

## Safeguarding Procedure

### Procedure Purpose:

To provide a defined process for all trustees, ESB employees, contractors working on behalf of ESB (ESB staff), to follow should a safeguarding incident occur.

### Linked Policies / Procedure

- [Safeguarding Policy](#)
- [Privacy Policy](#)
- [Data Protection Policy](#)

### ESB Safeguarding Team:

ESB has appointed members of the Senior Leadership Team to manage the safeguarding process:

- **Safeguarding Coordinator** - Customer Experience Manager
- **Safeguarding Lead** – CEO

It is the responsibility of the **Safeguarding Coordinator** to coordinate the process by:

- Initially assessing an incident, liaising with centres/informants to establish facts, collating all information in relation to an incident ensuring confidentiality at all times, keeping the Safeguarding Lead informed throughout the process.

It is the responsibility of the **Safeguarding Lead** to:

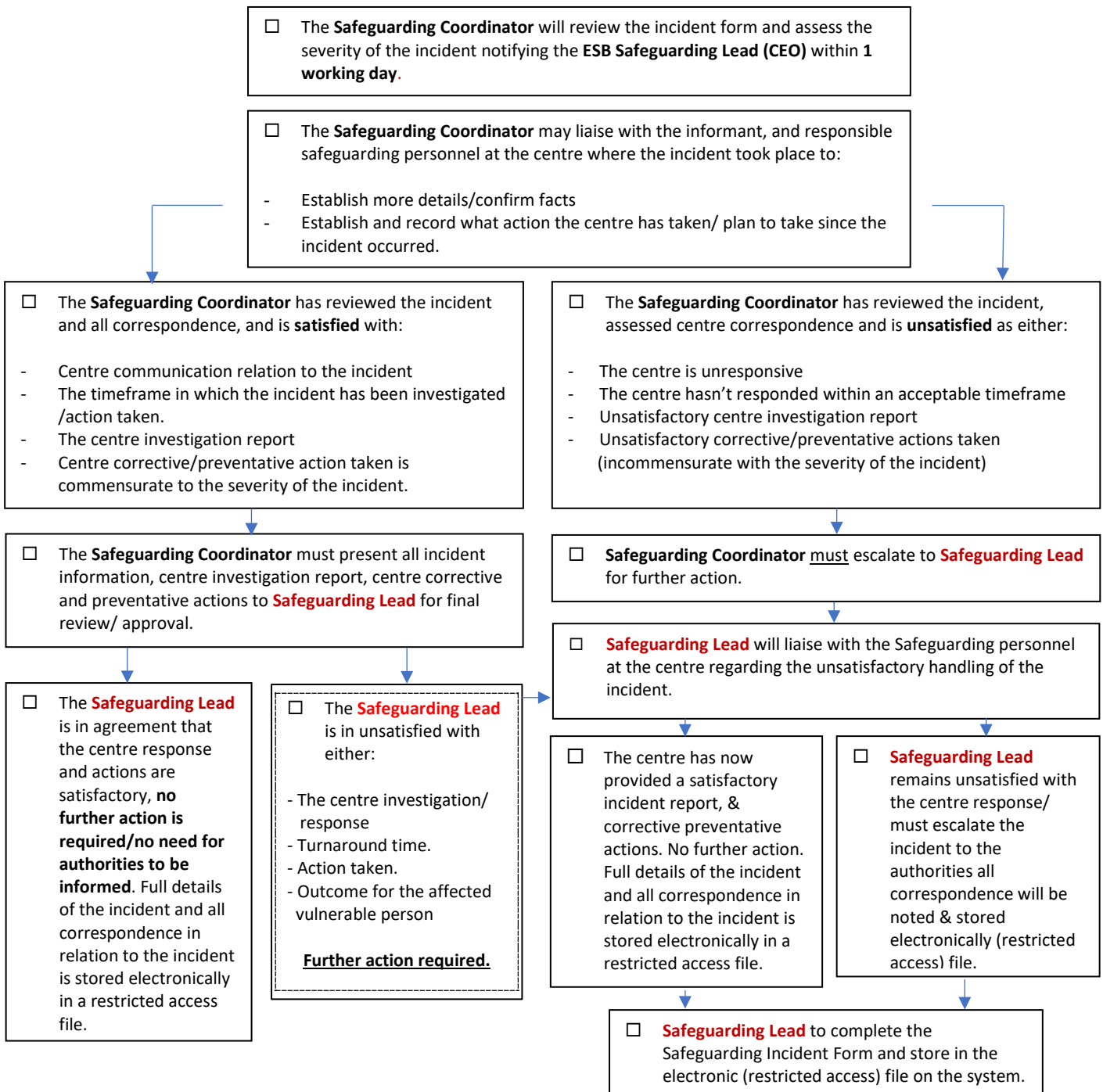
- Assess the incident, and all factual information in relation to the incident in its entirety, where there is an unsatisfactory response from a centre, or there is a need for escalating a safeguarding incident to authorities (e.g. social services and/or police) the Safeguarding Lead will assume responsibility for the process.

### How to report and manage a Safeguarding Incident:

Informant to document the incident accurately, detailing as much information as possible onto the **Safeguarding Incident Form** (*see overleaf*)

Email the form to [Sue.Roberts@esbuk.org](mailto:Sue.Roberts@esbuk.org)  
**ESB Safeguarding Coordinator** (Customer Experience Manager)  
 Ensure the email subject states '**IN CONFIDENCE**'  
 Do not cc, or bcc, anybody else into the email.

The **Safeguarding Coordinator** will store the incident form in a secure, password protected folder on ESBs' computer system.



### Safeguarding Incident Form

Complete the form and return to: **Safeguarding Coordinator (Customer Experience Manager)** via email [Sue.Roberts@esbuk.org](mailto:Sue.Roberts@esbuk.org)

**CONFIDENTIAL**

Name of ESB employee / trustee/ contractor who is reporting the incident:

Daytime telephone number:

Email address:

Name of child/young person/vulnerable adult (learner):

Centre name **and** exam booking number:

Date incident was discovered:

How was incident discovered? *(please give as much detail as possible)*

Details of incident/concerns raised *(please give as much detail as possible)*

Date reported to Safeguarding Coordinator:

**Official Use: For the use of ESB only. To be completed by the CEO (Safeguarding Lead)**

Action taken/reported to (centre/police/local child protection agency/social services)

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**CEO Signature:** ..... **Date:** .....