

Safeguarding Procedure for Inclusive Outsource LTD

At **Inclusive Outsource LTD**, we prioritise the safety and well-being of all individuals, including children, young people, and vulnerable adults. This safeguarding procedure outlines the steps to take when concerns arise about an individual's welfare or safety.

1. Immediate Danger or Medical Assistance

If anyone is in **immediate danger** or requires **urgent medical assistance**, call **999** and request emergency services.

2. Reporting a Safeguarding Concern

If you have a safeguarding concern, it is important to raise it as soon as possible. Please follow the steps below:

- **Step 1: Contact the Safeguarding Lead**

Report the concern directly to our **Designated Safeguarding Lead (DSL)**:

Name: Mel Sampson

Phone: 07713888701

Email: mel@inclusiveoutsource.co.uk

- **Step 2: Contact Another Staff Member**

If you are unable or uncomfortable contacting the Safeguarding Lead, you may approach any other member of staff. They will assist you in raising the issue with the Safeguarding Lead.

- **Step 3: Reporting a Conflict of Interest or Implication**

If you believe that the **Safeguarding Lead** has a conflict of interest or is implicated in the concern, you should escalate the issue to the **Director**:

Name: Michael Sampson

Phone: 07713888701

Email: michael@inclusiveoutsource.co.uk

3. Further Support and External Contacts

In addition to contacting staff at Inclusive Outsource LTD, you may also seek support and guidance from external organisations, including:

- Police
- Social Services
- Your GP (Doctor)
- Other organisations that offer assistance such as NSPCC

4. Procedure Following a Report

After you have reported a concern, the following steps will be taken to ensure it is addressed appropriately:

- **Step 1: Logging the Concern**

All safeguarding concerns will be logged, including the date, details of the concern, and any actions taken.

- **Step 2: Investigation and Initial Response**

The Designated Safeguarding Lead (DSL) or the designated team member will investigate the concern and take the necessary steps to ensure the safety of the individual involved. This may include gathering more information or seeking advice from external agencies.

- **Step 3: Acknowledgment of the Concern**

You will receive a written acknowledgment of your concern within **3 working days**, confirming that it has been received and logged.

- **Step 4: Full Investigation and Response**

A thorough investigation will be carried out, and a detailed response will be provided within **10 working days**. If more time is required to complete the investigation, an interim response will be sent to inform you of the progress and provide an expected completion date.

- **Step 5: Final Response**

The outcome of the investigation will be shared with you, including any actions taken to safeguard the individual and prevent further risk.

5. Escalation and Unresolved Concerns

If you believe that your concern is not being addressed in the way it should be, or if you are dissatisfied with the outcome, you can escalate the issue by contacting:

- **Director**

Name: Michael Sampson

Phone: 07713888701

Email: michael@inclusiveoutsource.co.uk

6. Support During the Process

At every stage of the safeguarding process, you are welcome to have a trusted person accompany you. This individual can provide emotional support and help you express what has happened and what you would like to see happen as a result of the investigation.

7. Commitment to Safety

At Inclusive Outsource LTD, the safety and well-being of our service users are our utmost priority. We are committed to taking every step necessary to ensure that all participants in our activities feel safe and supported. We take all safeguarding concerns seriously and will act quickly and responsibly to resolve them.

Contact Information

Designated Safeguarding Lead (DSL):

Name: Mel Sampson

Phone: 07713888701

Email: mel@inclusiveoutsource.co.uk

Deputy Safeguarding Lead:

Name: Michael Sampson

Phone: 07713888701

Email: michael@inclusiveoutsource.co.uk