

**Barnstondale Centre
Storeton Lane, Barnston, Wirral CH61 1BX**



Safeguarding Policy

APPROVAL and AUTHORISATION

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Approvals

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Introduction

Barnstondale Centre is committed to safeguarding children, young people and vulnerable adults from harm.

- All children, young people and vulnerable adults have a right to be safe in the activities that they, their group leaders or their parents and carers, choose.
- All children, young people and vulnerable adults have equal rights to protection from abuse and exploitation.
- The welfare of children, young people and vulnerable adults is paramount and any suspicion or allegation of abuse will be taken seriously.
- All children, young people and vulnerable adults should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has the responsibility to support the care and protection of children, young people and vulnerable adults.
- We have a duty of care to children, young people and vulnerable adults with whom we work and with whom our representatives work.

Purpose

The purpose of this policy is to ensure that all staff and volunteers at Barnstondale Centre recognise and accept their responsibilities to develop awareness of the issues which cause harm to vulnerable groups and act appropriately and effectively.

The policy relates to all children, young people and vulnerable adults regardless of gender, ethnicity, disability, sexual orientation or religion whether visiting the Centre, working as volunteers, employees or on work placement.

Policy Statement

This policy should be read alongside all policies, plans and strategies governing other areas of activity within the Centre.

Barnstondale Centre is committed to providing a safe environment for all children, young people and vulnerable adults who visit the Centre, and/or participate in activities involving staff and/or volunteers of the Centre.

The policy will be reviewed regularly taking into account changes in legislation.

The policy will be available on the Centre network, in the Staff Handbook and on request to all volunteers and staff.

All new staff and volunteers will be required to attend basic awareness training and be issued with good practice guidance.

Key Personnel

Designated safeguarding officers:

Safeguarding Co-ordinator/ Senior Designated Person – George Jones	0151 648 1412 07802 792243 george@barnstondale.org
Deputy Designated Person – Heidi Hughes	0151 677 3843 07875 667975
Trustee Safeguarding Representative – Steve Owen	07779 026291

See Appendix 4 for useful contacts

Roles and Responsibilities of Safeguarding Co-ordinator:

The Safeguarding Co-ordinator is responsible for acting as a source of advice on child, young person and vulnerable adult safeguarding matters, for co-ordinating action within the Centre, for liaising with relevant statutory agencies about suspected or actual cases of abuse and undertaking the following duties:

- establishing contact with the relevant statutory agencies
- providing information and advice on safeguarding within the Centre
- ensuring the Centre's safeguarding policy and procedures are followed and to inform the appropriate statutory agencies of relevant concerns
- ensuring that appropriate information is available at the time of referral and that referral is confirmed in writing, under confidential cover
- liaising with the statutory agencies
- keeping relevant personnel within the Centre informed about any action taken and any further action required
- ensuring that an individual case record is maintained of the action taken by the Centre, liaison with other agencies and the outcome
- advising the Centre Trustees of safeguarding training needs

Disclosure and Barring Checks

Depending on an individual's role at the Centre they may be asked to undertake a DBS (Disclosure and Barring Service) check. These will be organised with the Safeguarding Co-ordinator and completed by Merseyside Assemblies Youth Camp. ID requirements and forms will be explained to each individual and be kept confidential. All data will be kept securely.

Any member of staff without a current DBS will be supervised whilst working with children and vulnerable adults

Confidentiality and information sharing

The legal principle that 'the welfare of the child/vulnerable adult is paramount' means that the considerations of confidentiality which might apply to other situations in the organisation should not be allowed to override the right of the child/VA to be protected from harm. Confidentiality should not be confused with secrecy. However every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

Any exchange or disclosure of information regarding adults must be in accordance with the data protection Act 1998 and the Human Rights Act 1998 and the freedom of information Act .

General Good Practice Guidelines

These guidelines should be followed in the case of all vulnerable people including children and young people up to the age of 18 and adults with special needs, such as physical or learning disabilities.

- Staff and volunteers with direct, regular access to children, young people and vulnerable adults will be subject to a disclosure check. This will be organised through Merseyside Assemblies Youth Camp.
- All staff and volunteers should be easily identifiable (wearing uniform or ID badge).
- Treat ALL visitors with equal care and with respect and dignity.
- Whenever possible make sure that accompanying adults stay with their charges at all times.
- Avoid being alone with young people if you can. If you are in a situation where you are alone with a young person use common sense and make sure it is for as short a time as possible. Inform someone else by 'phone or radio where you are, what you are doing, why and how long you'll be.
- Ensure all activities are in public areas and that parents, school staff, colleagues or other responsible adults are with the group/individual.
- If you have not had a DBS check you must not be alone with a vulnerable person but must be accompanied by a member of staff or volunteer who has had a DBS check, or the parent/carer or ensure that you are in an open public area and clearly visible to other people.
- Avoid physical contact or touching wherever possible. Where an activity requires some sort of physical interaction, e.g., guiding hands into position, helping onto tram, etc.; always ensure another independent adult, parent or carer is with you.
- Avoid any activity or discussion that is, or could be construed to be, sexually stimulating or inappropriate.
- In a situation where an individual is distressed, whenever possible ensure that the parent, carer or teacher deals with the situation.
- Never drive or walk a vulnerable person home alone, and never take them to your home. Any one-to-one situation that is not part of your duties puts you at risk of allegations.
- Never trivialise anything reported to you by a child or vulnerable person.
- If you suspect or are told of any form of abuse or inappropriate behaviour, it is your responsibility to report it to the safeguarding co-ordinator.

Recognising abuse

It needs to be acknowledged that sometimes children, young people and vulnerable adults are abused. It should also be acknowledged that they may perpetrate abuse.

Someone may abuse or neglect a person by either inflicting harm or by knowingly not preventing harm. People may be abused within their family, in an institutional setting or, very rarely, by someone unknown to them.

- **Physical abuse** – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Neglect** – The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate care-givers); or
 - ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

- **Emotional abuse** – The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it alone.
- **Sexual abuse** – Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Financial abuse in relation to vulnerable adults** – include withholding money or unauthorised or improper use of a person's money or property, usually to the disadvantage of the vulnerable person.

Bullying

In addition to the above definitions, it is important to recognise the impact and extent of bullying in the lives of children, young people and vulnerable adults. In an NSPCC study the most common experiences of bullying and discrimination reported by young people were by other young people. Bullying by adults was a less common experience but one in ten children reported this. The most common experiences were:

- Being deliberately embarrassed or humiliated
- Being unfairly treated or verbally abused
- Being ignored or not spoken to.

The Centre views bullying as a form of abuse.

Identifying abuse

The following list outlines some ways in which abuse may be identified. This is not an exhaustive list and it is not the responsibility of staff or volunteers to determine if abuse is occurring but to report their concerns to the designated officer. These signs are not always necessarily evidence of abuse and may have innocent explanations. Some disabled and young children may feel more vulnerable in making others aware of abuse because of their reliance on the abuser. People are rarely abused by strangers, it is usually someone known to them who has a measure of control over them.

- Changes in behaviour; immediate or over time (e.g. becoming withdrawn or depressed)
- Injuries for which there are no explanations, or the explanation given raises concern
- Fear of certain adults
- Behaves like a much younger person
- Does not socialise and has few friends
- Uses sexually explicit language and actions
- Confuses affection with sexual behaviour and seeks secretive relationships
- Is unresponsive, nervous, attention-seeking, aggressive or lethargic
- Appearance deteriorates physically or hygienically
- Seems to be a 'loner' and does not integrate with the group
- A reluctance to participate or go home
- They say they are being abused
- A third party says they are being abused

Responding to alleged or suspected incidents

The following guidelines should be followed when an allegation is disclosed to a member of staff or volunteer.

- Take the matter seriously
- Listen carefully to what is being said
- Reassure them that they were right to tell and that they are understood and believed
- Stay calm
- Ask questions for clarification only, avoiding leading questions e.g. 'Did they ...?' (this assumes they did). Use open questions (who, what, when, where, how) e.g. 'What happened?', 'Anything else?', 'And?'
- Allow them to speak in their own words and at their own pace
- Do not push for information, make suggestions or offer alternative explanations
- Do not promise to keep any secrets, but reassure them that the information will only be passed to those who need to know
- As soon as possible after the discussion make and keep notes and report the matter to the safeguarding co-ordinator or other designated officer.
- Notes must record the specific language used by the child/vulnerable adult and you. Do not add any interpretation. Notes must be signed and dated and then passed to the safeguarding officer. No copies should be kept.

Remember:

- Do not try to investigate any suspicion of abuse. Only seek sufficient information to clarify whether a concern should be referred
- Try not to show shock or disapproval when listening
- Do not jump to conclusions, make assumptions or interpretations
- The young person/adult may not regard the experience as bad or painful, they may not feel or show any emotion
- Be aware of your own feelings and make sure you have the opportunity to discuss them with someone at a later stage
- Do not destroy any evidence, and note how it was obtained, as it may be useful in a court of law
- Initial disclosure, even if retracted, must still be referred.

Procedure for dealing with allegations of abuse

It is **not** the Centre's or individual's responsibility to identify and investigate possible instances of abuse. This is the role of the statutory agencies.

It is a statutory, legal responsibility to report safeguarding concerns to the statutory agencies for them to investigate.

Under no circumstances should any staff/volunteer attempt to deal with an allegation alone.

Formally record full details of the incident, using the report form described in Appendix 4 (copies of the form can be downloaded from the network or hard copies can be found in the Staff Handbook in the Office), within 24 hours of the incident and pass to the Designated Safeguarding Co-ordinator in an envelope marked 'Private and Confidential'. In the case of allegations against any of the Designated Officers reports should be passed directly to the Chairman of the Board of Trustees.

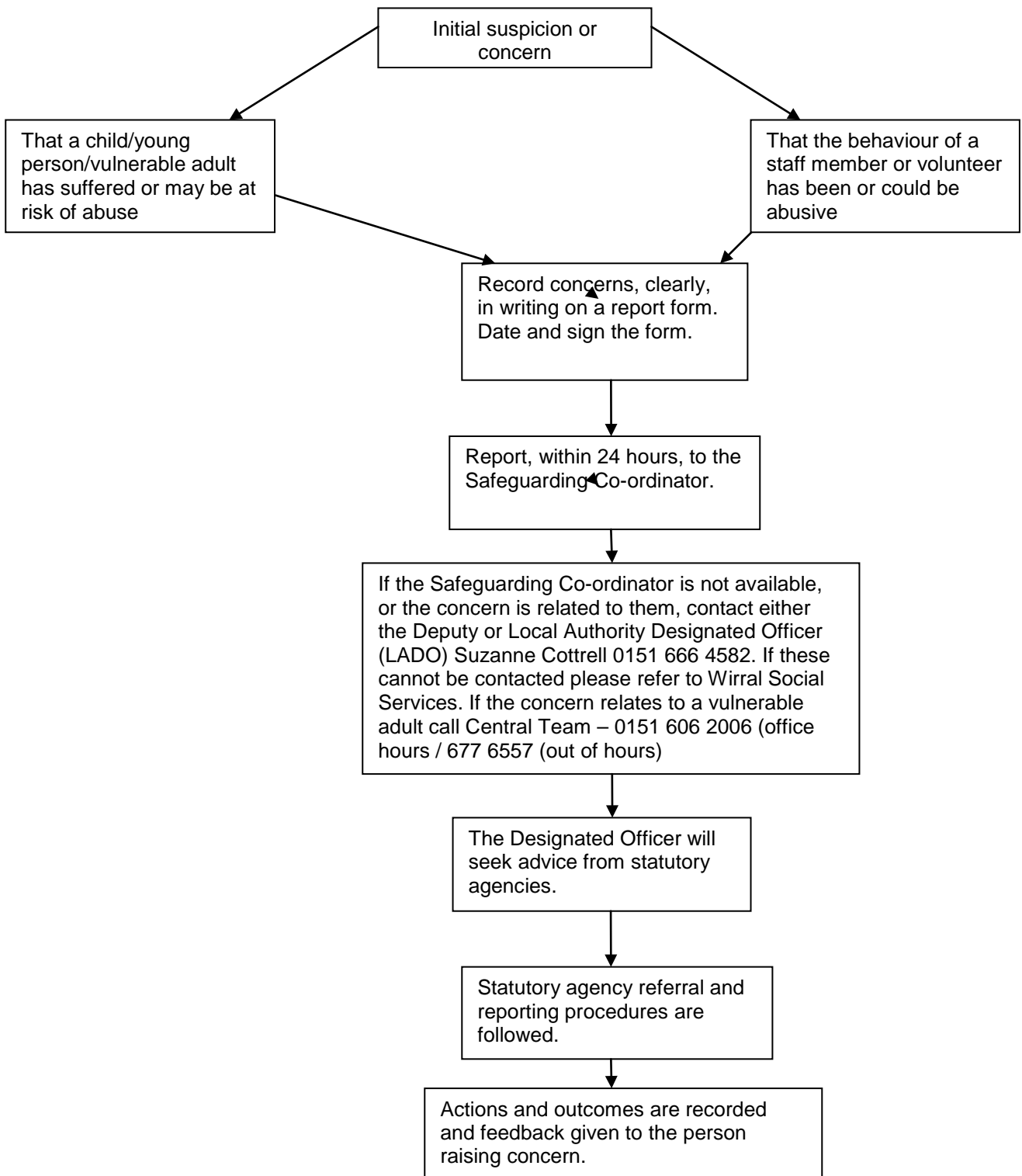
It is essential that the details of any alleged abuse are dated and recorded correctly and legibly, as this could be critical in later proceedings.

The safeguarding Officer will refer any allegations to the Local Authority Designated Officer (LADO) LADO is a term is for children, – for adults referral to Local Adult Social Services Department (Wirral)

If any allegations are made against the Safeguarding Officer, you should refer directly to the LADO or SSD and s/he will advise you what to do next.

The flowchart below describes the procedure that will be followed in any reported case.

Procedure to be followed when dealing with allegations or suspicions of abuse



Action by Designated Officer for Safeguarding

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT, SEXUAL OR EMOTIONAL ABUSE

If a child/vulnerable adult has an unexplained physical injury, alleges sexual assault or abuse, or displays symptoms of neglect, the Co-ordinator will:

1. Contact Social Services (hereafter called SSD) for advice in cases of deliberate injury or harm, or where concerned about the child's/adults safety. The Centre in these circumstances should not inform the parents.
2. IF THE CHILD/ADULT IS IN IMMEDIATE DANGER, THE POLICE WILL BE CALLED IMMEDIATELY BY THE ADULT RESPONSIBLE FOR THE CHILD/VULNERABLE ADULT AT THAT TIME.
3. Where emergency medical attention is necessary it will be sought immediately by the adult responsible for the child/VA at that time. That person will inform the doctor of any suspicions or allegations of abuse.
4. Under no circumstances will the Co-ordinator or any other adult responsible for the child/VA attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to offer support and advice to the Centre worker, and, where necessary, collect and clarify the precise details of the allegation or suspicion and to provide this information to SSD, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
5. Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to SSD. They should be contacted on 0151 666 5262.
6. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to SSD, that person retains a responsibility as a member of the public to report serious matters to SSD and should do so without hesitation.
7. Barnstondale will support the Co-ordinator and Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.

Appendix 1

Glossary of Terms

Child

A person under the age of 18. To acknowledge the fact that those in the upper age range of the definition do not consider or refer to themselves as children, the phrases 'young person' and 'young people' are used. Please refer to young person/people in this glossary.

Convictions, spent

A person convicted of all but the most serious criminal offences and who receives a custodial sentence of no more than two and a half years benefits from the Rehabilitation of Offenders Act (ROA) 1974 if they are not convicted again during a specified 'rehabilitation' period. Generally, the more severe the penalty, the longer the rehabilitation period.

Once a rehabilitation period has ended and no further offending has taken place, a conviction is spent. A spent conviction does not usually have to be revealed or admitted, including when applying for a job. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a spent conviction.

There are some exceptions: when recruiting for a position of trust, an employer is entitled to ask a candidate to reveal details of all convictions, whether spent or not, particularly to protect children and other vulnerable groups (Rehabilitation of Offenders Act 1974).

Convictions, unspent

A conviction is described as unspent if the rehabilitation period associated with it has not yet lapsed. A rehabilitation period is a set length of time from the date of conviction, according to the sentence imposed.

Disclosure and Barring Service (DBS)

The amalgamation of the Independent Safeguarding authority (ISA) and the Criminal Records Bureau (CRB), helping organisations to recruit more safely. The CRB will continue to be responsible for the disclosure of criminal records and the ISA for the barring function.

DBS Barred Lists

Two lists of individuals who are unsuitable for working with children or adults. It is against the law for employers to employ someone or allow them to volunteer in this kind of work if they are on one of the barred lists.

Organisations must refer someone to the DBS if they:

- dismissed them because they harmed a child or adult
- dismissed them because they might have harmed a child or adult otherwise
- were planning to dismiss them for either of these reasons, but the person resigned/left first

Disclosure (official)

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions about people working with children, young people or vulnerable adults.

Disclosure service

The Disclosure Service provides a regulated 'one-stop' service for England and Wales, offering access to records held by the police, together with those held by the Department of Health (DH) and the Department for Education (DfE). It enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with children and vulnerable adults.

In loco parentis (person acting)

Person who has been given permission to assume parental responsibility for a child (or children) by the parents or legal guardian.

Sole charge

Having unsupervised contact with children or vulnerable adults.

Statutory Agencies

In the case of Barnstondale Centre, this will be Wirral Social Services. (See Appendix 4)

The safety and welfare of children is the responsibility of the local authority, working in partnership with other public organisations, the voluntary sector, and service users and carers.

Vulnerable adult

A vulnerable adult is a person over 18 who is in need of community and/or social care services because of mental disability or other disability, age or illness, and who is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Young person/ young people

In this document, 'young person' and 'young people' refer to a child or children in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 and above may not think of themselves as 'children'. The term 'young people' rather than 'young persons' is used as it is the phrase in common usage amongst professionals, practitioners, politicians and young people themselves.

Appendix 2

Relevant Legislation

Protection of Freedoms Act 2012**Part 5: Safeguarding of Vulnerable Groups, Criminal Records etc.**

This Act makes numerous amendments to a number of the Acts outlined below. It removes the requirement for registration and monitoring, narrows the definition of regulated activity and abolishes the concept of 'controlled' activity. Where an activity is no longer regulated, employers and voluntary organisations will normally continue to have access to enhanced criminal record certificates so that they can make informed recruitment decisions. The organisation has a duty to ascertain that an individual is not barred from the activity concerned before allowing the individual to engage in it.

In 2013, the DBS will start issuing the disclosure certificate only to the applicant, allowing them a set time to challenge or clarify any information on the disclosure, before it is shared with the employer.

Safeguarding Vulnerable Groups Act 2006

This Act tightened up the screening for posts involving regular contact with children and vulnerable adults, including the creation of a Vetting and Barring Scheme framework operated by the Independent Safeguarding Authority.

Working Together to Safeguard Children 2013

This legislation sets out organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children

Sexual Offences Act 2003

This legislation protects children from sexual abuse by people in a 'position of trust'. Any sexual activity that occurs between a person in a 'position of trust' and a child is an offence under the Act.

The Criminal Justice and Court Services Act 2000

This Act provides a comprehensive definition of working with children. Under the Act it is an offence for someone banned from working with children to breach that ban in any way (paid, unpaid, casual) and it is an offence to offer work to someone who is known to be banned.

The Protection of Children Act 1999

This Act brings together the idea of a 'one-stop-shop' for identifying people unsuitable for working with children.

The Data Protection Act 1984 and 1998

Details the rights of access to personal data and restrictions to personal data. Also outlines notification guidelines, certain exemptions and enforcement policies to the Act.

The Police Act 1997

Lays the foundation for the National Criminal Intelligence Service.

The Children Act 1989

Legislation to ensure the welfare and developmental needs are met, including protection from harm in all areas of care.

Other legislation may also be relevant depending upon the activities the vulnerable person is engaged in, for example, Health and Safety at Work Act 1974.

No secrets 2000 and The Care Act 2014 which replaces No Secrets in relation to Adult Safeguarding

Appendix 3

Photograph and Video Images

Parental Consent

Photographic and Video Images

Children and Young People

The following good practice guidelines on the use of photographs and video images for publicity purposes are based on Arts Council guidelines for taking and using images of children and young people, National Union of Teachers' guidelines and information from the Data Protection Act 1998.

Whilst it is not illegal to take photographs of children, young people and vulnerable adults participating in Centre activities, photographic and video images are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images for publicity purposes will require the consent of either the individual concerned or their legal guardians. This means that the Centre must not display images on websites, in publications or elsewhere without such consent. If photographs need to be taken a consent form must be completed beforehand. Any photographs used for publicity purposes must not name anyone portrayed unless specific permission is given beforehand.

Adults

As above, photographic and video images are classed as personal data under the terms of the Data Protection Act 1998. It is therefore necessary to gain signed permission for the use of any images.

Parental Consent

Barnstondale Centre requires parent/guardian consent for anyone under the age of 18 who volunteers at the Centre. The parent will be informed about the organisations activities and what their child will be doing, when and where.

If a young person is over 16 and is living independently of parents or social services they are able to provide their own consent.

Examples of the forms are on the following pages.

Consent forms for both children and adults are available on the Centre network, in the Main Office and from the Safeguarding Co-ordinator.

Completed forms must be passed to the Safeguarding Co-ordinator for secure keeping.

Barnstondale Centre

Use of Photograph and Video Images

Authorisation Form for Children

I,, the parent/legal guardian of
..... (name of child)

Address.....
.....

grant Barnstondale Centre permission to use any appropriate photographic and/or video images that are taken of my child/ward by the Centre for use in publications, the Centre website and social media, publicity or marketing.

Any images used in this way will not identify any child by name, unless specific permission is granted.

I authorise/do not authorise the use of my child/children's names (*please delete as applicable*):

.....
.....

Signed.....

Date

These details will be kept in accordance with the Data Protection Act 1998

All forms to be returned to the Safeguarding Officer for secure keeping.

Barnstondale Centre

Use of Photographic and Video Images

Authorisation Form for Adults

I,,

Of (address).....

.....

grant Barnstondale Centre authorisation to use any appropriate photographic and/or video images that are taken of me by the Centre for use in publications, the Centre website and social media, publicity or marketing.

Any images used in this way will not identify anyone by name, unless specific permission is granted.

I authorise/do not authorise (please delete as applicable) the use of my name

Signed..... Date

These details will be kept in accordance with the Data Protection Act 1998

Please forward all forms to the Safeguarding Co-ordinator for secure keeping.

Barnstondale Centre Volunteer Parental Consent From

Barnstondale Centre requires parental consent for any young person under the age of 18 years old who is participating in any voluntary activities. Please complete the form below and sign to give your consent to the activities detailed. All information given in this form is confidential.

Name of Participant: **Date of Birth:**

Home Address:

.....
.....

Telephone Landline: **Mobile:**

This section is to be completed by parent / guardian:

I give permission for my son / daughter (*please delete as necessary*) to volunteer for Barnstondale Centre.

I understand that the volunteering role will include (*please add details about what the volunteering entails and ensure you are given a copy of the Role Description*):

.....
.....
.....

Medical conditions, allergies, etc., that we need to know about

.....

I agree/disagree (*please delete as necessary*) to allow emergency medical treatment in hospital if necessary.

Signed: **Print Name:**

Relationship to Child: **Emergency phone no:**

Date:

Appendix 4

Useful Contacts

Useful Contacts

Social Services – Central Advice and Duty Team - Children	0151 606 2008
Social Services – Central Advice and Duty Team - Vulnerable Adults	0151 606 2006
Emergency Duty Team	0151 677 6557
Family Crime Investigation Unit	0151 777 2685
Local Authority Designated Officer – Suzanne Cottrell	0151 666 4582 07780 508919
Senior Designated Person – George Jones	0151 648 1412 07802 792243
Deputy Designated Person – Heidi Hughes	0151 677 3843 07875 667975
Trustee Safeguarding Representative – Steve Owen	07779 026291

Appendix 5

Report pro-forma

Example of report form.

Report forms are available on the Centre network, in the Staff Handbook in the Main Office and from the Safeguarding Co-ordinator.

Child and Vulnerable Person Report Form

This form must be completed even if no further action is taken. Reports are confidential and will be kept securely. Reports should be written as soon as possible but definitely within 24 hours of an incident. Remember to separate fact from opinion and carefully record all incidents and action taken. Continue on another sheet if necessary.

Please sign and pass this report immediately to the Safeguarding Co-ordinator.

Name: **Signature:**

Date: **Time:**

Person you are concerned about:
Please give as much detail as possible, including name, age and address if known.

Description:
Give a brief description of what has prompted your concerns. Include dates, times, etc. of any specific incidents.

Child's, young person's or vulnerable adult's account of what happened (in their own words)

Action:
Please note anything the person has said (using their words), anything you have said and what action, if any, you have taken. Include dates and times.