

Safeguarding Children & Young People Policy

Management Information

Owner	Safeguarding Manager
Version Number	1
Replacing/Updating	Version 5 of the previously <u>combined</u> Adults and Children Safeguarding Policy
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CONTENTS

	Page
1.0 Introduction	3
1.1 Safeguarding and Child Protection	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	9
5.0 Safer Recruitment	10
6.0 Conduct of Staff	11
6.1 Allegations Against Staff	12
7.0 Confidentiality and Information Sharing	13
8.0 Linked Policies	14
9.0 Policy Review and Dissemination	14
Appendix	15

1.0 Introduction

A child is defined as an individual who has not yet reached their eighteenth birthday and so the terms 'child' and 'children' throughout the document refers to children and young people.

1.1 Safeguarding and Child Protection

As outlined in *Working Together to Safeguard Children, 2018*, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

Child Protection is a part of safeguarding and promoting welfare and refers to a Local Authority's responsibility, under Section 47 of the *Children Act, 1989 and 2004*, where there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm.

All agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

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 to safeguarding and promoting the welfare of children 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 safeguarding and child protection;
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse;
- Ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children;
- Promote the welfare of all our residents, establishing a safe environment in which children can develop.

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 Children Act, 1989 & 2004
- The Children and Families Act, 2014
- Working Together to Safeguard Children, 2018
- Revised Prevent Guidance for England & Wales, 2019
- 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 children feel secure and confident;
- 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 children's welfare are minimised;
- Take all appropriate actions to address concerns about the welfare of a child, 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 children 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 children 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 children;
- 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 the multi-agency one day 'Working Together to Safeguard Children' Level 3 course provided by Cheshire West & Chester SCP. This training will be updated by attending a half day refresher course every two years, unless the Safeguarding Manager or deputies felt they required a repeat of the full one day course. In the interim year, the Safeguarding Manager and deputies must attend a Level 3 course in areas such as but not limited to Child Exploitation, Neglect, Fabricated & Induced Illness and Domestic Abuse.

Mentors and Site Officers

Mentors and Site Officers will attend the multi-agency one day 'Working Together to Safeguard Children' Level 3 course provided by Cheshire West & Chester SCP. This training will be updated by attending a half day refresher course every two years, unless they or the Safeguarding Manager or deputies felt they required a repeat of the full one day course.

All staff

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

All staff will attend a half day 'Safeguarding Children: Basic Awareness' Level 2 course provided by Cheshire West & Chester SCP. This training will be updated at least every three years.

Trustees

All Trustees are required to attend a half day 'Safeguarding Children: Basic Awareness' Level 2 course provided by Cheshire West & Chester SCP. This training will be updated at least every three years.

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

Volunteers

All volunteers are required to complete a series of E-Learning modules relating to safeguarding and child protection within the first month. These E-Learning modules are written by EduCare.

All volunteers who have direct contact with residents will attend a half day 'Safeguarding Children: Basic Awareness' Level 2 course provided by Cheshire West & Chester SCP. This training will be updated at least every three years.

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 Local Authority Designated Officer (LADO) if appropriate.

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 to 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 Local Authority Designated Officer (LADO).

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 a child may be suffering significant harm. The 'voice of the child' may become evident though a disclosure of 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:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic abuse
- Substance misuse
- Financial abuse
- Child exploitation including county lines, trafficking and modern slavery
- Radicalisation and extremism
- Sexual violence and harassment including upskirting
- Honour based violence including FGM, breast ironing and forced marriage
- Online safety including grooming and sharing of images

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.

4.2 Becoming Aware of Safeguarding Concerns

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

- 7) a child or adult disclosing an incident.
- 8) a direct observation or report.
- 9) an anonymous report.
- 10) a report from the Local Authority Designated Officer (LADO) about a member of staff or a volunteer.
- 11) Witnessing a significant event on site
- 12) 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: Tell me about, Explain that, Describe 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
- Where appropriate due to the nature of concern and/or the individual's role within the organisation, report the concern to relevant external agencies

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 Birchard 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 during 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 of 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 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 Children & Young People 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, which outlines the need for 2:1 work with children on site.

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

- Lone working with a child
- 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 child should report their concerns as outlines below. It should also be noted that anyone who has reasonable suspicion to believe a child 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 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:

- d. behaved in a way that has harmed, or may have harmed, a child;
- e. possibly committed a criminal offence against or related to a child;
- f. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- g. behaved or may have behaved in a way that indicates they may not be suitable to work with children.

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 Local Authority Designated Officer (LADO) 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 integrated front door 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 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 Adults 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

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

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

Person recording incident to complete:

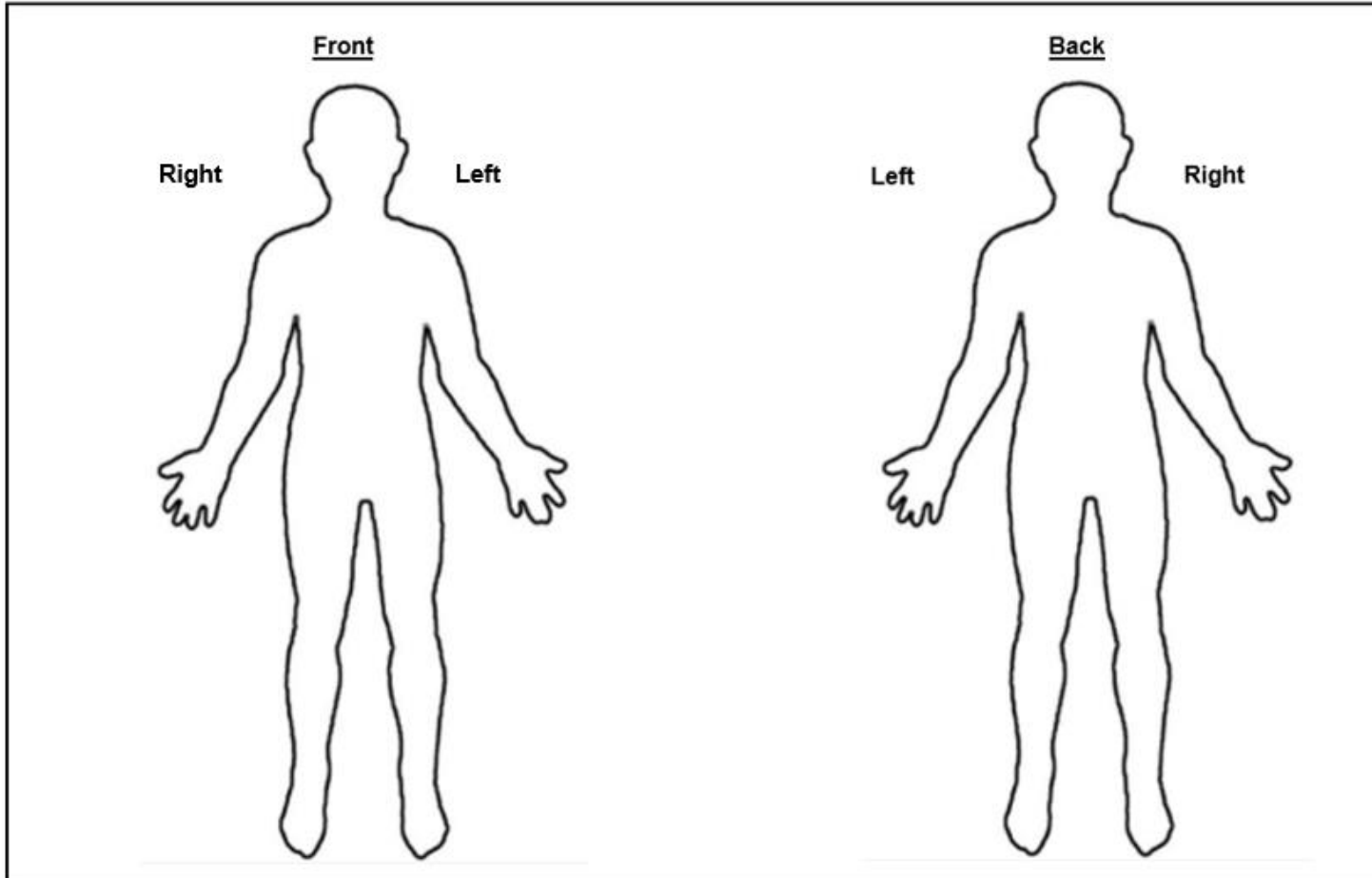
Name	Date of Record	Time of Record
<p>10) Details of concern:</p> <p>Helpful details should include where possible: Dates, times, locations, direct quotes of things said and by who, full names (not initials).</p>		

11) Others present:				
12) 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):	
	Method of Contact	Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/>	Method of Contact	Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/>
	Date of Contact		Date of Contact	
	Time of Contact		Time of Contact	
	Advice Given		Advice Given	

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.



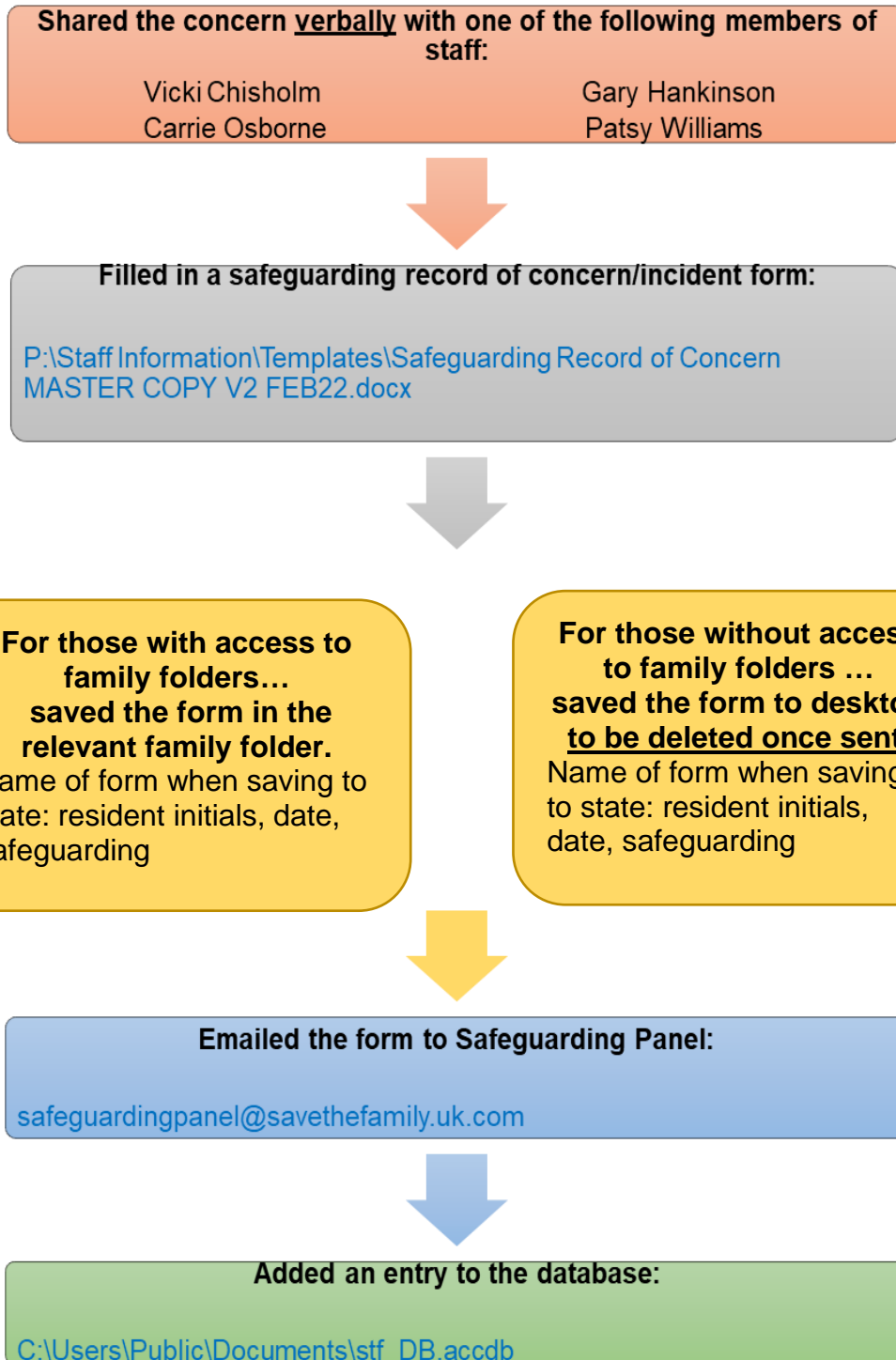
Please email completed form to: safeguardingpanel@savethefamily.uk.com

To be completed by manager in Safeguarding Meeting

<p>13) <u>Follow up actions:</u></p>				
<p>Contact with outside agency/ agencies (if applicable):</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):		<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):	
	Method of Contact	Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/>	Method of Contact	Phone call <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/>
	Date of Contact		Date of Contact	
	Time of Contact		Time of Contact	
	Advice Given		Advice Given	
<p>14) Review Risk Assessment:</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

Full name of person completing record:	Date and time record completed:
Name of person concern is about:	Area of Concern:
Incident Date:	Physical Abuse <input type="checkbox"/>
Incident Time:	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)

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

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

Staff receiving record print name and signature:	Date and time record received:
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<p><u>Follow up actions:</u></p>		
<p>Contact with outside agency/ agencies (if applicable):</p>	<p>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)</p> <p>Method of contact (phone call, email, in person):</p> <p>Date contact made:</p> <p>Time contact made:</p> <p>Advice given:</p>	<p>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)</p> <p>Method of contact (phone call, email, in person):</p> <p>Date contact made:</p> <p>Time contact made:</p> <p>Advice given:</p>
<p>Review Risk Assessment:</p>		

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.