The Lioncare Group Safeguarding Flow-Chart

Allegation of Harm to a Child in the Care of The Lioncare Group

By Someone External	Historical Abuse	By Another Child	By a Staff Member	By a Registered Manager	By the Head Teacher	By the Chief Operating Officer	By the Founding Director	By the Chief Executive Officer
Inform Registered Manager / Head Teacher (i.e. the Designated Safeguarding Lead or Deputy DSL in their absence) I**mmediately**				Inform the Chief Operating Officer **Immediately**	Inform Chief Executive Officer **Immediately**			Inform Founding Director **Immediately**

Without delay, record all details in the Daily Record Sheet (in the Homes) and complete an incident form (Homes and School): include times, dates, exact wording used, clear descriptions of facts, names of all witnesses etc. Ensure your recording is accurate, clear, objective, and factual.

The DSL/Deputy DSL (i.e. Senior Person) who is informed of the allegation ensures the **Child is Safe and their Welfare is protected**

↔ DSL informs the Chief Operating Officer without delay. Chief Operating Officer is then responsible for informing the C.E.O./Responsible Individual as necessary dependent on the nature of the allegation

If a crime **HAS** been committed or is believed to have been committed

Notify External Agencies Without Delay:

1. The Police (999)
2. B&HCC L.A.D.O. *(if adult involved)*
3. Front Door for Families
4. OfSTED
5. Social Worker / Duty Team
6. Parents / Guardian (if applicable)

Have the following information ready:
- The child's name
- The child's date of birth
- The child's home address
- Clear details of the allegation
- Details of any action already taken

If a crime has **NOT** been committed or is believed to have **NOT** been committed

Notify The Relevant External Agencies Without Delay:

1. B & H L.A.D.O.*(if adult involved)*
2. F.D.F.F. *(where applicable)*
3. OfSTED *(N/A for School)*
4. Social Worker / Duty Team
5. Parents / Guardian (if applicable)

Have the following information ready:
- The child's name
- The child's date of birth
- The child's home address
- Clear details of the allegation
- Details of any action already taken

Chief Executive Officer decides action (if any) against employee to protect the child including:
- Removing Authority
- Redeployment
- Refrain from Working
- Some Other Measure
- Suspension

If suspension: Chief Executive Officer is guided by Police and L.A.D.O. before contacting employee. If authorisation to proceed is confirmed in writing, employee is contacted, informed of the allegation, procedure for investigation, their right to representation, appropriate routes for communication, the need for them not to visit the home or school or make contact with anyone connected with the home or school, except the named support person.

Any allegation of abuse against a child by an employee whilst the child was attending school must be reported by the respective Registered Manager to the L.A.D.O. and other agencies listed above **without delay**. These notifications are separate from and additional to any notifications made by the Designated Safeguarding Lead in school or college or place of education or training. The Lioncare Group adopts the principle that two or more notifications of the same incident or significant event are always safer and therefore better than no notification.

The Designated Safeguarding Lead (DSL or Deputy DSL) dealing with the allegation (usually the Registered Manager or Head Teacher) maintains a detailed Action Log of all events and actions taken during the course of an investigation. Initial oral notifications are followed up with confirmation in writing by email. Any actions and requests by other agencies deemed necessary are taken, including arrangements for medical examination, provision of reports, and support for the child, opportunities for the child to speak with an independent person, and attendance at strategy meetings.

Internal Investigation
Carried out by The Lioncare Group

Chief Executive Officer commissions a Senior Manager to act as Investigating Manager and undertake an internal investigation. A suitable person (usually an administrator) is appointed to be 'point-of-contact for the employee under investigation. The Investigating Manager maintains a record of all actions taken during the investigation, interviews all persons involved in the matter, takes statements, and prepares a report on their findings and recommendation as per the organisation's Disciplinary Policy and Procedure.

Police / Criminal Investigation
If there is evidence or suspicion a crime has been committed

Investigation is handed over to police / Brighton & Hove Safeguarding Children Partnership (BHSCP) and The Lioncare Group support them with their investigation. This may involve attendance at an all agency external strategy meeting to ascertain if an offence has been committed, decide whether a police investigation is required, and if so plan the relevant stages of the investigation. Depending on the outcome of this investigation, the adult concerned may be liable to disciplinary action and / or summary dismissal by the company in addition to any criminal prosecution initiated by the local authority or police.

If outcome of Police Investigation, Section 47 Investigation and Internal Investigation finds no grounds for upholding the allegation, employee is reinstated, offered appropriate counselling, advice and support.

If outcome of Police Investigation / Section 47 Investigation finds no grounds for upholding the allegation, but the Internal Investigation finds grounds for professional misconduct, employee may be subject to Disciplinary Action by The Lioncare Group.

Disciplinary Action including possible dismissal from The Lioncare Group.

Section 47 Investigation
Under section 47 of the Children Act 1989

If the outcome of a Police Investigation / Section 47 Investigation finds grounds for upholding the allegation, employee may be liable to criminal prosecution and possible Dismissal from The Lioncare Group.

Disciplinary Action including possible dismissal from The Lioncare Group.

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