



# SAFEGUARDING

Handbook for staff



# The Grimsby Institute Group is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers and learners to share this commitment.



This guidance supports the Grimsby Institute Group Safeguarding Policy. All group staff, volunteers and contractors must comply with the procedures set out in this document. The Grimsby Institute Group Safeguarding Policy and Guidance applies to all of our learners and in particular learners who are children (under the age of 18) or vulnerable adults. The key objectives of the policy and guidance are to:

- ◆ Promote a safe environment for all our learners to learn and achieve
- ◆ Actively promote the welfare of learners
- ◆ Identify any learners who may be experiencing abuse or harm in college, at home or in relationships and take appropriate action to ensure their safety (Child and Adult Protection).

All college staff and volunteers have a duty of care to ensure that any learners who may be experiencing abuse or harm in college, at home or in relationships has been referred to a member of staff with designated safeguarding responsibilities.

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## Group Safeguarding Coordinator and Deputy Safeguarding Officer

The Group has two named Safeguarding Coordinators, who are line-managed by the Group Director for Learner Services. Their responsibilities are:

- ◆ To report to the named Designated Safeguarding Lead (DSL)
- ◆ To appropriately refer children who may be at risk of significant harm to Children's Initial Contact Point in the Children's Social Care section of North East Lincolnshire Children and Young Person's Services Department. Where the home address for a learner is in another local authority area the referral will need to be made to the local Children's Social Care or (Social Care) in the area where the student lives
- ◆ To refer concerns that a vulnerable adult is or may be suffering serious harm to the safeguarding adults team or focus adult social care
- ◆ To consult with the MASH team and Focus regarding complex cases and to check if early help assessment has been undertaken
- ◆ To be available to provide advice and support to staff on issues relating to child, young person and vulnerable adult protection
- ◆ To support the learner, ensuring they are central to the process and kept informed throughout
- ◆ To respond to individual cases, including attending multi-disciplinary conferences as appropriate
- ◆ To maintain proper records of referrals, complaint or concern (even where that concern does not lead to a referral)
- ◆ To ensure that the recording is securely stored and archived
- ◆ To give feedback to the member of staff who made the referral where appropriate, taking information sharing and confidentiality issues into account
- ◆ To monitor and assess learners wishing to enroll who declare a criminal conviction, ensuring that all those deemed high risk are referred to the **Senior Designated Person for safeguarding – Debra Gray – Principal.**

# *If you have a safeguarding concern...*

The safeguarding duty phone is your first point of contact:

 **07920 860241**

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Safeguarding concerns can also be reported using the **safeguarding concern form**.

## **Where will I find this form?**

The form can be found on the safeguarding web site

<http://www.grimsbyinstitutegroup.co.uk/safeguarding-useful-links.php>

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## **What would I use this form to report?**

The safeguarding concern form should be used to report low to medium level safeguarding concerns, a low level concern could be; learner has disclosed they are a young carer to their mother who is disabled, learner does not have any support from family or other agencies and is worried that this will impact on attendance. A medium level safeguarding concern could be; learner has disclosed that they are a young carer for a parent who has mental health issues and this is impacting on them and their younger siblings, currently unsure if there are any services involved.

When using the safeguarding concern form, please put as much detail in as you can as any decisions will be made based on what is written.

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## **Where do I send the referral form?**

Once you have completed the form, you will need to e-mail it to [safeguarding@grimsby.ac.uk](mailto:safeguarding@grimsby.ac.uk)

This email address is accessed by **Tamarra Taylor** and **Sacha Monteith** and regularly checked.

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## **What happens after I have made the referral?**

After you have made the referral, the safeguarding team will assess it and we may contact you for further information. They may contact you to advise that we need to see the learner or they may contact you to advise that the learner does not need to see safeguarding but would benefit from learner mentor support.

If safeguarding become involved with the learner and action needs to be taken, please be aware that whilst you will not necessarily know the full details of the disclosure, you will be kept informed of the support that is needed/put in place for the learner and safeguarding will work with you to ensure the learners well-being, this will include being informed when safeguarding concerns have been addressed and our involvement is no longer needed at that time.

## *Out of hours numbers*

### **North East Lincolnshire Social Care**

Adults - 01472 256256

Children - 01472 325555

### **Lincolnshire Social Care**

Adults & Children - 01522 782333

### **North Yorkshire Social Care**

Adults & Children - 0845 034 9417

**RECOGNISE**  
**RESPOND**  
**REPORT**  
**RECORD**  
**REFER**

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## *Further help and advice*

[helpline@nspcc.org.uk](mailto:helpline@nspcc.org.uk)

[nspcc.org](http://nspcc.org)

[oneparentfamilies.org.uk](http://oneparentfamilies.org.uk)

[womensaid.org.uk](http://womensaid.org.uk)

[there4me.com](http://there4me.com)

[parentlineplus.org.uk](http://parentlineplus.org.uk)

[talktofrank.com](http://talktofrank.com)

[samaritans.org.uk](http://samaritans.org.uk)

[bullyonline.org](http://bullyonline.org)

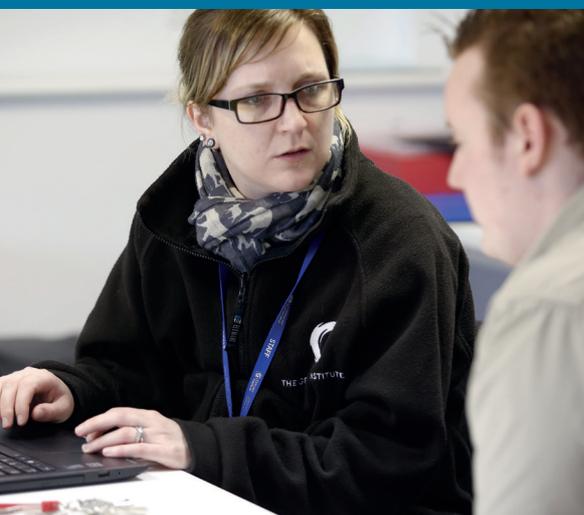
[anti-bullyingalliance.org.uk](http://anti-bullyingalliance.org.uk)

[kidscape.org](http://kidscape.org)

[barnardos.org](http://barnardos.org)

[ceop.police.uk](http://ceop.police.uk)

[forwarduk.org.uk](http://forwarduk.org.uk)



[safeguarding@grimsby.ac.uk](mailto:safeguarding@grimsby.ac.uk)  
07920 860241