

POLICY TITLE	SAFEGUARDING, WHISTLEBLOWING AND MANAGEMENT OF A CAUSE FOR CONCERN
DOCUMENT NUMBER	EHU/FOHSC/PRE06
NEXT REVIEW DATE	FEBRUARY 2018
LAST REVIEWED BY	FACULTY ACADEMIC STANDARDS AND ENHANCEMENT COMMITTEE
AVAILABLE TO STUDENTS	YES
DATE REVIEWED	MARCH 2017

Note on March 2017 Review:

Highlighted text within this policy indicates an update

The Cause for Concern and Safeguarding Incident Reporting Form have been added

FACULTY OF HEALTH AND SOCIAL CARE

SAFEGUARDING, WHISTLEBLOWING AND MANAGEMENT OF A CAUSE FOR CONCERN

All Professional, Statutory and Regulatory bodies (PSRBs), and Edge Hill University expect full compliance with all relevant and appropriate code(s) of conduct, ethics and practice. As a result, ***all*** staff, students (UG, PG, PhD, full-time/part-time) and professional/colleagues have an obligation to report any actual or perceived breaches of these and all situations where it is felt that someone ***may*** be at risk of harm.

This policy aims to

- encourage staff, students and anyone else acting on behalf of Edge Hill University to raise concerns about possible safeguarding or bad practice;
- provide mechanisms to deal with those concerns/refer to other policies and procedures, and ensure that staff and students are included in the process and receive appropriate and timely feedback;
- re-assure staff and students that they will be supported throughout the process and protected from possible reprisals or victimisation if they have a reasonable belief that they have made any disclosure in good faith.

This policy is intended to cover major concerns that may fall outside the scope of other specific policies and procedures and includes, but is not necessarily restricted to:

- Concerns regarding the general health and well-being of students, staff and others; abuse or possible harm to others or by others; conduct which is an offence or a possible breach of the law; health and safety risks; the inappropriate or unauthorised use of public funds or other resources; possible fraud and/or corruption; other unethical/improper conduct and quality concerns arising from educational audit, CQC or Ofsted visits, or identified within the context of student work.

This policy is intended to guide the actions of all staff and all students who, at any time, may have concerns for the welfare of others, whether this be on EHU premises or on placement or during any business associated with the University. It also clarifies the responsibilities of staff and students to ensure that service users and others are protected and that all staff/students are appropriately and adequately supported throughout these processes.

All concerns that relate to the well-being or safety of any patient/service user/carer, student or member of staff **must** be reported immediately to the person in charge of the practice area or to a member of university staff if the incident occurs/is raised on Edge Hill University premises, and a Cause for Concern form completed, which should include as much detail as possible. The Cause for Concern Form can be found on the staff WIKI.

In addition, *active* consideration **must** be given to whether there are any safeguarding concerns within the situation. If so, then a Safeguarding Incident Reporting Form **must** also be completed and appropriate action taken. The Safeguarding Incident Reporting Form can be found below, on the staff and student WIKI and online at:

<https://www.edgehill.ac.uk/safeguarding/files/2015/08/Safeguarding-Incident-Reporting-Form-Oct-15.pdf>

If you are uncertain whether your concern is of a safeguarding nature, you should contact one of the Safeguarding Leads for the Faculty:

Lead for Safeguarding: Dr Steve J Hothersall
Telephone Ext: (01695) (65)7331
hotherss@edgehill.ac.uk

Lead for Safeguarding: Alex Vjestica
Telephone Ext: (01695) (65)7051
vjestica@edgehill.ac.uk

The University has a separate and specific safeguarding policy and processes. The following links will take you to the relevant information/guidance:

General guidance/information:

<https://www.edgehill.ac.uk/safeguarding/>

<https://www.edgehill.ac.uk/health/about/safeguarding/>

<https://www.edgehill.ac.uk/safeguarding/students/>

Safeguarding Policy: <https://www.edgehill.ac.uk/documents/safeguarding-policy/>

Safeguarding Reporting Form:

<https://www.edgehill.ac.uk/safeguarding/files/2015/08/Safeguarding-Incident-Reporting-Form-Oct-15.pdf>

Safeguarding flowchart:

<https://www.edgehill.ac.uk/safeguarding/files/2015/08/Flowchart-of-Procedure-For-Reporting-Safeguarding-Concerns-Oct-15.pdf>

Links to supporting documentation: <https://www.edgehill.ac.uk/safeguarding/links/>

Illustrative flowcharts.

[NB: The appellations referred to here are necessarily broad, and as such should be interpreted in the same way eg: personal tutor may also refer to a PhD supervisor, etc]

Actions to be taken by **any** student/staff following the reporting of an incident

Student/staff has concerns which have been communicated to University/Placement staff or example(s) suggestive of poor practice have been identified in a student's work

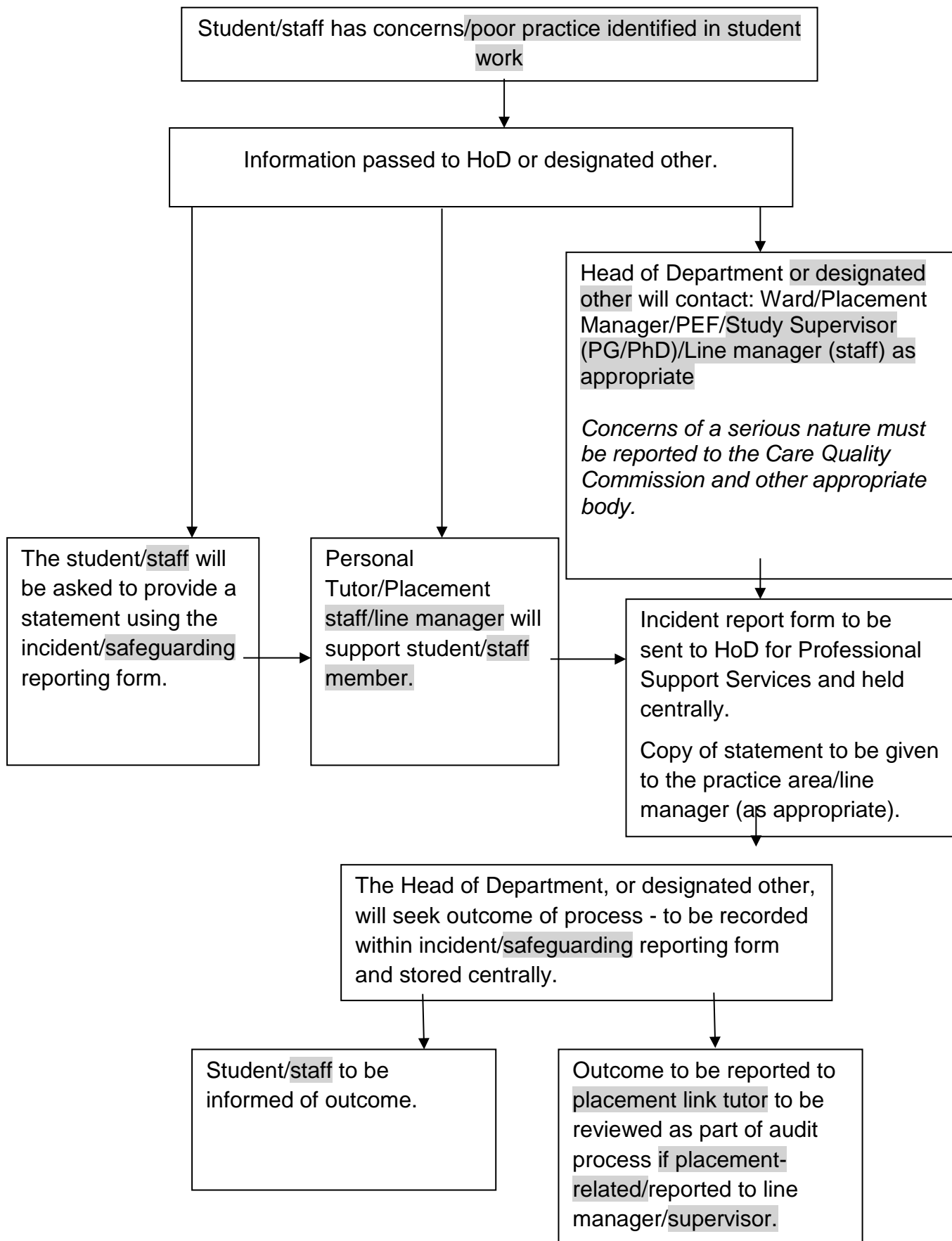
Member of staff advises Head of Department/Line manager or designated other.

Student/staff provides a statement using the incident and/or safeguarding reporting form.

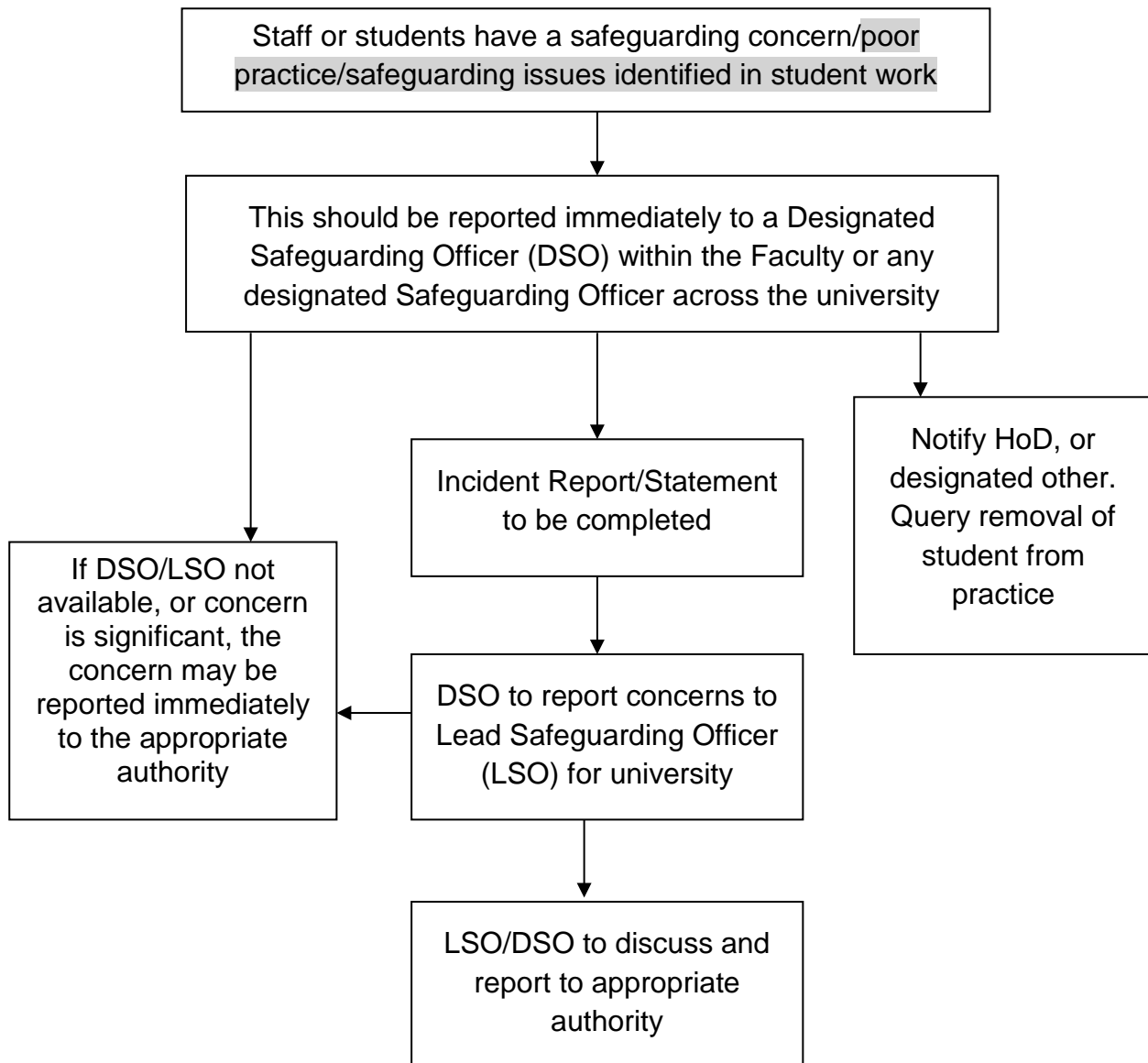
The Head of Department, or designated other will inform the Personal Tutor and the relevant Practice-based contact/line manager/supervisor to ensure student/staff is supported.

Record of incident to be stored centrally.

Actions to be taken by **Faculty staff**.



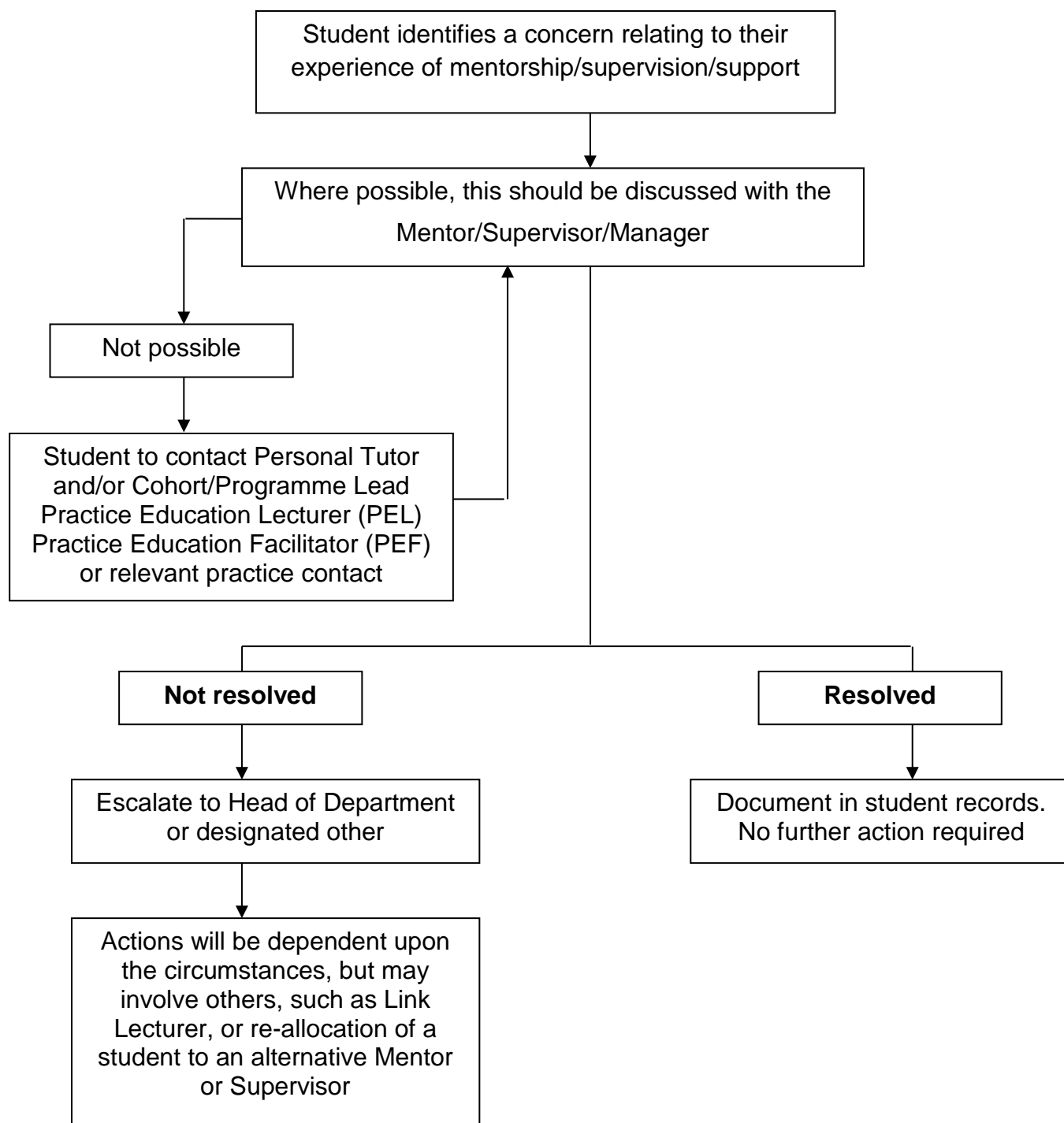
Actions to be taken **following a safeguarding incident/concern.**



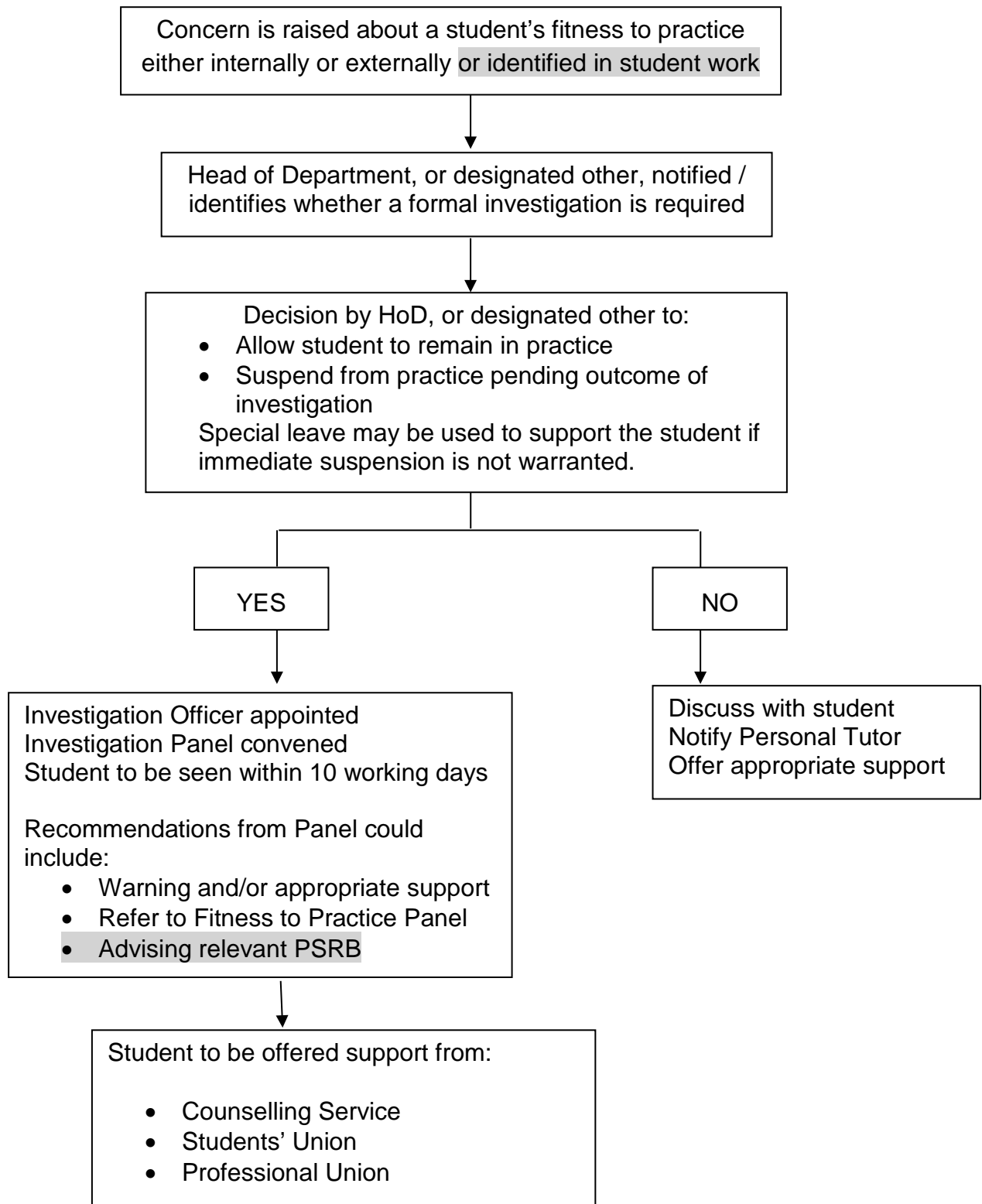
In all instances:

Support and feedback to staff/student who reported the incident should be given - support for statement writing and counselling given.

Student concerns regarding **mentorship/supervision/support in practice.**



Where a concern has been raised **about a student's fitness to practice**



The removal of students from a placement area

Where a serious concern about the student learning environment/safety of the students is raised or identified through other means such as a student's work, **the HoD should be notified**. This may include others, PEL, Link Lecturer, Practice lead and Personal Tutor

The HoD, or designated other, notifies Placement Manager/PEF to discuss concerns

HoD, or designated other, in conjunction with Practice Lead, Personal Tutor, Link Lecturers and PEF, or relevant practice contact, should immediately ascertain:

- If a jointly agreed action plan can resolve the situation
- Whether immediate removal of students from the placement is required

If a jointly agreed action plan is put in place, actions will need to be time limited and named individuals identified.

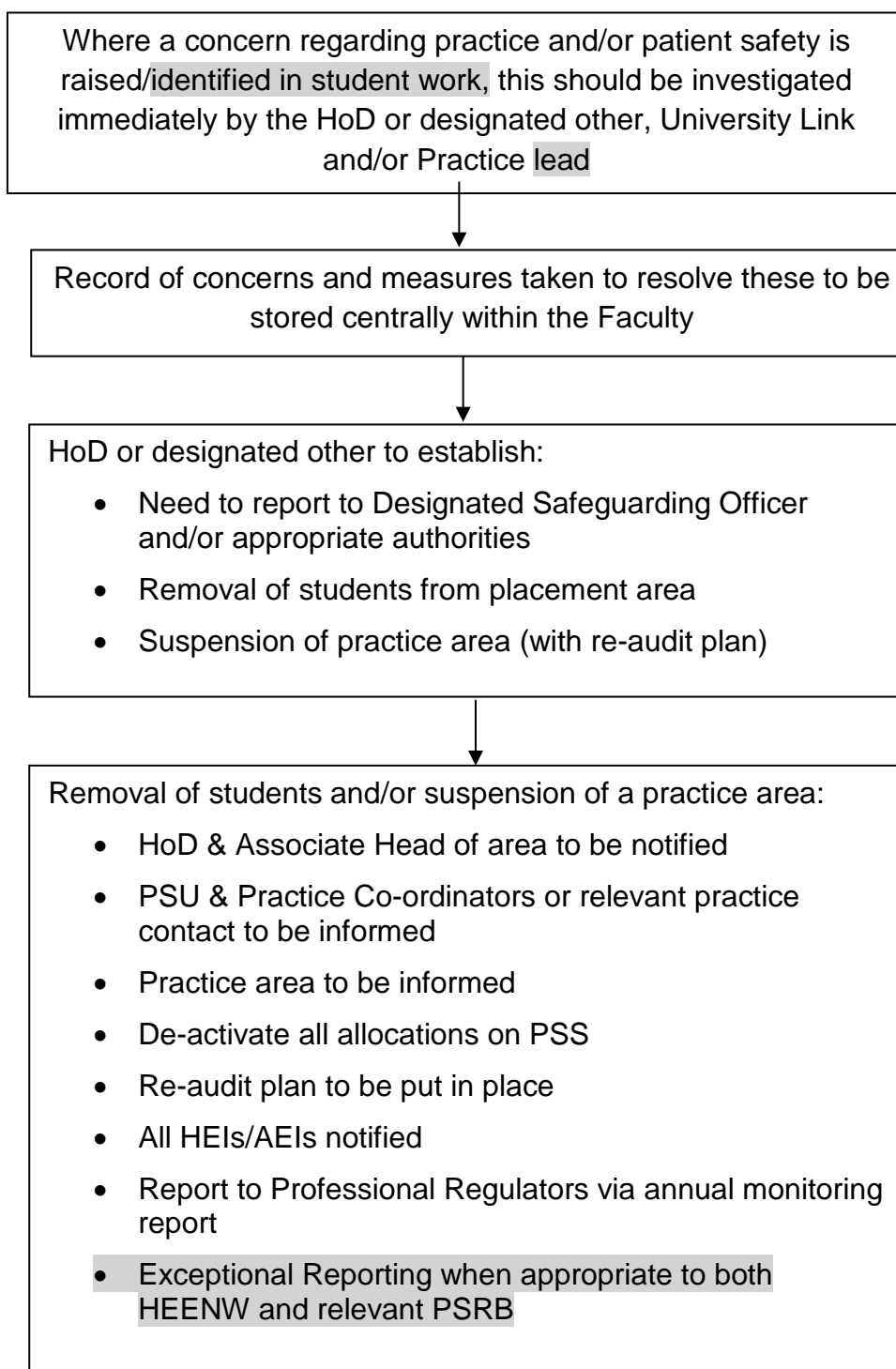
If removal is required:

- Dean or Associate Dean for area should be notified
- PSU and Practice Lead identified
- Practice placement and PEF or relevant practice contact notified
- Communication with other HEIs and relevant PSRB, as appropriate

- HEENW notified
- Report to Professional Regulators at annual monitoring report

(Exceptional reporting when appropriate to both HEENW and relevant PSRB)

Alerting other Higher Education (HEI)/Approved Education Institutions (AEIs) of concerns about placement areas



Cause(s) for Concern/'Whistleblowing' Incident Reporting Form

[See Faculty Policy PRE06 'Safeguarding, Whistleblowing and Management of Cause for Concern']

STRICTLY CONFIDENTIAL

TO BE COMPLETED BY STAFF TO RECORD CAUSE(S) FOR CONCERN*

1. *Date of initial report:*
2. *Time of initial report:*
3. *Staff member(s) reported to:*
4. *Name of Student(s)/individual(s) concerned: [please note, include all names of those involved/implicated and contact details/whereabouts as known]*
5. *Does the reported cause for concern relate to concern(s) arising from within a practice area? Y/N: (if yes, please give details, and is the placement area aware of them?):*
6. *Name of Mentor/Supervisor/Practice Educator/Personal Tutor (if applicable):*
7. *Nature of concern(s) (Please provide details of those individual(s) involved or to whom concerns relate and their current age(s) and whereabouts (if known)):*
8. *Description of actions taken/advice given (include contact details of internal/external people/agencies contacted if relevant):*
9. *Is the cause for concern such as to suggest there may be safeguarding issues to investigate? Y/N?: (If yes, please refer to the Edge Hill Safeguarding Policy and complete the 'Safeguarding Incident Reporting Form' available below and at: <https://www.edgehill.ac.uk/safeguarding/files/2015/08/Safeguarding-Incident-Reporting-Form-Oct-15.pdf>*

Name of person completing form:

Contact details:

Signed:

Date:

Please pass this form to the Head of Department/other nominated authority/designated safeguarding lead once completed.

Safeguarding Incident Reporting Form

STRICTLY CONFIDENTIAL

**TO BE COMPLETED BY STAFF IN ALL INSTANCES OF SAFEGUARDING
QUERIES/CONCERNS**

Date of initial report/ referral:

Time of initial report/ referral:

Staff member(s):

Name of Student(s)/individual(s) concerned [please note, include all names of those involved/implicated and contact details/whereabouts as known]

***Does the report/ referral relate to concern(s) arising from within a practice area? Y/N
(if yes, please give details, and is the placement area aware of them?):***

Name of Mentor/Supervisor/Practice Educator/Personal Tutor (if applicable):

Nature of concern(s) (Please provide details of those individual(s) involved or to whom concerns relate and their current age(s) and whereabouts (if known)):

Description of actions taken/advice given (include contact details of internal/external people/agencies contacted if relevant):

Signed:

Date:

Please pass this form to the Designated Safeguarding Lead/other nominated authority. E.g. your line manager once completed