

## Safeguarding Adults Policy

### Management Information

Owner	Safeguarding Manager
Version Number	1
Replacing/Updating	Version 5 of the previously <u>combined</u> Adults and Children Safeguarding Policy
Date of consultation with Employee Champions	
Date of sign off by CEO	August 2022
Date procedure approved by Board/Committee	August 2022 September 2022 – Board Ratification
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Circulation	All Employees, trustees, volunteers and residents

## CONTENTS

	Page
1.0 Introduction	3
1.1 The Six Principles of Adult Safeguarding	3
1.2 Save the Family's Mission Statement	3
1.3 Policy Aims	4
1.4 Legislation	4
2.0 Safeguarding Duties	4
3.0 Safeguarding Responsibilities	5
3.1 Role and Responsibilities of Safeguarding Manager and Deputy Safeguarding Leads	5
3.2 Role and Responsibilities of CEO	7
3.3 Role and Responsibilities of Board of Trustees	7
4.0 Identifying Concerns	8
4.1 Specific Safeguarding Issues	8
4.2 Becoming Aware of Safeguarding Concerns	8
5.0 Safer Recruitment	9
6.0 Conduct of Staff	11
6.1 Allegations Against Staff	12
7.0 Confidentiality and Information Sharing	12
8.0 Linked Policies	14
9.0 Policy Review and Dissemination	14
Appendix	15

## 1.0 Introduction

An adult is defined as anyone aged eighteen or over. As outlined in *The Care Act, 2014*, an adult at risk is defined as a person aged eighteen or over who:

- has needs for care and support (whether or not the Local Authority is meeting any of those needs); and;
- is experiencing, or is at risk of, abuse or neglect; and;
- as a result of those care and support needs is unable to protect themselves from either risk of, or the experience of, abuse and neglect.

## 1.1 The Six Principles of Adult Safeguarding

The following six principles, set out by *The Care Act, 2014* underpin the safeguarding of adults:

1. **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
2. **Prevention:** It is better to take action before harm occurs.
3. **Proportionality:** The least intrusive response appropriate to the risk presented.
4. **Protection:** Support and representation for those in greatest need.
5. **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. **Accountability:** Accountability and transparency in delivering safeguarding.

Alongside this, *The Making Safeguarding Personal Guide, 2014*, outlines the statutory responsibility for Local Authorities with regard to safeguarding adult practices. This is a requirement for agencies to investigate safeguarding in a person-focused manner, involving them as far as possible, taking account of their views, wishes, feelings and beliefs when decisions are made.

## 1.2 Save the Family's Mission Statement

To provide a safe and supported community for homeless and vulnerable families where safeguarding is paramount.

To keep families together and help them to create a positive future for themselves.

Save the Family has a values framework, CREATE, Compassion, Respect, Empowerment, Aspiration, Trust and Excellence, which underpins the trauma informed approach we take in working with families.

Save the Family has a strong commitment to the welfare and safeguarding of all residents across all aspects of service delivery.

## 1.3 Policy Aims

This safeguarding policy focuses on the workplace responsibilities of staff and volunteers, although responsibilities for safeguarding and promoting the welfare of adults at risk extend to an individual's personal and domestic life.

We understand a particular emphasis and duty is placed on Save the Family as we provide accommodation and support to vulnerable families.

Through this policy we aim to:

- Establish a clear understanding of 'adults at risk' and 'safeguarding adults';
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse;
- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with adults at risk;
- Promote the welfare of all our residents, establishing a safe environment for all residents.

## 1.4 Legislation

The practices and procedures within this policy are based on those contained within the UK legislation and Government Guidance. Legislation and guidance Save the Family's procedures and practices are based on Include but are not limited to:

- The Care Act, 2014
- Making Safeguarding Personal, 2014
- Mental Capacity Act, 2005
- Safeguarding Vulnerable Groups Act, 2006
- Domestic Abuse Act, 2021
- Sexual Offences Act, 2003
- The Human Rights Act, 1998
- The Equality Act, 2010
- The Data Protection Act, 2018

## 2.0 Safeguarding Duties

All staff, Trustees and volunteers have a duty to safeguard and promote the welfare of all service users on site regardless of their role within the organisation. The Board of Trustees, CEO and Senior Management Team will:

- Ensure that everyone within the organisation have appropriate support to be able to raise safeguarding concerns;
- Establish an ethos within the organisation in which safeguarding is recognised as being everyone's responsibility;
- Ensure safeguarding procedures are robust and embedded in the practices of the organisation;
- Establish an environment where residents feel secure;
- Ensure that positive working relationships with multi-agency teams are fostered;
- Promote the 'Team around the Family' approach, showing commitment to the provision of Early Help;
- Take all reasonable measures to ensure risks of harm to residents' welfare are minimised;
- Take all appropriate actions to address concerns about the welfare of an adult at risk, working in line with local policies and procedures and in partnership with families and agencies;
- Promote safe practice and challenge unsafe practice in line with procedure;
- Ensure procedures are in place to deal with allegations against staff, Trustees or volunteers;
- Provide, where appropriate, first aid;
- Establish appropriate security measures on site.

### 3.0 Safeguarding Responsibilities

Every member of staff, Trustee and volunteer has a responsibility to promote safeguarding and to ensure they understand how to recognise and report any concerns they have.

#### 3.1 Role and Responsibilities of the Safeguarding Manager and Deputy Safeguarding Leads

The organisation has appointed a Safeguarding Manager, who is part of the organisation's Senior Management Team. The Safeguarding Manager has received appropriate training and is supported in their role:

Safeguarding Manager: **Vicki Chisholm**

Overseen by: **Matthew Adam (Trustee)**

Deputy Safeguarding Leads have been appointed in order to provide additional support to ensure that the responsibilities for safeguarding all residents, including adults at risk are fully embedded within the organisation and that specific duties are undertaken as appropriate. They have management and/or senior roles within the organisation. They have received appropriate training and are supported in their role:

Deputy Safeguarding Leads: **Gary Hankinson, Carrie Osborne, Patsy Williams**  
Overseen by: **Vicki Chisholm**

The Safeguarding Manager and those who deputise are responsible for the following:

- Ensuring that reporting and recording procedures are understood and carried out by staff, Trustees and volunteers (please refer to appendices 1-4 for flowcharts and record of concern documents);
- Ensuring that cases of suspected abuse or allegations are referred to the relevant investigating agencies either by making the referrals themselves or ensuring that Mentors do so as per their job role;
- Acting as a source of support, advice and expertise within the organisation in relation to safeguarding;
- Liaising with the CEO to inform them of any issues and ongoing investigations;
- Ensuring a robust system for monitoring adults at risk known or thought to be at risk of harm is in place and that the organisation contributes to assessments and actively supports multi-agency planning for those residents;
- Ensuring that relevant safeguarding training is undertaken by all staff, Trustees and volunteers as follows:

### **Safeguarding Manager and Deputies**

The Safeguarding Manager and deputies will attend multi-agency training 'Leadership in Adult Safeguarding' which is provided by Cheshire West & Chester Local Safeguarding Adults Board (LSAB). This training is supplemented by Level 3 training provided by Cheshire West & Chester which explores areas relevant to adult safeguarding such as but not limited to: domestic abuse, stalking & harassment; coercive control; honour based violence; and substance misuse. This training is undertaken annually.

### **Mentors and Site Officers**

The Mentors and Site Officers attend Level 3 training provided by Cheshire West & Chester training which explores areas relevant to adult safeguarding, such as, but not limited to: domestic abuse, stalking & harassment; coercive control; honour based violence; and substance misuse. This training is undertaken every two years.

### **All staff**

All staff are required to complete a series of E-Learning modules relating to adult safeguarding within the first two weeks of employment. These E-Learning modules are written by EduCare.

## Trustees

All Trustees are required to complete the NSPCC course 'Charity Trustees: Your Duties to Safeguard and Protect.'

## Volunteers

All staff are required to complete a series of E-Learning modules relating to adult safeguarding within the first two weeks of employment. These E-Learning modules are written by EduCare.

## 3.2 Roles and Responsibilities of the CEO

The CEO will ensure that:

- The policies and procedures adopted by the Board of Trustees are fully implemented by all staff;
- Sufficient resources and time are allocated to enable the Safeguarding Manager, Deputies and other staff to discharge their responsibilities;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in a timely manner;
- They personally, along with other relevant Senior Management Team staff undertake safer recruitment training;
- Allegations against a member of staff are referred in a timely manner to the Safeguarding Adults Board (SAB) following PiPoT process if the reporting threshold is met.

## 3.3 Roles and Responsibilities of the Board of Trustees

The Board of Trustees have an appointed Safeguarding Lead whose background and training enables them to have a clear and robust understanding of safeguarding in policy, practice and governance.

Appointed Safeguarding Lead: **Matthew Adam**.

The Board of Trustees are collectively responsible for the organisation's safeguarding arrangements and ensuring that all staff, Trustees and volunteers are aware of their safeguarding responsibilities.

Allegations of abuse made against the CEO are reported to the Chair of the Trustees and referred to the Safeguarding Adults Board (SAB) following PiPoT process.

The Board of Trustees will ensure that:

- Safeguarding practices are fully embedded in the organisation's ethos;
- Sufficient Trustees are trained in safer recruitment practices;

- The organisation has effective policies and procedures in place in accordance with this policy;
- There are policies and procedures in place for dealing with complaints and/or allegations against staff, including the CEO and any subsequent staff disciplinary hearings;
- There is an appointed Safeguarding Lead on the Board of Trustees who will liaise with the Safeguarding Manager and deputies where appropriate;
- The Safeguarding Manager and deputies are ensuring that training cycles, as outlined in their responsibilities, are being undertaken.

### 4.0 Identifying Concerns

Staff and volunteers are well placed to observe any physical, emotional or behavioural signs which indicate that an adult may be suffering harm. This may become evident through a disclosure or it may be the result of things observed.

### 4.1 Specific safeguarding issues

All staff, Trustees and volunteers have an awareness of safeguarding issues and should know how to identify and respond to safeguarding issues, such as, but not limited to:

- Self-neglect
- Domestic abuse and coercive control
- Discriminatory abuse
- Organisational abuse
- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Financial abuse
- Modern slavery
- Honour based violence including forced marriage
- Sexual violence and harassment
- Radicalisation

Residents are also given the opportunity to gain an understanding of safeguarding issues in order for them to develop an ability to recognise when it is taking place in relation to themselves, family members and peers.



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### 4.2 Becoming Aware of Safeguarding Concerns

Staff may become aware of a safeguarding concern in a variety of ways. This may be through:

- 1) a resident (adult or child) disclosing an incident.
- 2) a direct observation or report.
- 3) an anonymous report.
- 4) a report from the Local Authority Designated Officer (LADO) or Safeguarding Adults Board (SAB) about a member of staff or a volunteer.
- 5) Witnessing a significant event on site
- 6) A pattern or trend of occurrences is developing.

If a disclosure is being heard, all staff and volunteers are aware of the importance of:

- Allowing the person making the disclosure to speak freely
- Avoiding asking leading questions
- Using TED: **T**ell me about, **E**xplain that, **D**escribe that
- Remaining calm
- Offering reassurance
- Allowing silence
- Avoiding admonishment for not having disclosed sooner
- Ensuring the person understands what the next steps will be
- Not promising confidentiality

All staff and volunteers are aware of the procedure for reporting and recording a safeguarding concern:

- Report the concern verbally to the Safeguarding Manager or deputies
- Complete a written record of concern in a timely manner, submitting this to the Safeguarding Manager and/or deputies
- When the concern is around a safeguarding concern for an adult, the Safeguarding Manager or Deputies will contact that Community Access Team (CAT) or if out of hours the Emergency Duty Team (EDT). This will be done with the consent of the adult at risk unless specific reasons mean consent cannot be obtained. In cases such as this the reason will be clearly recorded.

All staff and volunteers are aware that they are able to debrief and/or seek support if they are affected by a disclosure or concern. Staff are also able to discuss any concerns via supervision.

### 5.0 Safer Recruitment

We are aware of our responsibility to make it as difficult as possible for anyone with an unhealthy interest in working with children or vulnerable adults to be employed or volunteer for Save The Family, as defined by the Bichard Inquiry (2004):

“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...”

Save the Family has a safer recruitment process, and a robust approach will be taken at each step of the process to ensure that the necessary checks are carried out and that all candidates and employees are fully aware of the requirement to abide by the safeguarding policy and to fully co-operate with employment enquiries and checks.

In particular, Save the Family will always:

- Show a clear commitment to safeguarding children and adults at risk at every stage of the recruitment process including job advertisements and interviews.
- Include a written question about any criminal convictions, cautions or other legal restrictions on their working with children or any pending cases that could affect their suitability to work with children at shortlisting stage.
- Expect internal candidates to meet the same standards as external candidates.
- Use face to face interviews, presentations, and practical activities within the final stages the process.
- Only use prepared questions in interviews that include safeguarding scenarios and question a candidate’s motivations as well as their ability to work with vulnerable families.
- Check the identity of all candidates before a face-to-face interview using photographic ID
- Ask for explanations of any gaps in employment or educational history and check the validity of these for any successful candidates before offering them the post.
- Only accept original copies of relevant qualifications before face-to-face interviews and keep a record of these.
- Apply for a DBS check for all staff, trustees, and volunteers
- Always check the references provided and ask specific questions about their proven skills and suitability to work with children and vulnerable adults.
- Take up additional references if recruiting from abroad, and if a DBS is not available, a ‘fit persons’ check should be sought where available.

### **Induction and Probationary Periods**

All new members of staff will be subject to an induction process and a probationary period of six months. As part of the induction process, they will:

- undergo a safeguarding induction with the Safeguarding Manager or deputy during which the safeguarding reporting and recording procedure will be discussed.
- complete the mandatory training relevant to their role outlined in the Safeguarding Adults Policy.
- receive monthly supervision in which safeguarding will be discussed.

Significant or persistent breaches of safeguarding practice or procedure where appropriate training and/or instruction was provided or the staff member could have been reasonably expected to have sufficient knowledge and experience from their previous employment to have acted in a more appropriate manner, may result in this probationary period being extended or their contract of employment being terminated.

### **6.0 Conduct of Staff**

Save the Family has a duty to ensure that staff, Trustees and volunteers understand what is meant by professional boundaries and how this applies to relationships with residents. Staff, Trustees and volunteers are aware of Save the Family's Lone Working Policy and Staff Code of Conduct.

Staff, Trustees and volunteers are aware of the risks and dangers associated with things such as:

- Lone working with a resident
- Physical intervention
- Stereotyping, examples include culture and gender
- Giving and receiving of gifts from residents
- Contact with residents through personal telephones, email or social media networks
- Disclosing personal details inappropriately
- Meeting residents outside of working hours or duties
- Excessive attention given to any resident beyond the normal requirements of the role

Any member of staff, Trustee or volunteer who becomes concerned about the conduct of a person working with a resident should report their concerns as outlined below. It should also be noted that anyone who has reasonable suspicion to believe a resident may be suffering harm as a result of a person working with them fails to report their concerns this will be viewed as misconduct.

### 6.1 Allegations Against Staff

Where allegations against a person working with a child are concerned, Save the Family works within procedures outlined by the Local Authority.

As such, all those within the organisation should understand that an allegation should be made about a person working in or on behalf of the organisation if they have:

- a. behaved in a way that has harmed, or may have harmed, an adult or child;
- b. possibly committed a criminal offence against or related to an adult or child;
- c. behaved towards a child or children in a way that indicates they would pose a risk of harm to adults with care and support needs.

If an allegation is to be made, initial action to be take is:

- The person who has received an allegation or witnessed an event will immediately inform the CEO and make a record
- In the event that an allegation is made against the CEO the matter will be reported to the Chair of the Trustees who will proceed as 'CEO'
- The CEO will take steps, where necessary, to secure the immediate safety of residents and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of residents
- The CEO will clarify any information regarding the allegation, however no person will be interviewed at this stage
- The CEO will consult with the Safeguarding Adults Board (SAB) in order to determine if it is appropriate for the allegation to be dealt with within the organisation or if there needs to be a referral to Adult Social Care and/or the police for investigation.
- The CEO will inform the Chair of the Trustees of any allegation
- If consideration needs to be given to the individual's employment, advice will be sought from HR.

### 7.0 Confidentiality and Information Sharing

Save the Family has a GDPR compliant data protection policy in place and all staff members and volunteers are expected to be familiar with this and consider the implications of this at all times in their everyday practice. However, this does not mean that we cannot share information inside or outside the organisation without first having specific permission. Rather, the legislation provides a framework to ensure that personal information is shared appropriately. There are several conditions in the legislation including Safeguarding legislation, which allow the sharing of personal information without first gaining specific consent.

UK government guidance including Working Together to Safeguard Children 2018 specifically refers to information sharing and states that the child's best interest must always be the overriding concern. Similarly, staff have to balance the common law duty of confidence and the Human Rights Act 1998 against the effect on individuals or others of not sharing the information.

Wherever possible, we will seek consent and be open and honest with the individual from the outset as to why, what, how and with whom, their information will be shared. If you gain consent to share information, it must be explicit, and freely given. There may be some circumstances where it is not appropriate to seek consent, because the individual cannot give consent, or it is not reasonable to obtain consent, or because to gain consent would put a child's or young person's safety at risk.

Our referral process specifically gains consent to share information with colleagues and partners and this is a necessary and integral part of the everyday work staff do to safeguarding children and adults living on site.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern. Staff should also not assume that someone else will pass on information that they think may be critical to keeping a child safe. Staff should never be in a position of being the only member of staff who knows a particular piece of information about any child or adult living at Cotton Hall Farm.

Concerns of child abuse must be discussed immediately with the member of staff who has the lead role for safeguarding. Concerns should always be acted upon and any decision on whether to share information or not should always be recorded. Any information shared should always be accurate, up to date, shared appropriately and securely: only with the person or people who need to know and limited to information relevant to purpose.

Effective sharing of information with Team Around the Family partners is essential for early identification of need, assessment and service provision to keep children safe. Serious Case Reviews (SCRs13) have highlighted that missed opportunities to

record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children.

Save the Family will be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care (e.g. they are being supported as a child in need or have a child protection plan). Team members will also be alert to sharing important information about any adults with whom that child has contact, which may impact the child's safety or welfare.

When decisions are made to share or withhold information, a record should be kept of why that decision was made and who has been given the information and why.

### **8.0 Linked Policies**

Relevant policies belonging to Save the Family which are linked to the Safeguarding Adults Policy are:

- Safeguarding Children & Young People Policy
- Whistle-blowing Policy
- Lone Working Policy
- On Call Policy
- Health & Safety Policy
- Staff Code of Conduct

### **9.0 Policy Review and Dissemination**

This policy will be reviewed annually to ensure it is kept up to date with developments in understanding of safeguarding and recognised good practice and will be approved by the Board of Trustees. It will be brought to the attention of all team members and volunteers and made available for ease of reference. Steps will be taken to involve residents in the review of the policy and to ensure they are aware of its requirements.

It is necessary to note that Version 6 'Safeguarding Policy' - ratified March 2021- precedes both Version 7 'Safeguarding Children & Young People Policy' and Version 1 'Safeguarding Adults.'

**Appendix 1 – Safeguarding Record of Concern**

**Safeguarding Record of Concern/ Incident**

<b>Name of person(s) concern is about:</b>	<b>Area of Concern</b>			<b>Level of Risk (please see risk matrix for guidance):</b>
	<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Verbal Aggression	<input type="checkbox"/> Domestic Abuse	
	<input type="checkbox"/> Radicalisation	<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Injury	
<b>Incident Date:</b>	<input type="checkbox"/> Physical Aggression	<input type="checkbox"/> Substance Misuse	Other (Please state):	<input type="checkbox"/> Low
<b>Incident Time:</b>	<input type="checkbox"/> Emotional Abuse	<input type="checkbox"/> Neglect		<input type="checkbox"/> Medium
	<input type="checkbox"/> Child Exploitation	<input type="checkbox"/> Concerning Behaviour		<input type="checkbox"/> High

<b>Concern verbally shared with:</b>	
Vicki Chisholm <input type="checkbox"/>	Gary Hankinson <input type="checkbox"/>
Patsy Williams <input type="checkbox"/>	Carrie Osborne <input type="checkbox"/>
<b>Date</b>	<input type="checkbox"/> Office Hours
<b>Time</b>	<input type="checkbox"/> On Call

**Person recording incident to complete:**

Name	Date of Record	Time of Record
<p>1) Details of concern:</p> <p>Helpful details should include where possible:            Dates, times, locations, direct quotes of things said and by who, full names (not initials).</p>		

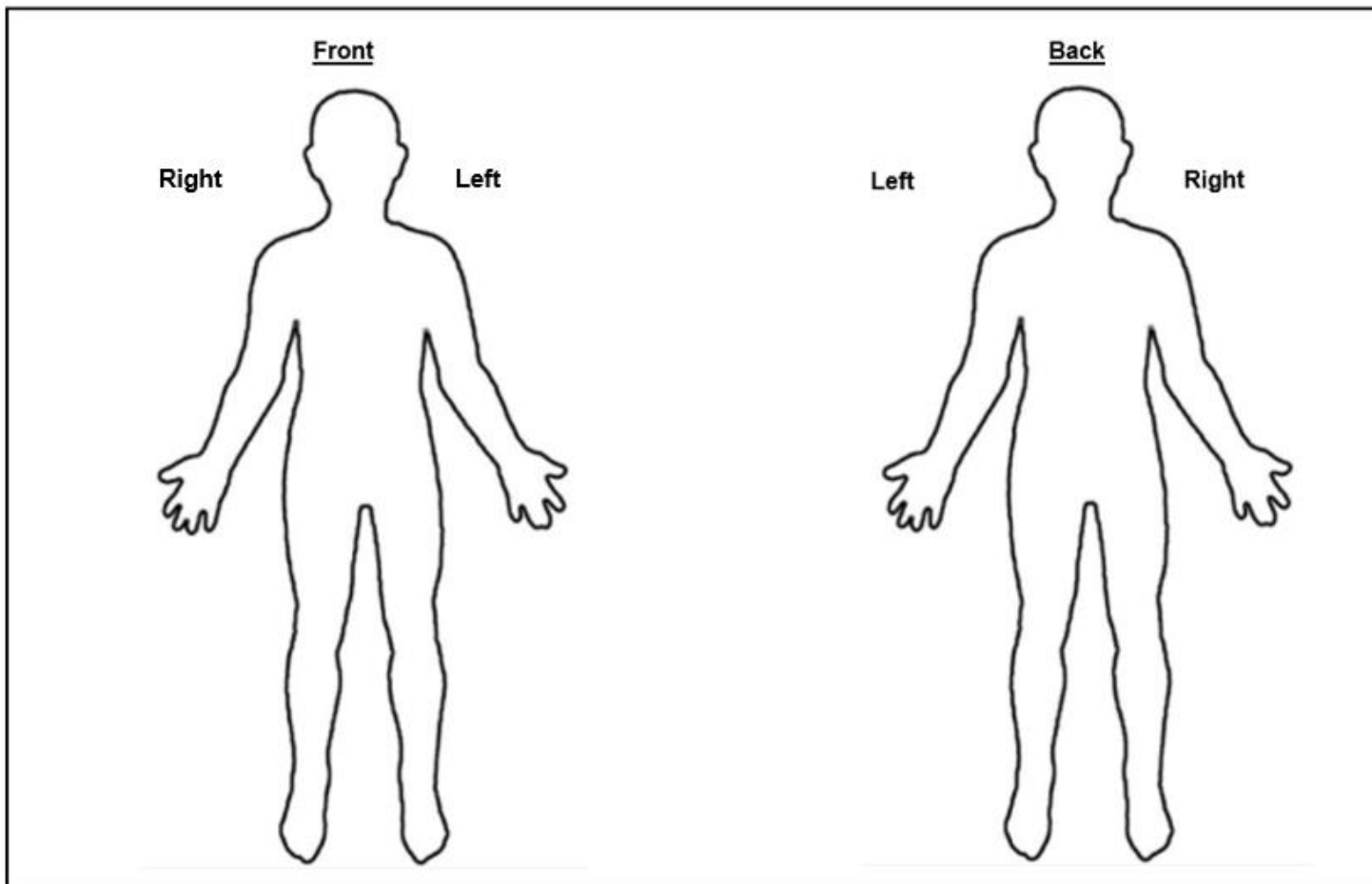
2) Others present:			
3) Action taken:			
Contact with outside agency/agencies (if applicable):	<input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Department <input type="checkbox"/> Social Care <input type="checkbox"/> Family Support Worker <input type="checkbox"/> Education Other (please state):		<input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Department <input type="checkbox"/> Social Care <input type="checkbox"/> Family Support Worker <input type="checkbox"/> Education Other (please state):
	<b>Method of Contact</b>	Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/>	<b>Method of Contact</b> Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/>
	<b>Date of Contact</b>		<b>Date of Contact</b>
	<b>Time of Contact</b>		<b>Time of Contact</b>
	<b>Advice Given</b>		<b>Advice Given</b>



**Body Map (if applicable):**

Please place a cross on the relevant area(s) as follows:

- Draw
- Pen (red).
- Once done, select the arrow to continue typing.



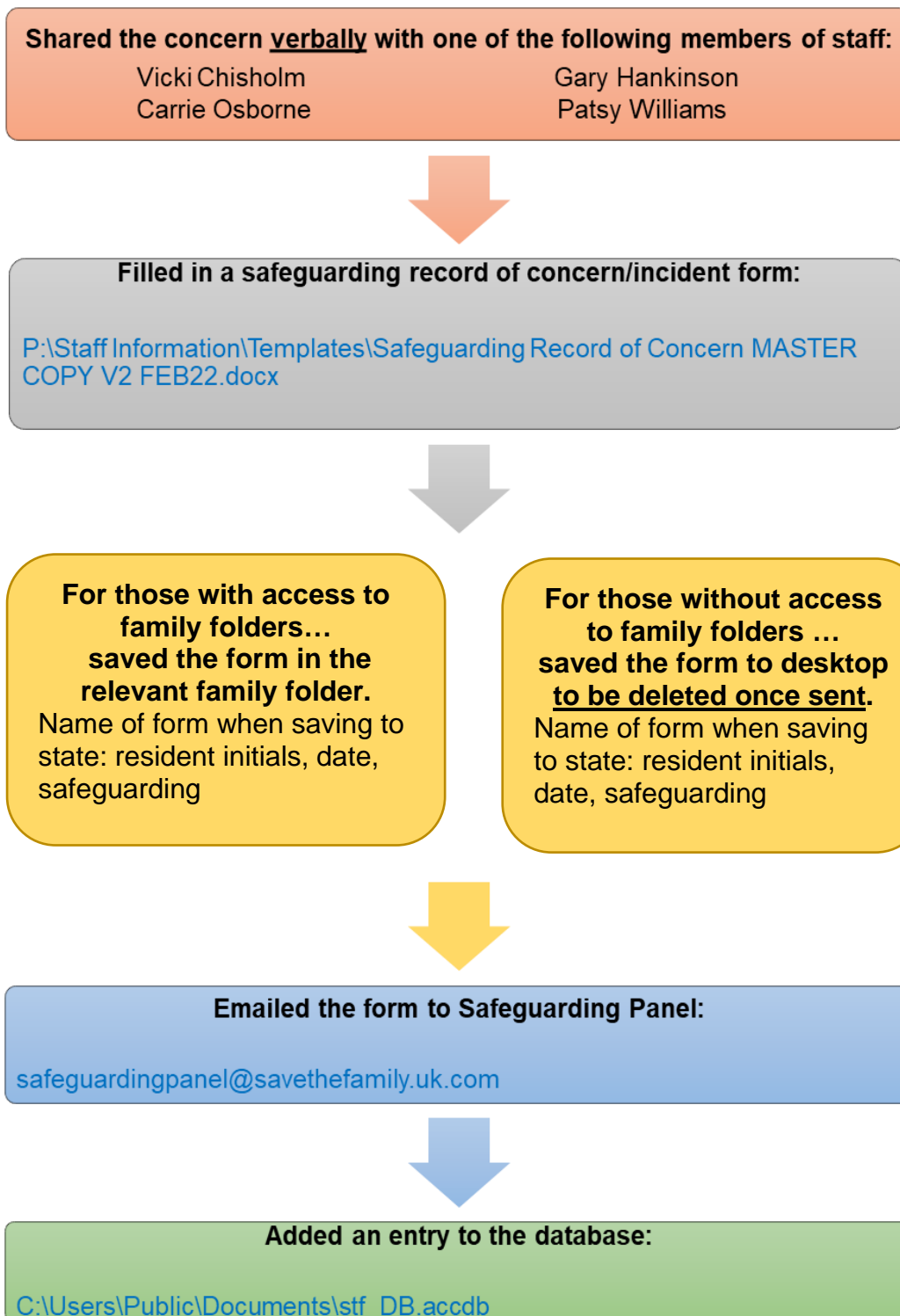
Please email completed form to: [safeguardingpanel@savethefamily.uk.com](mailto:safeguardingpanel@savethefamily.uk.com)

**To be completed by manager in Safeguarding Meeting**

<p>4) <u>Follow up actions:</u></p>			
<p><b>Contact with outside agency/ agencies (if applicable):</b></p>	<p><input type="checkbox"/> Police  <input type="checkbox"/> Ambulance  <input type="checkbox"/> Fire Department  <input type="checkbox"/> Social Care  <input type="checkbox"/> Family Support Worker  <input type="checkbox"/> Education                  Other (please state):</p>		<p><input type="checkbox"/> Police  <input type="checkbox"/> Ambulance  <input type="checkbox"/> Fire Department  <input type="checkbox"/> Social Care  <input type="checkbox"/> Family Support Worker  <input type="checkbox"/> Education                  Other (please state):</p>
	<p><b>Method of Contact</b></p>	<p>Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/></p>	<p><b>Method of Contact</b> Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/></p>
	<p><b>Date of Contact</b></p>		<p><b>Date of Contact</b></p>
	<p><b>Time of Contact</b></p>		<p><b>Time of Contact</b></p>
	<p><b>Advice Given</b></p>		<p><b>Advice Given</b></p>
<p>5) <b>Review Risk Assessment:</b></p>			

## Appendix 2 – Safeguarding Reporting Checklist

Have you...



Useful numbers should you be required to contact an external agency

**Cheshire West & Chester integrated Front Door:**  
i-ART: 0300 123 8123 (08:30-5pm Mon-Thurs/ 08:30-4:30 Fri)  
EDT: 01244 977277 (out of hours)

**Cheshire Police:**  
01244 350000  
101  
**In an emergency 999**

**Appendix 3 - Volunteer Safeguarding Record of Concern**

**Volunteer Safeguarding Record of Concern/ Incident**

<b>Full name of person completing record:</b>	<b>Date and time record completed:</b>
<b>Name of person concern is about:</b>	<b>Area of Concern:</b>
<b>Incident Date:</b>	Physical Abuse <input type="checkbox"/>
<b>Incident Time:</b>	Radicalisation <input type="checkbox"/>
	Physical Aggression <input type="checkbox"/>
	Emotional Abuse <input type="checkbox"/>
	Child Exploitation <input type="checkbox"/>
	Verbal Aggression <input type="checkbox"/>
	Sexual Abuse <input type="checkbox"/>
	Substance Misuse <input type="checkbox"/>
	Other (Please state):
	Neglect <input type="checkbox"/>
	Concerning Behaviour <input type="checkbox"/>
	Domestic Abuse <input type="checkbox"/>
	Injury <input type="checkbox"/>

**Please discuss your concern verbally with one of the below members of staff and identify on the form who you have spoken to. You can be directed to them via reception if needed.**

Vicki Chisholm (based upstairs in Dutch Barn)

Gary Hankinson (based next to Mentor Office)

Carrie Osborne (based in Mentor Office)

Patsy Williams (based in Mentor Office)

<b>Details of concern:</b>	
<b>Helpful details should include where possible: Dates, times, locations, direct quotes of things said and by who, full names (not initials)</b>	
<b>Others present:</b>	

**Please hand this form to Vicki Chisholm, Gary Hankinson, Carrie Osborne or Patsy Williams**

<b>Staff receiving record print name and signature:</b>	<b>Date and time record received:</b>
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<b><u>Follow up actions:</u></b>		
<b>Contact with outside agency/ agencies (if applicable):</b>	Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Department <input type="checkbox"/> Social Care <input type="checkbox"/> Family Support Worker <input type="checkbox"/> Education <input type="checkbox"/> Other (please state)  Method of contact (phone call, email, in person):  Date contact made:  Time contact made:  Advice given:	Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Department <input type="checkbox"/> Social Care <input type="checkbox"/> Family Support Worker <input type="checkbox"/> Education <input type="checkbox"/> Other (please state)  Method of contact (phone call, email, in person):  Date contact made:  Time contact made:  Advice given:
<b>Review Risk Assessment:</b>		

## Appendix 4 – Safeguarding Reporting Checklist – Volunteers

### Safeguarding Reporting Checklist - Volunteers

**You might have a concern about a resident following a conversation or something you have seen. Examples include:**

A change to their usual behaviour - quieter than usual, more irritable than usual, overly excitable

Sharing something about their past trauma

Sharing something about a current worry or struggle they have

Child being left unsupervised by parent

Child being excessively shouted at by their parent



**You must speak with one of the below members of staff before you leave site. If you are unable to access them, Reception will locate them for you.**

Vicki Chisholm (Safeguarding Manager )

Gary Hankinson (Operations Manager)

Carrie Osborne (Children's Team Leader)

Patsy Williams (Families Team Leader)



**You must fill in a Safeguarding Record of Concern for Volunteers form before you leave site. These are located in Reception and in the Mentors' office.**



**You must hand the completed form to one of the below members of staff before you leave site. They will sign the form to confirm they are now responsible for the form.**

Vicki Chisholm (Safeguarding Manager )

Gary Hankinson (Operations Manager)

Carrie Osborne (Children's Mentoring Team Leader)

Patsy Williams (Family Mentoring Team Leader)

**They can also offer you support following what you have seen or heard if you need it.**