



## **The Headlight Project Safeguarding Procedures**

### **Concerns for a Child or Vulnerable Adult**

Where any staff, contractors or volunteers (referred to as Headlight Project Worker) has a concern for a child or a vulnerable adult they will ensure that this is followed this up with the appropriate agency depending on the circumstances.

A child is defined by someone under 18 years of age. A vulnerable adult is someone who has care needs, an illness affecting their physical or mental health, a learning disability, a drug or alcohol problem, be frail which may make them at risk of abuse or neglect or unable to protect themselves from it. We consider that most of the Headlight Project's clients will fall into either of these categories.

When working in schools Headlight Project Workers will make themselves familiar with the school procedures for safeguarding and their work will fall under these while on the premises. All concerns must be reported to the Designated Safeguarding Lead in school. A contemporaneous record of the concern must be logged in writing to the school and a copy kept with the child's confidential notes. The child should be told it is the Safeguarding Lead or another school staff member who they trust who they can go to if they are worried.

When working in the community or Headlight Project premises, Headlight Project Workers will make themselves familiar with the safeguarding protocols for the Statutory Safeguarding Partnership (SSP) in that location. A list of these procedures for the North East are available in Annexe a.

The nature of the support provided to the children and adults means that staff will be working with them around their concerns. All staff and volunteers have a written contract or agreement with all children and adults that they are working with and discuss this as they begin their work with them.

This agreement says that everything will remain confidential except:-

- where that child/adult is at risk of harm from themselves
- Where that child/adult is at risk of harm from others





**Contact details for referring concerns relating to adults are below:**

**Middlesbrough**                      **01642 065070** [adultaccessteam@middlesbrough.gov.uk](mailto:adultaccessteam@middlesbrough.gov.uk)

**Redcar and Cleveland**            **01642 065070** [AccessAdultsTeam@redcar-cleveland.gov.uk](mailto:AccessAdultsTeam@redcar-cleveland.gov.uk)

**Hartlepool**                            **01429 523390** [iSPA@hartlepool.gov.uk](mailto:iSPA@hartlepool.gov.uk)

**Stockton**                              **01642 527764** [FirstContactAdults@stockton.gov.uk](mailto:FirstContactAdults@stockton.gov.uk)

**The out of office number for all is 01642 524552**

**Contact details Nominated adult protection lead**

**Name:** Alison Turner **Email:** [safeguardingwithalison@gmail.com](mailto:safeguardingwithalison@gmail.com)

**Contact details Nominated child protection lead**

**Name:** Alison Turner **Email:** [safeguardingwithalison@gmail.com](mailto:safeguardingwithalison@gmail.com)

**NSPCC Helpline 0808 800 5000**

**We are committed to reviewing our policy and good practice annually.**

**This policy was last reviewed: 20/6/2022**

**Signed:**

A handwritten signature in grey ink, appearing to be 'Alison', is written over the signature line.

**Alison Turner, Trustee**

**Date: 20/6/2022**