

## Safeguarding Concerns Reporting Procedures

### 1. About the behaviour of a Mare and Foal Sanctuary staff member or volunteer (e.g. allegation about a member of staff or volunteer's behaviour towards a child)

Concerns arise about the behaviour of a member of staff or volunteer towards a child/children.  
(eg suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to LADO (Local Authority Designated Officer)  
Designated Safeguarding Lead and the individual complete safeguarding incident report form

Designated Safeguarding Lead (if appropriate in consultation with LADO and police if necessary)  
determines the route for further action to be taken (eg does the matter appear to be poor practice or  
possible abuse, and records actions taken and agreed).

#### Poor Practice/Breach of Code of Conduct

#### Possible Child Abuse/Criminal Offence

Concern dealt with as  
misconduct issue using  
complaints/disciplinary  
procedures as appropriate (in  
consultation with LADO – Local  
Authority Designated Officer)

Disciplinary investigation  
undertaken and hearing held

Outcome of disciplinary process  
(eg no case to answer, advice or  
warning given, training/support  
required, other sanctions, or  
exclusion). Consideration of  
referral to DBS, if appropriate

Disciplinary appeals process

*In consultation with statutory  
agencies and LADO:* Designated  
Safeguarding Lead (DSL)  
consults with/refers to PNC/  
Disciplinary lead/s re initiating  
disciplinary procedures,  
immediate temporary  
suspension (without prejudice),  
and notification of other  
organisations

Disciplinary process initiated –  
investigation may be delayed  
pending outcome of statutory  
agencies' processes. Support  
from LADO

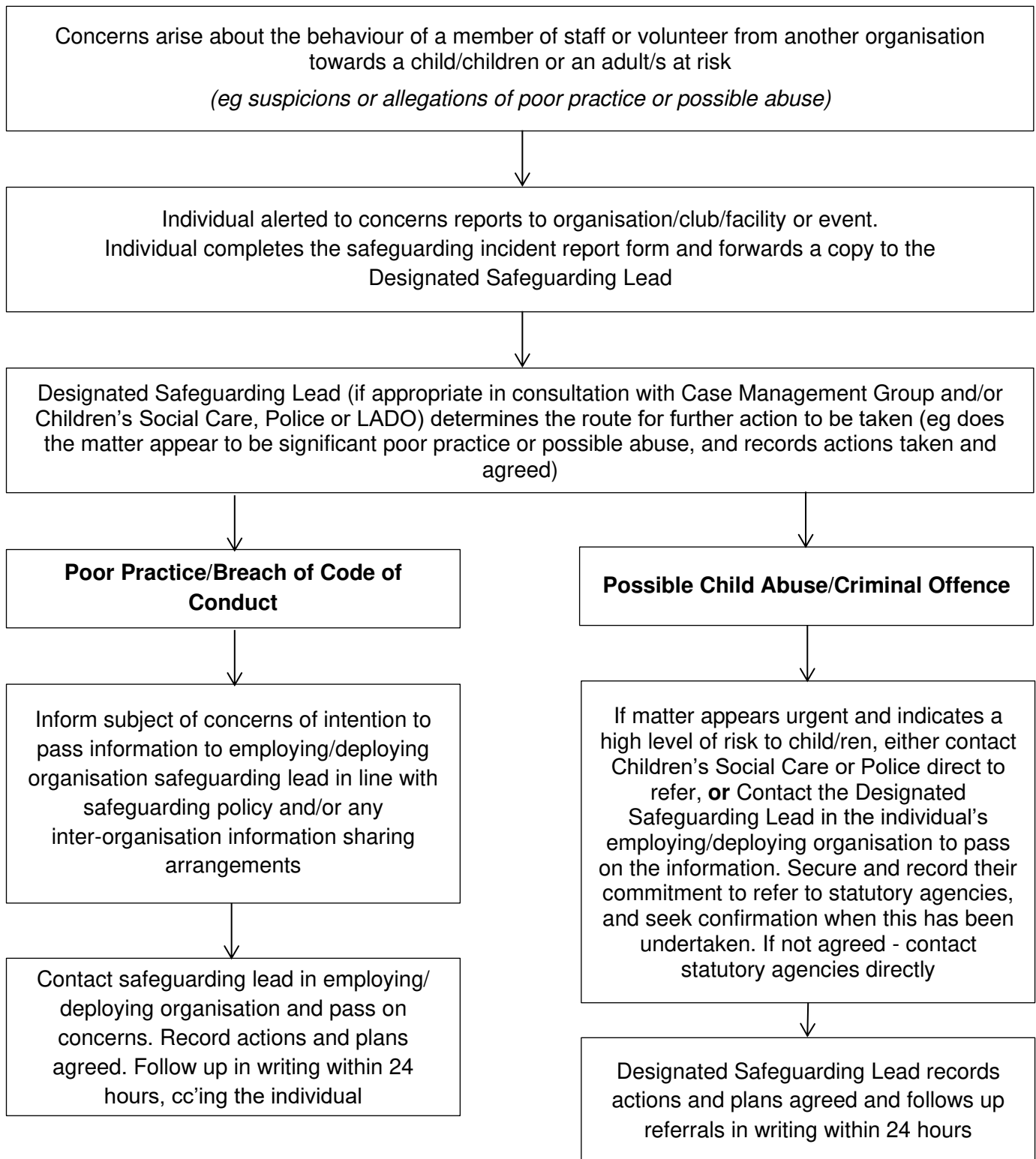
Full disciplinary investigation  
undertaken and hearing held  
outcomes and possible appeal

Designated Safeguarding Lead  
consults with/refers to Children's  
Social Care/Police and LADO  
and follows this up in writing  
within 24 hours

Children's Social Care and/or  
Police hold Strategy Meeting  
and agree investigation process

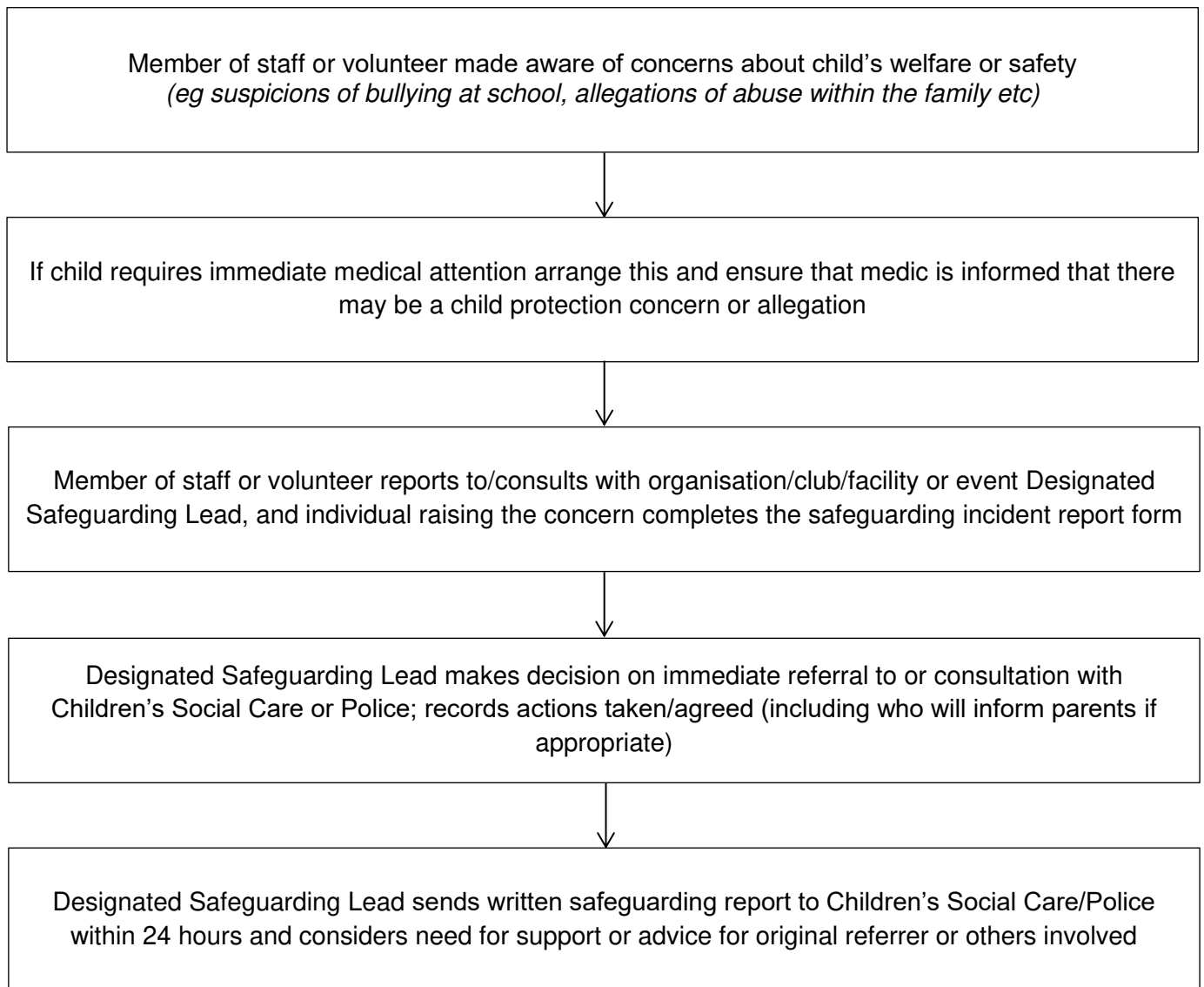
Outcome of Children's Social  
Care or Police investigation (eg  
criminal prosecution,  
assessment of risk etc)

**2. About the behaviour of another organisation's staff member or volunteer**  
(e.g. allegations reported about an individual working for a visiting organisation)



### 3. About children and young people

(e.g. at home, school or in the community)



#### 4. About an Adult at Risk

(eg at home, from support group or in the community)

