

## **Parents Information on Safeguarding at Young Epilepsy**

Young Epilepsy is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

### **What is a safeguarding concern?**

Safeguarding means protecting the health, wellbeing and rights of all children and adults at risk, and enabling them to live free from harm, abuse and neglect.

Therefore, we need to know immediately if there are any such concerns - so that action can be taken to protect them from harm and prevent further harm.

We ask that any concerns about the following are reported via the process below:

- Allegations, disclosures or concerns about physical, sexual, emotional, institutional, financial and discriminatory abuse or neglect
- Unexplained or significant injuries
- Bullying
- Medication misadministration
- Peer on peer assaults
- Online safety concerns including cyber bullying, online grooming, sexting and grooming.

### **Safeguarding Team**

There is a designated member of the Executive (Director of Integrated Care) with responsibility for Safeguarding at Young Epilepsy and the Head of Safeguarding and Quality Practice reports to them as appropriate as the Lead DSL (Designated Safeguarding Lead). The Executive for Safeguarding maintains the strategic overview of the work of the Team.

Young Epilepsy has a number of Deputy Designated Safeguarding Leads (DDSLs), who are on call for to cover any calls about safeguarding concerns involving all children and adults at risk accessing Young Epilepsy services.24/7 for 52 weeks of the year. Therefore there is always a DSL available to speak to, for all staff whether in the School, Residential Services, College, the Assessment Unit or the Medical Centre.

All DSLs in the team have undertaken multi-agency training provided by the Surrey Safeguarding Children Partnership (SSCP) and attend refresher training with the SSCP at 2 yearly intervals. They fulfil this function in addition to their main role at Young Epilepsy. Information about the DSLs on call is always available to staff on the home page of the Young Epilepsy Intranet.

In addition to the on call DSLs there is also a Head of Safeguarding and Quality Practice

(Lead DSL), whose role it is to co-ordinate the ongoing work generated by the safeguarding incidents and referrals. The Head of Safeguarding and Quality Practice has attended further training provided by SSCP and also from Surrey's Safeguarding Adults Board. The Head of Safeguarding and Quality Practice leads on all instances where an allegation has been made against a member of staff, liaising with the relevant senior managers.

### **Reporting concerns or allegations**

If you are concerned about a student's welfare, or need to report any safeguarding concerns, please contact the Head of Safeguarding and Quality Practice (contacts at the end of this document) or speak to the DSL on call (their number can be sought from any Young Epilepsy staff member).

If you are dissatisfied with how Young Epilepsy respond to your concerns, you can contact our regulators or the local authority directly (see contacts).

### **What happens next?**

After a report/allegation/disclosure has been passed to the Safeguarding Team, they will then be responsible for co-ordinating the next steps that need to be taken. The Safeguarding Team may liaise with the following professionals:

- Police where a crime has potentially been committed
- Local Authority Designated Officer (LADO) where there are allegations about staff involving a student under 18 years old
- Surrey Multi-Agency Safeguarding Hub (MASH) – adult services and children's services where it not about an allegation against staff
- The student's social worker/care manager/funders from their funding authority

In some cases the police or Children's/Adult's Services may want to complete an investigation/enquiry. This process can be quite lengthy and Young Epilepsy staff may not be able to share much information during this time.

Young Epilepsy may be asked to complete an internal investigation/enquiry once any external investigations are completed or if an external investigation is not required. We will try and complete an internal investigation within 28 days, however sometimes due to the extent and complexity of information that needs to be gathered and analysed, this may take longer.

### **Involvement of parents/carers**

Please do not be alarmed if you receive a call from us. We will inform you of any concerns about your child/young person, most of which are usually low level concerns.

*If your son or daughter is under 18 years old* you will be contacted at the earliest possible time when there is a safeguarding concern about your child. Our aim is to be as open and transparent with you as possible but we may not be able to disclose all information where for example, an allegation has been made about a particular member of staff or another

student. We have a duty to keep student and staff data secure and there is clear legislation that we must abide by. We may also not be able to speak to you immediately if we think that by doing so, this may cause a child to be at further risk of harm or abuse (for example where we have safeguarding concerns about a family member).

In situations where there is a Care Order or Child Protection Plan in place, the child's Social Worker will be informed of any concerns.

*If your son or daughter is aged 18 years and over* and where they have capacity to decide who is told about a specific concern, we have a duty to listen and follow the young adult's wishes. The young adult can therefore decide who they want told about the concern. Where a young adult does not want information to be shared but where there is a risk to the young adult's safety and wellbeing, we have a duty to inform Surrey Adult's Services and/or the young adult's funding authority. This decision will be recorded on our reporting system.

Where a young person does not have the capacity to decide who to share information with about a safeguarding concern, Young Epilepsy will speak to the person with legal responsibility of the young person (usually parents/carers) and the social worker or duty team as appropriate.

### **Safeguarding reports**

We have a duty to record all concerns, disclosure or allegations and we do this through our online Incident Reporting System (IRS). Where there is concern that a child or young adult is at risk of, or has been harmed or abused, we may have to share these records with external agencies such as the police or social care services. We have policies and procedures in place regarding what and how information is shared.

### **Child and Adult Protection and Safeguarding Policy and Procedures**

If you would like a copy of Young Epilepsy's Child and Adult Protection and Safeguarding Policy and/or Procedures, please ask a member of staff to print one off for you or please see our website- [www.youngpilepsy.org.uk](http://www.youngpilepsy.org.uk)

### **Contacts**

<b>YOUNG EPILEPSY CONTACTS</b>		
Head of Safeguarding and Quality Practice & Lead DSL	Gill Walters	01342 832 243 Ext 409 07825 1888 20
Lead Executive for Safeguarding	Rosemarie Pardington	01342 831324 07825 188 947
Principal	Richard Gargon	01342 832243 Ext 272 07940 731 110

Vice Principal	Naomi Bradley	01342 832243 Ext 343 07825 188 930
<b>SURREY County Council CONTACTS</b>		
Allegation against staff for children under 18yrs	LADO	0300 200 1006
Suspected abuse to a child at Young Epilepsy	Surrey C-SPA (Children's Single point of access)	0300 470 9100
Suspected harm/abuse or allegation about a young person aged 18yrs or over at Young Epilepsy	Surrey MASH	0300 470 9100
Out of general office hours and weekends	Surrey Emergency Duty Team	01483 517898
<b>REGULATORS</b>		
Ofsted (Children's Homes, Residential Special Schools, school and college)		0300 123 4666
CQC (Adult Residential Homes, Assessment Centre and Medical Care)		03000 61 61 61