

Adult and Child Safeguarding Policy

Contents

CONTEXT	4
STATEMENTS AND AIMS	4
POLICY STATEMENT	4
POLICY AIM.....	5
EQUAL OPPORTUNITIES STATEMENT	5
NAMED SAFEGUARDING PERSONNEL	6
LINE OF ACCOUNTABILITY FOR SAFEGUARDING	6
BOARD MEMBER LEAD FOR SAFEGUARDING	6
SAFEGUARDING OFFICER:.....	6
DEPUTY SAFEGUARDING OFFICER:.....	7
DEFINITIONS	7
ABUSE	7
DEFINITION OF A CHILD/YOUNG PERSON	7
DEFINITION OF AN ADULT AT RISK.....	7
HEALTH AND WELFARE.....	8
‘HONOUR’-BASED ABUSE (HBA) AND HARMFUL PRACTICES:.....	8
MENTAL CAPACITY (ADULTS).....	8
MAKING SAFEGUARDING PERSONAL (MSP, ADULTS).....	8
PROTECTION.....	9
SAFEGUARDING.....	9
SIGNIFICANT HARM	9
RELATED POLICIES	9
BULLYING, HARASSMENT AND SEXUAL HARASSMENT	9
CONFIDENTIALITY FOR ALL SERVICES.....	10
CONSENT.....	10
DATA PROTECTION.....	10
INFORMATION SHARING.....	11
PERSONNEL SUPPORT:.....	11
SERIOUS INCIDENTS.....	11
TERRORISM FINANCING.....	11
THE PREVENT DUTY	11
WHISTLEBLOWING.....	12
ALL MEDIA ENQUIRIES	12
SAFER RECRUITMENT	12
INDUCTION AND TRAINING	13
SAFER WORKING PRACTICES	13
CLIENT SAFETY.....	13
CODE OF CONDUCT AND PROFESSIONAL BOUNDARIES	14
LONE AND ONE TO ONE WORKING	15
HOME VISITS TO DOMESTIC PREMISES.....	15
WORKING FROM HOME:.....	16
RECOGNISING ABUSE IN CHILDREN YOUNG PEOPLE AND ADULTS AT RISK	16

HANDLING DISCLOSURES	17
SAFEGUARDING REFERRAL FLOWCHART.....	18
RECORD KEEPING.....	19
HANDLING PERSONNEL ALLEGATIONS / DEALING WITH COMPLAINTS / DISCIPLINARY & GRIEVANCE PROCEDURES	19
PERSONNEL RECORDS RETENTION.....	19
RAISING AND/OR ESCALATING SERIOUS INCIDENTS OR CONCERNS WITH PARTNER AGENCIES AND SERVICES:.....	20
ONLINE SAFETY	20
SAVERA UK WEBSITE.....	21
ONLINE SAFETY RISKS.....	21
ONLINE SAFETY INDICATORS INCLUDE:.....	21
WHAT DO I DO IF I AM CONCERNED?	21
ONLINE SAFETY REFERRAL FLOWCHART.....	23
SAFEGUARDING PRACTICAL GUIDANCE	24
ACTIVITIES, EVENTS, OUTREACH AND OTHER SERVICES.....	24
A CHILD, YOUNG PERSON OR ADULT WHO GOES MISSING	24
BUILDINGS, VENUES, HEALTH & SAFETY	24
ETHICAL FUNDRAISING	25
FIRST AID.....	25
HELPLINE.....	25
NOTE-TAKING AND RECORD-KEEPING REQUIREMENTS (INCLUDING WORKING FROM HOME)	25
PARTNERS AND CONTRACTORS.....	26
PHOTOGRAPHY AND FILMING	26
TRANSPORT	26
WORKING FROM HOME:.....	26
YOUNG PEOPLE WHO WORK OR VOLUNTEER AT SAVERA UK.....	26
SAFEGUARDING CONCERN FORMS;	27
<i>Adult Safeguarding Concern Form</i>	27
<i>Child Safeguarding Concern Form</i>	29
POLICY DATE.....	31
POLICY REVIEW DATE:	31

Adult and Child Safeguarding Policy

Context

Savera UK is a registered charity with the Charity Commission for England and Wales, number 1145564 and a private company limited by guarantee without share capital registered with Companies House as Savera UK Ltd, number 07564891. Both boards have the same personnel serving as trustees and directors.

Savera UK's charitable objectives are:

"The preservation and protection of health, both mental and physical, of individuals affected by, and at risk of, 'honour'-based abuse (HBA) and harmful practices in the UK by providing a programme of training and information to individuals and agencies and conferences, to raise awareness of the public"

Savera UK is a Merseyside-based national charity working to end HBA and harmful practices. *"We aim to eliminate all such practices for good, through safeguarding, advocacy, education, engagement, awareness-raising, and campaigning for policy, attitude, and behaviour change. We also provide life-saving direct intervention services to survivors and those at risk, regardless of age, culture, sexuality, gender, or ethnicity. Savera UK's vision is a world without HBA and harmful practices"*

This policy applies to all personnel*, including trustees, management committee members, senior managers, staff, volunteers, sessional workers, agency staff, students, partners, ambassadors and anyone working on behalf of, or for, Savera UK and has been written to ensure Savera UK is fully and legally compliant with:

- [child](#) and [adult](#) legislation and statutory guidance,
- the regulatory requirements of the [Charity Commission for England and Wales](#),
- local Safeguarding Partnership's and Board's [requirements](#).

Statements and Aims

Policy Statement

Safeguarding and advocating for those at risk or experiencing HBA and harmful practices is at the heart of everything Savera UK does and the welfare and safeguarding of all clients, carers, children, young people, adults at risk and personnel is of paramount importance. Everyone has equal rights of protection and the charity will do everything it can to provide a safe and caring environment throughout all its contacts, interactions, programmes and services. Additionally, no one should come to any harm through their contact with the charity and, as part of that commitment, all possible steps are taken to ensure everyone feels safe and protected at all times, from any form of harm, abuse and neglect regardless of their role.

All personnel are expected to work to Savera UK's Quality Standards which are designed to ensure a consistent and effective service provision throughout the charity's work that contributes towards achieving its overall vision of 'a world without HBA and harmful practices'.

Policy Aim

The aim of this Adult and Child Safeguarding Policy is to promote the best possible safeguarding practice and to ensure all personnel make an informed, appropriate and confident response to any safeguarding concerns they might have.

The following information aims to help all Savera UK personnel and anyone involved within the charity to recognise abuse and know what to do should they be concerned where a child, young person or adult is at risk of being, or has been, abused. Safeguarding is at the centre of everything Savera UK does and the charity aims to work to the highest possible standard of safeguarding across all its activities and services by:

- Having a board of trustees committed to safeguarding and a culture of listening to children, young people and adults at risk
- Promoting best practice and work in a way that can prevent harm, and abuse from occurring
- Having procedures for managing safeguarding concerns about children and young people and adults at risk and dealing with any complaints or allegations against any personnel
- Recruiting all personnel safely, ensuring all necessary checks are made
- Ensuring all personnel know their roles, responsibilities and accountability within safeguarding
- Providing all personnel with mandatory induction training and further safeguarding training at a level appropriate to their role
- Providing effective management for staff and volunteers through supervision, support and training
- Carrying out safeguarding risk assessments for all services and activities
- Having safeguarding agreements in place when working with other organisations and agencies
- Holding Public Liability Insurance

When there are concerns about the welfare of any child, young person or adult, all personnel are expected to share those concerns, without delay, with the Safeguarding Officer (or the Deputy, if they are unavailable). It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

This policy is approved by the board of trustees and will be reviewed and updated annually or sooner if there are any substantive changes in legislation or statutory guidance. It is publicly available on the website and also promoted to all personnel through induction, training and supervision. All personnel will sign to say they have read, understood and will comply with the policy at all times and that they understand failure to comply may result in disciplinary or other further action.

Equal Opportunities Statement

Savera UK is committed to providing equality of opportunity, outcomes and experiences and to fostering good relations for the diverse community it serves. The principles of non-discrimination and equality of opportunity apply to the way in which the charity treats everyone who comes into contact with it regardless of role. Savera UK's approach to equality, diversity and inclusion builds on the Equality Act 2010, which provides a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society. Savera UK recognises that anyone can become subject to discrimination, harassment, including sexual; or victimisation because of:

- age

- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity,
- race
- religion or belief
- sex
- sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with the relevant agencies including social services, the Local Authority Designated Officer (LADO/DO) and/or the police if a crime has, or may have been, committed, when necessary and appropriate.

Named Safeguarding Personnel

Line of Accountability for Safeguarding

The responsibility for safeguarding at board level is equally shared between all trustees. Safeguarding is a standing item at every board meeting and is on the charity's risk register.

Board Member Lead for Safeguarding

Julia Sellers,

T:03301592004

E: safeguarding@saverauk.co.uk

Or

Aislinn O'Dwyer

T:03301592004

E: safeguarding@saverauk.co.uk

Their role is to take lead strategic responsibility for the charity's safeguarding arrangements and hold senior management to account. They should have up to date and relevant management of safeguarding training to maintain their knowledge, skills and expertise in safeguarding.

Safeguarding Officer:

Afrah Qassim (CEO)

T:03301592004

E: afrahq@saverauk.co.uk

Deputy Safeguarding Officer:

Cleo Cosens (will act as the Dep and on issues that are concerning the CEO or if the Safeguarding officer is not available)

T: 03301592004

E: Cleo@saverauk.co.uk

Their roles are to oversee and ensure that the safeguarding policy and associated procedures are fully implemented to the highest possible standards and at all times

Their responsibilities include:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaising with other agencies
- ✓ arranging safeguarding training for all staff
- ✓ reporting to the board of trustees quarterly

The Deputy Safeguarding Officer should be available to support or cover for the Safeguarding Officer. S/he will also handle any complaints or allegations against the Safeguarding Officer if appropriate.

Definitions

Abuse

Abuse is a violation of an individual's human and civil rights by another person or persons. It may involve a single or repeated act or omission occurring within a personal or professional relationship where there is an expectation of trust, which causes harm to an adult at risk. It includes when a child, young person or an adult is persuaded to enter into a transaction to which they have not consented or cannot consent.

Definition of a Child/Young Person

The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989).

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

Definition of an Adult at Risk

An adult at risk is a person over the age of 18 years and is:

- having needs for care and support, *and*
- experiencing, or is at risk of, abuse and neglect *and*
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Health and Welfare

Health and welfare is a broad concept applying to everyone to which the following contribute: personal dignity, physical and mental health, protection from abuse and neglect, control over day-to-day life, participation in work, education or recreation, social and economic factors, domestic, family and personal life, suitable accommodation and making a contribution to society.

'Honour'-Based Abuse (HBA) and Harmful Practices:

Anyone can be at risk and under threat of HBA & Harmful Practices, regardless of their age, gender, ethnicity or sexuality. However, these harmful practices often reflect an underlying gender discrimination, therefore women and girls are mostly at risk

HBA is a crime or incident that has or may have been committed to protect or defend the 'honour' of the family and/or community. The term 'honour'-based abuse encompasses the physical, emotional, and practical abuse (e.g. emotional, coercive, financial) that those at risk endure.

'Honour'-based violence (HBV) refers to specific acts of violence committed in the name of 'honour', for example when talking about physical attacks or 'honour' killings.

Harmful practices reflect the values and beliefs held by members of a family and/or a community that have been there for generations. Some values and beliefs are beneficial to all members, while others are harmful and a violation of human rights. Some examples of harmful practices are: HBA, forced marriage, child marriage, female genital mutilation (FGM), breast ironing/flattening, virginity testing and hymenoplasty, dowry payments, son preference, bride-price, marital captivity, conversion 'therapy' and also spiritual abuse

Mental Capacity (Adults)

The primary purpose of mental capacity legislation across the UK is to promote and safeguard decision-making within a legal framework. There is a presumption of capacity – every adult has the right to make their own decisions and must be assumed to have capacity to do so unless it is proved otherwise. This means that it cannot be assumed that an adult cannot make a decision for themselves just because they have a particular medical condition or disability. It is a criminal offence for anyone to knowingly ill-treat or wilfully neglect a person who lacks capacity. Anything done for an individual without capacity must be in their best interests and any steps taken must be the least restrictive for the individual. Anyone caring for a person without capacity (or an attorney) will commit an offence if they mistreat or neglect the person in a deliberate or reckless way, by doing or omitting to do something.

Making Safeguarding Personal (MSP, Adults)

MSP aims to develop a person-centred and outcome focused approach to safeguarding work for adults. The adult concerned must always be at the centre of adult safeguarding enquiries, and their wishes and views sought at the earliest opportunity. There are six principles:

- Empowerment - presumption of person led decisions and informed consent.
- Prevention - it is better to take action before harm occurs.
- Proportionality - proportionate and least intrusive response appropriate to the risk presented.
- Protection - support and represent for those in greatest need.
- Partnership - local solutions through services working in their communities.
- Communities - have a part in preventing detecting and reporting abuse and neglect.

- Accountability - accountability and transparency in delivering safeguarding

Protection

Protection refers to the actions taken to protect specific children, young people or adults at risk who are suffering, or are likely to suffer, significant harm.

Safeguarding

Safeguarding is the overarching term to describe everything that is in place to keep 'at risk' groups safe from harm. This includes everything the Savera UK does which contributes to helping keep everyone safe.

Significant Harm

Significant harm is ill-treatment (including sexual abuse and forms of ill-treatment that are not physical); impairment of, or an avoidable deterioration in, physical or mental health; physical, emotional, social or behavioural development. Abuse may be by commission or omission that causes harm to a child, young person or adult

Related Policies

Bullying, Harassment and Sexual Harassment

Bullying, harassment and sexual harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- motivation of prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at clients, carers, personnel or the general public bullying, harassment and sexual harassment, physical, sexual and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern and must be reported to the Safeguarding Officer or the Deputy.

As both a charity and an employer Savera UK will:

- take reasonable steps to proactively prevent any personnel from experiencing sexual harassment in the work place in line with the [Worker Protection \(Amendment of Equality Act 2010\) Act 2023](#)
- provide a culture of equality and respect for all with zero tolerance to any form of bullying, harassment or sexual harassment
- take immediate steps to stop the behaviour and mitigate the effects of bullying, harassment and sexual harassment
- expect everyone to report all incidents of bullying, harassment or sexual harassment towards clients, observed or disclosed, to the Safeguarding Officer or the Deputy and, for those directed at personnel also report to the CEO who will take the appropriate action
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

Confidentiality for all Services

Confidentiality is of paramount importance to all of Savera UK's services including the Campaigns, 1:1 Direct Intervention Team, Community Engagement, Helpline, Research, Savera Youth UK, Training and Education. All personnel, clients, carers, partners and agencies are made aware of the charity's clear expectations that, for safety purposes, they must follow these instructions:

- The organisation and staff names are not included on any agenda or documentation that may be shared with any perpetrator/potential perpetrator
- You alert us before the meeting if any perpetrators/potential perpetrators are expected to attend
- Our team may contact you ahead of the meeting to ask some questions. If a perpetrator/potential perpetrator is present at any meeting we attend, we will withdraw from the meeting immediately
- Details of Savera UK staff or our organisation should NEVER be disclosed to perpetrators, potential perpetrators or anyone who may be facilitating their behaviour.
- Ensure that any hard copy papers that have the Savera UK name or logo is always put in the confidential waste bin, to ensure that our confidential office address remain confidential

All personnel are told that, when helping someone at risk of HBA and harmful practices they should always and at all times ensure their communication is confidential under no circumstances should they:

- Let the family, community or social network know about the disclosure
- Speak to the person at risk in front of family members or within the family home
- Approach the family or community leaders or attempt mediation
- Use members of the community to interpret
- Accidentally give out information which might jeopardise the person's safety

Caution is required about how information is shared, recorded, and safeguarded within the organisation. Information should only be shared on a need-to-know basis.

Consent

When consent is required for any activity or intervention all personnel will, unless it is an emergency, obtain consent from the individual if they are of sufficient age and or understanding.

Where relevant, Savera UK will ensure it fulfils its obligations under Child Care Law in terms of parental responsibility and, for adults, mental capacity legislation and guidance on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

When making a referral to the external agencies, information and advice will be offered so that the person and their family can make an informed choice (due to the nature of harm within HBA and harmful practices, some families may not be informed and, as a specialist service, Savera UK may take the decision with the relevant service or agency to ensure safety for the child/ren or adult at risk/in need), care will be taken to support and protect them.

Data Protection

Savera UK is registered with the Information Commissioners Office (ICO) number ZB219116 and treats any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data

Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Every effort should be made to ensure that all personal clients' information should be stored on Oasis Management System and only accessed by staff/student/volunteers that are directly working with clients with limited access to designated people in line with data protection e.g. that information is accurate, regularly updated, relevant and secure. Should Oasis Management System fail, any hard copies would be kept in a locked cabinet and only accessed by the designated people. Personnel records are securely retained on the Share Point system and only accessed by those personnel who require it.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within Savera UK the decision to share written information, and with whom, will be undertaken and recorded by the Safeguarding Officer or the Deputy. All safeguarding records of concern for children, young people and adults are kept for 10 years or, in the cases of children or young people, until they 25 years old, whichever is the longer.

Personnel Support:

Savera UK recognises that involvement in situations where there is risk or actual harm can be stressful: The mechanisms in place can include:

- Debriefing, so that personnel can reflect on the issues they have dealt with.
- Providing other appropriate support where possible e.g. access to independent supervision support as well as team health and wellbeing session, weekly/monthly team catch up and the monthly supervision

Serious Incidents

Serious incidents are those that could harm Savera UK's clients, personnel, services, assets or reputation. In line with [Charity Commission guidance](#) the Safeguarding Officer or, in their absence the Deputy, will seek advice from, or refer to, the Charity Commission any such incidents without delay

Terrorism Financing

The Safeguarding Officer or, in their absence the Deputy, who will report suspicions or beliefs about terrorist financing offences as soon as is reasonably practicable to the [National Crime Agency](#) or a police officer. This is in order to comply with section 19 of the [Terrorism Act 2000 \(TACT\)](#).

If concerned about an imminent threat to life and property, all personnel are expected to contact the police immediately. The charity trustees, company directors and all personnel are under a positive legal duty to report any belief or suspicion of terrorist financing offences to the police. If they do not, they may have committed a criminal offence.

The Prevent Duty

- a. As a registered charity Savera UK takes its Prevent Duty very seriously.

- b. Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance that aims to:
 - i. negate or destroy the fundamental rights and freedoms of others; or
 - ii. undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or intentionally create a permissive environment for others to achieve the results in (i) or (ii).
- c. When there are concerns the Safeguarding Officer or, in their absence the Deputy, will immediately contact the [ACT Early Support Line](#) advice line 0800 011 3764 and the LADO/DO and /or adult social care services

Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way. Savera UK expects everyone to share any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Safeguarding Officer or the Deputy. If individuals reporting their concerns within the charity do not feel the charity has acted upon them appropriately then Savera UK supports their right to report these concerns to the LADO/DO, social care services, the police, and /or [Charity Commission](#). They can also contact the [NSPCC dedicated helplines](#) and the charity [Protect](#) for advice and support

All Media Enquiries will be handled directly by Nikki Croft-Girvan

E: nikki@saverauk.co.uk

T: 07834 072 989

(These details can be shared with any individuals or organisations making a media enquiry)

Safer Recruitment

Savera UK is committed to safe recruitment in line with the relevant legislation and guidance from any relevant government [Regulatory Authorities](#) for recruiting all personnel The charity has a robust Recruitment and Selection Policy and safely recruits personnel for all roles by :

- advertising vacancies with the charity's statement of its commitment to safeguarding and equal opportunities
- assigning all posts detailed job descriptions which include the expectation the successful candidate will share that commitment to safeguarding and equal opportunities
- obtaining full personal details via an application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- shortlisting which involves a panel of three/four people including (where appropriate) the CEO and a Board member. Shortlisting for the CEO post would require at least three trustees, including the Chair of Trustees.
- sending all shortlisted candidates the relevant criminal declaration form for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- always taking up two written references at shortlisting: one from the most recent employer or education establishment
- carrying out two stage interviews: an initial informal 20-minute chat about the role and then an in-person interview, which will include competency questions based on the job description and a task which applicants will then present back to the interview panel.

- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training,
- having sound procedures and recording for interviewing to ensure the interview panel is satisfied, and can evidence, that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ a satisfactory ID and DBS check at the appropriate level, including [Certificates of Good Conduct](#) for foreign nationals and the [International Child Protection Certificate \(ICPC\)](#) for anyone who works with children and has lived in the UK and also travelled overseas
- ✓ a follow up of written references by telephone if relevant to the vacant post
- ✓ a check of essential qualifications and any specific professional details using original hard copy documents or checking official professional sources online where relevant
- ✓ confirmation of the [Right to Work in the UK](#) for employed personnel
- ✓ a medical check, when relevant, which will focus on the health and wellbeing of the employee in carrying out the job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with;

Induction and Training

Savera UK has a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new personnel will receive induction training as soon as possible and sign to record they have:

- received, understood and will comply with this safeguarding policy.
- been given any relevant resources
- understood the charity's commitment to safeguarding training

When needed, personnel will receive further safeguarding training, at the appropriate level, as soon as possible.

All paid personnel have a six months probationary period with a further three months review and then a review every six months with monthly supervision with their line manager. There is no probation period for volunteers, but they are reviewed on a monthly basis through their supervision by their line manager

Updated safeguarding training is normally required every 2 years (online) or three years (face to face).

Personnel working directly with at risk groups will also undertake the free online government training for [PREVENT Channel](#) and [FGM](#)

Safer Working Practices

Client Safety

To ensure all safeguarding and safety measures are in place to protect clients, all Savera UK's personnel will work to the following best safeguarding principles and practices:

- At the first point of referral all clients are considered at high risk of HBA and harmful practices.
- Clients referred to Savera UK will be assessed to identify HBA and harmful practices risks and all of its safeguarding needs.

- All accepted client referrals will be assessed and provided intervention that meets the individual's needs wherever possible.
- Clients will be provided with a HBA & Harmful Practices Specialist worker to provide 1-1 direct intervention using the Saveria UK service delivery model.
- All necessary steps will be taken to ensure full safeguarding and safety for the clients at risk and under threat of HBA and harmful practices.
- Clients of Saveria UK will be informed of their safety and safeguarding plan, as put together by the charity.
- Saveria UK encourages and assist clients to keep themselves, the staff and the organisation safe.
- Saveria UK will encourage and assist the clients to report their abuse to any relevant and appropriate service including the police and local authorities.
- Saveria UK will provide and do all it can to protect anyone at risk of HBA and harmful practices regardless of gender, sexuality, age, ethnicity (this includes LGBTQ+, people with disability, those seeking asylum and people with No Recourse to Public Funds (NRPF)).
- With the majority of clients being women, Saveria UK will provide and protect women-only spaces and intervention
- All those who are involved with Saveria UK, both external and internal to the charity, must sign a confidentiality or non-disclosure agreement.
- Staff and anyone involved with Saveria UK will be informed and follow all policies and guidance to ensure all aspects of safeguarding are considered.
- Additionally, to ensure that Saveria UK's services are relevant to meeting individual's wellbeing and welfare needs and to inform their decision making and independence, all personnel will work to the following best safeguarding principles and practices:
- Saveria UK where appropriate will refer and signpost to other trusted specialist services for clients to receive the intervention needed to support their wellbeing and independence.
- Clients are assessed throughout their time with Saveria UK and monitored for their needs and progress, this will include physical, psychological, safety, social and financial factors.
- Clients are assisted and encouraged to identify goals to achieve as part of their needs assessment and progress plan, supporting their rehabilitation.
- Clients are assisted and encouraged to get involved and participate in activities, programmes and projects that help support their wellbeing.
- Clients are assisted and encouraged to participate in Saveria UK's development to improve service provision internally or/and externally.
- Clients are encouraged and assisted to achieve financial stability and independence

Code of Conduct and Professional Boundaries

Professional Boundaries are what defines the limits of a relationship between the professional and the client. If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

Saveria UK aims to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. All personnel are expected to:

- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ Always risk assess when working alone with client and avoid where there is any potential risk
- ✓ exercise their right to whistleblow if they are concerned safeguarding issues are being mismanaged or ignored within the charity;
- ✓ treat everyone with respect and dignity and ensure that their welfare and safety is paramount at all times

- ✓ listen to, and act upon, any disclosures, allegations, or concerns of abuse
- ✓ listen to individuals and take account of their wishes and feelings
- ✓ maintain professional boundaries both face to face and online
- ✓ not enter into a personal relationship with a person who has been a client over the past 12 months.
- ✓ not meet clients outside working times for personal rather than professional reasons
- ✓ not share personal information or having a personal relationship with the Service User, this can include: relationships through social networking
- ✓ only use physical contact if absolutely necessary e.g. to show compassion towards a client or colleague
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ report any gifts from clients (and never money, which cannot be accepted) immediately to their line manager/supervisor
- ✓ speak with their line manager if they consider their work may put them into a position that might lead to an allegation of professional misconduct;
- ✓ use the organisation's official email system, social media etc when contacting clients work with
- ✓ ***follow this safeguarding policy at all times and maintain confidentiality at all times, including with family and friends.***

Lone and One to One Working

Personnel will avoid lone working other than when needed with clients in the community or outreach. In which cases

a risk assessment will always be undertaken to ensure:

- ✓ the service or activity provided is suitable for one-to-one working,
- ✓ the lone worker has been recruited, trained and supervised to undertake this particular role,
- ✓ that health and safety issues have been identified and recommendations followed,
- ✓ safeguards are in place to protect individual's rights to safe working practice,
- ✓ safeguards are in place in relation to strategies for emergency situations,
- ✓ relevant business insurance is in place for use of personal vehicles
- ✓ accurate and relevant written recording is maintained following any service and activity, signed, timed and dated

Home Visits to Domestic Premises

Home visits to domestic premises will rarely be made and only when necessary and booked by the individual and signed off by their line manager

Each home visit will be carefully planned and recorded and include:

- who is being visited
- the purpose of the visit
- who will carry out the visit
- the time expected to carry out the visit
- who will also be present during the visit
- members of staff paid or unpaid, and others
- any physical contact which may be required, and will be undertaken in line with the code of conduct within this policy.

All home visits will be made in a polite and friendly manner. Personal relationships or showing favouritism must not happen.

Any safeguarding concerns raised and any untoward incidences, such as no access or a child being at home alone, should be followed up, recorded and managed in line with this safeguarding policy.

Working From Home:

Personnel should, at all times, take care to ensure that:

- they work alone in a private room alone so no conversations can be overheard by others
- no Savera UK information (digital or physical) is visible, accessible, or audible to anyone else in their household
- all Savera UK information is accessed, stored, and disposed of securely at all times, regardless of whether it is classified as confidential

Recognising Abuse in Children Young People and Adults at Risk

Abuse can happen anywhere and anytime including when at home, in the community, at work, in school, in hospital or a care home. Those who abuse include parents, carers, family members, peers, those in a position of trust such as professional workers like counsellors, doctors, nurses, police officers, teachers, therapists and youth leaders, In addition to HBA & harmful practices, bullying, harassment and sexual harassment as outlined above; the following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. what is being observed or said, is an explanation consistent with any injury?

- Abuse related to faith or belief
- Alcohol and substance misuse
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Child on child abuse, including sexual violence and upskirting
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic abuse
- Emotional abuse
- Exploitive use of technology
- Financial or material abuse
- Financially Motivated Sexual Exploitation (FMSE) also known as sextortion
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Organisational or institutional
- Psychological
- Physical
- Radicalisation

- Self-neglect
- Sexual
- Trafficking

Handling Disclosures

It is not the responsibility of anyone working for Savera UK either in a paid or unpaid capacity, to decide whether or not a child/ren or an adult at risk is being abused or that abuse has taken place. However, there is a responsibility to act on any concerns.

A disclosure may come from someone telling you: **(this exclude Savera UK referrals for those at risk of HBA and harmful practices, for HBA and harmful practices risk, you must follow Savera UK referral process as stated on our website, for other safeguarding/harm of concern follow the below, if unsure please immediately speak with the Safeguarding Officer and if not available speak with the Safeguarding Deputy)**

- they are at risk of being or have been abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

When a disclosure is made by a child, young person or adult at risk it is important to remember to speak to the person, where appropriate, in a safe and private place and:

- listen sensitively and take what is being said seriously
- stay calm and reassure them they were right to tell you
- do not investigate or ask leading questions
- do not delay
- ask them what they would like to happen, although the outcome they would like may not be possible
- explain that you will need to speak to the Safeguarding Officer or the Deputy who will decide what to do next including referring to the external agencies
- tell them you or the Safeguarding Officer or the Deputy will keep them up to date wherever possible and always
- seek advice from the Safeguarding Officer or the Deputy
- make a careful and factual recording of anything you are told or observed, ideally the same day or within 24 hours, time, date, sign, include your name and job role Responding to Concerns

Safeguarding Referral Flowchart

Savera UK ensures and emphasises that everyone in the charity understand and know how to share any concerns immediately with the Safeguarding Officer or Deputy. All personnel, including the Safeguarding Officer, the Deputy and Senior Board Member Lead for Safeguarding, will deal with concerns using the following:

Step One:

If you are worried a child, young person or adult at risk has been abused because: (this should exclude our Direct Intervention safeguarding referrals)

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child

Step Two:

Check this safeguarding policy for guidance. Talk to the Safeguarding Officer or the Deputy without delay. If they are implicated, then talk to the Board Member Lead for Safeguarding

Step Three:

The Safeguarding Officer, Deputy or Board Member Lead for Safeguarding should refer the concern to the relevant adult's or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

(In cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO/DO) will co-ordinate the next procedural steps.)

Under "whistle blowing", anyone can refer directly to the Police, social care services, the LADO/DO for personnel child abuse allegations, the [NSPCC dedicated helplines](#), the [Charity Commission](#) and also contact the charity Protect for support when they are

CONSULT,
MONITOR
AND RECORD
Sign/Date/Time
Include name
and job role

When the concern is about the welfare of a child or adult at risk at a school, college, health providers, GP practice, prison or social care setting, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Safeguarding Officer or Deputy that you have referred a concern.

Any consultations should not delay a referral.
In an emergency do not delay: dial 999

Record Keeping

At all times when required, and especially where there is a safeguarding concern, Savera UK is committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details about the child, young person or adult to identify individual who is subject of concern and any significant others involved
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed
 - what has been said and by whom
 - what has given cause for concern
 - what action has and/or will be taken including the reason for those actions
 - the reason stated for no action being taken and by whom
- non judgmental
- timely on the same working day or within 24 hours
- signed, timed and dated by the writer and co- signed by the Safeguarding Officer or Deputy
- shared as appropriate by the Safeguarding Officer or Deputy
- stored safely and securely by the Safeguarding Officer or Deputy

Handling Personnel Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Savera UK recognises the important of complaints and views them as expressions of dissatisfaction which need a response and opportunities to learn and to improve accessibility and equality of our services. These procedures are in line with the statutory guidance, guidelines, the charity's disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Safeguarding Officer or Deputy will, in all cases, discuss the situation with social care services or the LADO/DO and / or the police before making an open decision about the best way forward.

In the case where the Safeguarding Officer is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Senior Board Member Lead for Safeguarding. If there is a belief that the concern has not been taken seriously or acted upon then any one can "Whistleblow".

With regards to disciplinary and grievance procedures, Savera UK will take no steps until advice has been sought and a strategy agreed with social care services or the LADO/DO and / or the police. Any investigation will override the need to implement any such procedures. THE CEO is responsible for making referrals, where relevant, to

- the [DBS](#) for barring
- any [Professional and/or Regulatory Bodies](#)

Personnel Records Retention

- Details of allegations that are found to have been malicious should be removed from personnel records.

- However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.
- The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate.
- It will provide clarification in cases where future criminal records checks reveal information from the Police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.
- The record should be retained for a minimum of 10 years from the date of the allegation or until the normal age of retirement, whichever is the longer

Raising and/or Escalating Serious Incidents or Concerns with Partner Agencies and Services:

Occasionally services do not recognise the seriousness of HBA and harmful practices. In this situation the charity would need to discuss and agree appropriate actions to include:

- The relevant personnel within Savera UK escalating the safeguarding concern to the relevant social services department using the professional escalation procedures for the local authority that the child/ren or adult/s live within of the immediate risk posed on them or other relevant services/agencies where appropriate.
- The relevant personnel within Savera UK escalating the safeguarding concern to the relevant senior manager of other agencies or partners
- The CEO of Savera UK, only where necessary, to involve the named Board Member Lead for Safeguarding for advice and guidance. The Savera UK Board would be updated of all safeguarding incident by the CEO.

Online Safety

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy

The [Online Safety Act 2023](#) and associated government guidance [A Guide to the Online Safety Bill](#) now makes social media companies more responsible for their users' safety on their platforms. This means children and adults will be protected online by making social media platforms remove illegal content quickly or prevent it from appearing in the first place. This includes removing content promoting self-harm. Such content should be reported to the service provider and, if they do not respond appropriately, the matter can be reported to [Ofcom](#). Steps providers must take include:

- removing illegal content quickly or prevent it from appearing in the first place. This includes removing content promoting self-harm
- preventing children from accessing harmful and age-inappropriate content
- enforcing age limits and age-checking measures
- ensuring the risks and dangers posed to children on the largest social media platforms are more transparent, including by publishing risk assessments

Savera UK Website

The charity's website is an essential online resource tool for clients and every effort is made to help keep them safe when visiting it. The website has a pop-up screen with an "exit" button for anyone to use and also signposts how to browse online untracked. Savera UK has a policy of not using the images of any personnel or clients on its website or social media

Online Safety Risks

There are many potential risks including:

- accessing inappropriate or illegal websites.
- being "groomed" by another with a view to meeting a child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- being tracked by a coercive partner or family member
- Financially Motivated Sexual Exploitation (FMSE)
- identity fraud for money transactions.
- inappropriate relationships or prostitution.
- overspending on shopping and gambling sites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- sending bullying messages or posting malicious details about others.
- sharing nudes or semi nudes.
- someone sharing hacked or digitally manipulated/AI-generated images and threatening to share them wider unless payment is made
- the misuse of Artificial Intelligence (AI) in general
- viewing or sending unacceptable material such as inciting hatred or violence.

Online Safety Indicators Include:

A child, young person or adult who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let anyone see what they are accessing online.
- is using a digital camera in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears their computer or phone history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.
- stalks, tracks, trolls or befriends a child, young person or adult on the internet or by text messaging.
- has links to the children, young people and/or adults they work with on their personal social media pages
- is secretive about what they are doing and who they are meeting.

IT IS IMPORTANT TO FOLLOW THE STEPS BELOW FIRST WHENEVER ANYONE IS AT RISK OF HARM

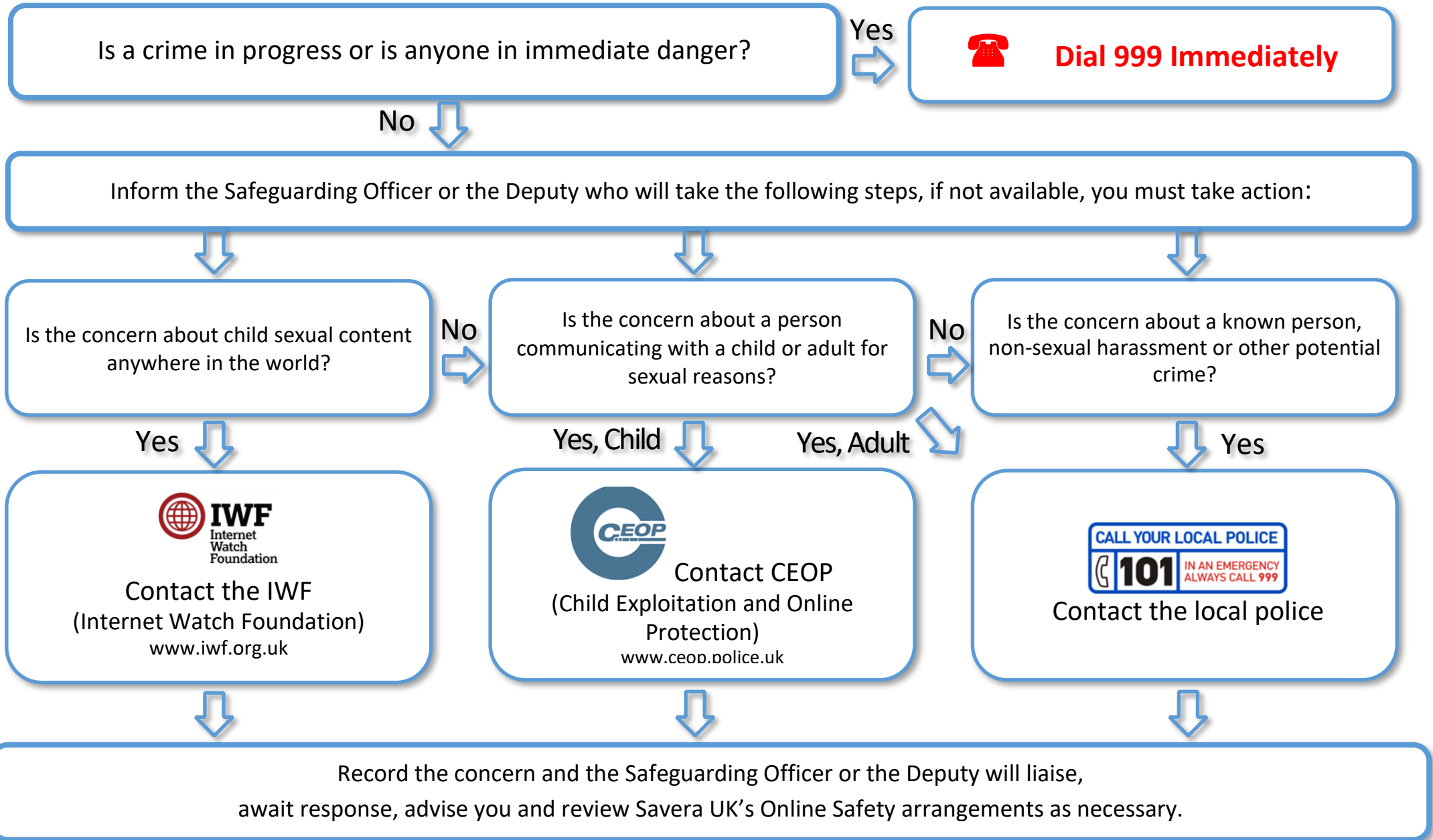
What do I do if I am Concerned?

If you have any concerns, speak to the Safeguarding Officer or the Deputy
Remember:

- do not delay.

- do not investigate.
- make careful recording of anything you observe or are told
- do not forward any digital images that are of an inappropriate or sexual nature unless advised to do so by the police and/or the LADO/DO and/or social services

Online Safety Referral Flowchart



Safeguarding Practical Guidance

Activities, Events, Outreach and Other Services

Savera UK will always ensure all activities and services undertaken are risk assessed and is committed to:

- appointing a named person from Savera UK to oversee all safeguarding arrangements for any events managed by external partners or organisations on the charity's behalf
- where required, to have a named person to be the safeguarding point of contact when doing engagement and outreach (a named Direct Intervention staff can be on call for advice and taking referral when risk of HBA and harmful practices)
- ensuring that all those who run activities and services have the expertise, knowledge and skills to do so properly and also understand the paramountcy of confidentiality at all times
- completing a safeguarding risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities and services
- having a written plan in place if the activity or service has to be cancelled or there is an emergency implementing the required actions identified by the risk assessments and reviewing the effectiveness of these on a regular basis

A Child, Young Person or Adult who Goes Missing

If a child, young person or adult goes missing from a service or activity and cannot be found, following an appropriate search, it should be reported to the police on 101. 999 should be used if where there is a concern that they cannot be found or are vulnerable to possible harm or 'at risk'

A missing person may be assessed as vulnerable to possible harm or 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is thought to be in danger due to a coercive relationship or at risk of HBA
- is in need of regular medication/care

The Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded, signed, timed and dated.

Buildings, Venues, Health & Safety

Both Health & Safety and safeguarding risk assessments are carried out on all Savera UK's building and venues used by the charity and cover:

- access especially how people enter and leave the building
- accident recording and reporting
- any outside space
- car parks
- CCTV coverage
- mandatory servicing and checking of fire exits, extinguishers and electrical equipment
- signing in and out protocol

- toilets
- use of keys
- any other relevant issues

Ethical Fundraising

Savera UK is registered with the Fundraising Regulator and adheres to the “Code of Fundraising Practice” and the Charity Commission’s guidance “Charity fundraising: a guide to trustees’ duties”. The charity ensures that:

- all activities carried out in relation to fundraising are done so in a legal, open, honest, accountable, transparent, respectful and fair approach;
- no pressure is used to obtain donations
- the charity’s Data Protection Policy is followed at all times.

First Aid

Savera UK’s First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

Savera UK undertakes to ensure there is always a trained First Aider on site at all its venues or, if other venues used such as schools, that they have appropriate First Aid cover.

Savera UK also provides training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals, and ensures there that sufficient equipment is available to deal with accidents or spillage.

All incidents are reported and recorded in the First Aid and Incident Accident Books and retained for 3 years.

Helpline

The Helpline is for people who need help, advocacy or simply advice. Callers are not asked for any specific information, unless they want to share and, for those who wish to remain anonymous, this is calls are recorded on Oasis as a short invention. All calls are recorded and the service is completely confidential unless it is felt the caller, or someone they know, is at risk of harm in which case call handlers should follow Savera UK referral process or this safeguarding policy. However, due to the anonymity of the service no referral may be made to the external agencies if it is unknown who the caller is, or the number they called on. Such concerns should be still recorded and passed to the Lead Safeguarding Officer or their Deputy if fall outside the HBA and harmful practices referral process.

Any professionals calling the helpline are expected to share their name, role and the organisation they work for

Note-Taking and Record-Keeping Requirements (Including Working from Home)

All personnel will ensure that any notes, records, or other Savera UK information, whether confidential or not, are stored securely at all times when working from home or outside the office.

When 1:1 Direct Intervention personnel work from home or, when they complete an end-of-day client visit and return home directly, they may temporarily hold confidential notes outside the office but must store them in their lockable briefcases in their home (not their car) at all times.

Partners and Contractors

Additionally, Savera UK ensures that all partners that deliver services within the charity and, where appropriate, will sign a specific non-disclosure agreement and/or any relevant partnership agreement and ensures safeguarding/risk assessments are completed and followed.

Photography and Filming

Whilst there are no occasions when any personnel would take photographs of, or film clients: images may be taken at professional training and events and, in those cases, attendees will be informed when enrolling and also when attending the training and/or event and given the opportunity to opt out whenever possible. They will also be signposted to the charity's Data Protection Policy.

Public crowd photography will not be taken at any events unless there is prominent signage by the entrance to the venue, and at the location where filming is taking place, detailing the purpose of such imagery and giving people the option to opt out. All official press and other photographers will sign in with their official ID being shown. Any images unused due to lack of quality etc. are deleted within 48 hours. *All other images will be kept for a maximum of two years unless they are retained for the charity's archives.* see <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-protection-principles/a-guide-to-the-data-protection-principles/storage-limitation/>

Transport

From time to time personnel might transport adult clients in their own cars and staff must have Business insurance when using their own car. In all cases staff using their car for work, must always have a valid MOT in place for any vehicle over 3 years old and the appropriate business cover insurance in place.

Working From Home:

Personnel should at all times ensure that:

- they work alone in a private room alone so no conversations can be overheard by others.
- no Savera UK information (digital or physical) is visible, accessible, or audible to anyone else in their household.
- all Savera UK information is accessed, stored, and disposed of securely at all times, regardless of whether it is classified as confidential.

Young People who Work or Volunteer at Savera UK

Young people do volunteer to take part in the charity's Youth Collective programme and included within this policy and their safeguarding as individuals given the same importance as all young people Savera UK comes into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported in line with this policy to the Safeguarding Officer or Deputy Safeguarding Officer immediately.

Safeguarding Concern Forms;

Adult Safeguarding Concern Form

This form should only be filled in with information already known, be careful not to ask leading questions. Fill in factually. It should be filled out ASAP, on the same day and stored securely on the Oasis Management System by the Safeguarding Officer or Deputy Safeguarding Officer.

Details of Concerned Person	
Service or department	
Name	
Job Title/Role:	
Contact email	
Contact number(s)	
The Adult at Risk's Details	
Name of the adult at risk (including any names known)	
Date of birth	
Address	
Name of parent or carer if applicable and contact details	
Any special needs known	<i>Including medical/disability/language/etc.</i>
Name and details of any other adults at risk or children (under 18 years of age) in the family or setting	<i>If relevant to the concern</i>
Has the adult's consent been sought? (If not, why not?)	
Details of the Concern	
Date and time of concern	
Details and nature of concern	<i>Including any witnesses</i>
Details of Actions Taken/to be Taken (Safeguarding Officer or Deputy Safeguarding Officer)	

Actions taken so far	<i>Detail any agency contacted, who was spoken to and any timescales/actions given. If no action has been taken, detail the reason(s) why. Include times and dates.</i>		
Actions to be taken	<i>Detail any actions that are to be taken, along with date/time, timescales and the full names and job roles of those who will be taking the action(s).</i>		
Name of agency contact(s), addresses and phone numbers/e-mails:	<i>If you have dealt with any agency (i.e. Police/Social services/etc.), record the name, agency, job role and contact details of the person(s) you have dealt with.</i>		
Signed			
To be completed by the concerned person			
Signature:			
Print Name:			
Job Title/Role:			
Date:		Time:	
To be completed by the Safeguarding Officer or Deputy Safeguarding Officer:			
Action taken:			
Decision Made:			
Signature:			
Print Name:			
Job Title/Role:			
Date:		Time:	
Add extra rows here as required			

Child Safeguarding Concern Form

This form should only be filled in with information already known, be careful not to ask leading questions. Fill in factually. It should be filled out ASAP, on the same day and stored securely on the Oasis Management System by the Safeguarding Officer or Deputy Safeguarding Officer.

Details of Concerned Person	
Service or department	
Name	
Job Title/Role:	
Contact email	
Contact number(s)	
Details of the Child	
Name (including any names known)	
Date of Birth	
Address	
Name of parent or carer and contact details	
Any special needs known	Including medical/disability/language/etc.
Name(s) and details of any other children (under 18 years of age) or adults at risk in the family or setting	
Name(s) and details of any other significant adults in family	
Details of the Concern	
Date and time of concern	
Details and nature of concern	Including any witnesses
Details of Actions Taken/to be Taken (Safeguarding Officer or Deputy Safeguarding Officer)	
Actions taken so far	Detail any agency contacted, who was spoken to and any timescales/actions given. If no action has been taken, detail the reason(s) why. Include times and dates.

Actions to be taken		Detail any actions that are to be taken, along with date/time, timescales and the full names and job roles of those who will be taking the action(s).	
Name of agency contact(s), addresses and phone numbers/e-mails:		If you have dealt with any agency (i.e. Police/Social services/etc.), record the name, agency, job role and contact details of the person(s) you have dealt with.	
Signed			
To be completed by the concerned person			
Signature:			
Print Name:			
Job Title/Role:			
Date:		Time:	
To be completed by the Safeguarding Officer or Deputy Safeguarding Officer:			
Action taken:			
Decision Made:			
Signature:			
Print Name:			
Job Title/Role:			
Date:		Time:	
<i>Add extra rows here as required</i>			

Policy Date

This policy was agreed and disseminated on **28th Jan 2026** and will be reviewed annually or when there are substantial legal or organisational changes.

Policy Review Date:

Senior Board Member Lead for Safeguarding:

Name: Julia Sellers

Signature: Julia Sellers

Name: Aislinn O'Dwyer

Signature: Aislinn O'Dwyer

Safeguarding Officer:

Name: Afrah Qassim

Signature: Afrah Qassim

Deputy Safeguarding Officer:

Name: Cleo Cosens

Signature: Cleo Cosens

Date: 28th Jan 2026

Date of next review: 1st Jan 2027