

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 from 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 and bruising
- 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 Safeguarding Manager reports to them as appropriate. The Executive for Safeguarding maintains the strategic overview of the work of the Team.

Young Epilepsy has a number of trained Safeguarding Officers (SOs), who are on call for 24 hour periods at a time throughout the year to receive calls about safeguarding concerns involving all children and adults accessing Young Epilepsy services. Therefore there is always a SO available to speak to, for all staff whether in the School, Residential Services, College, the Assessment Unit or the Medical Centre.

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

In addition to the on call SOs there is also a Safeguarding and Compliance Manager, whose role it is to co-ordinate the ongoing work generated by all the safeguarding referrals. The Safeguarding and Compliance Manager has attended further training provided by SSCB and also from Surrey's Safeguarding Adults Board. The Safeguarding and Compliance Manager 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 Safeguarding Manager (contacts at the end of this document) or speak to the Safeguarding Officer on call (their number can be sought from any Young Epilepsy staff).

If you are unsatisfied 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 has been passed to the Safeguarding Team, they will then be responsible for coordinating 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)
- 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. Young Epilepsy 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 will be 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).

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

Contacts

YOUNG EILPEPY CONTACTS		
Safeguarding and Compliance Manager	Alex Dave	01342 831218 07825 1888 58
SURREY CC CONTACTS		
Allegation against staff for children under 18yrs	LADO	0300 200 1006
Harm to a child at Young Epilepsy	Surrey MASH	0300 470 9100
Harm or allegation about a young person aged 18yrs or over at Young Epilepsy	Surrey MASH	0300 470 9100
Out of normal office hours and weekends	Surrey Emergency Duty Team	01483 517898
REGULATORS		
Ofsted (Children's Homes, school and college)		0300 123 4666
CQC (Adult Residential Homes, Assessment Centre and Medical Care)		03000 61 61 61