

Making a Referral

1. Purpose and content

The purpose of this appendix of the College Safeguarding Policy is to provide a clear set of guidelines to staff regarding making a referral to children's social care, adult services or the police.

2. Making a referral

It is important to note that any member of staff at the college is able to make a referral to children's social care, adult services or the police, however, the college has a team of trained staff who, under normal circumstances, are designated to make the final decision on when to refer and will make the referral on behalf of the college.

Staff should only consider making a referral when a young person or vulnerable adult is at immediate risk of serious harm and a designated safeguarding officer is not available or it would put the young person or vulnerable adult in more danger in the time taken to consult with the designated safeguarding officer.

The below information is taken from Keeping Children in Education 2019 DfE Guidance and sets out actions to take if there are concerns about a young person or vulnerable adult.

