

Safeguarding Referral Policy

This policy has been developed in response to the paper 'Working Together to Safeguard Children 2006' which sets out statutory guidance on the responsibility placed on this employment business, and any other organisations who provide services to children and vulnerable adults, to take steps when allegations of abuse or other inappropriate behaviour towards a child or vulnerable adult are made against any candidate working on 3D Recruit' payroll, regardless of pay or contract status.

The aim of the policy is to:

- Ensure that allegations are dealt with expeditiously and in a fair manner
- Ensure that candidates who are not suitable to work with children or vulnerable adults are prevented from doing so by notification to relevant organisations

3d Recruit has identified the following senior staff members as Safeguarding Contacts, to whom allegations or concerns should be addressed:

Name: Ben Arnold
Position: Managing Director
Address: Regent House, Mitre Way, Station Approach, Battle, East Sussex. TN33 0BQ
Telephone: [01424 775404]
Email: Ben@3dreruit.com

If for any reason the above person is unavailable or cannot be contacted, the following deputy has been identified:

Name: Rachel Power
Position: Safeguarding Manager
Address: Regent House, Mitre Way, Station Approach, Battle, East Sussex. TN33 0BQ
Telephone: [01424 775404]
Email: Rachel@3dreruit.com

The Safeguarding Contacts are responsible for receiving reports (either by telephone or written correspondence) of safeguarding concerns, for maintaining appropriate records on behalf of 3D Recruit, and for seeking advice from the appropriate authorities where necessary.

Information about safeguarding concerns should be regarded as confidential and should always be channelled through the Safeguarding Contacts. The information is not secret, however, and where it is necessary for the Safeguarding Contacts to seek appropriate advice, the information sharing must be necessary, proportionate, relevant, accurate, timely and secure.

It is not the job of the Safeguarding Contacts to establish whether or not abuse is taking place, or whether a crime has been committed. That is the job of the "responsible authorities".

On occasions where the Lead Safeguarding Contact is unavailable, or where concerns are received via telephone, the deputy will follow the same course of action as laid out in this policy. Measures are in place to

ensure the Chairman of 3D Recruit, James Brown, is always contactable during periods of absence by the Managing Director, ensuring a 3D Recruit Director is immediately made aware of any reports received.

Receiving a Complaint or Allegation

On receipt of a complaint or allegation against a candidate, regardless of the source, 3D Recruit will not question the child or vulnerable adult or any other individuals involved, or investigate the matter further. Depending on the source of the allegation or complaint, the following action will be taken:

If a complaint or allegation is received from a client who is informing us that an investigation is being considered or underway 3D Recruit will:

- Obtain written details of the allegation or complaint, signed and dated by the person making it
- Countersign and date the written details
- Record any other relevant information
- Decide upon an appropriate course of action in conjunction with the client with regards to continued employment, this will in most circumstances mean suspending the candidate without pay pending the outcome of the investigation
- Notify the candidate in writing of any decisions made

If a complaint or allegation is received from anywhere other than from the employing client 3D Recruit will:

- Obtain written details of the allegation or complaint, signed and dated by the person making it
- Countersign and date the written details
- Record any other relevant information
- Notify all relevant organisations/ parties as soon as is practically possible [within 1 working day]
- Decide upon an appropriate course of action in conjunction with the client with regards to continued employment, this will in most circumstances mean suspending the candidate without pay pending the outcome of the investigation
- Notify the candidate in writing of any decisions made

During an Investigation

Whilst an investigation is in progress, 3D Recruit will:

- Attend any meetings/ participate in any discussions, within reason, when requested to attend
- Record any discussions/ meetings held with regard to the candidate
- Provide personal information regarding the candidate in accordance with the data protection/ access to personal files policy
- Copies of all correspondence/ records will be kept on the candidate file and made available to the candidate on request

Upon Completion of an Investigation

Depending on the outcome of an investigation 3D Recruit will:

If allegation or complaint is found to be unsubstantiated or false:

- If an allegation is found to be unsubstantiated due to insufficient evidence the client is free to consider what further action, if any, should be taken and 3d Recruit should be notified of any decisions made. If the client chooses to take no further action then 3d Recruit would expect the candidate to be re-instated immediately with the same contractual obligations and remuneration. 3D Recruit will, if required, support the client in delivering professional advice or discipline.
- If an allegation is found to be false 3D Recruit would expect the candidate to be re-instated immediately with the same contractual obligations and remuneration. If an allegation has been deliberately invented or malicious, 3D Recruit would expect the matter to be passed to the police in order for them to consider whether action against the person responsible may be appropriate.

If an allegation is found to be substantiated:

If any allegation is substantiated [where a child or vulnerable adult is found to be suffering or at risk of suffering significant harm] 3D Recruit will immediately remove the candidate from its register of suitable Qualified Social Workers and will not re-register the candidate at any time.

Where required, 3D Recruit will support the client, police and any other party involved in subsequent disciplinary or criminal proceedings undertaken.

