

Safeguarding & Reporting Process

START

Person reports a safeguarding/welfare concern to Aspire employee. Aspire employee will inform Head of Safeguarding or Safeguarding champion of the

Aspire employee observes a safeguarding/welfare concern. Aspire employee will inform Head of Safeguarding or Safeguarding champion of the concern

The safeguarding concern form will be typed up by the employer reporting the concern and emailed to the following address within 24 hours if urgent or 48 hours if not classed as urgent.

Safeguarding@Aspireeducationacademy.co.uk

NO – Safeguard the individual

Does the person need medical attention?

YES - Contact Emergency services immediately.

The head of Safeguarding, prevent and wellbeing/DSL will advise the Aspire employee on what action needs to be taken. Support will be offered to those completing actions or interventions.

A Referral may be made at this stage to an external agency or information signposted to the individual.

The concern will be recorded on the Aspire safeguarding register by the Head of Safeguarding, Prevent and Wellbeing/DSL

Updates will be requested and recorded on the safeguarding register and risk rated throughout the process

Each learner will be contacted to discuss the concern, support given, and actions taken. This will then enable the case to be officially closed.

Only when the issue is resolved will the case be closed. All involved will be advised of closure by email from the Head of safeguarding, Prevent & wellbeing/DSL.