



# WEST SILVERTOWN FOUNDATION

## Children and Adults at Risk Safeguarding Policy

Statement of West Silvertown Foundation's Children and Adults at Risk Safeguarding Policy

### PART ONE

#### General Statement of Policy

##### 1. General Policy

West Silvertown Foundation is firmly committed to the belief that all children and adults at risk have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. The safety and protection of all people that the West Silvertown Foundation supports is paramount and has priority over all other interests, unless life is at imminent risk. All West Silvertown Foundation's employees, volunteers and contractors are required to comply with the procedures contained within this policy.

There are five main elements to the policy:

- ensuring that West Silvertown Foundation practices safe recruitment in checking the suitability of staff and volunteers to work with young people and adults at risk;
- raising awareness of child protection and adult safeguarding issues amongst all paid and unpaid staff;
- developing and implementing procedures for identifying and reporting cases or suspected cases of child or adult abuse;
- supporting the child or adult who has been abused;
- establishing a safe environment in which children and adults can develop and grow, where they are able to talk and be listened to.



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## PART TWO Definitions

### 2.1 Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

#### Child or Children

The Children Act 1989 defines a child as a person under eighteen, for most purposes.

Regulated activity relating to children covers:

i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.

(ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly.

(iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional.

(iv) Registered child-minding; and foster-carers.

The definition of regulated activity relating to adults places the emphasis on the kind of activity carried out for any adult who requires them rather than on any specific groups of people or vulnerabilities.

These activities cover:

- i) Provision of healthcare
- ii) Provision of personal care
- iii) Providing social work
- iv) Assistance with cash, bills, shopping etc.
- v) Assistance with conduct of personal affairs
- vi) Conveying e.g. to receive healthcare

#### Young Person

The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and an adult at risk includes all people aged 18 and over subject to the criteria of the Care Act (2014).



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## Adults at Risk or Adults

Under The Care Act, an adult at risk is someone over 18 years old who:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

## 2.2 Forms of abuse

The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect. These categories of abuse apply and will be relevant to adults at risk as well as to children who West Silvertown Foundation has contact with as part of its activities and social care role with people of all ages.

### Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or adult at risk. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

### Emotional Abuse

Emotional abuse is continual emotional ill treatment causing severe and persistent effects on the child or adult at risk's emotional development and may involve:

- conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person;
- imposing developmentally inappropriate expectations;
- causing the child or vulnerable adult to feel frightened or in danger – e.g. witnessing domestic violence;
- exploitation or corruption of children, young people or adults at risk.

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or adult at risk to take part in sexual activities, whether or



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not they are aware of what is happening and includes penetrative and non-penetrative acts.

It may also include non-contact activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging children or adults at risk to behave in sexually inappropriate ways.

## **Neglect**

Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of the neglected person's health and development. It may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Staff should also be aware of other factors which influence these forms of abuse such as racial or homophobic abuse.

## **2.3 Status of Policy**

This policy applies to all employees, trustees and volunteers. Its purpose is to protect the personal safety of all children, young people and adults at risk using the facilities, resources and activities provided by West Silvertown Foundation actively promoting awareness, good practice and sound procedures. The Trustees will review this policy regularly and as informed by risk assessments relating to all activities of West Silvertown Foundation.



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## PART THREE Procedures

### 3.1 Personnel/Recruitment

All employees, trustees and volunteers are required to provide references that West Silvertown Foundation deems appropriate, which are always verified.

All paid and unpaid staff involved in regulated or intensive contact with children and adults at risk as part of their work for West Silvertown Foundation will be subject to the Disclosure and Barring procedures of the Disclosure and Barring Service (DBS).

If the job or role is eligible then a DBS 'Standard', 'Enhanced' or 'Enhanced check with list checks' as appropriate check will be carried out.

No new employees, trustees or volunteers should start employment/volunteer work until references have been verified and where one is required DBS checks received. If this is not possible then new employees, trustees and volunteers must not be involved with regulated activities as set out in section 2 until references and DBS checks are completed. Details of the checks to be carried out are set out in Part 5.

All employees, trustees and volunteers will receive, and will be required to read and sign, the Safeguarding Disclosure and Barring Policy. All employees, trustees and volunteers will receive regular support in their work with children and adults at risk.

### 3.2 Responsibilities

All employees, trustees and volunteers working on behalf of West Silvertown Foundation have a responsibility for the welfare of the children and adults at risk that they work with, in relation to their employment.

All employees, trustees and volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child and adult protection is reported using the reporting procedures detailed in this policy.

West Silvertown Foundation has a Designated Safeguarding Officer and nominated deputies. The CEO, or an SLT member in his or her absence, or if there isn't a paid worker post, the Chair of the Trustees must also be informed of issues which arise under this policy. The Designated Safeguarding Officer and Deputy Safeguarding Officer are responsible for child and adult protection and the implementation of this policy. It is the responsibility of the Designated Safeguarding Officer to take appropriate action following any expression of concern and make referrals to the appropriate agencies.

#### 3.2.1 Designated Safeguarding Officers

The Designated Safeguarding Officer will attend training as appropriate and make referrals to external agencies. Other aspects of their role include:



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- obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of children or adults at risk and to record this information;
- assessing information quickly and carefully and asking for further information where appropriate;
- consulting with statutory child and adults at risk protection agencies e.g. the local social services department and police, to clarify doubts or worries;
- making referrals to Social Services, the Disclosure and Barring Service or the police, without delay.

All employees will be made aware of the named Designated Safeguarding Officer and how to contact them. Contact details also appear in Part 12 of this policy. The Designated Safeguarding Officers have contact telephone numbers for the local Area Safeguarding Boards and other statutory agencies.

### **3.3 Reporting Procedures: What to do if you suspect someone is being abused**

All staff, volunteers and others working in direct or indirect contact with children and adults at risk as part of the organisation's activities or as part of the environment where the activities take place, must be alert to the signs of abuse. Anyone who suspects that abuse is taking place in this environment or to whom a child or adult at risk discloses issues relating to safeguarding should contact the Designated Safeguarding Officer immediately.

Any suspicion or allegation must be reported as soon as possible on the day of the occurrence to the Designated Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child or adult, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour or knowledge.

It is the responsibility of the Designated Safeguarding Officer to liaise with other relevant agencies where necessary and seek clarification from the Safeguarding and Protection Unit of the local Constabulary if there is any concern about the validity of any allegation.

Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be kept strictly confidential and stored securely following the Data Protection Procedures. All employees and volunteers are instructed to report the disclosure or discovery of abuse or alleged abuse directly to the Designated Safeguarding Officer.

All trustees will report such incidents directly to the Designated Safeguarding Officer.

All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

Our local safeguarding board for children is Newham Safeguarding Children Partnership.

Newham Child Protection can be contacted on the following numbers:  
020 3373 4600 (9am-5:15pm)



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020 8430 2000 (other times)

Newham Safeguarding Adults Board can be contact on:  
020 3373 7819

Our Local Authority Designated Officers are Nick Pratt and Alex Mihi.

### **3.4 Allegations against employees, trustees or volunteers**

When any form of complaint is made against an employee or volunteer, it must be taken seriously and the complaint should initially be dealt with by the CEO or the most senior staff member on site at the time the complaint is made. The senior staff member must report the complaint to the designated Safeguarding Officer immediately, giving details of the circumstances. If the designated Safeguarding Officer is unavailable (or is the person against whom a complaint has been made) the Chair or in their absence Vice Chair of the Trustees must be informed immediately and they will deal with the complaint and ensure that the designated Safeguarding Officer is informed.

If any of the above (Chair, Vice Chair, CEO or the designated Safeguarding Officer) is the person against whom a complaint has been made they will be excluded from the processing of the complaint.

The CEO or the Chair/Vice Chair will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The CEO or the Chair/Vice Chair will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made in line with West Silvertown Foundation's Disciplinary Procedures or the Code of Conduct.

This action does not prejudice the outcome of the investigation of the complaint or imply in any way that the person suspended is responsible for, or is to blame for, any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional and objective manner.

The Safeguarding Officer will decide on a course of action as laid down by the appropriate local Safeguarding Board (Newham Child Protection Partnership or Newham Safeguarding Adults Board). They may also need to follow their legal duty to report/provide relevant information to the DBS. (See 7 below).

West Silvertown Foundation will co-operate fully with the Police, Social Services, the NHS and all other parties involved.

The CEO or his/her nominated deputy will ensure that the Chair of West Silvertown Foundation, or in his/her absence the Vice-Chair, Secretary or Treasurer, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The CEO or his/her nominated deputy will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.



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## **3.4.1 Resignation**

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, West Silvertown Foundation is not prevented from following up an allegation in accordance with these procedures.

Every effort will be made to reach a conclusion, including in cases where the person concerned refuses to co-operate with the process.





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## **PART FOUR Confidentiality**

### **4. Confidentiality**

All employees and volunteers must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and adults at risk. However, under no circumstances will any individual in the employment of West Silvertown Foundation, or acting as a volunteer, keep confidential any information that raises concerns about the safety and welfare of a child or adult at risk. This statement relating to confidentiality is made known to all who access any provision of West Silvertown Foundation.

## **PART FIVE Recruitment**

### **5. Safe recruitment of staff**

West Silvertown Foundation undertakes to ensure that paid and unpaid staff are suitable to work in an environment where they will encounter children and adults at risk as part of the Organisation's work. It also reserves the right to refuse to employ staff or volunteers whom it has a reasonable belief may pose a risk to children and adults at risk.

West Silvertown Foundation has systems in place to prevent unsuitable people from working with children or adults at risk and to promote safe practice. These systems apply to all new staff and volunteers and require the following checks to be made on appointment:

- A minimum of two references, satisfactory to West Silvertown Foundation, one of which should be from a previous employer;
- Documentary evidence checks of identity, nationality, residency and "right to work" status;
- DBS Check at the level relevant for the job/role;
- Documentary evidence of qualifications;
- Satisfactory completion of the probationary period.

## **PART SIX The Disclosure and Barring Scheme**

### **6. Vetting and Barring**

The Protection of Freedoms Act 2012 places a duty on West Silvertown Foundation to undertake an Enhanced check with list checks with the Disclosure and Barring Service for all staff and volunteers supervising or carrying out regulated activity with children or adults at risk.

West Silvertown Foundation carries out appropriate DBS checks on all staff whose jobs or roles are eligible for one.



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## PART SEVEN

### Disclosure and Barring Service (DBS)

#### 7. Reporting cases to the Disclosure and Barring Service

West Silvertown Foundation has a statutory duty to make reports and provide relevant information to the DBS where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or adults in certain regulated activities, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the Designated Safeguarding Officer.

The DBS make barring decisions for Section 142 of the Education Act (formally known as List 99), The Protection of Children Act List (PoCA) and the Protection of Vulnerable Adults List (PoVA) and the Protection of Freedoms Act 2012. This has now been combined as part of the Vetting and Barring Procedures of the DBS.

## PART EIGHT

### Supporting Staff

#### 8. Support for Staff

8.1 All staff and workers who come into direct contact with children and adults at risk must undertake regular training on the subject of safeguarding, at last every 2 years. This Policy will be issued to all new staff as part of their induction.

The West Silvertown Foundation is aware that safeguarding cases can be distressing and that both paid and unpaid staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Designated Safeguarding Officer or with a trained counsellor. Staff wishing to be referred for counselling should contact their line manager or the Designated Safeguarding Officer.

#### 8.2 Whistleblowing

Any member of staff who raises an issue where they believe the employer, a fellow employee or any volunteer is acting in a way which is unlawful or falls below proper standards or contrary to this policy are protected by the Public Disclosure Act 1998, provided they comply with statutory procedures.

Any employee looking at whistleblowing can do so by using the grievance procedure and in the first instance should discuss it with their Line Manager, the Chair of the Trustees or the Safeguarding Officer.

Any volunteer with such concerns must raise it with the person responsible for their management or the Chair of the Trustees. Anyone involved in whistleblowing will be supported and West Silvertown Foundation will ensure that proper procedures are followed.



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## PART NINE Equal Opportunities

### 9. Equality of Opportunities

As part of the community served by West Silvertown Foundation all children and adults at risk have the right to be safeguarded from harm and exploitation whatever their race, religion, gender, gender identity, sexuality, age or disability. This policy relates to the Organisation's legal obligation to protect children and adults at risk who are suffering forms of abuse as defined in the Children Act 1989 and Safeguarding Vulnerable Groups Act 2006 and is therefore in line with West Silvertown Foundation's equality and diversity policies.

## PART TEN Operational Practices Policy

### 10.1 The use of cameras, videos, or camera mobile phones

West Silvertown Foundation may take photographs of children and young people participating in activities and events. At all times written permission from parents/guardians/carers will be obtained **before** photographs are taken.

West Silvertown Foundation reserves the right to prohibit the use of cameras, videos and mobile telephones with picture taking capacity on its land and within any of its properties or at events it promotes.

Used security videos will be kept in a secure place and when no longer needed shall be destroyed.

### 10.2 Employee Ratios

The ratio of employees/volunteers to children will be one to eight for those aged 8 years and under and one to ten for those aged 9 years or over as laid down by guidance issued under the Children Act (1989).

Where a Governing Body or Government guidelines require a higher ratio of employees/volunteers to the number of children and adults at risk then that ratio will override the minimum ratios set above.

Outdoor adventure activities will always have a minimum of 2 appropriately trained adults, one of which must be an employee of West Silvertown Foundation who will hold a First Aid at Work qualification.

In all but exceptional circumstances there will be two employees present when transporting children and adults at risk in a minibus or other forms of public and private transport. The ratio of employees/volunteers working with children and adults at risk with special needs will be as laid down under the Special Needs section.

### 10.3 Signing in

All children aged 18 and under and adults at risk attending a West Silvertown Foundation organised activity will be checked against a register. This applies to all West Silvertown Foundation organised activities, regardless of their location.



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## 10.4 Outside Organisations

Any club, society, organisation or individual undertaking activities on the West Silvertown Foundation's behalf involving children aged under 18 and adults at risk will be required to either adopt West Silvertown Foundation's Safeguarding Policy or show proof that they have their own robust policies.

Any club, society, organisation or individual undertaking any activity that has been sanctioned by West Silvertown Foundation which involves children aged under 18 on West Silvertown Foundation's land or in its premises will be required to adopt West Silvertown Foundation's signing in procedures.

Any club, society, organisation or individual working with children and adults at risk who refuse to adopt West Silvertown Foundation's policies, signing in procedures or adopt their own policies and procedures will not be permitted to use West Silvertown Foundation facilities.

Any club, society, organisation or individual working with children and adults at risk will be subject to random spot checks periodically by West Silvertown Foundation employees to ensure policies and procedures are in place and being implemented.

## PART ELEVEN

### Special Needs Policy

#### 11. Special Needs

All West Silvertown Foundation's employees, volunteers and contractors are required to comply with the procedures contained within this policy.

This Special Needs Policy works in support of West Silvertown Foundation's established Children and Adults at Risk Safeguarding Policy which requires all employees, trustees and volunteers to be checked through the Disclosure and Barring Service before coming into contact with any child or adults at risk taking part in West Silvertown Foundation organised activities.

#### 11.1 Medication

##### 11.1.1 Screening

Screening must take place prior to the commencement of activities and will complement West Silvertown Foundation's booking procedures. Screening will include illnesses, medication, health, emergency numbers and, in certain cases, special reference to asthma sufferers and inhalers, epilepsy and allergies and whether the child is able to administer their own medicines. Screening must include a medication sheet for children and adults at risk with individual medical requirements e.g. dosage, symptoms, times to be administered, doctor's surgery number, etc.

West Silvertown Foundation is within its rights to turn away a child or adult at risk with a medical condition which a parent has neglected to inform West Silvertown Foundation about during the screening process.



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## **11.1.2 Contagious illness**

The screening form will indicate that West Silvertown Foundation will not accept any child or adult suffering from a contagious illness and they will be turned away.

## **11.1.3 Three to Five Years old**

For activities where 3 – 5 year olds are left in the sole care of West Silvertown Foundation and where medication needs to be administered, parents will be required to return to administer the medication at the appropriate time. Where a child needs help to administer an inhaler, employees must first be given written consent from parents.

## **11.1.4 Six Plus**

Parents will be asked to leave written consent in order for any medicines to be given or overseen. It is the parent's responsibility to inform employees or volunteers whether their child has an inhaler and where it is kept. It should be clearly labelled with the child's name and, where the child may need assistance in taking an inhaler, written consent must be given first.

## **11.1.5 A child six years and older requiring injections**

It is not West Silvertown Foundation's responsibility to assist a child in the administering of injections. A child must either be able to administer and control their condition or be supervised by a parent or guardian. If a child needs to, or may need to, inject themselves during an activity, employees must be advised during the screening process.

## **11.1.6 Dietary requirements**

Parents or carers must inform employees or volunteers if a child or adult at risk has specific dietary requirements that need to be adhered to.

## **11.1.7 Medicines**

Employees and volunteers will be responsible for the safekeeping of any medicines. Children and adults at risk will be given the option of leaving inhalers in safekeeping or in their bags. All medicines must be clearly marked with the child or adult at risk's name.

## **11.1.8 Illness**

Should a child or adult at risk become ill during an activity West Silvertown Foundation employees will request the parent or carer to collect the child or adult at risk at the earliest opportunity.

## **11.1.9 Nut Allergies**

Where nut allergies have been made known to West Silvertown Foundation, the organisation will be responsible for writing to all parents/carers with children attending the same activity to request that parents/carers refrain

from giving their children nut products in their lunch boxes. In the case of adults at risk, the adults or their next of kin will be informed and asked not to bring nut products to activities.

#### ***11.1.10 Dangers of the Sun***

It will be West Silvertown Foundation's responsibility to inform parents/carers about the dangers of sunburn and to request that parents/carers provide children and with suncream and appropriate headwear. Adults at risk, or their next of kin, will also be informed and asked to bring suncream and appropriate headwear.

### **11.2 Other Special Needs**

#### ***11.2.1 Clinically Diagnosed Behavioural Problems***

West Silvertown Foundation will require parents/carers to inform West Silvertown Foundation employees during the screening process prior to the activity if their child has any known behavioural problems.

#### ***11.2.2 Additional Conditions***

West Silvertown Foundation will take all reasonable steps to accommodate children and adults at risk with conditions that have been made known to employees.

#### ***11.2.3 Disabled Children and Adults at Risk***

Children and adults at risk who are wheelchair users will be actively encouraged to participate in activities. However, where the safety of other children and adults at risk may be compromised, such as contact sports, certain disabled children and adults at risk may be turned away and encouraged to seek out more suitable activities for their disability.

### **11.3 Unacceptable Behaviour**

West Silvertown Foundation expects a reasonable standard of behaviour from the children and adults at risk in its care and reserves the right to remove a person from the activity. Where other children and adults at risk's safety and enjoyment are compromised by bad behaviour West Silvertown Foundation will have total discretion whether to remove the child or adult at risk from the activity. Where this has to be done then a full incident report will be required to be completed and kept on file.



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## PART TWELVE Contacting the Designated Safeguarding Officer

### 12. The Designated Safeguarding Officers

Name: Chloe Lee, lead for children

Tel: 07933 271722

Name: Einas Mohamed, lead for children

Tel: 07564 859134

Name: Emily Bowyer-Zaryi, lead for adults

Tel: 07519 953455

All paid and unpaid staff who are not the Designated Safeguarding Officer, but who are approached with concerns about a child or adult at risk, must bring the concerns raised to the attention of the Designated Safeguarding Officer, his/her deputy or their line manager immediately.

All staff to whom a person at risk discloses issues that may be related to safeguarding must keep written notes of concerns. The staff member must also complete an Incident Form immediately after the issues have been noted by them or reported to them.

## PART THIRTEEN Review of Policy

### 13. Review and Maintenance of Policy

West Silvertown Foundation shall undertake to review this policy, its implementation and effectiveness every 2 years or sooner as dictated by changes to the law. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

All employees and volunteers will receive training in child and adult protection procedures at least once every 2 years. The training will be reviewed as and when required.

This policy was approved and agreed by the Management Board on the date shown below.



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Name: Helen Fernandes

Position: Chief Executive Officer

Date: 10/01/2024

Review dates: 10/01/2026

West Silvertown Foundation

Charity Number: 1049485

Company Number: 0306200



When a Safeguarding issue is raised it is important to record what is said or seen and what action was taken. This record or any other written record should be kept in a locked cabinet. Access should be limited to only:

- the person who has completed the form
- the designated Safeguarding Officer(s)
- The CEO or the Chair of the Trustees

The child/adult at risk can be shown this record but discretion should be used. Their permission should be sought before showing it to the parent/guardian/carer.

It may be shown to the police and/or social services, and could possibly be used in court although this is rare.

## **Guidelines for Responding to an Allegation of Abuse**

### **General Points**

- Keep calm – do not appear shocked or disgusted
- Accept what the child/adult at risk says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the child/adult at risk
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality
- Be aware the child/adult at risk may have been threatened and fear reprisals for having spoken to you
- Never push for information or question the child/adult at risk as this can undermine any subsequent criminal investigation. If at any point a child/adult at risk decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

### **Helpful things to say or show**

- Show acceptance of what the child/adult at risk says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate,
  - "It isn't your fault and you are not to blame at all"
  - "I am sorry that happened to you"
  - "I will help you"



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## Things not to say

- “Why didn’t you say something before?”
- “I really can’t believe it”
- “Are you sure this has happened?”
- “Why?” “Where?” “When?” “Who?” “What?” “How?”
- Don’t make false promises to the child/adult at risk – like confidentiality – be honest now, any lies will be further abuse and betrayal
- Never make statements such as ‘I am shocked!’ or ‘don’t tell anyone else’.

## Concluding the conversation

- Reassure the child/adult at risk that they were right to tell you
- Let the child/adult at risk know what you are going to do next and tell them that you will let them know what is happening at each stage.



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The following is a template that you can use:

## Incident/Concern/Disclosure Form

Who is recording the following incident, concern or disclosure?	
Date, time and location of incident, concern or disclosure	
Who was involved? (children, young people, staff, member of public, etc.)	
Please write an account of what happened or what was disclosed (This should be highly detailed, accurate, and unbiased)	
What actions followed this? (How was the issue resolved/unresolved)	



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<p>Outcome of incident (This can be added in at a later date if an outcome has not been reached yet. Please add date of outcome if adding in at a later date)</p>	
<p><b>Next steps</b> (This should be decided by the Designated Safeguarding Officer and/or CEO. Please add date of next steps if adding in at a later date.)</p>	
<p>Any other relevant information</p>	