

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

Young Epilepsy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Everyone here is encouraged to refer all concerns, or to just call and discuss something that they are not sure about.

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

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

Therefore we need to know immediately if there are any concerns that are affecting a student's health, wellbeing and human rights.

We ask that any of the following concerns are raised 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
- E-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 Team reports to them as appropriate. The Executive for Safeguarding maintains the strategic overview of the work of the Team.

Members of Young Epilepsy staff from differing Directorates act as on call Safeguarding Officers (SOs) for 24 hour periods at a time throughout the year. They take calls concerning all children and young people accessing Young Epilepsy services. This ensures that there is a SO available to all staff whether in the School, Care Services, College, the Assessment Unit or the Medical Centre every day of the week, all year round.

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 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 referrals. The Safeguarding and Compliance Manager has attended further training provided by SSCB and also Surrey Safeguarding Adults Board. The Safeguarding and Compliance Manager leads on all instances where an allegation has been made against a member of staff and will liaise with the Principal of the school and college when doing so.

### **Reporting concerns or allegations**

If you are concerned about a student's welfare, or need to report unexplained injuries or bruising, a disclosure or poor practice of any sort, 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 child under 18 years old
- Surrey Multi-Agency Safeguarding Hub (MASH)
- The student's social worker/care manager/funders from their home authority

The police or Children's/Adult's Services may want to complete an investigation/enquiry. This process can unfortunately be quite lengthy and Young Epilepsy staff may not be able to share much information about this 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 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 such as a non-severe medication error or an unexplained bruise which may then be explainable.

Children under 18 years- 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. We will share as much information as is necessary and reasonable but we cannot share information that will impact upon the outcome of any ongoing investigations. We may also not be able to speak to you immediately if we think that 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.

Young People aged 18 years and over- where a young person has capacity to decide who is told about a specific concern, we have a duty to listen and follow the young person's wishes. The young person will therefore decide who they want told about the concern. Where a young person does not want information to be shared but where there is a risk to the young person's safety and wellbeing, we have a duty to inform Surrey Adult's Services. This decision will be recorded in 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 person 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.

### Safeguarding Policy

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