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 **Safeguarding and record keeping**

The Designated Safeguarding lead for The Cracked Slipper Company will be required to keep records about any safeguarding concerns. We will keep paper records or use electronic storage. Whatever method that is chosen will make sure it’s secure, and no-one else outside your organisation has access to it.

Accurate and up-to-date records of safeguarding concerns are essential for a number of reasons:

* They can help you identify concerns at an early stage.
* They can help you identify patterns of concern.
* They can enable you to record seemingly minor issues to build a more complete picture of what a person may be experiencing.
* They help you monitor and manage safeguarding practices, including decision making, actions taken and agreed joint strategies with other agencies.
* They can provide you with evidence to support actions both within your organisation and when working with external agencies.
* They can support you to demonstrate action taken to reduce impact of harm.
* They can provide continuity when staff or volunteers change or are unavailable.

Types of Records

A Form will be created specific to The Cracked Slipper Company to report any concerns.

Reporting For

This will be a paper-based form or an electronic form which staff and volunteers can use to report a concern.

Which include:

* Who is making the report.
* When the report was made.
* What the concern is (using the ‘who, what, where, when’ method).
* Why they were concerned.

 When using the reporting form. If you are using email, or an online form, you must consider the security of the information you receive. All emails must be sent with end-to-end encryption.

**Safeguarding case file**

A safeguarding case file is your record, as Designated Safeguarding Lead, of any decision making, actions or information related to the concern. This could be a paper-based file or an electronic file.

What to include:

* Name of the Designated Safeguarding Lead.
* Date concern received.
* Who else the concern is discussed with.
* Action taken.
* Any rationale for decision making.
* External organisations reported or referred to.
* Information sharing (who, when and why).

**Concerns log**

A safeguarding concerns log is a tool for you, as Designated Safeguarding lead, to keep a track of the safeguarding concerns reported to you. It could be a paper-based form or electronic file, like a spreadsheet.

The concerns log will be a quick guide to outstanding cases and actions. It should not include any personal details, which should be kept in the safeguarding case file. The concerns log also helps you to report both internally and externally on the number and types of safeguarding concerns being received.

 **Keeping and storing records**

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* They will be started as soon as you become aware of any concern.
* Use clear and straightforward language.
* Be concise and accurate, so they can be understood by anyone not familiar with the case.
* Clearly differentiate between facts, opinions and judgements.
* Make sure they’re up to date and preferably in chronological order.

**Storage of safeguarding records**

* Keep them secure and separate from any general records.
* Separate each person.
* Only keep them for as long as necessary. (In line with our GDPR Policy)
* Make sure they’re only accessible to relevant staff and volunteers.

**Safeguarding and information sharing**

To keep children and adults safe, information needs to be shared so that decisions can be made about how to protect them.

The law recognises that sharing information is a part of day-to-day safeguarding practice.

It's covered in a range of laws including:

* The common law duty of confidentiality
* [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted)
* [Human Rights Act 1998](https://www.legislation.gov.uk/ukpga/1998/42/contents)
* [Crime and Disorder Act 1998](https://www.legislation.gov.uk/ukpga/1998/37/contents)
* [Care Act 2014](https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted).

Sharing information is an important part of safeguarding. If the information is confidential, but there is a safeguarding concern, sharing information is allowed both within and between organisations.

Wherever possible The Cracked Slipper Company will always seek consent from the person involved in the concern. Be open and honest with the person about why, what, how and with whom, their information will be shared. For example, are you making a referral because you think they are at risk of harm or are you letting people know for information only?

If you decide to share information after the person refuses permission, you must explain to them why you have made the decision to share without their permission.

We are committed to reviewing our policy and good practice annually:

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| 31:03:2023 | Andy Bailey | Comments  |
| 31/03/2023 | A E T Bailey  |  |
| 31/03/2023  |  |  |



Signed: …………………………………………………………………Date:03:2023 31/03/23

A E T Bailey

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