progressed. The LADO will also advise whether or not a Child Protection referral should be made.

**The Staffordshire LADO for all new referrals is contacted via the Children's Advice and Support on 0300 111 8007**

**The Stoke-on-Trent LADO for all new referrals is contacted via the Children's Advice and Duty Service on 01782 235100**

**Staffordshire Police via the MASH or 101**

The Designated or Deputy Designated Nurse for Safeguarding Children should attend all strategy meetings arranged in connection with each incident.

**5.5** All referrals must be put in writing to Children's Social Care / Adult Social Care (as appropriate) by the referrer **within 24 hours**. Please refer to the Safeguarding Children / Safeguarding Adult Policies on the ICB intranet.

**5.6 Where the allegation concerns harm or risk of harm to Adults:**

Some allegations are so serious as to require immediate referral to the Police and/or Adult Social Care.

The Designated Nurse for Safeguarding Adults will notify the Local Authority Designated Adult Safeguarding Manager (DASM) within 24 hours for an 'Initial Discussion' which will allow the DASM to advise on next steps and how the matter should be investigated or progressed. The DASM will discuss with the Police / Designated Nurse Safeguarding Adults and ICB relevant Line Manager for the ICB employee.

**The Staffordshire DASM for all new referrals can be contacted on 01785 895216**

**Adult Social Care safeguarding referral Staffordshire - 0345 604 2719**

**The Stoke-on-Trent DASM for all new referrals can be contacted on 01782 232396**

**Adult Social Care safeguarding referral Stoke-on-Trent- 0800 561 0015**  
**Staffordshire Police on Tel: 101**

The Designated or Deputy Designated Nurse for Safeguarding Adults should attend all strategy meetings arranged in connection with each incident.

### **5.7 Strategy Meeting Agenda**

The strategy / planning meeting will consider:

- The safety of the child/young person/vulnerable adult at risk of abuse is of paramount importance.
- Review what action has already been undertaken so far.
- Decide the in-house investigation strategy to be undertaken. Police and/or Social Care should be consulted when they are involved in any on-going investigation and/or criminal proceedings are pending.
- A decision to be made if a referral is required to the Professional Regulatory Body should the member of staff be a registered professional such as the General Medical Council (GMC) for Doctors, or the Nursing and Midwifery Council (NMC) for Nurses.
- Decide how to present the allegation to the relevant staff member concerned and how to manage the investigatory process.
- Advice should be sought from HR with regards to appropriate policy and process.
- The ICB employee's Line Manager should provide appropriate support to the staff member who the allegations are against if this is appropriate. If the Line Manager is unable to provide support due to a potential conflict of interest, another appropriate person should be appointed. Further support could be considered from Occupational Health and advice should be sought from the HR Team. The Director of Communications and Corporate Services should be made aware that an allegation has been received in the event that they receive media enquiries however all steps will be taken to ensure confidentiality.
- Decide the frequency and format of review meetings which need to be set up to manage the on-going investigation and the various actions required.

**5.8** Any formal investigation process and any potential disciplinary action will be conducted in line with the ICB Disciplinary Policy. Advice and guidance from HR will be as per the Disciplinary Policy. The staff member will have the right to be accompanied as outlined in the Disciplinary Policy. Refer to the ICB Disciplinary Policy on the staff intranet.

**5.9** The ICB will consider the implications for an employee or individual providing a service to the ICB, of the outcome of any investigations by the Police or Children's / Adults Social Care.

**5.10** The ICB employee's Line Manager will be responsible for offering staff support including a referral to Occupational Health and will advise on contact with professional organisations.

**5.11** The Executive Safeguarding Lead will manage any media interest with the appropriate involvement of the Director of Communications and Corporate Services and will liaise with other agencies as and when necessary.

**5.12** The Executive Safeguarding Lead will inform the Chief Executive Officer and will ensure the Chief Executive Officer is kept informed of all developments and decisions made.

- 5.13** The Executive Safeguarding Lead and Designated Professionals will be available for police liaison and to support staff through any criminal investigation representing the ICB if there are issues of vicarious liability. Advice can be sought from HR as necessary.
- 5.14** The Executive Safeguarding Lead alongside the ICB employee's Line Manager will also be responsible for managing any resignations, dismissals or disciplinary measures. Decisions will be made in conjunction with advice and guidance provided by the HR Team. The ICB will pursue any investigation or disciplinary procedures until the case is concluded even if the staff member has resigned and left the organisation. It should be noted that in these circumstances the ICB is not obliged to accept a proffered resignation.
- 5.15** All ICB employees involved with the management of the allegations are to ensure that they act in a fair and consistent manner and adhere to the ICB diversity, inclusion, anti-bullying and harassment principles.
- 5.16** The Executive Safeguarding Lead has the responsibility to consider any impact the incident may have on the staff group or if there has been any collusion by colleagues or managers and take appropriate action.
- 5.17** The ICB employee's Line Manager will facilitate the return to work of the member of staff on conclusion of the investigation if dismissal is not deemed necessary. Where it is decided at the end of the investigation that an allegation is unfounded the staff member will be offered ongoing support.
- 5.18** The Local Authority Designated Officer (LADO) / Local Authority Safeguarding Adult Manager will be updated by the Designated Professional on the conclusion of any internal investigation.
- 5.19** It is the responsibility of the ICB employee's Line Manager to keep contemporaneous and complete records and that these are kept confidential in the personnel file, managed by HR.

## **6.0 CONFIDENTIALITY**

The ICB will maintain confidentiality and guard against publicity whilst an allegation is being investigated. Information will be restricted at all times to those who have a need to know in order to protect children / adults, deal with enquiries, manage related disciplinary and performance processes.

## **7.0 ROLE OF THE DESIGNATED PROFESSIONALS**

- 7.1** On notification of the allegation the DNSC/ DNSA will:
- Liaise with the Executive Safeguarding Lead, ICB employee's Line Manager and a member of the HR Team to plan the ICB response.
  - For children - Contact the Children's Social Care LADO for advice/information if appropriate. Make a safeguarding children referral as directed, according to the ICB Safeguarding Children Policy.
  - For adults – Contact Adult Social Care Local Authority Safeguarding Adult Manager for advice / information if appropriate. Make a safeguarding adult referral as directed, according to the ICB Safeguarding Adult Policy.

- DNSC / DNSA to attend all strategy meetings as appropriate. The designated HR Team member is to attend and advise on appropriate process and policy regarding investigation and disciplinary matters.
- Ensure that the appropriate ICB Line Manager is aware of the plan of action from the strategy meetings and that all actions are implemented.
- Ensure that support and protection for the child/adult by an appropriate person/service has been organised in conjunction with Children /Adult Social Care.
- Notify the Executive Safeguarding Lead of all progress regarding the investigation.
- Keep detailed records, compiled reports always maintaining confidentiality.
- Incidents requiring referral to the regulatory bodies such as CQC, NHSE, NMC, GMC and DBS, should be discussed with the Executive Safeguarding Lead and a decision made regarding who and when this task is completed.
- Review any lessons learned via the PSIRF process and implement policies or practice change if necessary.

## **8.0 COMPLAINTS AGAINST STAFF WHO ARE NO LONGER EMPLOYED BY THE ICB**

- 8.1** When complaints are received against staff once they have left the ICB but which took place whilst employed by the ICB, the ICB has the responsibility to follow the procedure to its conclusion and to notify any new employers/agencies of the allegations and findings.

## **9.0 REFERRAL TO REGULATORY BODIES**

Following the outcome of the enquiry, consideration will need to be taken whether to refer an employee to a regulatory body e.g. General Medical Council, Nursing and Midwifery Council and Health and Care Professions Council as required. This decision will be made in conjunction with HR.

## **10.0 INFORMING THE CARE QUALITY COMMISSION**

The Care Quality Commission (CQC) is the independent regulator of health and social care services. The CQC has a range of statutory enforcement actions to use where care does not meet the essential standards of quality and safety across the health economy. The ICB would also be able to apply contract sanctions. The CQC will ensure that it responds to child /adult safeguarding issues in accordance with the regulatory framework requirements working with commissioners and providers to respond to all child / adult safeguarding issues in accordance with local policy and procedures. The decision to inform the CQC will be made in conjunction with the Executive Safeguarding Lead and Designated Professionals.

## **11.0 REFERENCES**

Care Act 2014:

[http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga\\_20140023\\_en.pdf](http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf)

ICB Safeguarding Children & Young People Policy:

ICB Safeguarding Adult Policy:

[Safeguarding Policies - Staffordshire and Stoke-on-Trent, ICS \(staffsstoikeics.org.uk\)](https://staffsstoikeics.org.uk)

Serious Incident Framework, supporting learning to prevent recurrence (NHSE 2015).

<https://www.england.nhs.uk/wp-content/uploads/2015/04/serious-incident-framwrk-upd.pdf>

Staffordshire Safeguarding Children Board:

<https://www.staffsscb.org.uk/wp-content/uploads/2020/09/Allegations-of-abuse-made-against-a-person-who-works-with-children.pdf>

Stoke-on-Trent Safeguarding Children Partnership: [Safeguarding Children Partnership | Stoke-on-Trent Safeguarding Children Partnership | Stoke-on-Trent](#)

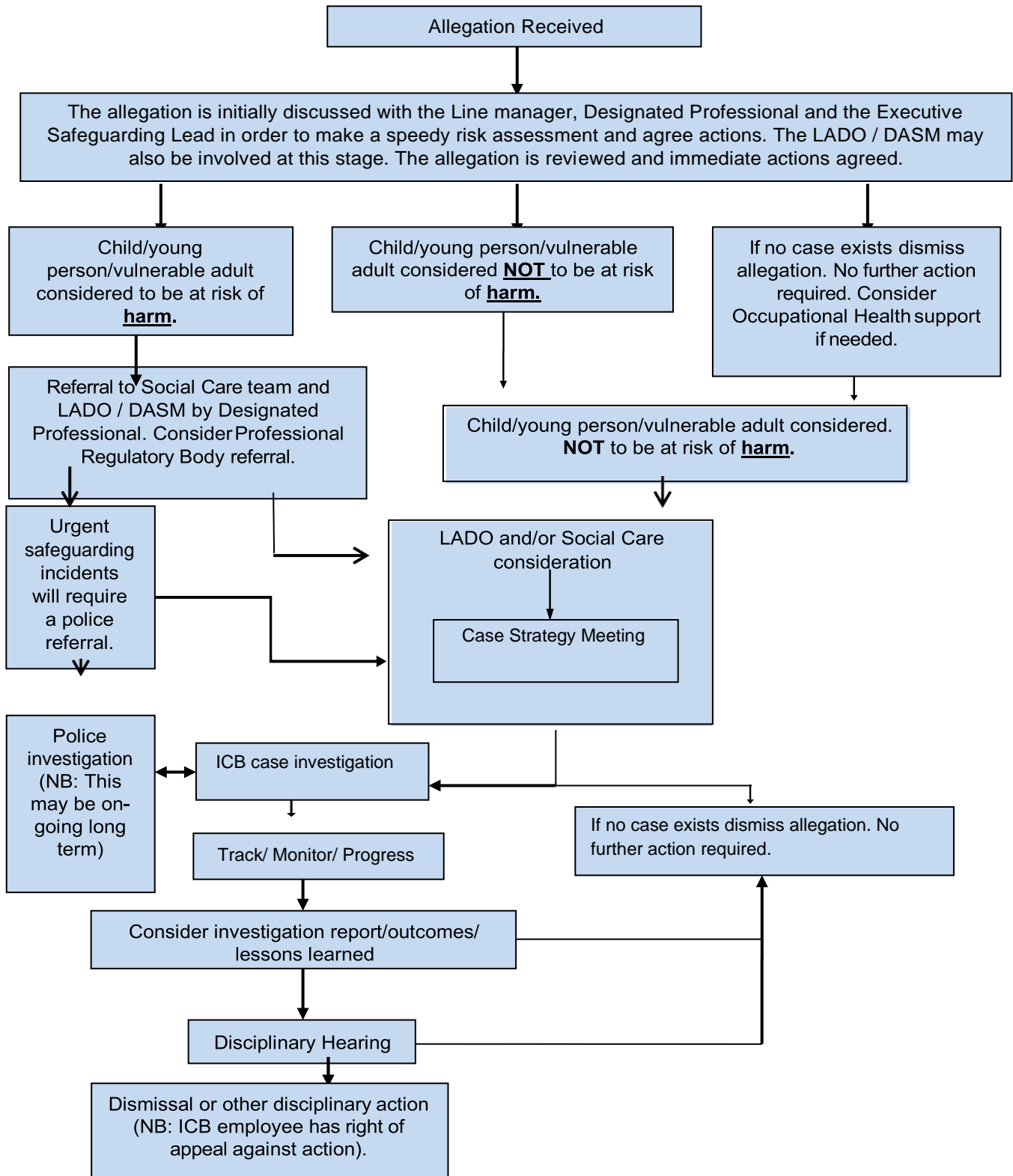
The Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership:

[https://www.safeguardingwarwickshire.co.uk/images/downloads/West-Midlands-Policy-and-Procedure/WM\\_Adult\\_PoT\\_Framework\\_v2.0.pdf](https://www.safeguardingwarwickshire.co.uk/images/downloads/West-Midlands-Policy-and-Procedure/WM_Adult_PoT_Framework_v2.0.pdf)

Working Together to Safeguard Children HM Government 2023:

[Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

**Appendix 1: Process Flow Chart**



## **Appendix 2: Record Keeping Checklist**

The Designated Professional, Executive Safeguarding Lead and / or employee's Line Manager will have the responsibility for ensuring that records are kept throughout the investigation of the allegation/concern. This checklist reflects the information needed, but this is not exhaustive:

- The nature of the allegation/concern.
- Who was spoken to and when as part of the process and what statements/notes were taken.
- Local Authority Safeguarding Teams / LADO / Designated Adult Safeguarding Manager / Police referrals made.
- What records were seen and reviewed.
- Why specific decisions/actions were taken, including suspension and any actions taken under the ICB Disciplinary Procedure.
- Professional regulatory body action, including CQC, NHSE and DBS referrals.
- What alternatives to actions were explored.
- Minutes and actions of all meetings that take place.
- The above information will be held securely by the ICB Safeguarding Team and the employee's personnel file in line with current record retention regulation.

### Appendix 3: Safeguarding Referral and Contact Details

If you have an **URGENT Safeguarding concern regarding a Child or Vulnerable adult CALL 999**

You can also refer using the relevant contacts below:

#### **SAFEGUARDING CHILDREN**

- **Staffordshire** Children's Advice and Support Service:  
Tel: **0300 111 8007** (in hours - Mon-Thurs 08:30-17:00 and Fri 08:30-16:30)  
Email: [frist@staffordshire.gov.uk](mailto:frist@staffordshire.gov.uk)  
Outside of these hours Tel: **0845 6042 886** or  
Email: [eds.team.manager@staffordshire.gov.uk](mailto:eds.team.manager@staffordshire.gov.uk)
- **Stoke-on-Trent** Children's Advice and Duty Service (CHAD):  
Tel: **01782 235100**  
Emergency Duty Team (out of hours):  
Tel: **01782 234234**

#### **SAFEGUARDING ADULTS**

- **Staffordshire** County Council Social Care & Health  
Tel: **0345 604 2719**
- **Stoke-on-Trent** City Council Contact Centre  
Tel: **0800 561 0015**

**ICB Safeguarding Children Support Officer**  
[safeguardingchildren@staffsstoke.icb.nhs.uk](mailto:safeguardingchildren@staffsstoke.icb.nhs.uk)

**ICB Safeguarding Adult Support Officer**  
[safeguardingadults@staffsstoke.icb.nhs.uk](mailto:safeguardingadults@staffsstoke.icb.nhs.uk)