

LOCAL ARRANGEMENTS FOR SAFEGUARDING ADULTS AT RISK
Safeguarding Adults is everybody's business

SERVICE DETAILS	
Name of the service:	Hurworth House
Name of Service/ Service Manager:	Claire Blackett
Safeguarding/Protection Lead: <i>(Deputies to be listed in last section)</i>	Name: Claire Blackett Phone: 01325 729080 Email: claireblackett@aspris.co.uk
Regional Safeguarding Lead:	Name: Kath Bridon Email: kath.bridon@aspris.com
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Jane Stone Director of Risk and Governance JaneStone@aspris.com
PREVENT lead for the Group:	Katie Dorrian , Safeguarding Lead 07518295368 KatieDorrian@aspris.com
Local Authority PREVENT Lead:	Steven Smith Billy Crampsie – contact via 101 0191 375 2555 / 07889702208 Eprevent@durham.pnn.police.uk Youth referrals to go to Darlington C.A.P - childrensaccesspoint@darlington.gov.uk Adult referrals to HQSpecialbranch@durham.pnn.police.uk Due Diligence and Counter Extremism Group helpline – 020 73407624 Durham Constabulary Prevent Team 0191 375 2234
LOCAL AUTHORITY DETAILS	
Name of host local authority:	Darlington
Local Adult Safeguarding Board	Darlington Safeguarding Partnership, Town Hall, Darlington, DL1 5QT 01325 406452
Our contact at our Local Authority:	Name: Angela Turnbull Phone: 01325 405848 / 07931 096050 Email: Angela.turnbull@darlington.gov.uk
Out of Hours contact at our Local Authority:	Name: Emergency Duty Team Phone: 01642 524552 Email:
Contact for training at our Local Authority	Name: Becky Llamas Phone: 01325 406252 Email: dsp@darlington.gov.uk
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES	
Where is the policy AOP08 Safeguarding Adults and AOP08A Safeguarding Adults - Wales located:	Aspris Hub/ Policies and Forms/ Operational/ Operational Policies/ AOP08 or AOP08A Staff notice boards Policy area of network
Where is the Local Area Safeguarding Information (Procedures, Handbook etc.) located:	Priory Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 Staff notice boards Policy area of network
ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:	
You should ensure the immediate safety of all individuals.	
You should notify: <i>(List the people that colleagues should notify including the Deputy Safeguarding Leads for the service, and who to notify if the Safeguarding leads and service leader are not available)</i>	

Claire Blackett – Head Teacher
Richard Juillerat – Assistant Head Teacher
Sam Golden – Safeguarding deputy DSL
Lucy Harrison – Deputy Head Teacher

Hurworth House school is a 5-19 provision and therefore we support vulnerable adults. We adhere to safeguarding adults Policy and procedures working in partnership with Darlington Local Authority. For full information and guidance in relation to safeguarding of Adults in Hurworth House School please refer to the schools comprehensive Safeguarding Adults Policy. The information noted in this local procedure is an aide memoire with reference specifically to our local authorities procedures Safeguarding is everyone's responsibility. We are required to comply with the Care Act 2014 in respect of managing allegations against employees (including volunteers) who work with adults with care and support needs.

If you cannot reach the DSL please contact Kath Bridon Safeguarding governor via email:

Kath.Bridon@aspris.com

Site leads will work with you to agree actions, taking into consideration the issue disclosed and assessing against the Darlington Continuum of Need framework. Decisions will be made regarding the necessary actions required. These will be recorded on a local log and information shared in line with policy and procedural requirements. All decision making will be recorded on the schools safeguarding log and via the Engage reporting system.

Where an adult makes an allegation in relation to a member of staff, follow the steps above when listening to the concern. Notify without delay the DSL on site:

Claire Blackett, Richard Juillerat

Where you have any concerns about these members of staff you should notify without delay our Chair of Governors Kath Bridon who is contactable via email: Kath.Bridon@aspris.com

If there are concerns that a 'person in a position of trust' who works with adults the school follows Darlington Safeguarding Adults processes. Concerns could emerge from the employee's home and personal life as well as within their work.

If you are concerned that an employee or a volunteer who works with children has abused a child (or adult) or may pose a risk to children (or adults) the allegations must be referred to the Designated Officer (DO-formerly known as Local Authority Designated Officer - LADO) within 24 hours (or one working day).

Examples of such concerns could include allegations that relate to a person who works with adults with care and support needs who has:

- behaved in a way that has harmed or may harm an adult or child
- possibly committed a criminal offence against or related to an adult or child
- behaved towards an adult or child in a way that indicates they may pose a risk of harm to adults with care and support needs

Where an employer has concerns about an employee who may pose a risk to adults with care and support needs the relevant information must be shared with the Safeguarding Adult Manager within the Local Authority within one working day.

If the referral meets the Safeguarding Adults criteria and there is a named adult at risk then the employer should follow the usual Safeguarding Adults referral route and submit a completed adult safeguarding concern form to the secure e-mail address ssact@darlington.gov.uk

**Children's Services
Operational**

If the concern does not refer to a named adult at risk but to more general concerns about the conduct of an employee or issues within their private life the referral should be made to the First Point of Contact Team at Darlington Borough Council on 01325 406111

All concern reports should be sent to ssact@darlington.gov.uk Procedures for referral that have been agreed with the local Safeguarding Adults Team which can be found at: - Darlington Safeguarding Partnerships -Managing Allegations or concerns against staff and volunteers.

You should complete an electronic Incident Report (Electronic Reporting System)

(If you have any other paperwork appropriate to your service regarding incident reporting, actions or any other information, list them here)

All safeguarding concerns are to be entered on Engage MIS system by the staff member who took the initial disclosure.

All electronic communications are to be stored in secure restricted area of network.

All handwritten notes are kept and stored securely

You should follow the Procedures for referral that have been agreed with the Local Safeguarding Adults Team which can be found here: *(or insert the procedure or flowchart here)*

Darlington Safeguarding Board - Multi-Agency Safeguarding Adult Procedures (darlington-safeguarding-partnership.co.uk)

Follow the criteria and paperwork for referral as approved by your Local Safeguarding Adults Team. This can be accessed. *(insert instructions for referral here, if no locally approved forms, use AOP Form: 17)*

Darlington Safeguarding Board - Multi-Agency Safeguarding Adult Procedures (darlington-safeguarding-partnership.co.uk)

If you are unable to contact the (D)SL for your service, you should contact your Regional Lead, or: The Executive Lead