



## **BIG SIS C.I.C. SAFEGUARDING PROCEDURES**

### **Managing allegations made against member of staff or volunteer**

<b>Policy comes in to force:</b>	1st March 2023
<b>Review period:</b>	1 year
<b>Next review:</b>	1st March 2024

### **STATEMENT**

Big Sis C.I.C. will ensure that any allegations made against volunteers or members of staff are dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment will be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

Any children involved will be given appropriate support.

The Big Sis C.I.C. Designated Safeguarding Lead (see below) will liaise with the **NSPCC** or the Local Authority Designated Officer (**LADO**) to discuss the best course of

action and to ensure that Big Sis C.I.C.'s disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Big Sis C.I.C. has a [Safeguarding Whistleblowing Policy](#) and all staff are aware of this policy. Staff will be supported to use this policy.

## Procedures for managing allegations

Big Sis C.I.C. will take any concerns raised about staff or volunteers seriously, regardless of who the person is, how long they've been involved with the organisation, or whether they are directly employed by Big Sis C.I.C.

Big Sis C.I.C. will not attempt to investigate the matter, but will gather the facts of the case and keep written records.

If an allegation is made that a staff member or volunteer has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved in a way that indicates they may not be suitable to work with children. \*

## Reporting in immediate risk of harm

**If a child is at immediate risk of harm, the police should be contacted straightaway on 999.**

Allegations as listed above\* will be reported to the relevant agencies (**LADO**) by the designated Safeguarding Lead of Big Sis C.I.C.

### Contacting LADO

The Local Authority Designated Officer (**LADO**) should be referred **within one working day** of the concern coming to your attention using this [referral form](#).

Contact number: 01392 384964

Email: [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk)

More information can be found on the [website](#):  
[www.devon.gov.uk/educationandfamilies/child-protection](http://www.devon.gov.uk/educationandfamilies/child-protection)

## What is the LADO's role?

- To coordinate the safeguarding and investigative process in response to allegations made against people working with children.
- To provide advice/guidance to employers or voluntary organisations.
- To liaise with police and other agencies including Ofsted and professional bodies such as the General Medical Council and the Teaching Regulatory Agency.
- To monitor the progress of referrals to ensure they are dealt with as quickly as possible, consistent with a thorough and fair process.
- To resolve any inter-agency issues.
- To collect strategic data and maintain a confidential database in relation to allegations.
- To disseminate learning from LADO enquiries through the children's workforce.
- To ensure that measures are in place to prevent further harm or abuse and that where required, referrals are made to the appropriate social care team.

## SAFEGUARDING ADVISORS

### Plymouth Gateway Service

If you are worried about a child or young person, or think they are being abused, even if you are unsure, please contact

Tel: 01752 668000 Select Children's Services – Option 1

Email: [gateway@plymouth.gov.uk](mailto:gateway@plymouth.gov.uk)

Big Sis C.I.C. will liaise with **Devon local child protection services** (Local Authority Designated Officer (LADO) and the police to ensure that as an organisation we are responding appropriately.

If the allegation is against someone Big Sis C.I.C. does not employ directly, the organisation they work or volunteer for will be involved in the investigation.

### MASH (multi agency safeguarding hub)

If you are worried about the safety of a child in Devon, even if you are not sure, and want to speak to someone, or if you are a child worried about your own safety, please contact (MASH). Give as much information as you can.

Contact Number: 0345 155 1071

Email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

## NSPCC

[NSPCC helpline](#) 0808 800 5000

## CEOP - online sexual abuse

<https://www.ceop.police.uk/safety-centre/>

## Bullying advice

<https://www.childline.org.uk/>

## Reporting after removing a member of staff

If Big Sis C.I.C. removes a member of staff or volunteer from working with children because they pose a risk of harm, or if Big Sis C.I.C. would have but the person has resigned or left, Big Sis C.I.C. has a **legal duty** to inform the relevant disclosure and barring agency. **Failure to comply with this is a criminal offence.** For further details see:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

A report will also be made to **LADO** (see above).

## Resignation and 'settlement agreements'

If someone resigns from their post or refuses to cooperate with the process, this will not prevent an allegation being followed up.

'Settlement agreements' (where a person agrees to resign and the employer agrees not to pursue disciplinary action), in line with legislation, will **not be used** in cases of alleged abuse.

## Record keeping

Big Sis C.I.C. will keep a clear and comprehensive summary of:

- Incident reports ([Incident Report Form](#))
- all allegations that have been made
- details of how allegations have been followed up and investigated
- decisions made about the allegation and actions taken.

## Confidentiality and support

Big Sis C.I.C. will make every effort to maintain the confidentiality of all parties while an allegation or concern is being investigated. Everyone involved in the investigation must undertake to do the same.

The utmost care will be taken around how best to support the children involved, their parents or carers, and individuals who have had an allegation made against them. This includes:

- telling parents or carers and the employee or volunteer concerned about the allegation as soon as possible (as long as this does not place any children at further risk of harm)
- telling them how Big Sis is going to manage the allegation
- keeping everyone informed about the progress and outcomes of the case.

## Designated Safeguarding Leads

### Contact details

#### **Designated Safeguarding Lead for Big Sis C.I.C.**

Name: Friederike Kunze (Big Sis Director)

Phone/email: [hello@big-sis.co](mailto:hello@big-sis.co) // +44 7714 014760