Sheffield City Council		Policy Document	Issue Date:	Mar 09
		Document	Review cycle: Date of last review:	Annually September 15
	Lifelong Learning, Skills and Communities	Safeguarding of Children and Protection of Vulnerable Adults. Responsibilities	Issued by:	Dee Desgranges, Assistant Director Lifelong Learning, Skills and Communities
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Responsible Managers within LLSC

The following staff are responsible for ensuring that safeguarding/prevent issues are dealt with and reported appropriately within Lifelong Learning Skills and Communities (LLSC).

Centre/Area of Work	Manager with responsibility for safeguarding/prevent on the site or programme area
Sheaf Training 14-25 Progressions Team	Julie Stimson Emma Beal
Crookesmoor – central contact for Prevent issues	Huda Ahmed

Action Required 14-16 Alternative Provision

In all cases you should seek initial advice from your line-manager or Safeguarding Lead in your organisation who will refer this to the lead safeguarding officer within the referring school. The 14-25 Progressions Team **must** also be notified immediately.

The Safeguarding Lead within school will agree a suitable course of action, seek advice as appropriate and make a decision about whether the incident should be reported to the relevant safeguarding service or police.

For all 14-16 Alternative Provision cases, where an incident is referred to the Sheffield Child Protection Access Team, Adult Access Team or Police, the 14-25 Progressions Team and the Lead Safeguarding Officer in school **must** be informed.

Action Required Post-16 SEND Provision

In all cases you should seek initial advice from your line-manager or Safeguarding Lead in your organisation who will refer this to the lead safeguarding officer within LLSC. The Safeguarding Lead at LLSC will agree a suitable course of action, seek advice as appropriate and make a decision about whether the incident should be reported to the relevant safeguarding service or police.

For all Post-16 SEND Alternative Provision cases, where an incident is referred to the Sheffield Child Protection Access Team, Adult Access Team or Police, the 14-25 Progressions Team and the Lead Safeguarding Officer in LLSC must be informed.

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For all SEND Post-16 cases, where an incident is referred to the Sheffield Child Protection Access Team, Adult Access Team or Police, the 14-25 Progressions Team **must** be informed.

If the situation is urgent, then a direct referral can be made by any member of staff

Important Contacts	Not for general circulation – staff use only
Child Protection Access	0114 273 4855
Team: for incidents relating	
to child abuse	
Adult Access team: for	0114 273 4908
incidents relating to adult	
abuse	
South Yorkshire Police	0114 220 2020
Safeguarding Children	0114 205 3535
Advisory Service: To	safeguardingchildrenadvice@sheffield.gov.uk
escalate Prevent concerns in	
relation to Children and	
young people	
Safeguarding Adult Team: via	0114 273 6870
Cath Erine: To escalate	cath.erine@gcsx.sheffield.gov.uk
Prevent concerns in relation to	<u></u>
adults	
Prevent enquiries - South	
Yorkshire Police:	
Brendan Pakenham (SYP)	07769 131474
Prevent Community	Brendan.pakenham@southyorks.pnn.police.uk
Engagement Officer	
Joanne Batty (SYP)	
Prevent Community	
Engagement Officer	07770 823772
	joanne.batty@southyorks.pnn.police.uk
	Joanne Datty & Country of No. print polico. dix
General Prevent enquiries	0114 2734076
(not case specific):	Tim.wright@sheffield.gov.uk
Tim Wright (SCC)	
Partnership project officer	
a.a.s.o.iip project officer	
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Reporting

All incident forms to be collated in the first instance by 14-25 Progressions Team and will be held securely in the offices at Crookesmoor.

A termly summary report to be collated and sent to the Quality and Curriculum Development manager these to form part of termly report and then an annual report to the Senior Management Meeting.



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Dealing with concerns

LLS&C has a statutory and moral duty to ensure the promotion of the welfare of young people and vulnerable adults receiving education and training through the 14-25 Progressions Team.

A **child or young person** is any person under the age of 18. A **vulnerable adult** is a person aged 18 or over who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

If the situation is urgent, a direct referral can be made by any member of staff.

If you note or have reported to you:-

- Worrying or changed behaviour in a learner
- Physical evidence of non-accidental injury
- Evidence of self-harming or placing themselves in risky situations
- An allegation of abuse by a learner/third party
- Evidence of (or vulnerability towards) extremism or terrorist activity Evidence of neglect

DO NOT TAKE ANY ACTION YOURSELF

- Contact an Advanced Safeguarding Lead immediately. For the 14-16 Schools AP programme this should be done through the 14-25 Progressions Team who will contact the Designated Safegauarding Lead in School
- Make a careful note of anything said or action taken on the incident form
- Do not ask leading questions
- Send the incident form to the 14-25 Progression Team's Advanced Safeguarding Lead immediately
- The Advanced Safeguarding Lead has the responsibility for making contact with external agencies,