

CAP Safeguarding Reporting Process- Training Provider

- Incident occurs or is reported at Training Provider.
- Staff to report concern/disclosure to onsite DSL and ensure that they respond in line with the CAP Safeguarding policy.
- Ensure the safety of the student and offer any immediate support required.
- Report the concern/disclosure to the DSL at both the referring school and CAP. This can be a phone call or email to inform them that an incident has occurred.
- Training Provider DSL must have oversight and take the lead on responding to the incident and ensure all actions are completed. This includes any referrals that are required, for example; MASH, FIB, CIRV.
- CAP DSLs can be contacted for advice throughout this process.
- Training Provider must record the incident in CPOMs, during working hours (8am– 4pm) on the day of the incident. This must provide full details of any referrals that have been made and professionals that have been informed.
- Upon receipt of this CAP will review the record to ensure full details have been provided and offer advice where necessary.
- If CAP require further details the DSL/s will contact the reporting organisation.
- Training Provider DSLs are required to follow up on any referrals made and update CAP on any responses received.
- CAP will review all Safeguarding incidents weekly and contact Training Providers and schools for any updates.
- Any further actions will be recorded and then a further review will be completed by CAP at the end of each half term to decide if the safeguarding tracking of the student needs to continue.
- All Training Providers should also be completing regular Safeguarding reviews to ensure actions have been fulfilled.

Safeguarding Reporting Process-School

- Incident occurs or is reported at School.
- School to respond in line with their Safeguarding policy.
- DSL to inform CAP of the incident via CPOMs, prior to the students next training day.
- School to consider the safety of the student continuing their Alternative Provision.
- School to inform CAP if any referrals have been made for additional support for this student and update the service on any developments with this support.
- CAP will share this information with Training Provider DSLs at relevant organisations only.
- CAP will update the Safeguarding Tracker to reflect any developments.
- CAP may request further information or updates when completing weekly or half termly reviews.

CAP Safeguarding Process- Internal

Daily

- Ensure that all of the information on CPOMs is accurate and detailed.
- Admin to seek approval from DSL for any Safeguarding reports to be shared with the CAP team.
- When approval is given, admin to alert the CAP team for information purposes only. Should the CAP team have any concerns they should contact CAP DSLs to discuss further.
- When approval is not given, admin need not share the incident on CPOMs with the wider CAP team as DSLs will speak with them direct to ensure they receive support upon hearing the content of the concern.

Weekly

- CAP DSLs to review any safeguarding reports that have been received that week and update CPOMs with any additional detail that has been received.
- CAP DSLs to contact schools and providers to request updates if they have not yet been received.
- Update the team if there are any significant changes.

Half Termly

- CAP DSLs to review CPOMs for that half term, requesting updates for any students who still have active safeguarding concerns.
- CAP DSLs to contact schools and providers to request updates if they have not yet been received.
- Update the team if there are any significant changes.
- Run a CPOMs report to look at data for the trends in concerns received for that half term.
- Act accordingly to respond to any trends.

CAP Safeguarding Process- Care Homes Communication

- At the beginning of the academic year CAP will produce a report that identifies all Children in Care who are accessing CAP programmes.
- The Safeguarding team will look at which CIC reside at a Care Home and will contact the home to arrange a meeting.
- This meeting will enable the staff at the Care Home to gain a deeper understanding of what CAP is and how they will be supporting the CIC.
- During this meeting the CAP team will provide detail of the CAP Safeguarding policy and expectations from colleagues within Schools, Providers, and the Care home.