

Safeguarding Policy



School visit to the River Severn, led by Severn Rivers Trust

May 2021

Introduction

The Severn Rivers Trust is an independent environmental charity established to secure the preservation, protection, development and improvement of the rivers, streams, watercourses and water bodies in the Severn catchment, and to advance the education of the public in the management of water and the wider environment. Severn Rivers Trust work with children and adults at risk in a number of different contexts including site tours, farm visits, conservation tasks, work experience placements, public events and schools workshops. We deliver hands-on and practical activities that help our participants learn about rivers and have positive connections with their environments.

We believe that children and adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and adults at risk and to keep them safe. We are committed to practise in a way that protects them.

We take the view that safeguarding is everyone's responsibility. Learning over the past two decades has shown that harm experienced by young people can be reduced with collaborative working and taking an integrated approach to safeguarding and child protection.

The purpose of this policy is to:

- Protect children and adults at risk who take part in activities with Severn Rivers Trust; and
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection to help them feel confident and safe when working in communities.

The Safeguarding Policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers, students, contractors or anyone who may be working on behalf of Severn Rivers Trust.

Legal Framework

This policy has been drawn up on the basis of guidance that seeks to protect children and adults at risk, namely:

- The Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Care Act 2014
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018
- Modern Slavery Act 2015
- Data Protection Act 2018 (relating to EU General Data Protection Regulations)

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- Everyone, regardless of age, disability, gender, race, religious belief, sexual orientation or identity has a right to equal protection from all types of harm and abuse
- Some children and adults are additionally vulnerable because of their previous experiences, their level of dependency, communication needs and other issues
- Working in partnership with children, young people, adult participants, families, carers and other agencies is essential in promoting welfare and wellbeing.

We will seek to keep children and adults at risk safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer and board member for safeguarding
- Adopting 'child and adults at risk' protection and safeguarding practices through clear procedure, training and guidance for staff and volunteers
- Carefully recruiting and selecting all adults whether paid or voluntary
- Checking all staff who regularly work with children and/or adults at risk and their managers through the DBS (Disclosure and Barring Service) system
- Responding to concerns and allegations appropriately
- Planning and delivering all activities to make sure they are as safe and inclusive as possible, in line with our Health and Safety and Safeguarding policy and procedure

When is safeguarding relevant to us?

Any time that we are working with or meeting the public.

For example:

- Delivering workshops in/for schools or community groups
- Running volunteer days
- SRT stands and activities at fairs and events
- Visiting farmers or landowners
- Delivering or managing works on publicly accessible land

This policy and accompanying guidance has been developed to help make our safeguarding practice **transparent**, **accountable** and **defensible**, and to make sure that we are doing all that we can to protect participants, staff and volunteers from harm.

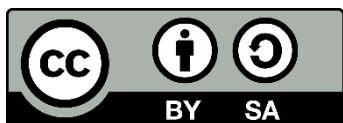
Putting this policy into action

This policy and associated 'Toolkit' guidance will be circulated to staff and trustees. It will also be clearly signposted and freely available on the Severn Rivers Trust website. A Welsh language version of the main policy document will be available online. High quality training will ensure our responsibilities are clear and the policy and procedure are understood by all.

The Severn Rivers Trust's Designated Safeguarding Officer is Alice Fallon.

The Severn Rivers Trust's Trustee for Safeguarding is Penny Cameron Watt.

These safeguarding leads will meet quarterly to review issues and practice across the Trust and make updates and changes to our procedure as necessary. Trustees will review and sign off this Safeguarding Policy and toolkit at least annually, including considering how it links to other policies and practice (e.g. Health & Safety, Data Protection, Recruitment).



This policy and toolkit have been developed by the Community Engagement team at the Severn Rivers Trust. We are keen to share best practice and build networks of support around safeguarding. Should you wish to discuss any of the content in this document, please contact one of our team. Any policy documents which reproduce text from this policy or toolkit should acknowledge Severn Rivers Trust directly.

Safeguarding Policy Review & Sign-off

This policy has been presented for approval by the full Board of Trustees. The Designated Safeguarding Officer and Trustee for Safeguarding will review the policy and toolkit regularly to ensure that all information is accurate, relevant and up to date. The Board of Trustees will sign off the document annually. Any changes will be summarised in the table below.

Date of review	Reviewed by	Changes made (YES/NO)	Comments
01/07/2020	TfS and Chair of trustees	No	Annual sign-off by the Board of Trustees
25/11/2020	DSO	Formatting only	Update to new SRT branding
09/12/2020	DSO	Yes	Addition of 3 local authority contacts, and table of contacts and organisations for further information
18/05/2021	TfS and Chair of Trustees	No	Annual sign-off by the Board of Trustees

Signatures

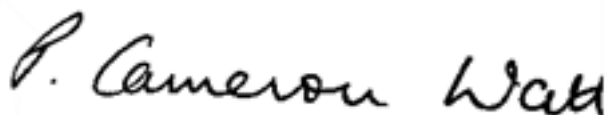
Designated Safeguarding Officer



Name: Alice Fallon

Date: 18 May 2021

Trustee for Safeguarding



Name: Penny Cameron Watt

Date: 18/05/2021

Board of Trustees Chair

Name:



Date: 18th May 2021

Severn Rivers Trust Safeguarding Toolkit

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1. Safeguarding Definitions

Adult at risk

A person aged 18 or over, who receives or may need community care services because of a disability, age or illness, and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

This might include people who:

- have a physical disability, illness or injury
- are experiencing mental health issues
- have Dementia, or have learning disabilities
- are in need of community care
- are unable to protect themselves from harm, through domestic violence or substance addiction
- speak a different language to the group leaders / facilitators

People with care and support needs, such as older people or people with disabilities, are more likely to be abused or neglected. They may be seen as an easy target less likely to identify abuse themselves or to report it. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment.

An adult at risk is legally defined as a person who is 18 or over and is subject to one or more Regulated Activities. These activities are: the provision of healthcare, personal care, and/ or social work; assistance with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability. As the Trust does not undertake these activities its staff will not be undertaking regulated activities with adults. The Trust will take care not to drift into regulated activities with adults in that adult participants must be able to engage in the Trust's activities under their own initiative or be accompanied by a carer.

Some adult participants with less complex care needs might live independently and have the capacity to participate in activities without the support of a carer. In these cases, if extra levels of support are required from the Trust, an additional Risk Assessment should be carried out for the individual person and the specific activities that they will be involved in to ensure we make provisions for their safety. If staff are unsure whether an additional Risk Assessment is required they should consult with the Community Engagement Team and the Designated Safeguarding Officer for guidance.

Child

A child is anyone that has not yet reached their 18th birthday.

Designated Safeguarding Officer (SRT staff member)

The senior staff lead for safeguarding. This person is the point of contact and 'named person' for safeguarding children and adults at risk at Severn Rivers Trust.

Key aspects of the Designated Safeguarding Officer role include:

- Making sure all staff are aware how to raise safeguarding concerns
- Ensuring all staff understand the symptoms of child abuse and neglect
- Referring concerns to social care (or aware of referrals made by staff)
- Maintaining accurate and secure records relating to safeguarding

Safeguarding Partners

Three safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups) that work to make arrangements to work together with relevant agencies (especially education providers) to safeguard and protect the welfare of children in the local area.

Procedures for responding to concerns, making referrals and dealing with child abuse may be different across the Severn catchment as our patch covers multiple local authority boundaries.

Safeguarding Adults Board (SAB)

The SAB in each Local Authority must lead adult safeguarding arrangements and oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies. Its role is to help and safeguard adults with care and support needs.

Local Authority Designated Officer (LADO)

The LADO works within each Local Authority area to support staff across all organisations who work with children and young people if any concerns arise regarding any practitioner who works with children and young people.

Sometimes referred to as 'Designated Officer' but the role is the same.

Staff

Anyone employed by Severn Rivers Trust, including short-term and part-time posts.

Trustee for Safeguarding

Members of the Board of Directors are responsible for ensuring that Severn Rivers Trust complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations (including safeguarding).

The Trustee for Safeguarding is a named point of contact and decision making for safeguarding issues within the Trust. They work with the Designated Safeguarding Officer to make sure Trustees are fulfilling their duties. The Trustee for Safeguarding oversees the development and implementation of safeguarding policy and procedure.

Volunteer

Anyone engaging in activity for, or on behalf of, SRT in an unpaid capacity.

2. What is abuse?

- Abuse and neglect are forms of maltreatment – inflicting harm or failing to prevent harm.
- Children and adults may be abused in a family, institutional or community setting.
- They may be abused by someone they know or, more rarely, by a stranger for example via the internet. They may be abused by one or more adults.
- The perpetrator of child abuse may be a peer (child under 18), which might include bullying (including cyberbullying); physical abuse such as hitting, kicking or biting; sexual violence and sexual harassment; sexting (also known as youth produced sexual imagery); and initiation type violence and rituals. This should never be passed off as “banter”, “just having a laugh” or “part of growing up”. Abuse is abuse and should never be tolerated or played down.

Categories of abuse

Children and adults at risk may often be suffering more than one type of abuse or neglect at the same time – but this isn’t always the case.

Physical abuse is deliberate actions hurting a child or adult causing injuries such as bruises, broken bones, burns or cuts. It can involve hitting, shaking, throwing, poisoning, burning, slapping or suffocating. It is also physical abuse when a parent or carer fabricates, or induces, the symptoms of an illness.

Emotional abuse is ongoing emotional maltreatment of a child or adult. It’s sometimes called psychological abuse and can seriously damage a person’s emotional health and development. Active emotional abuse involves deliberately trying to scare, humiliate or verbally abuse. Passive emotional abuse happens when a parent or carer denies love and care and might involve disinterest in a person’s development and achievements, being emotionally unavailable, being over protective or limiting opportunities to explore, learn and make friends.

Neglect is persistently failing to meet a person’s basic needs resulting in serious damage to their health and development. Neglect is dangerous and can cause serious, long-term damage - even death. It is the most common form of child abuse but is also often difficult to define as it is difficult to describe the absence of things such as love or attention. A person may be left hungry or dirty without adequate shelter or health care. They may be left without proper supervision and may be put in danger. They may not get the love, care and attention that they need.

Sexual abuse involves forcing or enticing a child to take part in sexual activities. It does not necessarily involve physical contact or violence and the child may or may not be aware what is happening. Sexual abuse includes: grooming a child with the intention of sexually abusing them; all forms of penetrative and non-penetrative sex; sexually exploiting a child in return for gifts, money or affection; and making, looking at and distributing indecent images of a child. For adults at risk, sex abuse includes rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Additional categories for adults at risk:

Financial or material abuse includes theft, fraud, exploitation and coercion in relation to an adult's financial affairs or arrangements, including interference with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Self-neglect covers a wide range of behaviours including neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour'-based violence, female genital mutilation and forced marriage.

Discriminatory abuse is discrimination on grounds of race, gender and gender identity, sexual orientation, religion ('protected characteristics as defined in the Equality Act 2010). This might include denying access to communication aids such as an interpreter, verbal abuse, derogatory remarks or other inappropriate language, harassment, deliberate exclusion, denial of basic rights (e.g. healthcare, education, employment), or substandard service provision because of protected characteristic.

Organisational / institutional abuse includes neglect and poor care practice within an institution or specific care setting like a hospital or care home. This may range from isolated incidents to continuing ill-treatment.

Modern slavery is illegal exploitation of people for personal/commercial gain where they are forced to work against their will and trapped in servitude by use of violence, deception or coercion. Modern slavery encompasses many forms of exploitation such as forced prostitution, labour, begging, criminality, and domestic servitude.

Human trafficking is different to people smuggling as the trafficker is facilitating the movement of that person for the purpose of exploitation. There is no need for an international border to be crossed and it may occur within one country or community. When children are trafficked, no violence, deception or coercion needs to be involved: simply bringing them into exploitative conditions constitutes trafficking.

3. Recognising abuse

What signs should I look for?

Abused children and adults may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. When we work with children and adults at risk we must be vigilant for signs and clues of abuse. These might include:

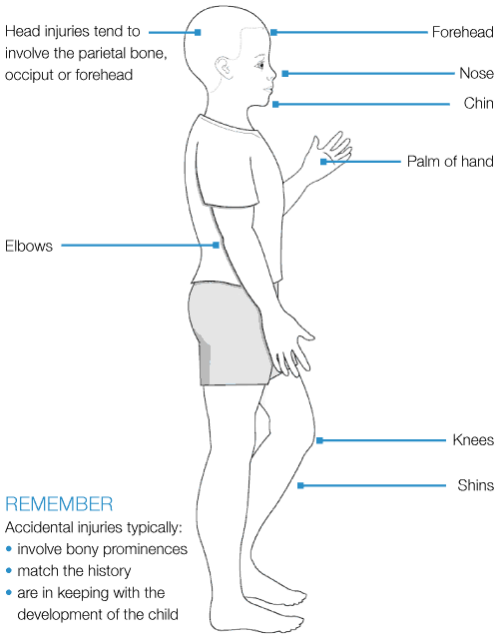
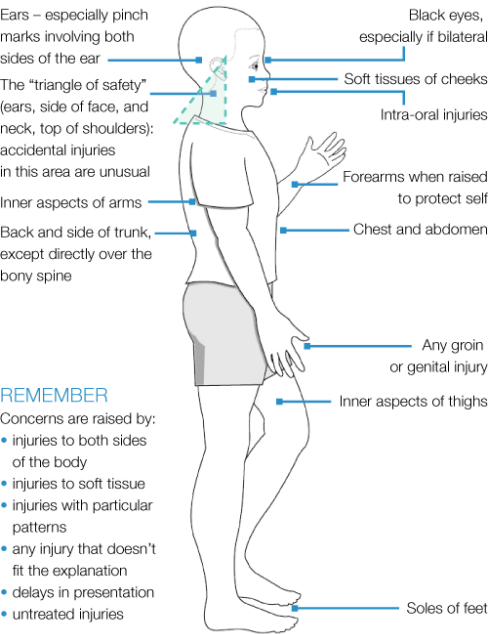
- Flinching in response to sudden but harmless noises or actions (e.g. someone raising a hand quickly)
- Lacking in confidence, secretive, wary and anxious
- Children with knowledge of 'adult issues' and language (e.g. around alcohol, drugs, sex)
- Outbursts of anger
- Showing violence to animals, toys, peers or adults
- Injuries that appear to be non-accidental (see diagrams below) and/or not easily explained
- Babies and toddlers with severe injuries
- Not receiving adequate medical attention for injuries
- Self harming (includes head banging, scratching, cutting)
- Showing inexplicable fear of particular places or making excuses to avoid particular people
- Changes in eating habits
- Changes in personality
- Regularly experiencing nightmares or sleeping problems
- Regressing to behaviour of younger children
- Reluctant to go home and/or lack of attachment to parent

Whilst these signs do not necessarily mean that someone is being abused, they probably indicate that there are some problems which should be investigated.

Physical injuries

In circumstances where a child has an injury but no explanation is volunteered, it is acceptable to enquire how the injury was sustained

If you are concerned about the explanation given for the cause of the injury, you should record your concerns using a Safeguarding Concern Record (template in this toolkit) and pass it on to the Designated Safeguarding Officer as soon as possible.

<p>Common sites for accidental injuries</p>  <p>Head injuries tend to involve the parietal bone, occiput or forehead</p> <p>Forehead</p> <p>Nose</p> <p>Chin</p> <p>Palm of hand</p> <p>Elbows</p> <p>Knees</p> <p>Shins</p> <p>REMEMBER Accidental injuries typically:</p> <ul style="list-style-type: none"> involve bony prominences match the history are in keeping with the development of the child 	<p>Injuries likely to be: minor or superficial, treated, easily explained</p> <p>Bruises likely to be: few but scattered, no pattern, same colour and age</p> <p>Burns and scalds likely to be treated, easily explained, nappy rash</p> <p>Fractures likely to be: to arms and legs, seldom on ribs except for road traffic accidents, rare in very young children, may rarely be due to 'brittle bone syndrome'</p> <p>Genital area: injury may be accidental (seek expert opinion), soreness may be nappy rash or irritation, e.g. from bubble bath, anal soreness may be due to constipation or threadworm infestation</p>
<p>Common sites for non-accidental injuries</p>  <p>Ears – especially pinch marks involving both sides of the ear</p> <p>Black eyes, especially if bilateral</p> <p>Soft tissues of cheeks</p> <p>Intra-oral injuries</p> <p>Forearms when raised to protect self</p> <p>Chest and abdomen</p> <p>Any groin or genital injury</p> <p>Inner aspects of thighs</p> <p>Soles of feet</p> <p>The "triangle of safety" (ears, side of face, and neck, top of shoulders): accidental injuries in this area are unusual</p> <p>Inner aspects of arms</p> <p>Back and side of trunk, except directly over the bony spine</p> <p>REMEMBER Concerns are raised by:</p> <ul style="list-style-type: none"> injuries to both sides of the body injuries to soft tissue injuries with particular patterns any injury that doesn't fit the explanation delays in presentation untreated injuries 	<ul style="list-style-type: none"> Skull - fracture, bruising or bleeding under skull (from shaking) Eyes - bruising (particularly both eyes) Mouth - bruising/grasp marks Cheeks - side of face, slap marks, pinch marks Ears - pinch marks, bruising from twisting Upper and inner arms - bruising grasp marks Chest - bruising/grasp marks Back, Buttocks ,Thighs - linear bruising, outline of belt/buckles, scalds/burns Knees - grasp marks Shoulders - bruising/grasp marks
<p>Injuries suspicious if: bite marks, fingernail marks, large and deep scratches, incisions, e.g. from razor blade</p> <p>Bruises likely to be: frequent patterned e.g. finger and thumb mark, old and new in same place (note colour), in unusual position</p> <p>Burns and scalds likely to have: clear outline, splash marks around burn area, unusual position, e.g. back of hand, indicative shapes, e.g. cigarette burns, bar of electric fire</p> <p>Fractures: likely numerous, healed at different times, always suspicious in babies under two years old, delay in seeking treatment</p> <p>Sexual abuse may result in: unexplained soreness, soiling, bleeding or bruising/ injury in genital or anal area</p>	

Source: NSPCC

Be aware of additional vulnerabilities

Research has shown that there are a variety of factors which can make some children more vulnerable to abuse. Groups which are statistically more likely to be abused include:

- Under ones
- Teenagers
- Disabled children
- Children missing from education
- Children with abuse and trauma in their past
- Children living with domestic abuse, parental substance misuse and parental mental ill health
- Children who are in the 'looked after' system
- Children living away from home
- Asylum seeking children and those subject to immigration control
- Trafficked children
- Children at risk of Female Genital Mutilation (FGM)
- Children at risk of Forced Marriage
- Children and families at risk of Honour based violence
- Children in the penal system

Disabled children and abuse

It is important to be aware that disabled children are very vulnerable to abuse because they are:

- Not offered the same protection as non-disabled children
- Often treated as different, and are less likely to receive adequate sex education or information about their own bodies
- Generally more isolated, both physically and socially and also from mainstream facilities and services
- More likely to spend time in residential care and therefore have increased vulnerability to potential abusers
- Subjected to an increased inequality of power
- At an increased risk of abuse because of using different systems of communication or may have restricted mobility
- More likely to rely on others for personal and intimate care

The signs and indicators of abuse for disabled and non disabled children are fundamentally the same. However:

- They are more subtle
- Fewer behaviours, fewer signs and indicators
- There are more possible explanations
- Harder to untangle – especially if communication difficulties
- Symptoms of abuse / injury are more easily 'explained', for example
 - To the impairment or illness
 - To medication
 - "Always been like this" / Attention seeking behavior
 - As self-inflicted

4. What to do if someone tells you they are being abused

You might not expect young people to open up and tell you that they are being abused but as we increasingly work with young people in different contexts including site visits, work experience placements and workshops in schools, they might identify you as someone they feel able to trust. If this happens it is important to stay calm, reassure and respond appropriately.

Do

- ✓ Be accessible and receptive
- ✓ Listen carefully
- ✓ Take it seriously
- ✓ Reassure the child that they are right to tell
- ✓ Say what will happen next (e.g. I need to tell someone)
- ✓ Seek advice from an appropriate person straight away
- ✓ Make a careful record of what was said as soon as possible afterwards (NOT during the conversation)

Don't

- ✗ React strongly (e.g. saying 'how disgusting')
- ✗ Jump to conclusions especially about the abuser
- ✗ Speculate or accuse anybody
- ✗ Tell the child you will keep their secret
- ✗ Ask leading questions
- ✗ Make promises you cannot keep (e.g. 'I will sort this out for you')
- ✗ Stop a child who is speaking freely
- ✗ Start making notes during the conversation
- ✗ Change the setting or go and get anybody while they are talking to you

Listening for protection

- Just listen and be supportive, do not directly question the person
- Allow the person to freely recall significant events, do not push them to tell you more than they wish
- Record the conversation immediately using the template form provided in this Toolkit. Sign your record and hand to the Designated Safeguarding Officer.
- All subsequent events affecting the person need to be recorded in the 'Chronology of Events' form provided in this toolkit

Responding to someone telling you they are being harmed

- 'What you are saying is important and I will treat it as such'
- 'It's not your fault, you are not to blame for what happened'
- 'I'm glad you were able to tell me/someone'
- 'I will help you as best I can'
- 'This is so important, I need to speak to someone who can do something about what is happening to you.'

Reflective conversation technique

This is a way to guide conversation but avoid leading questions, judgement or unnecessary investigation. Listen carefully to what the person is saying, and as they finish respond by reflecting back their words as a question. Leave a pause and wait for the young person to fill it, which they invariably will.

5. Appropriate behaviour and keeping participants safe

We are responsible for our own individual actions and ensuring our conduct is not brought into question. It is important to act responsibly and professionally, role modelling the right behaviour as representatives of Severn Rivers Trust.

We should always work in an open and transparent way.

If you have any concerns or suspicions, take advice immediately from the Designated Safeguarding Officer. Keep a record of any concerns and decisions made.

If in doubt, speak out.

Working with different age groups and the role of parents/leaders

- Plan activities so that children and adults at risk are accompanied by their own adult carers (e.g. parents, teachers) who take direct supervisory responsibility. Make sure this is clearly communicated to the responsible adults and remind them about their responsibility if necessary.
- We will not work with any children under 15 unless they are with a supervising adult.
- Working with children over 15 without an accompanying responsible adult (e.g. for a work experience placement) is only permissible if:
 - Appropriate permissions have been granted and signed by teachers and parents/ carers
 - Safeguarding considerations have been carefully managed and included in the Risk Assessment
 - The Risk Assessment has been signed off by the Designated Safeguarding Officer.

When meeting and working with young people and adults at risk

- Work with colleagues and participants to create a safe and friendly environment where everyone is respected and valued.
- Inform participants of safety issues and how you expect them to behave to stay safe. Consider any communication barriers and how you will address these (e.g. those with a disability or who speak other languages). You might need to simplify language, spend time revisiting safety measures and checking information has been understood.
- Be alert to potential harm or inappropriate behaviour by others to children and adults at risk (including from staff, volunteers and other young people/participants).
- Bear in mind that some actions, no matter how well-intentioned, might be misinterpreted – avoid any remarks or gestures that could be misunderstood.
- Avoid physical contact with children and adults at risk. If you need to intercept e.g. to prevent violence or injury use no more force than needed (reasonable force). Record and report what happened straight away.
- Always avoid being left alone with children or adults at risk (e.g. giving a lift in a car), even if you know the person. When one-to-one contact is unavoidable, keep it short, be accessible and make sure someone knows where you are and what you are doing.
- Do not use personal telephones or social media to communicate directly with children or adults at risk. If participants contact you directly, keep a record and tell the Designated Safeguarding Officer straight away.
- Ensure you have written consent for photographs from the correct person. Do not keep photographs of participants on your telephone.
- Take any allegations seriously and always act on them.

6. Safeguarding checklist for running an event or activity

If you are organising an event or activity where members of the public will be present or participating, or there is a likelihood that children under 18 and/or adults at risk might attend. Make sure you have considered the following:

- ✓ Create a written risk assessment for the specific site, activity and group that refers directly to the participants and their needs, and safeguarding measures for under-18s and/or adults at risk. Share the risk assessment with group leaders before the event
- ✓ Share a statement about our commitment to safeguarding and contact details for the Designated Safeguarding Officer with group leaders and participants (suggested text in Section 6 *Template information for event planning*). Signpost them to the Safeguarding Policy and provide a copy if they wish to see it.
- ✓ If the event is designed for groups including children and/or adults at risk (e.g. a school or community group visit), make sure at least one person from the Community Engagement team is helping.
- ✓ Ensure you bring a printed copy of the Safeguarding Concern Record Form from this toolkit with you when running events and activities
- ✓ Make sure enough staff and/or volunteers are present to keep the group safe and to prevent any time alone with children or adults at risk (e.g. in a first aid emergency are there enough people to look after the group and get help etc. without being alone one to one?).

NOTE: The adult:child ratio should be carefully planned and included in the risk assessment for the activity to reflect the nature of the site, the activity and any specific requirements of the group. As a rough guide:

- Children 5-11 at least 1:4 adults to children
- Children 12-18 at least 1:8 adults to children
- Minimum of two adults when working with small groups and work in view or with other colleagues if supporting an individual (e.g. work experience) alone.

If you are in any doubt or have any questions about planning adult:child ratios, please speak to the Head of Community Engagement.

7. Template information for event planning

Activity Risk Assessment template:

1. HAZARDS & DESCRIPTION	Who is affected (number)	Underlying Risk			CONTROL MEASURES	Residual Risk		
		S	L	IRS		S	L	RRS
Safeguarding children and adults at risk. Potential abuse from staff / volunteers / other participants / members of public	Under-18s and/or adults at risk (give number)	5	3	15	Parents / teachers / carers reminded that they are responsible for participants at all times. Staff and volunteers have safeguarding training and at least one staff member shall have enhanced DBS checks. Children and adults at risk not left alone with any adults or participants unless absolutely unavoidable, in which case for short periods in an area as public as possible, and agreeing with other staff what they are doing and why. Participants reminded to stay together with the group, reinforce if necessary.	5	1	5

Group leader checklist

This is a helpful checklist for group leaders / parents to sign when booking activities. We have a standardised group booking form which you can access from the staff Sharepoint or one of the Community Engagement team.

- I have read, understand and agree to the site and activity hazards and mitigations in place outlined on the Risk Assessment, including the emergency rescue procedure.
- I have parental consent to bring pupils on the trip and have provided them with all necessary logistical and safety information.
- I have informed pupils and parents that they will need suitable clothing – warm and waterproof layers, sun protection and sturdy footwear such as walking boots or wellies.
- I understand that the group will be my / school staff's responsibility for the entire trip and that we will comply with any reasonable instructions issued by Severn Rivers Trust authorised staff.
- I have completed a water safety briefing and activities with my group about the key SAFE (Stay Away From the Edge) message and safe respectful behaviour around water (visit <https://canalrivertrust.org.uk/explorers/water-safety> for free activity ideas and resources).
- All children in the group have parental consent for photographs to be taken, OR I will make it clear during the trip which children should not be photographed.

Signature of teacher / group leader:

Date:

Statement to include on booking forms / group contact etc:

Severn Rivers Trust are committed to promoting the welfare of all participants and keeping them safe. A full copy of our Safeguarding Policy can be found on our website:

www.severnriverstrust.com

If you have any questions or concerns regarding this trip/activity and Health & Safety or Safeguarding matters, please contact:

Alice Fallon (Designated Safeguarding Officer) on 07719 020949

8. The safeguarding team at Severn Rivers Trust

We have set up an internal structure for safeguarding within the Trust to make sure our practice around safeguarding is robust, effective and proportionate to our work. Leadership from trustees and senior management around safeguarding helps ensure staff, volunteers and participants feel supported and know what to do if they have questions or concerns.

Designated Safeguarding Officer

The Designated Safeguarding Officer is the senior staff lead for safeguarding. This person is the point of contact and 'named person' for safeguarding children and adults at risk at Severn Rivers Trust.

Chief Executive Officer (CEO)

The CEO is responsible for the long term strategic vision of the trust, as well as overseeing our day-to-day operations. The CEO is responsible for ensuring staff comply with safeguarding policy and procedure.

Board of Trustees

In fulfilling their duty of care to their charity, trustees need to take steps to safeguard and take responsibility for the children and adults with whom the charity works. This means:

- acting in their best interests
- taking all reasonable steps to prevent any harm to them
- assessing and managing risk
- putting safeguarding policies and procedures in place
- undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective in responding appropriately to allegations of abuse

Trustee for Safeguarding

The trustee for Safeguarding provides support to the Designated Safeguarding Officer and to the Board of Trustees in safeguarding matters.

Safeguarding Team: Designated Safeguarding Officer and Trustee for Safeguarding

Two senior roles for safeguarding ensure serious matters and concerns are dealt with appropriately and swiftly at the highest level on a 'need to know' basis within our organisation.

The Designated Safeguarding Officer and Trustee for Safeguarding work together in three main ways to promote a culture of safety and best practice within the Trust:

1. Meetings on the telephone or face to face at least every three months to review activities across the Trust in relation to safeguarding and highlight any areas for concern and/or best practice in how procedure is being implemented. Staff should report general queries or concerns around safeguarding to the Designated Safeguarding Officer to be raised for discussion (e.g. they may want advice about how a particular activity should be run). The Designated Safeguarding Officer will report back to the staff member and/or staff teams and Trustees as necessary following discussions.

2. Reviewing this Safeguarding Policy and accompanying toolkit at least every 12 months to check that all legislation guidance and terminology is accurate and up to date, and signing it off, reporting any significant changes to staff and the Board of Trustees and ensuring the policy is signed off annually by the Board of Trustees.
3. Point of contact and decision-makers in the event of a safeguarding concern or allegation being raised to discuss the individual case and agree next steps.
Supporting external agencies with investigations and ensuring staff and trustees are updated with information that they need to know.

'Safeguarding' is a recurring item on all Severn Rivers Trust team meeting agendas, and the Designated Safeguarding Officer will ensure that matters relating to safeguarding are raised and discussed regularly across the staff teams.

9. Staff and volunteer recruitment & training explained

Staff

The Severn Rivers Trust is committed to a high standard of recruitment practice and checking that will keep participants safe while at the same time prevent any unfair discrimination.

All staff at Severn Rivers Trust must read and sign the Safeguarding Policy and complete a short quiz to demonstrate understanding and commitment to safeguarding.

All members of the Community Engagement team and the Designated Safeguarding Officer are subject to specific procedures that link to their extra levels of responsibility leading group activities, supervising teams and keeping participants safe.

The table below explains the 3 levels of checks and training that relate to Severn Rivers Trust staff volunteers and external consultants.

Volunteers

When recruiting volunteers the level of checks and training around safeguarding depends on the type of activity they will be doing. Any roles involving direct work with children or adults at risk (e.g. education volunteers, activity leaders.) will be subject to a DBS check and safeguarding training. People whose volunteering role may involve working with the public (e.g. at events and shows) will be asked to complete a criminal record self-disclosure form. Checks are not required for volunteers who do not engage with the public on behalf of the Trust (e.g. Riverfly monitors, fieldwork days etc.).

More information on volunteer recruitment and training can be found in the Severn Rivers Trust Volunteering Policy.

External Contractors

Any external contractors appointed to work on behalf of the Trust in roles which might put them in contact with children or adults at risk are subject to the procedures and guidance outlined in this policy. The levels of safety and checks must be maintained to ensure a safe environment for all our participants. If organisations or individuals are working under their own Safeguarding Policy then a copy should be provided to Severn Rivers Trust, and it should meet our minimum requirements and not be in conflict with this policy. If the organisation or individual do not have a policy, or their policy is felt to be insufficient then they must read and sign this policy. Any checks for external consultants will be coordinated and recorded by the Designated Safeguarding Officer.

If you are in any doubt about whether a consultant requires safeguarding checks or further support, you should consult the Designated Safeguarding Officer.

More information about the Safer Recruitment process can be found in the Severn Rivers Safer Recruitment Policy and Guidance.

More information about criminal record checks and the recruitment of ex-offenders can be found in the Severn Rivers Trust Recruitment of Ex-Offenders Policy

Level	Key responsibilities and expected work with children and/or adults at risk	Checks and training
1. Creating a culture of safety	<ul style="list-style-type: none"> Working with children / community groups not a core part of the role Not leading community activities and no likelihood of working with children or adults at risk unsupervised <i>Minimum level for all Severn Rivers Trust staff</i> Board of Trustees: Legal responsibility for ensuring that those benefiting from, or working with SRT are not harmed in any way through contact with us 	<ul style="list-style-type: none"> No DBS check required Read and sign Safeguarding Policy and complete Safeguarding Quiz Introductory level training (1 day every 3 years) Annual online refresher training. Board of Trustees: Introductory level training
2. Engaging communities	<ul style="list-style-type: none"> Working with children / community groups is a core part of the role Organising and leading activities for community groups or public Some chance of working with children or adults at risk unsupervised (though only in an emergency – every effort is made to avoid these circumstances through effective planning and risk assessment) <i>Staff volunteers and external consultants or contractors might fall within this level.</i> 	<p><i>In addition to Level 1 minimums:</i></p> <ul style="list-style-type: none"> Interviewed by at least one person who has relevant knowledge and experience in this type of work. Before any offer of employment is made referees contacted, seeking their views on the applicant's suitability for a post involving working with vulnerable groups. Disclosure and Barring Service (Enhanced) Check, as these roles include regular and/or sustained work with children and adults at risk. The Disclosure and Barring Service helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. This should be done as soon as possible on appointment. DBS checks must be updated at a minimum every three years or the individual must sign up to the online update service and the Trust will check their certificate at least every three years.
3.Safeguarding leadership	<ul style="list-style-type: none"> Senior member of staff managing teams who regularly work with children / community groups Named safeguarding lead with responsibility for handling concerns and allegations, and liaising with staff trustees and external agencies regarding safeguarding matters. <i>E.g. Designated Safeguarding Officer, Trustee for Safeguarding, Chief Executive Officer</i> 	<p><i>In addition to Levels 1 & 2:</i></p> <ul style="list-style-type: none"> Higher level training for those who have a responsibility to coordinate the response to safeguarding concerns within their organisation. This includes annual training with a suitable provider to keep up to date with changes in legislation and guidance.

10. Handling concerns about staff or volunteers or Severn Rivers Trust

All staff and volunteers should feel confident to voice concerns about the attitude or actions of colleagues or the Trust as a whole. If you think any Trust employees, volunteers or contractors are behaving inappropriately with children or adults at risk, or if you have any suspicions report them straight away. Do not try to investigate the situation directly.

The following procedures should be applied when there is an allegation or concern that any person who works with the Trust has:

- behaved in a way that has harmed a child, or may have harmed a child or adult at risk
- possibly committed a criminal offence against or related to a child or adult at risk
- behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.

Write down your concerns using the template form provided in this toolkit giving as much specific detail about the situation as possible and pass the information on to the Designated Safeguarding Officer, or in their absence to the Trustee for Safeguarding. If you have concerns about the behaviour of the Designated Safeguarding Officer, share them with the Trustee for Safeguarding directly.

If you believe that a reported allegation or concern is not being dealt with appropriately you should report the matter to the Local Authority Designated Officer yourself.

When dealing with allegations against staff or volunteers the Trust will apply the following principles:

- **Confidentiality:** Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being investigated. This includes confidentiality from other Trust staff, volunteers and trustees. Apart from keeping the child, parents and accused person (where this would not place the child at further risk) up to date with the progress of the case, information will be restricted to those who have a need to know in order to protect children, facilitate enquiries, and manage related disciplinary processes.
- **Support:** The Trust will work with local authority children's social care and/or police (where they are involved) to consider the impact on the child concerned and provide support as appropriate. As soon as possible after an allegation has been received, the accused member of staff will be advised to contact their union or professional association. Human resources should be consulted at the earliest opportunity in order that appropriate support can be provided via occupational health or employee welfare arrangements.

Whistleblowing

A whistleblower is someone who reports certain types of wrongdoing in their place of work. The wrongdoing disclosed must be in the public interest. Any wrongdoing regarding the welfare of children or adults at risk, and the handling of safeguarding concerns fall within this category. Whistleblowers are protected by law and will not be treated unfairly or lose their job because they 'blow the whistle'.

You can raise a concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future. You should report your concern to a senior member of staff or trustee.

If you are not satisfied with how your concern has been dealt with you can tell someone else (e.g. a more senior member of staff) or a prescribed person or body if you believe your concern wasn't taken seriously or the wrongdoing is still going on. For concerns about safeguarding matters you should inform the Charity Commission or the NSPCC Whistleblowing Advice Line. You should also tell the police about a crime or if you're worried someone's safety.

11. What happens when an allegation is made against staff or volunteers

Initial action by the Designated Safeguarding Officer and/or lead Trustee for Safeguarding

When informed of a concern or allegation that appears to meet the thresholds outlined in this procedure (see above), the Trust's Designated Safeguarding Officer will:

- Obtain written details of the concern/allegation, signed and dated by the person receiving the allegation (not the child/adult making the allegation);
- Approve and date the written details
- Record any information about times, dates and location of incident/s and names of any potential witnesses;
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.
- Make the Trustee for Safeguarding aware that an allegation has been made.

The Designated Safeguarding Officer and/or the Trustee for Safeguarding should NOT investigate the matter or interview the member of staff, the child concerned or potential witnesses. Instead, they must inform the relevant Local Authority Designated Officer (LADO) within one working day. Referrals should not be delayed in order to gather information and a failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.

If an allegation requires immediate attention, but is received outside normal office hours, the Trust's Designated Safeguarding Officer should consult the local authority children's social care emergency duty team or local police and inform the Local Authority Designated Officer (LADO) as soon as possible.

Initial consideration by the Trust's Designated Safeguarding Officer and the Local Authority Designated Officer (LADO)

On receiving an allegation the Local Authority Designated Officer (LADO) and the Trust's Designated Safeguarding Officer and/or Trustee for Safeguarding should consider what action should be taken next.

There are up to three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence.
- Social care enquiries and/or assessment about whether a child is in need of protection or services.
- Consideration by an employer of disciplinary action in respect of the individual.

If the police are involved as part of a criminal investigation the Trust should seek advice from them before undertaking any independent internal enquiries.

The Trust's Designated Safeguarding Officer and/or Trustee for Safeguarding should seek advice from the Local Authority Designated Officer (LADO), the police and/or local authority

children's social care team about how much information should be disclosed to the accused person.

Subject to restrictions on the information that can be shared, the Trust should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (for example, disciplinary action, dismissal or referral to the DBS or regulatory body).

The accused member of staff will:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved
- Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process
- If suspended, be kept up to date about events in the workplace.

As allegations around safeguarding are of a serious nature, the Trust will take action to protect the public whilst investigations take place. This may involve a change in work location or suspension from work. Advice will be taken from the police if they are involved as to how best to proceed.

If the Trust removes an individual (paid worker or unpaid volunteer) from working with children or adults at risk (or would have, had the person not left first) because the person poses a risk of harm to children, they must make a referral to the Disclosure and Barring Service.

12. Record keeping and retention

Why good quality record keeping is important for safeguarding

Accurate, up to date record keeping of concerns and action taken is essential for two main reasons:

1. Our evidence can contribute to the wider picture of the person's situation and help people who work with children / adults at risk identify causes for concern at an early stage. Often it is only when a number of seemingly minor issues are taken as a whole, that a safeguarding or child protection concern becomes clear. Robust record keeping ensures good quality records for specific cases.
2. It helps the Trust monitor and manage its safeguarding practices and demonstrate rigorous and effective safeguarding policy and practice.

Guidance for writing a Safeguarding Concern Record form

If you have any reason to believe that a child or adult at risk is being abused, you should fill out a Safeguarding Concern Record form as soon as possible (see template in this toolkit).

- It is very important to report the facts as simply and clearly as you can. E.g. 'Sally was crying and rocking.' Rather than 'Sally was very upset'.
- Consider carefully what is relevant and what to include or omit – the record might end up providing important evidence in court and judgement or speculation could seriously undermine a legal case.
- Keep an open mind and distinguish as much as possible between facts and your opinion.
- Any handwritten notes made immediately after the event can act as evidence of them having been written at the time for any future court case. Therefore, these should not be destroyed even if the details are recorded more formally at a later time, but instead kept securely attached to the safeguarding concern form held by the Designated Safeguarding Officer.

Keeping track of actions

For any case of safeguarding concern or incident, the Designated Safeguarding Officer will keep a 'Chronology of Events' (see template form in this toolkit). This will summarise facts, actions, names of individuals, actions / steps taken and responses. Updates will include times and dates and be signed by the Designated Safeguarding Officer.

Where and how records will be kept

All recorded safeguarding concerns must be passed to the Designated Safeguarding Officer as soon as possible. The DSO will need to make a professional judgement about what action needs to be taken in accordance with local child protection procedures.

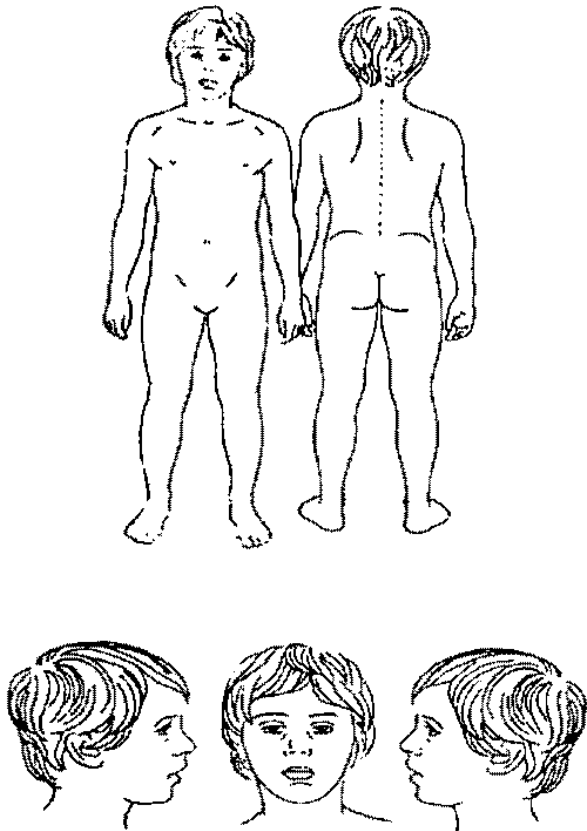
The common law of confidentiality, data protection and human rights principles must be adhered to when obtaining, processing or sharing personal or sensitive information or records. In summary, the Data Protection Act requires that records should be accurate, relevant, kept up to date and securely kept for no longer than is necessary for the purpose.

The Designated Safeguarding Officer is responsible for securely storing Safeguarding Concern Forms and any additional evidence relating to specific cases.

Records of safeguarding incidents, allegations and concerns will be held securely in perpetuity. This ensures that we will be able to provide evidence if required for future investigations of non-recent abuse which might be conducted many years after an event.

13. Safeguarding Concern Record Form

Severn Rivers Trust		SAFEGUARDING CONCERN RECORD
<i>Fill out in as much detail as you can, but do not worry if you do not have everything</i>		
Reasons for concern(s) (please indicate as many as are appropriate)		
<ul style="list-style-type: none"> • An adult has reported concerns to me • A child or adult at risk has disclosed information to me directly • Result of something I have seen, heard or believe • I suspect child abuse 		
SECTION 1 Child's / adult at risk's details		
Name	<i>First name, family name and any names they are known by</i>	
Date of birth		
Gender		
Address		
Telephone number		
School		
Ethnicity		
Religion		
First language		
Any disability		
Is the person aware of this referral?	<i>If yes, what did they say? If no, then explain why this decision has been taken</i>	
SECTION 2 Principal carers' / family details		
Name(s)	<i>First name, family name and any names they are known by</i>	
Relationship to child / adult at risk		
Do they have parental responsibility?		
Names and ages of other siblings in the family		
Carer's first language		
Any disability?		
Is the carer aware of this referral?	<i>If yes, what did they say? If no, then explain why this decision has been taken.</i> REMEMBER, seeking consent is not required, if to do so would: <ul style="list-style-type: none"> • place a person at increased risk of harm (usually the child, but also a family member or another person); • prejudice the prevention, detection or prosecution of a serious crime; or • lead to an unjustifiable delay in making enquiries. 	

SECTION 3 Context and cause for safeguarding concern	
Reason for referral	<i>Why you believe that a child or adult is suffering or is likely to suffer significant harm?</i>
Details of events and specific evidence to support referral	<p>Explain facts clearly:</p> <ul style="list-style-type: none"> • Dates and times • Who was present • What was said (verbatim if possible) • Any details known about the alleged abuser (avoiding personal judgement) • Any action taken by yourself or others • Observation of parents / carers / family as relevant • Physical appearance of child / adult as factually and accurately as possible • Refer to body map to indicate location of injuries • Avoid any speculation or judgemental language
<p>Indicate any injury on the appropriate section of the diagrams below</p> <p>DO NOT PHOTOGRAPH</p> 	Description of injuries

SECTION 4 Referrer's details	
Organisation details	Severn Rivers Trust, Unit 3, Hope House Farm Barns Hope House Lane Martley Worcestershire WR6 6QF Tel: 01886 888394
Person raising concern	<i>Insert your own name / contact details here</i>
Signature	
Date	
Time	
Action taken by Designated Safeguarding Officer / Trustee for Safeguarding	<i>The Designated Safeguarding Officer or Trustee for Safeguarding should complete this section</i>
Signature	
Date	
Time	
Please continue to keep detailed records of any further incidents or actions relating to this case using the chronology of events form	

14. Safeguarding Chronology of Events Form

Severn Rivers Trust		SAFEGUARDING CHRONOLOGY OF EVENTS
Participant name:		
Safeguarding Concern Record form completed?		
CHRONOLOGY RECORD		
Date and time	Action taken / update	Signature
	<ul style="list-style-type: none"> Record incidents and events, steps taken by staff or volunteers, behaviour and responses of child/adult at risk and any other individuals, how incidents were dealt with and followed up, decisions of key people and involvement of other agencies / organisations State key facts clearly and simply Include names and roles of any individuals Make note of any information or guidance provided by police or social services and what they plan to do next Avoid judgements, accusations or speculation Make any professional opinions clearly distinct from facts of the case 	

15. Key contacts

Safeguarding Leads at Severn Rivers Trust



Alice Fallon, Head of Community Engagement

Designated Safeguarding Officer

Phone: 07719 020949

Email: alice.fallon@severnriverstrust.com



Penny Cameron Watt

Trustee for Safeguarding

Phone: 07966 396040

Email: cameronwa@aol.com

Local Authority Social Care teams in the Severn Catchment

Dudley MBC

Child	Adult
0300 555 0050	0300 555 0055
0300 555 8574 Out of office hours	0300 555 8574 Out of office hours

Gloucestershire

Child	Adult
01452 426565 Children and Families Helpdesk	01452 426868 Adult Help Desk
01452 614194 Emergency Duty Team	01452 614194 Emergency Duty Team

Herefordshire

Child	Adult
01432 260800 Multi-Agency Safeguarding Hub	01432 260715 Office hours
01905 768020 Emergency Duty Team	0330 123 9309 Out of hours

Powys

Child	Adult
01597 827666 Office hours	01597 827666 Office hours
0845 0544847 Out of hours	0845 054 4847 Out of hours

Sandwell MBC

Child	Adult
0121 569 3100 (number available outside office hours)	0121 569 2266 Office hours 0121 569 2355 Out of hours

Shropshire

Child	Adult
0345 678 9021 Initial Contact Team 0345 6789040 Emergency Duty Team	03456 789044 First Point of Contact team 0345 6789040 Emergency Duty Team

Staffordshire

Child	Adult
0800 131 3126 First Response Team 0345 604 2886 Emergency Duty Service	0345 604 2719 Office hours 0345 604 2886 Emergency Duty Service

Telford and Wrekin

Child	Adult
01952 385385 Family Connect Team 01952 676500 Emergency Duty Team	01952 385385 Family Connect and Adult Safeguarding 01952 676500 Emergency Duty Team

Warwickshire

Child	Adult
01926 414 144 Office hours 01926 886 922 Emergency Duty Team	01926 412080 Adult Social Care Team 01926 886 922 Emergency Duty Team

Wolverhampton MBC

Child	Adult
01902 555392 Office hours 01902 552999 Out of hours	01902 551199 Office hours 01905 768020 Out of hours

Worcestershire

Child	Adult
01905 822666 Family Front Door 01905 768020 Out of hours	01905 768053 Office hours 01905 768020 Out of hours

16. Process for reporting and dealing with concerns

The flow diagrams below show the simple steps to take to report your concerns about a child or adult at risk, or modern slavery. **You do not need to do any more than the steps outlined.**

How to make a referral directly to the Local Authority or the Police

In the first instance, all suspicions and/or concerns should be reported to the Designated Safeguarding Officer and/or the Trustee for Safeguarding, who will make a decision about what to do next. If you are still concerned or if they are not available to help then you should not be afraid to make a referral directly to the Local Authority, or to the Police in an emergency.

If you think there is any immediate danger you should ring the Police straight away and complete the Safeguarding Concern Record form as soon as possible afterwards to pass on to the police and Designated Safeguarding Officer.

- Use the Safeguarding Concern Record form in this toolkit to gather as much detailed relevant evidence as possible
- Phone or email the relevant Local Authority directly (see 'Key contacts' in this toolkit)
- In an email use these words to structure your referral and present evidence in relation to the specific legislation for safeguarding:

'In my professional opinion and due to the following circumstances: [summarise the evidence, and refer to the detailed Safeguarding Concern Record form attached],

For children:

I believe [child's name] is suffering, or is likely to suffer significant harm as outlined in Section 47 of the Children's Act 1989'

For adults:

I believe [adult's name] is experiencing, or is at risk of, abuse or neglect as outlined in Section 42 of the Care Act 2014'

If you make a referral directly to the Police or Local Authority you should give all details and evidence to the Designated Safeguarding Officer who will inform the Trustee for Safeguarding as soon as possible.

What happens next?

After making a direct referral to the Local Authority you should receive a confirmation within 24 hours. The Local Authority Designated Officer / Social Care Office will review the referral to see what action to take. They will speak to relevant individuals / organisations (e.g.

The Social Services team will decide whether:

- The child/adult is not at risk so no action is required;
- Another service can provide support. Social care do not need to be involved;
- There are serious concerns meaning an assessment is needed.

Most children stay at home with their family while the assessment takes place and families will be supported by social services. They will only take a child away from home if it is deemed necessary.

The Local Authority cannot tell you the outcome of a referral as it is confidential.

It is not our duty or responsibility to make further investigations after the case has been referred to the Local Authority, unless we are concerned that the individual is still at risk. If you are worried that a case is not being handled appropriately call the NSPCC hotline to discuss your concerns and get advice

Remember:

- Stay calm
- Write down what was said / what happened as soon as possible after the event / concern is raised
- Follow the instructions of police or social services
- Inform the Designated Safeguarding Officer of what happens

Concerns about the **welfare of a child or adult at risk**

Fill out a Safeguarding Concern Record form and discuss with Designated Safeguarding Officer

Immediate danger?

YES

NO

Call the police

999 for emergencies
101 to report a crime or potential crime

- Do as instructed
- Write detailed notes
- Keep evidence safe
- Inform Designated Safeguarding Officer fully

Concerns remain?

YES

NO

- Contact local social services on the number provided in this toolkit
- OR Search for: 'Report a child at risk / adult at risk + *Local Authority Name*'
- You can also contact NSPCC helpline on 0800 800 5000
- Do as instructed
- Write detailed notes
- Write a 'bulletproof referral' (see Safeguarding Toolkit)
- Update Designated Safeguarding Officer fully

Share notes and records of incidents and actions taken with Designated Safeguarding Officer

Designated Safeguarding Officer

Alice Fallon

Phone: 07719 020949

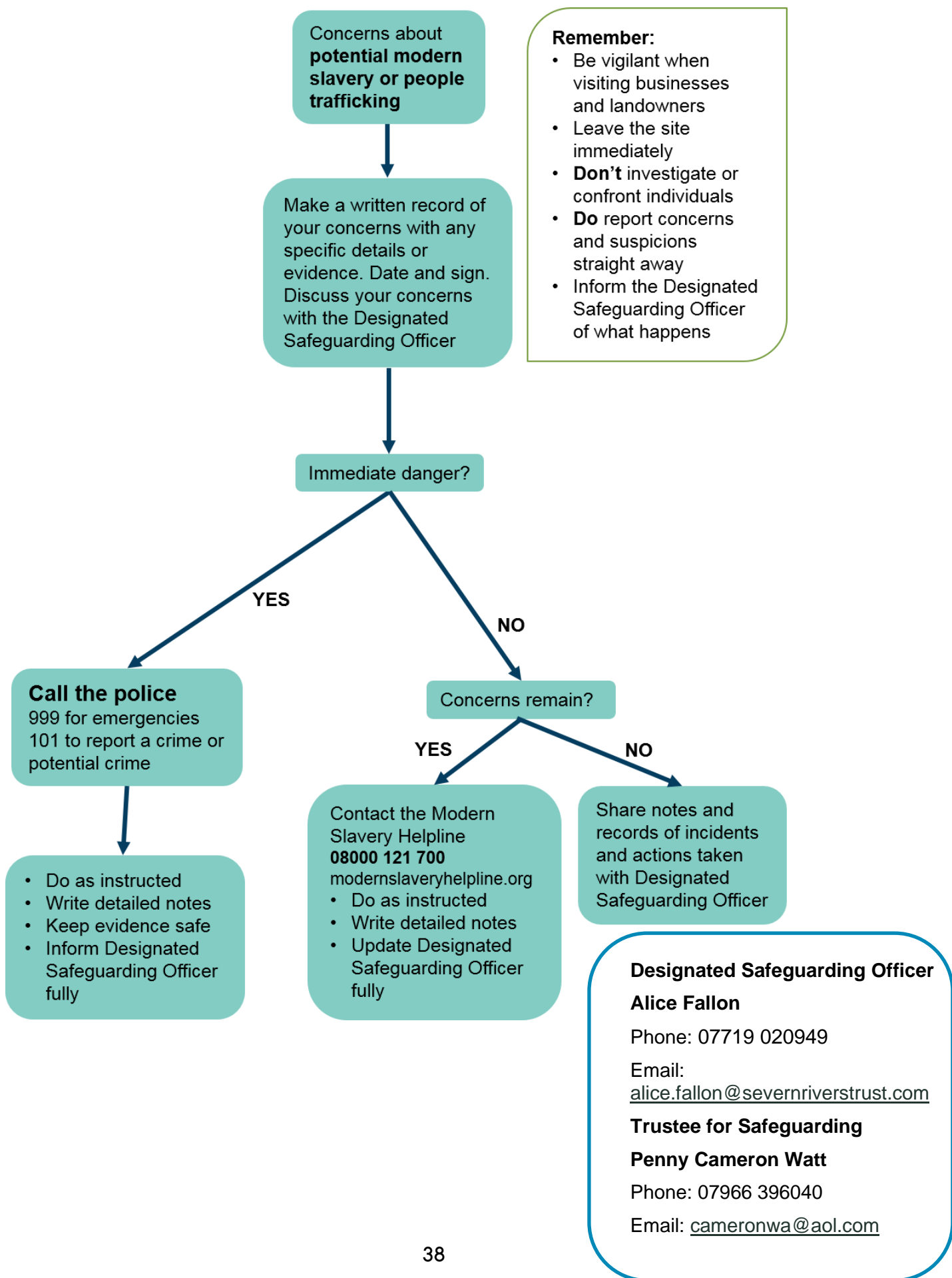
Email: alice.fallon@severnriverstrust.com

Trustee for Safeguarding

Penny Cameron Watt

Phone: 07966 396040

Email: cameronwa@aol.com



17. Safeguarding Resources and Further Information

For more on...	Contact...	Here...
Child protection information	NSPCC	www.nspcc.org.uk
Worried about a child	NSPCC	Helpline: 0808 800 5000 help@nspcc.org.uk
Concern about how workplace child protection issues are being handled	NSPCC	Whistle blowing advice line: 0800 028 0285 help@nspcc.org.uk
Domestic abuse	Refuge	Domestic abuse helpline: 0808 2000 247 www.nationaldahelpline.org.uk
Children wanting help advice and support directly	Childline	www.childline.org.uk Helpline: 0800 1111
Child sexual abuse prevention campaign and helpline	Stop it now!	www.stopitnow.org.uk Helpline: 0808 1000 900
Online safety resources to help children stay safe online	UK Safer Internet Centre	https://www.saferinternet.org.uk/
Reporting harmful online content	Report Harmful Content	https://reportharmfulcontent.com/
Reporting child sexual abuse imagery online	Internet Watch Foundation	https://www.iwf.org.uk/what-we-do/why-we-exist
Information about safeguarding Adults at Risk	Ann Craft Trust	https://www.anncrafttrust.org/
Information about Modern Slavery	Salvation Army	www.salvationarmy.org.uk/modern-slavery
Specialist support for all adult victims of modern slavery	Salvation Army	Confidential referral helpline: 0300 303 8151
Suspensions or concerns about Modern Slavery	Modern Slavery Helpline	www.modernslaveryhelpline.org Helpline: 08000 121 700
Support with suicide risk	Samaritans	www.samaritans.org Helpline: 116 123

18. Test your knowledge: Safeguarding Quiz

1. What is the legal definition of a child?
2. What are the four categories of child abuse?
3. Why are participants with disabilities more likely to suffer abuse?
4. In what circumstances do volunteers need a DBS check?
5. What should you say if a child asks you to keep their abuse a secret?
6. How should you respond if a volunteer or participant tells you they suspect a member of staff is abusing a child? Who would you ask for advice?
7. Name three possible circumstances where safeguarding procedures might be relevant in your work.
8. What would you do if a senior manager advised you not to refer a protection concern externally, but to allow the matter to be dealt with internally?
9. How often are SRT's safeguarding procedures reviewed?
10. Why is it important to keep detailed records of safeguarding incidents and concerns?

Do you have any questions?

19. My commitment to Safeguarding

I have read and understand the Safeguarding Policy and Toolkit, and I am committed to working in a way that builds a culture of safety and support for all our participants.

Name:

Job title:

Date:

Signature:

Please return this page to the Designated Safeguarding Officer to be kept with your personnel file