

Safeguarding Policy

This leaflet was produced by the **Northumberland Information, Advice and Support Service**. The service provides information, advice and support about special educational needs (SEN), disability, health and social care for children, young people and parents.

The service can be contacted by phone: **01670 623555** or **01670 620350** or email: **iass@northumberland.gov.uk**

Safeguarding – children and vulnerable adults – exclusion from confidentiality

Where the safety and welfare of children or vulnerable adults are at risk, their protection takes precedence over the requirement for confidentiality. On occasions where a staff member feels that Safeguarding may be an issue, the following steps must be taken:

- The staff member should make notes of any events/discussions causing concern as soon as possible.
- The staff member should raise the matter immediately with the Information, Advice and Support Manager.
- The staff member must discuss the matter with the Information, Advice and Support Manager the issues involved in the case. The Information, Advice and Support Manager should take a written note of this discussion and seek advice from their line manager.
- The Information, Advice and Support Manager is responsible for making a decision whether or not to contact Social Services about the matter. Once contact is made with Social Services, the Information, Advice and Support Manager will take whatever action is advised by this agency.
- The Information, Advice and Support Manager should brief their line manager on the full facts of the case, ensuring they do not breach confidentiality in doing so.
- A full written report on the case should be made and any action agreed, undertaken. The Information, Advice and Support Manager is responsible for ensuring all activities are actioned.

Please email us at iass@northumberland.gov.uk if you require this document in another format