	Lifelong Learning, Skills and Communities	Policy Document	Issue Date:	Mar 09
			Review cycle:	Annually
		Safeguarding of Children and Protection of Vulnerable Adults. Responsibilities	Date of last review:	September 15
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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	Julie Stimson
14-25 Progressions Team	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 Team: for incidents relating to child abuse	0114 273 4855
Adult Access team: for incidents relating to adult abuse	0114 273 4908
South Yorkshire Police	0114 220 2020
<u>Safeguarding Children Advisory Service: To escalate Prevent concerns in relation to Children and young people</u>	0114 205 3535 safeguardingchildrenadvice@sheffield.gov.uk
Safeguarding Adult Team: via Cath Erine: To escalate Prevent concerns in relation to adults	0114 273 6870 cath.erine@gcsx.sheffield.gov.uk
Prevent enquiries – South Yorkshire Police: Brendan Pakenham (SYP) Prevent Community Engagement Officer Joanne Batty (SYP) Prevent Community Engagement Officer	07769 131474 Brendan.pakenham@southyorks.pnn.police.uk 07770 823772 joanne.batty@southyorks.pnn.police.uk
General Prevent enquiries (not case specific): Tim Wright (SCC) Partnership project officer	0114 2734076 Tim.wright@sheffield.gov.uk

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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.

