

SAFEGUARDING REPORTING

Safeguarding report form and details of Safeguarding Team can be found in Teams: **MANAGEMENT – STRATEGIC > SAFEGUARDING**, or by asking a member of the Centre Support team.

1. LISTEN

If a learner discloses information suggesting they have in the past or are presently suffering abuse or neglect, or are at risk of harm, you must stop and listen to what is being reported.

2. EXPLAIN

Explain as soon as possible (before full disclosure) that you are not able to promise complete confidentiality, and that you have a duty to report this information to the designated people within the college. Reassure the learner that only those who need to know will be told.

3. REPORT

Complete Safeguarding Reporting Form in a confidential space. Do not ask leading questions about what may have happened, just ask 'What do you want to tell me?'

Send completed form via email to ***Hacsafeguarding_team@havering.gov.uk***

Please specify your course code and use the initial of learner first name and their surname in full.

Below steps are only undertaken by the Safeguarding Team

4. REVIEW

Safeguarding team meets to review report and to decide if referral to Multi Agency Safeguarding Hub (MASH) team is applicable.

5. REFER (IF APPROPRIATE)

Outcome of review is recorded. Referral made to relevant MASH team if appropriate (the MASH team for the borough in which the learner resides).

If a referral is not required, the Safeguarding Team might be able to offer signposting to different agencies and will monitor the situation within an agreed timescale.