

Safeguarding Policy (children/vulnerable adult protection)

Sport Structures has a professional duty to provide children and vulnerable adults with appropriate safety and protection. As the welfare of the child/vulnerable adult is paramount, we are committed to providing safe equipment and facilities so that children/vulnerable adults may participate in courses/qualifications/programmes in a secure environment. Additionally, we promote ethical behaviour, providing children/vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, to establish the suitability of personnel to work with children and/or vulnerable adults. We will promote this policy and all the good practice contained in it by clearly sharing it with all learners and stakeholders. It is visible on our website for reference. All new staff are required to read this policy along with all other policies in their induction and regular training is completed to refresh staff.

Definitions

Children – the United Nations convention on the Rights of a Child defines a child as any person under the age of 18 years.

Vulnerable Adults – an individual aged 18 years or over and who is being provided with a regulated service. Generally, the more dependent a person is on the help of others for general day to day living, the more vulnerable the person is likely to be. This is especially so where there is also a degree of mental incapacity or mental disorder that affects the person's ability to make informed decisions and exercise choice.

Regulated Activity – a legal term defining the type of activity that persons barred by the Disclosure & Barring Service (DBS) must not undertake. This primarily covers childcare, health care, personal care, social care and education. Regulated activity undertaken by Sport Structures staff may include teaching, training and instruction of children (although not in the course of employment). See www.gov.uk Safeguarding Vulnerable Groups Act 2006 for full definitions of regulated activity.

This policy is governed by Government Legislation and Guidance in respect of protecting children and vulnerable adults including:

- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2015
- The Education Act 2001
- The Children Act 2004
- The Children Act 1989
- The Police Act 1997
- Mental Health Act 1983
- Rehabilitation of Offenders Act 1974

Our policy also encompasses best practice for specific elements of our business, such as DfES/NIACE "Safer Practice, Safer Learning" (2007) which applies to all providers of post-16 learning and skills.

It is ultimately the responsibility of the Managing Director, Simon Kirkland, to ensure that this policy is published and accessible to all personnel, learners and any relevant third parties. However, the quality coordinators specific to each qualification/programme are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/qualifications/programmes in their area.

Through their day-to-day contact with learners and direct work with families, staff at the Company have a crucial role to play in noticing indicators of possible abuse, neglect or radicalisation and referring them to relevant contact with the local council's Children and Social Care provision (referrals will normally be made via the Company's Designated Safeguarding Lead for Child Protection).

The Company will follow the relevant local Safeguarding Children Board (LSCB) procedures and guidance from Channel.

Prevention through the teaching and pastoral support offered to learners and the creation of and maintenance of a whole Company proactive ethos.

Procedures for identifying and reporting cases, or suspected cases of abuse or radicalisation. The definition of the categories of abuse are within this policy.

Supporting Vulnerable Children those who may have been abused or witnessed violence towards others.

Preventing Unsuitable People Working with Children

Board Child Protection Responsibilities

Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

The Company will therefore:

- Establish and maintain an environment where learners feel safe in both the real and virtual world and are encouraged to talk and are listened to.
- Ensure learners know that there are adults in the Company whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as soon as appropriate.
- Include in the curriculum activities and opportunities which equip learners with the skills they need to stay safe from abuse and radicalisation both in the real and virtual world and information about who to turn to for help.
- Include in the curriculum material which will help learners develop realistic attitudes to the responsibilities of adult life.
- Staff will be supported should they make any disclosures in this regard and are reminded that they can make a disclosure through the company's Whistleblowing Policy.
- Further information with regards to the governments Prevent Strategy can be found at <https://www.gov.uk/government/publications/prevent-strategy-2011>.

Procedures

We will follow the procedures set out in the Local Safeguarding Children Board procedure and guidance from Channel. We have designated a centre lead for safeguarding.

| Centre personnel/learners/individuals identifying possible abuse must report the allegation to: |
|--|
| Simon Kirkland Simon.kirkland@sportstructures.com 0121 455 8270 Sport Structures, Suite 8, The Cloisters, 12 George Road, Edgbaston, Birmingham B15 1NP |

Allegations will be taken seriously and dealt with as soon as practicable, in line with the recognised centre's child/vulnerable adult protection policy.

- The Child/Vulnerable Adult Protection Officer is also responsible for conducting any investigation and demonstrating the results if the child/vulnerable abuse is suspected to be committed by a member of staff. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the learners' file.

In the event of an allegation of child/vulnerable adult abuse being committed by any 1st4sport personnel or tutors/assessors/internal verifiers who appear on a 1st4sport partner list (where applicable), the Child/Vulnerable Adult Protection Officer is required to report any allegation to 1st4sport. The 5.6.1 Alleged Child/Vulnerable Adult Abuse Report Form (contained within the Quality Assurance section of the *Recognised Centre Resource CD-ROM*) is the mechanism with which to do this.

The Company will:

- Ensure there is a designated senior person who has lead responsibility for safeguarding for the Company and has undertaken, as a minimum, relevant child protection and Prevent training, which is regularly updated. Advice will be sought from the LSCB in regards to this training. Their role will be clearly outlined within the job description and kept under review.
- Ensure that this training is updated every two years in accordance with government guidance or best practice.
- Recognise the importance of the role of the designated person(s) and ensure they have the time, training and support necessary to undertake their duties which for example include, providing advice and support to staff, taking part in inter-agency meetings and contributing to the assessment of children in need.
- Ensure every member of staff, paid and unpaid, and the board knows who the designated members of staff are and the procedures for passing on concerns from the point of induction – this is an integral part of their induction.
- Ensure that every member of staff, paid and unpaid, and the board knows what the contingency arrangements are for when the designated members of staff are not available. Should the designated person be unavailable, concerns should be reported to the Managing Director.
- Ensure that the designated members of staff take advice from a child protection specialist when managing complex cases from the local Social Care Team.
- Consider having a nominated member from the board with special interest in safeguarding and child protection who has undertaken appropriate training.

Ensure every member of staff and every board member knows:

- The name of the Designated Safeguarding Lead and any other designated person/s and their role.
- How to identify the signs of abuse, neglect and radicalisation.
- How to pass on and record concerns about a learner.
- That they have an individual responsibility to be alert to the signs and indicators of abuse and radicalisation and for referring child protection concerns to the Designated Person(s).
- That they have a responsibility to provide a safe environment in which children can learn.
- Where to find the Core Inter-Agency Procedures on the LSCB website.

The company will provide Safeguarding and Prevent training for all staff, and Board members, from the point of their induction which is updated regularly, every three years at a minimum, so that they are confident about:

- The Company's legislative responsibilities.
- Their personal responsibilities.
- The Company's policies and procedures.
- The need to be alert to the signs and indicators of possible abuse and radicalisation including possible child sexual exploitation and female genital mutilation.
- The need to record concerns.
- How to support and respond to a child who tells of abuse.
- Ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- Ensure that every member of staff, board member and volunteer is issued with a copy of Part 1 of the "Keeping Children Safe in Education" statutory guidance document as updated upon induction. A copy of the document is available at <https://www.gov.uk/government/publications/keeping-children-safe-in-education>.
- Ensure that parents are informed of the responsibility placed on the Company and staff in relation to safeguarding by setting out these duties on the Company's website.
- Ensure that this policy is available publicly either via the Company's website: www.sportstructures.com or by any other appropriate means.
- Ensure that learners' attendance is monitored regularly with the aim that no learner is absent without authorisation, and where the reason for a learner's absence is not known ensure that it is followed up immediately. In particular when a child does not return from a scheduled break. Any concerns in this regard should be reported immediately to the Designated Safeguarding Lead.

Liaison with Other Agencies

The Company will:

- Work to develop effective links with relevant services to promote the safety and welfare of all learners.
- Co-operate pro-actively as required, in line with Working Together to Safeguarding Children, 2013, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conference and core groups.
- Establish and maintain links with regional Prevent Leads and the Police Channel Coordinator. Notify the designated officer immediately if:
 - It should have to exclude a pupil who is subject to a Child Protection plan (whether fixed term or permanently).
 - There is an unexplained absence of a learner who is subject to a Child protection Plan.
 - There is a change in circumstances to a learner who is subject to a Child Protection Plan.

Record Keeping

The Company will:

- Keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately.
- Ensure all records are kept securely; separate from the main learner file, and in a locked location.

- Ensure all relevant child protection records are sent to the receiving school/academy or Company or establishment when a learner moves education establishment in accordance with the education Child Protection Record Keeping Guidance.
- Confidentiality and information sharing
- Child protection information will be stored and handled in line with the Data protection Act 1998 principles. The data Protection Act does not prevent Company staff from sharing information with relevant agencies, where that information may help to protect a child.
 - Child protection records are normally exempt from the disclosure provisions of the Data protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a learner or parent to see child protection requests, they will refer to the Designated Safeguarding Lead, Managing Director or the Principal. The Company will:
 - Ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the Managing Director or the Principal as required.
 - Information sharing: Guidance for Practitioners and managers is available from Department of education www.education.gov.uk.
 - Ensure that the Managing Director, Principal or Safeguarding Lead will only disclose any information about a learner to other members of staff on a “needs to know” basis, including Domestic Violence notifications.
 - Make all staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
 - Ensure staff are clear with children that they cannot promise to keep secrets.
- Communications with Parents/Carers

The Company will:

- Ensure that parents/carers are informed of the responsibilities placed on the Company and staff in relation to child protection by setting out its duties on the Company website.
- Undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. If the Company believes that notifying parents could increase the risk to the child or exacerbate the situation, advice will be sought from social care. (Further guidance on this can be found in the Core Inter-agency Procedures of the Local Safeguarding Children Board).

Supporting Vulnerable Adults and Children

- We recognise that abuse, radicalisation or witnessing violence may have an adverse impact on those children which may last into adulthood without appropriate intervention and support.
- The Company may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at the Company their behaviour may be challenging and defiant or they may become withdrawn.
- We recognise that some vulnerable children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.
- We recognise that, statistically, children with emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Company staff who deal with children with complex and multiple disability and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

The Company will support the learner through:

- Training/curricular opportunities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- The Company's behaviour policy will support vulnerable learners in the Company. The Company will ensure that the learner knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the learner.
- Recognition that children living in a home environment where there is domestic abuse, drug or abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers.
- Monitoring and supporting learner welfare, keeping records and notifying Social Care in accordance with the Local Safeguarding Children Board "Core Inter-Agency Procedures" or the Police Channel Coordinator.
- When a learner who is subject to a child protection plan leaves, information will be transferred to the new learning environment immediately. The relevant contact with social care and any other agencies will also be informed.
- When a child is missing from education, the Company will immediately notify the relevant contact within the Social Care Team/Education Welfare Officer and follow any local procedures' accordingly if a child is subject to a Child Protection Plan or there have been ongoing concerns.

Types of abuse

Substance Misuse and Child Protection

- The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the Company will consider such actions in the following situations:
When there is evidence or reasonable cause:
 - To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse.
 - To believe the pupils substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults.
 - Where the misuse is suspected of being linked to parent/carer substance misuse.
 - Children of Substance Misusing Parents/Carers
 - Misuse of drugs and /or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.
 - When the Company receives information about drug and alcohol abuse by a child parents/carers they will follow appropriate procedures.
- This is particularly important if the following factors are present:
- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children.
 - Children exposed to unsuitable caregivers or visitors e.g. customers or dealers.
 - The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviours.
 - Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance.
 - Disturbed moods as a result of withdrawal symptoms or dependency.
 - Unsafe storage of drugs and/or alcohol or injecting equipment
 - Drugs and/or alcohol having an adverse impact on the growth and development of an unborn child.

Domestic Abuse

- Where there is Domestic Abuse in a family, young people will always be affected; the longer violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.
- Heads of Faculty should be notified of Domestic Abuse incidents where the police have been called and that involve young people in their faculty and will take appropriate action to ensure children are kept safe.

Female Genital Mutilation (FGM)

- Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is a surprisingly common form of abuse in the UK.
- FGM is carried out on children between the ages of 0-15, depending on the community in which they live. It is extremely harmful and has a short and long term effects on physical and psychological health.
- FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.
- The Company takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy. Particular regard should be given to a child, who has returned from an extended holiday, and this should always be followed up and any concerns reported to the Designated Safeguarding Lead.
- Where the Company believes there is a specific risk due to the community it serves further guidance can be found under Part 1 of the Keeping Children Safe in Education Document.
- The Designated Safeguarding Lead will make appropriate and timely referrals to Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Social Care if it is against the learner's wishes.

Child Sexual Exploitation (CSE)

- Child Sexual Exploitation involves exploitative, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.
- Sexual exploration can take many different forms, from the seemingly "consensual" relationships to serious organised crime involving gangs and groups.
- Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.
- It is important to recognise that some people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.
- Young people who go missing can be at increased risk of sexual exploitation and so procedures should be put in place to ensure an appropriate response should any young person go missing, particularly on repeat occasions.
- The Company will refer to the Keeping Children Safe in Education Document and seek advice from the Social Care Team and/or the LSCB if there is a concern that a young person may be at risk.

Forced Marriage

- A forced marriage is a marriage without the consent of both parties and where pressure or threats are a factor. This is very different to an arranged marriage, which both parties will have to agree to. It is a criminal offence to force someone to marry.
- Signs of concern could include poor punctuality or absences from Company, low motivation, self-harm, depression, isolation, attempted suicide, eating disorders, other family members forced to marry, family disputes, domestic violence, substance misuse or the learner being reported missing from home.

Physical Abuse

- Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of deliberate failure to prevent injury occurring.

Neglect

- Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

Sexual Abuse

- Sexual abuse involves a person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

Emotional and Psychological Abuse

- Emotional and psychological abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional and psychological abuse is present in all forms of abuse.

Terrorism and violent extremism

- Trying to define terrorism can be difficult and controversial, because so many people and countries see it differently. But any definition usually includes:
 - Mass intimidation - trying to make lots of people scared to go about their everyday or normal life.
 - Unlawful violence or the threat of violence against the public.
 - Violence intended to change a law, culture or political system, or to change how people think or act.

There are many reasons why this may happen. Here are just some:

- A lack of identity or belonging.
 - Insecurity.
 - Defending their culture, way of life or beliefs.
 - They may be pressured, or bullied into it.
 - They may have been radicalised by violent extremist groups.
 - They may want retaliation.
 - Those who encourage or get others to commit acts of violent extremism often target vulnerable people who are led into believing that violence or criminality can earn respect, riches or even glory.
 - However, even though a person may feel angry about something they believe is unfair this does not mean they should attack or threaten any person or any community.
- Possible signs of radicalisation include:

- The individual's views become increasingly extreme regarding another section of society or government policy.
- They are observed downloading, viewing or sharing extremist propaganda from the web.
- They become withdrawn and focused on one ideology.
- The individual becomes increasingly intolerant of more moderate views.
- The individual may change appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.
- The individual expresses a desire/intent to take part in or support extremist activity.

Preventing unsuitable People from Working with Children

Summary of the Personnel Recruitment Procedure

Applicants are required to complete an application form (which may lead to a subsequent interview) which contains explicit information about their past. These are required to be returned to the relevant department and the member of personnel managing the recruitment process. Where applicants will take significant responsibility for safeguarding children during activities within Sport Structures, they will be required to complete a Disclosure and Barring Service (DBS) check.

Personnel are selected on their suitability to meet the job/role-related requirements and responsibilities and their ability to demonstrate that they can work safely with children and/or vulnerable adults. Applicants will receive confirmation in writing relating to the outcome of their application/interview. If the outcome is positive, arrangements are made for induction and any relevant training, which includes clarification of activity requirements, responsibilities and child/vulnerable adult protection procedures and further identification of training needs. New members of personnel are then required to confirm their agreement to abide by the Sport Structures policies and procedures, including the child/vulnerable adult protection policy, in writing. Awareness of child/vulnerable protection practice will continue to be addressed via ongoing training.

All members of personnel who work with children and vulnerable adults are required to adhere to this policy.

- The Company will operate Safer Recruitment practices including ensuring appropriate DBS and reference checks on prospective employees, volunteers and Board members are undertaken according to the government guidance "Keeping Children Safe in Education" (2014) and the Company's Staff Recruitment Policy.
- Any allegations of abuse made against a member of staff will be reported immediately to the Principal/Managing Director. In cases where the Principal/Managing Director is the subject of the allegation, it will be reported to the Chair of the Board. The Company will follow the procedures set out in Part four of Keeping Children Safe in Education.
- The Company will consult with the Local Authority Designated Officer (LADO) in the event of the allegation being made against a member of staff and adhere to the relevant procedures set out in Keeping Children Safe in Education. The role of the LADO is set out in HM Government guidance Working Together to Safeguard Children (2018) Chapter 2 Paragraph 4. and is governed by the Authorities duties under section 11 of the Children Act 2004 and MKSCB Inter-Agency Policy and Procedures (Ch 2.8). This guidance outlines procedures for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self employed.

- The designated safeguarding Lead and/or the Principal/Managing Director will liaise with the Local Authority Designated Officer (LADO)
- ensuring that all allegations are wherever possible, reported to the LADO within one working day. Following consultation with the LADO, the Named Senior Officer will advise on all further action to be taken. Please note that the Principal/Managing Director or Chair of the Board should not seek to interview the child/children or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.
- The Company will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded efficiently and that notification of any concerns is made to the relevant authorities and professional bodies (including statutory referrals where required) and included in references where applicable.
- Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory nor is it automatic but in some cases, staff may be suspended where this would be deemed to be the best way to ensure that children are protected in these types of cases.
- Consideration must be given to the needs of the child and recognition that a child may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is, however, rare for a child to make an entirely false or malicious allegation, although misinterpretations of events do happen.
- The Company will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with learners and parent/carers as advised within the Code of Conduct. As part of the Induction process all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.
- All staff to sign to confirm that they have read a copy of the Code of Conduct and Part 1 of the Keeping Children Safe in Education.
- The Company will ensure that staff and volunteers are aware that sexual relationships with a learner aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Trust).
- The Company will ensure that communication between learners and adults, be whichever method are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.
- Where an allegation of abuse is made against a member of Sport Structures staff, a member of employer's staff or a subcontractor's staff, the person concerned may be suspended while the matter is resolved. This does not imply an assumption of guilt, but an opportunity to clear up allegations with the least possible tension between individuals. Investigations into the allegation will be made swiftly and may include examination of relevant documents and interviews with witnesses and those named in the allegation. Sport Structures will ensure that a person reporting allegations against a colleague will not be treated unfairly as a result. Where an allegation of this kind is made the Designated Person must be notified immediately.

Board Child Protection Responsibilities

- The Board fully recognises its responsibilities with regard to child protection and safeguarding and promote the welfare of children.
It will:
 - Nominate a board member for safeguarding and child protection who will monitor the Company's compliance with statutory requirements and practice and champion child protection issues.
 - Ensure an annual report is made to the board.

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- Ensure the effectiveness of this Safeguarding Policy is annually reviewed and any updates provided are implemented immediately.

Photographs and Videos

- Photographs of young people or vulnerable adults should not be taken without prior permission, recorded on a Sport Structures consent form. This may be given at the beginning of a learning programme. Photographs and videos should be taken only on cameras belonging to Sport Structures and should be stored only on a computer belonging to Sport Structures. Personal details should not be revealed in the image and consent for publication of photographs and videos must be sought from both the learner and those responsible for them, where appropriate.

Reporting

This form is to be used by a member of staff to report concerns about the abuse of a child or vulnerable adult or who receives a disclosure of abuse. This must be completed immediately and forwarded securely to your line manager in line with the procedure within an hour of the concern being raised (or the Managing Director if your line manager is unavailable).

If you do not have all the information requested please complete the parts you can.

| Your Details | |
|---|-----------------|
| Name: | Position: |
| Organisation/Division: | |
| Address: | |
| Email: | |
| Tel No: | |
| Date & Time of Disclosure/Incident: | |

| Details of Alleged Victim | |
|---|----------------------|
| Name: | Date of Birth: |
| Address: | |
| Tel No: | |
| In receipt of Health or Social Care? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, name and address of provider: | |

..... Tel No:

Detail of Person Making Disclosure (if different to above)

Name:

Address:

.....

Tel No:

Detail of Alleged Perpetrator

Name:

Position/Relationship:

Address:

.....

Tel No:

Official Report

Has the incident been reported to any authority e.g. Police, HSE etc? Yes ☐ No ☐

If yes, name of authority/agency?

Crime or Case Ref No:

Contact Name: Position:

Tel No:

Employer Details

Organisation:

Address:

.....

Manager:

Main Contact (if different):

Email:

Tel No:

Details of Incident/Disclosure

Provide full details of the incident or disclosure on the following page – try to be as factual as possible, and use the words and phrases of the person making the disclosure if possible. **Under no circumstances** note opinion, or personal interpretation of what an individual “meant”. You may include observations such as body language, emotional state, injuries etc.

Include all details of what is alleged, dates, times and locations of where the alleged incident(s) occurred, anyone else who was present etc. Also include any immediate action taken such as first aid.

Report of Incident/Disclosure

Please continue on another sheet if necessary.

Reported to Safeguarding Champion

This form was passed to: In Person ☐ Secure Email ☐ Secure Fax ☐

Name:

Date: Time:

Signed: