

Safeguarding and Child Protection Policy (2019)


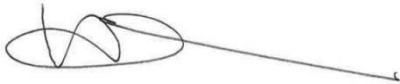
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Responsible Trustee(s)	Helen McCormack
Is this policy required to enable the Trust to meet statutory or legal requirements?	Yes
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Signatures

Debbie Tann Chief Executive Officer and Designated Safeguarding Lead		Date : 18 th July 2019
Helen McCormack Safeguarding and Child Protection Trustee and Committee Chairperson		Date : 18 th July 2019

Audit History

Version	Date	Summary of changes/updates	Revised by:
1.0	5 th March 2019	<p>Draft Policy and key documents presented to Council. The following changes / updates were made:</p> <ul style="list-style-type: none"> - 4.2(a) and 4.2(b) : inclusion of 'disqualification by association' question on application forms for relevant roles (p5 and 6) - 4.4 : inclusion of the requirement to report serious incidents or issues to the Charity Commission (p7) - 4.5 : reference to the Committee's Terms of Reference (p7) - 5 : Procedures for taking, storing and using photographic and film content have been updated (p7 and hyperlinked) - 8 : inclusion of in-year review/amendment by the Committee to the Policy and associated documents (p8) 	Alison Fowler
2.0	June 2019	<p>Additions and amendments agreed by the April 2019 Safeguarding and Child Protection Committee:</p> <ul style="list-style-type: none"> - Inclusion of a signature panel for CEO and Trustee - Amendments and additions to 4.2 Recruitment, training and support - Update to Annex A-1 to include details of changes to DSLs 	Alison Fowler
3.0	July 2019	<p>Additions and amendments agreed by the July 2019 Safeguarding and Child Protection Committee:</p> <ul style="list-style-type: none"> - Inclusion of Guidelines on how to stay safe when travelling with others in vehicles - Inclusion of Guidelines for recruiting overseas workers or past residents - Contact details and link to further information for contacting LADO for concerns, accusations of people in positions of trust and contact details - Contact details for Disclosure and Barring Service 	Alison Fowler

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1. Introduction

Hampshire and the Isle of Wight Wildlife Trust, and all its subsidiary companies, believe that all children have a right to be protected from abuse. A child is considered to be abused or at risk of abuse when their basic needs are not being met, which includes neglect, physical, emotional and sexual abuse. Abuse can involve children of all ages from all cultures, religions and social classes. Refer to Guidance note : [Maslow's hierarchy of needs](#) and [Guidance note : categories of abuse \(children\)](#) for further information. The Trust is aware of the regulations regarding working with children under The Children Act 2004, their implications for all authorities and organisations who are responsible for looking after children.

Through our engagement work we may well encounter those over the age of 18 who are vulnerable and may be more at risk of abuse. The majority of Government guidance relating to vulnerable adults focuses on community care services (No Secrets (2000) Dept Health / Home Office) but abuse can occur outside of this framework and may include mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

Therefore, the Trust aims to take all reasonable steps to ensure the health, safety and welfare of all children and vulnerable adults attending its activities and events. The Trust takes this charge seriously and expects all staff and volunteers representing it to do likewise.

This Policy sets out the Trust's approach to safeguarding the children and vulnerable adults encountered during its work. It also provides procedures, guidelines and advice to staff and volunteers on how to keep those we engage with safe, and also themselves. The Trust also has a series of additional Policies and procedures in place for wider staff and volunteering welfare.

2. Policy scope

It is the aim of the Trust to safeguard the welfare of children (and vulnerable adults) by protecting them from physical, sexual or emotional or other forms of harm whenever they are involved with the Trust. The Trust implements this by providing a Safeguarding and Child Protection Policy and associated procedures and guidance which are relevant to both staff and volunteers.

Whenever the Trust is working with vulnerable adults this Policy and associated procedures and guidance apply. In such cases the terms "child" and "children" in this document should be assumed to refer to children AND vulnerable adults.

The Policy outlines the procedure to be followed following a welfare concern or disclosure plus provides supporting information on how to minimise risk by implementing safe working practices. There is also significant overlap with the Trust's Health and Safety Policy and procedures and strong links between both areas must be maintained.

3. Definitions of key terms

Activity Lead : the Trust employee or volunteer who assumes overall responsibility for a session, activity or periods of contact time with children (eg work placement). This person

will have the overall responsibility to ensure that a safe and health and safety-compliant environment is provided and appropriate paperwork is in place.

Child : a person under 18 years (The Children Act 2004).

Designated Safeguarding Lead (DSL) : acts as the responsible officer for the Trust for safeguarding and child protection. They are the first point of contact should a welfare concern be raised or a disclosure occur. There can be more than one DSL. All DSLs undergo Level 3 child protection training every three years. A definition of the role of the DSL is detailed in Annex F.

Disclosure : is usually a verbal allegation and/or description of abuse but may also be achieved through other media (eg written, drawn). Disclosure may be about the child/adult who discloses and/or another child/adult.

Disclosure and Barring Service (DBS) : helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) and has three levels of checks, including a '**barred list check**'. Jobs that involve carrying out certain activities with children and adults may require an enhanced DBS check with a check of the barred lists. This will check whether someone's included in the two DBS 'barred lists' (previously called ISA barred lists) of individuals who are unsuitable for working with children and adults. People on the barred lists cannot do certain types of work (defined as 'regulated activity') with children and adults.

On your own : this phrase is used throughout the document and the Trust considers this to be 'out of sight of other adults for any period of time'.

Regulated activity : Regulated activity is work that a person identified on a 'barred list' must not do with children. From September 2012 the definition of 'Regulated Activity for work with children' is defined as:

- (1) Unsupervised activities (teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving a vehicle only for children)
- (2) Work for a limited range of establishments ('specified places') with opportunity for contact, eg schools, children's homes, childcare premises (but not work by supervised volunteers)
- (3) Work under either (1) or (2) is Regulated Activity only if done regularly. In this context 'regular' means carried out by the same person frequently (once a week or more often) or on 4 or more days in a 30-day period (or in some cases, overnight).

Our work with adults does not fall within the current definition of 'regulated activity'.

Vulnerable adult : The core definition of "vulnerable adult" from the 1997 Consultation "Who Decides?" issued by the Lord Chancellor's Department and in No Secrets (Dept Health / Home Office, 2000) is a person: "Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people over 18 years of age.

4. Policy details

4.1 Creating a safe environment

The Trust is committed to creating a safe environment for all our engagement work with children and vulnerable adults, by:

- Ensuring all relevant health and safety policies and procedures are followed. Including maintaining and implementing effective accident and emergency procedures and ensuring that suitable first aid is available. Whilst the welfare and safety of children and vulnerable adults engaged through the work of the Trust is everyone's responsibility, it is important that each session, activity or periods of contact time have an identified Activity Lead.
- Ensuring that any serious incident (eg lost child) that occurs follows the Trust's Serious Incident Procedure.
- Ensuring all staff and volunteers are aware of the processes to be followed should an incident or disclosure occur.
- Ensuring that all sessions, activities or periods of contact time are carefully planned to be appropriate and steps are taken to provide a safe environment. For further guidance on implementing a safe environment, please refer to Annex E.
- Ensuring all adults (staff and volunteers) working with children are supervised by an adult with an up to date DBS check in place (please refer to HR regarding any DBS checks).
- Ensuring that all information relating to children or vulnerable adults is held securely and safely and adheres to the Trust's Data Protection Policy.

4.2 Recruitment, training and support

For any new roles a Staff Recruitment Form should be completed by the line manager for HR approval. The form requests information on the scope of the role in order to determine which version of the Job Application form should be used, if the role should be subject to a DBS check and at what level. When staff change role, a Staff Change of Role form should be completed to provide HR with relevant information and confirm any changes in role which would require a DBS check to be carried out, and help determine the level. For more information, please contact HR.

As part of the recruitment process for roles which will work with under 18 year olds, or regularly with adults who may be vulnerable, the Trust will follow the Guideline for recruiting overseas workers or past residents. This Guideline also applies for volunteers working with these higher risk groups too.

The Trust will ensure that all staff and those volunteers who engage with under 18 year olds or adults on behalf of the Trust (for example, Local Groups) annually read the Safeguarding and Child Protection Policy (or an agreed Summary) and all associated documents, and sign a declaration to state they have done so and agree to abide by the necessary requirements.

(a) Those working with under 18 year olds or vulnerable adults

The Trust is committed to ensuring that safe recruitment processes are in place for all staff and volunteers whose work brings them into contact with under 18 year olds or vulnerable adults. This process includes:

- Taking up and checking two references;
- Performing a DBS check at an appropriate level with such checks repeated on a 3-year basis, these should be filed with the staff or volunteer's records and the relevant line manager notified (NB see [Guidelines for recruiting overseas workers or past residents](#));
- Only accepting an existing DBS certificate within strict criteria (refer to Criteria for accepting existing DBS certificates for staff and volunteers)
- Where roles involve the sole care of under 18 year olds (ie we are in *loco parentis*) we use [Job Application Form 2](#) to seek a response to the 'disqualification by association' question to ensure that we are aware of anyone in their household who may be barred from working with children;
- Only permitting new volunteers to undertake a maximum of one or two trial sessions with under 18 year olds or vulnerable adults (refer to Annex G for further details);
- Investigating and acting upon any safeguarding concerns during probationary periods;
- Ensuring references are checked and a DBS check carried out if there is a change of role which would mean regularly working with children, or vulnerable adults.

(b) Those engaged with our wider public engagement work

Not all our staff and volunteers are involved in activities with under 18 year olds, however, they may encounter adults who could be considered as being vulnerable or under 18 year olds as part of events or other organized activities.

In some instances staff and volunteers may work closely with an organised group of vulnerable adults whereby the recruitment procedures detailed for working with under 18 year olds would equally apply. In addition reserve staff who lead regular conservation work parties could also be in regular and long-term contact with adults who may be considered vulnerable. In both these circumstances HR, in consultation with the DSL, will advise on whether a DBS check is required and at what level.

The safe working practices outlined in the Policy are still relevant and staff involved with wider public engagement work should be aware of them, and the process to follow should an incident or disclosure occur.

For volunteers and certain volunteer groups affiliated with the Trust, such as Local Groups, a summary version of the key aspects of the Policy and safe working practices has been produced.

(c) Training and support

In terms of on-going training and awareness-raising, the Trust will provide up to date and relevant Safeguarding and Child Protection training and guidance to all staff and volunteers engaged directly with children and our public engagement work. Additional training will be provided for the Designated Safeguarding Lead(s).

In the event of a safeguarding / child protection incident occurring, the Trust will ensure that staff and volunteers get appropriate support.

4.3 Duties as an employer

It is against the law for employers to employ someone or allow them to volunteer for working with children if they know they are on a barred list, which would be picked up as part of the Enhanced DBS with barred list checking process.

As an employer, the Trust must refer someone to the DBS (01325 953795) if we have:

- sacked them because they harmed someone
- sacked them or removed them from working in 'regulated activity' because they might have harmed someone
- were planning to sack them for either of these reasons, but they resigned first

The Trust would be breaking the law if we failed to refer someone to DBS under any of these circumstances. These situations would also apply to any volunteers. **In addition, the Trust should also notify the Local Authority Designated Officer (LADO) as quickly as possible. Contact details for both are shown in Annex C.**

4.4 Incident reporting

This Policy sets out the steps which should be taken should a safeguarding / child protection incident or situation occur. Any such incident should therefore be responded to in accordance with this Policy and, where necessary, the appropriate agencies are informed as quickly as possible. Annex A-1 details the procedure to be followed for reporting concerns or disclosures, both internally and externally.

The Trust will ensure that allegations against staff or volunteers are handled and investigated in accordance with both this Policy (see Annex D) and the Trust's [Whistle blowing Policy](#).

Any incident of such a scale or nature which poses a potential reputational risk to the Trust should be handled in accordance with the Trust's [Serious Incident Procedure](#), which is strongly linked to this Policy and the Trust's Health and Safety Policy.

In addition, in line with the Charity Commission's requirement for all serious incidents and issues to be flagged, investigated and where deemed appropriate, reported directly to them any relevant safeguarding or child protection matters will subject to the Trust's [Reporting Serious Issues Procedure](#).

The Trust will also provide information on the Trust's website to ensure that members of the public are aware of the importance the Trust places on Safeguarding and Child Protection and have access to a mechanism for reporting concerns.

4.5 Governance

The Trust will establish and maintain a Safeguarding and Child Protection Committee which will meet four times a year, constituted by representatives from across the Trust including a Trustee. The Committee maintains a review of incidents and associated actions, undertakes the annual review of the Policy and key documents and reports to Council. **The Committee has an agreed Terms of Reference which is subject to review when deemed necessary by the Committee.**

4.6 Policy review

The Trust will undertake an annual review of the Policy and associated documents in light of any incidents and lessons learnt, changes in legislation or new Government guidance.

5. Related forms, procedures and guidance

Procedures	Location
Lost Person Procedure	Hyperlink to file location
Serious Incident Procedure	Hyperlink to file location
Record of Concern	Hyperlink to file location
Taking, storing and using photographic and film content (UPDATED)	Hyperlink to file location

Guidelines	Location
Guidelines for safe working practices with under 18 year olds	Hyperlink to file location
Guidelines for restrictive physical intervention	Hyperlink to file location
Guidelines for promoting positive behaviour	Hyperlink to file location
Guidelines on how to stay safe when travelling with another adult who may be vulnerable	Hyperlink to file location
Guidelines for recruiting overseas workers or past residents	Hyperlink to file location
Maslow's hierarchy of needs	Hyperlink to file location
Categories of abuse (children)	Hyperlink to file location
Categories of abuse (adults)	Hyperlink to file location
Criteria for accepting existing DBS certificates for staff and volunteers	Hyperlink to file location

Further useful information can be found [here](#).

6. Relevant legislation

- The Children Act (2004)
- The Police Act (1997)
- The Protection of Children Act (1999)
- Safeguarding Vulnerable Groups Act (2006)

7. Statutory guidance and information

The Disclosure and Barring Service – guidance and procedure for employers
(<https://www.gov.uk/government/organisations/disclosure-and-barring-service>)

Keeping Children Safe in Education : statutory guidance for schools and colleges (July 2015)
HM Government

Working Together to Safeguard Children : a guide to inter-agency working to safeguard and promote the welfare of children (July 2018) HM Government

Statutory Guidance : Regulated Activity (children) – supervision of activity with children which is regulated activity when unsupervised (December 2013) Department for Education

What to do if you're worried a child is being abuse : advice for practitioners (March 2015) HM Government

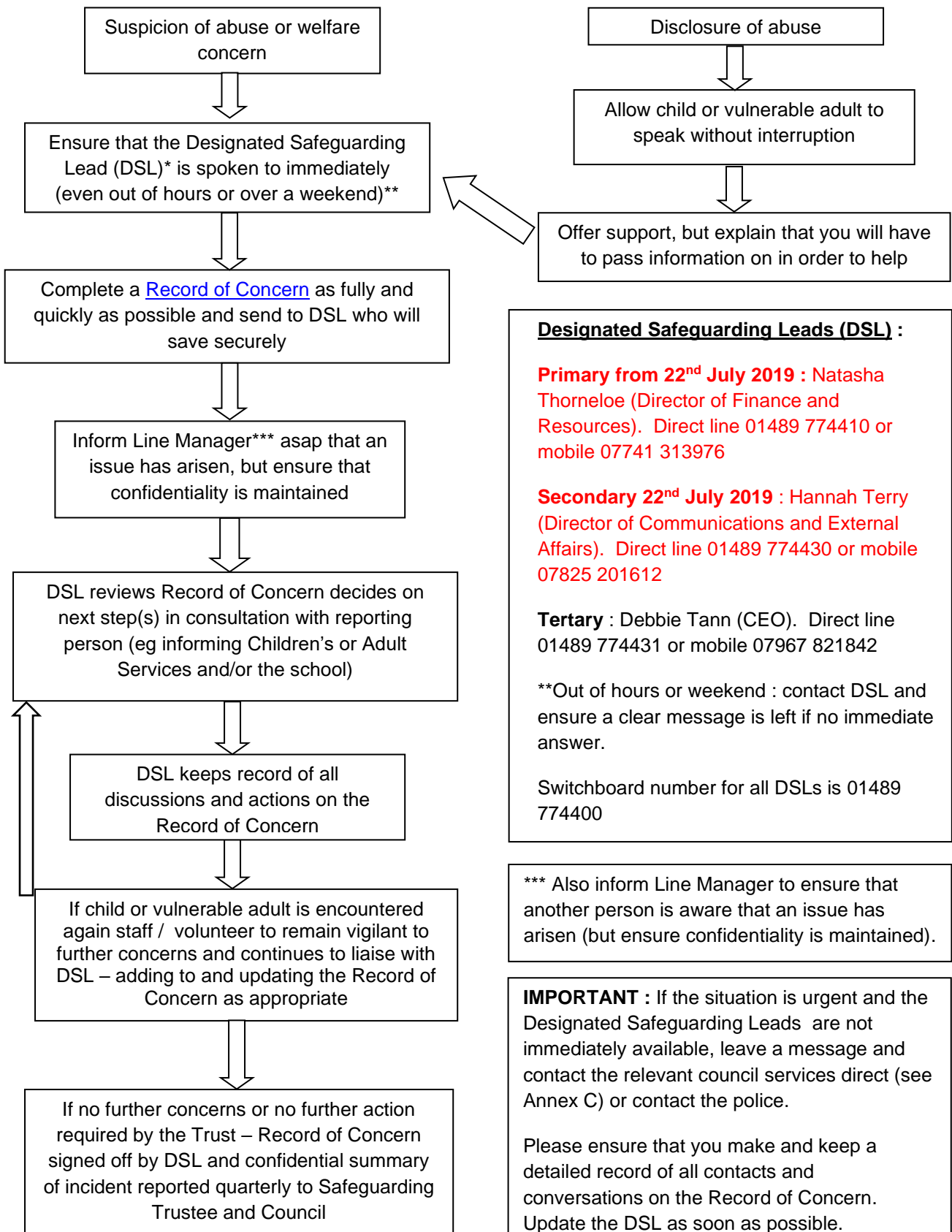
No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (January 2000)

Information Sharing : Advice to practitioners providing safeguarding services to children, young people, parents and carers (March 2015) HM Government

8. Monitoring and compliance

The Policy will be reviewed on an annual basis. A report of any updates and a confidential summary of any incidents, lessons learnt and proposed actions will be submitted to the Council biannually. The Safeguarding Trustee will add a verbal report on behalf of the Committee biannually to Council. **In addition, the Committee will also undertake within-year reviews and amendments to the Policy and associated documents in light of any incidents, Government advice or as a result of the Committee's work programme – these will be communicated to all staff via the quarterly e-bulletin following each Committee, with a request to cascade to volunteers where relevant.**

Annex A-1 : Procedure for reporting concerns or a disclosure (children and vulnerable adults)



Annex A-2 : Referral procedure for schools and groups

Background

Following feedback from Children in Need and advice from the Local Authority Designated Officer (LADO) a new referral procedure is in place for pre-school and school groups to ensure action to safeguard a child happens as quickly as possible. This new referral procedure will also impact how we deal with any situations arising for both home educated and uniformed groups.

It can take at least 2.5 hours after a referral to children's services for action to occur, and therefore it is vital in certain situations that such a referral is made before the end of the day. The new procedure will help ensure that, for more serious incidents or concerns that action can be taken by the relevant authorities the same day as in some circumstances it may be unsafe for the child to return home. For schools, we have been advised that such a referral should be made by the relevant pre-school or school with our staff / volunteers helping to provide further information. This new procedure therefore helps to support this line of action.

Pre-schools and schools

To facilitate this change in procedure, the [new booking form](#) should be used with all pre-school and school groups which requests full contact details for their safeguarding lead(s)*. In addition, as part of the booking process and / or during the pre-visit, the revised referral procedure should be talked through with the pre-school or school to flag that, should a serious safeguarding incident or concern occur that we will expect the lead staff member to make an immediate phone call to their safeguarding lead and the session may need to be paused or changed whilst the referral call is made. Therefore, when undertaking a Risk Assessment for the session, management of such an incident should be included in the pre-planning stage.

In addition to the procedure outlined, should the concern or incident relate to a member of school staff / support staff then the Trust's Designated Safeguarding Lead (DSL) will also need to notify the LADO as soon as possible.

The new referral procedure is shown in flow-chart A.

*there is a need to gather this information to permit the DSL to speak to the pre-school or school's safeguarding lead(s). For existing bookings, this information will need to be obtained prior to the visit.

Home educated groups

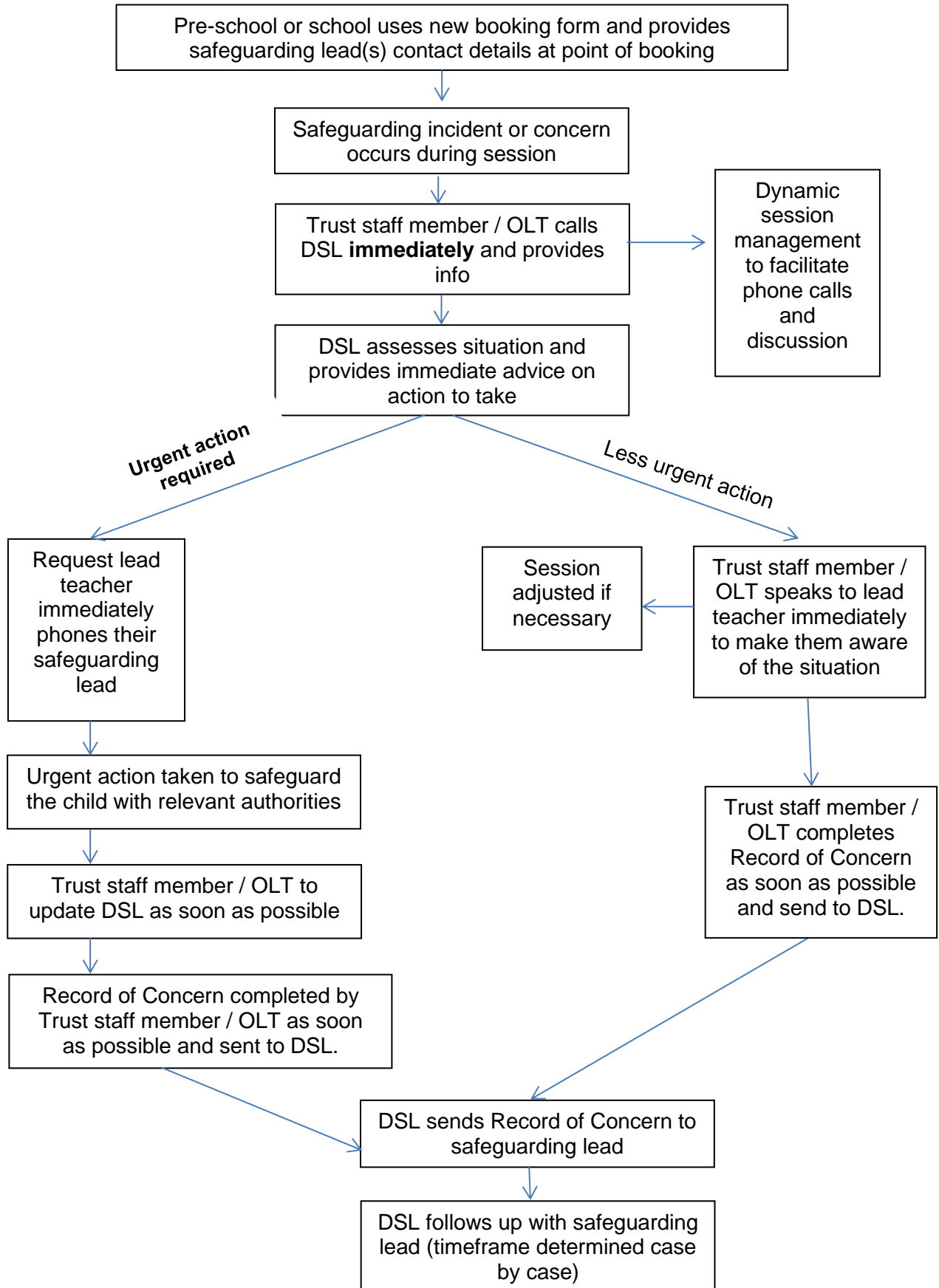
For all home educated groups the [new booking form](#) should be used. As these are non-school groups there is unlikely to be a safeguarding lead to contact. Should an incident or concern arise during a session, then an **immediate** phone call to the DSL should be made. It may then be necessary for the DSL to speak to the 'lead' person of the attending group.

Uniformed groups

The new [Groups booking form](#) should be used for all visits**, which includes contact details for the group's safeguarding lead. Even though each uniformed group should have a nominated safeguarding lead, they may well not be immediately available to speak to. Should a safeguarding incident or concern occur during a session, then an **immediate** phone call to the DSL should be made. It may then be necessary for the DSL to speak to the group leader regarding the incident and any further action.

** For existing bookings, this information will need to be obtained prior to the visit.

Flow chart A : Referral procedure for pre-school and school groups



Annex B : Guidelines should a safeguarding / child protection incident occur

You may never have to face a suspected case of abuse, but you should be aware of and recognise the signs and symptoms of it.

Social services aim to support the family rather than breaking up the family unit. Your action at an early stage could stop a deteriorating situation becoming a crisis.

The most important point to remember is that no individual member of staff or volunteer should take it upon themselves to investigate and resolve a suspected or disclosed case of abuse; most of us do not have the skills or back-up to deal with it effectively, and importantly, you may inadvertently prejudice any future legal case.

The responsibility for evaluating the information provided on a Record of Concern, and what course of action is appropriate for the Trust, lies with the Designated Safeguarding Leads (DSL). You are not expected to investigate any concerns or allegations or make a judgment as to the seriousness of the incident. Your primary responsibility is to protect the child or vulnerable adult and you have a duty to take action, following the Trust's Safeguarding and Child Protection Policy.

Should a safeguarding / child protection incident occur you must inform the DSL as quickly as possible and collect as much information as you can on the Record of Concern and pass this to the DSL as soon as possible. In the event of any allegations or suspicions of abuse it is important to avoid unnecessary delay.

Do not:

- Interrupt a child or vulnerable adult who is freely recalling significant events;
- Pressure them in any way but allow him or her to say what they want to say in their own time
- Ask leading questions as these may later be interpreted as putting ideas into the person's mind and encouraging them to change his/her version of events or as imposing the member of staff's own assumptions;
- Give undertakings of confidentiality and give the impression that the information they give will be kept "secret" as you will need to pass it on to the DSL. Sensitive advise them that you will try to offer support, but that you have a responsibility to pass the information on to someone else for his/her own safety. You should try to assure them that the matter will be disclosed only to people who need to know about it and who can help them.
- Jump to conclusions, speculate or accuse anyone;
- Examine or undress the child or vulnerable adult;
- Collude with anyone in relation to an allegation or hold on to significant information;
- Disclose to the parents what the child has said.

- Discuss any details of the incident with anyone, unless instructed to do so by the DSL or other authorized person.
- Make any comments or speak to the press – refer immediately to the DSL who will assess the situation and follow the Serious Incident Procedure.

Do:

- Allow the child or vulnerable adult to talk freely – and listen uncritically and without interruption;
- Take the allegations seriously;
- Only ask open questions eg “Tell me what has happened”, “When did this happen?”;
- Reassure them that he/she was right to tell you, that the alleged abuse was not their fault;
- Try and boost their self-esteem and self-confidence;
- Try to alleviate feelings of guilt and isolation, while passing no judgement.
- Record all discussions/observations/evidence in writing on the Record of Concern;
- Immediately report the concerns, allegation(s) and information to the DSL
- Ensure the details within the Record of Concern are kept confidential and only shared with the DSL;
- Seek support from the DSL if you are personally or emotionally affected by the experience or incident.

Managing the situation should a safeguarding / child protection incident occur:

- Ensure that no further situation arises which could cause further concern, even if this means cancelling or postponing planned activities. Should a situation arise during an activity which requires immediate attention, the safety of the child or vulnerable adult is paramount.
- If it is necessary to cancel the activity all site staff and group leaders should be informed of this decision and arrangements made to occupy the group in a safe environment as soon as possible, while the concern is addressed.
- On occasions staff and volunteers meet with the same children or vulnerable adults on a regular basis. In such instances you may become aware that an individual is not their normal self, or may have a bruise they can't explain. It is important to make a note of such occurrences, and the explanations that might be provided on a Record of Concern and speak to the DSL as quickly as possible. There may well be a simple explanation but it is the responsibility of the DSL to make that assessment and decide on further action.
- There is a remote possibility that a child may suddenly announce that they do not want to go home after an activity, because they are frightened of abuse. This can put a member of staff / volunteer in a difficult position. A child should be encouraged to go home. A leader **cannot legally** stop a child from going home with his or her parent / carer / guardian, provided that they have responsibility for the child. However, you can insist on calling the police and staying with the child until they arrive if you suspect that an offence may be about to be committed (for example, if the parent is drunk). Should a situation like this arise you are advised to make **immediate** contact with the DSL and your Line Manager for further advice and guidance. If a child does go home, staff should again contact the DSL as quickly as possible to discuss the next appropriate steps and complete a Record of Concern form.

Annex C : Contact telephone numbers for DSL use

Below are the relevant telephone numbers to be used when required by the DSL. The correct one to use relates to where the child (or vulnerable adult) lives.

Please remember : In accordance with the Policy, all concerns should be immediately reported to the DSL for discussion and further action and not reported direct, unless the DSL is not immediately available and the situation is urgent.

Hampshire County Council – Children’s Services Department	0300 555 1384 (8.30am to 5.30pm) Out of hours 0300 555 1384
Isle of Wight Local Safeguarding Children’s Board (LSCB)	0300 300 0117 (24 hours)
Portsmouth Children’s Social Care	Portsmouth City Council's children's social care on 023 9283 9111, or Portsmouth's Joint Action Team on 0845 6710271 - both during office hours. At other times, the out-of-hours service is also available on 0300 555 1373. Leave your name and number.
Southampton Local Safeguarding Children’s Board (LSCB) (Southampton MASH)	Telephone: 023 8083 3336 or out of hours 023 8023 3344 or email mash@southampton.gov.uk
Local Authority Designated Officer (Hampshire County Council) – contact to report any concerns, incidents or accusations relating to an adult in a position of trust	Reporting procedure at : :https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations
Hampshire County Council – Adult Services	0300 555 1386
Southampton Adult Services	023 8083 3003
Police	101 or 999 if the situation is urgent and the child or vulnerable adult is in immediate danger.
Disclosure and Barring Service (DBS)	DBS helpline : 03000 200 190

If the child or vulnerable adult lives outside Hampshire or the Isle of Wight, the relevant Local Authority social services will need to be called.

Annex D: Procedure if you receive an allegation about yourself, or a member of staff or volunteer or are concerned over the behaviour of a member of Trust staff or volunteer

- **Immediately** contact the DSL and alert your line manager (unless the allegations or concerns relate to that person – if so, alert another member of the Senior Management Team or another DSL).
- Record the facts on the Record of Concern form as you know them as quickly as possible and submit to the DSL immediately.
- If the person against whom an allegation has been made is a member of Trust staff, or a volunteer, the Trust will ensure that this person is not given further access to children until the matter is satisfactorily investigated and resolved.
- Do not discuss the situation or incident with anyone else, unless instructed to do so by the DSL or other authorized person.

- **NB : if the incident relates to an adult in a position of trust, the DSL should contact the Local Authority Designated Officer (LADO) as quickly as possible to ensure they are aware (see Annex C for contact details).**

Annex E : Guidance on implementing safe working practices

When engaging with children and vulnerable adults:

Do ...

- Maintain a safe and appropriate distance
- Treat everyone with dignity and respect
- Set an example for others to follow
- Make sure you are never on your own, nor are others, with an individual. When it is appropriate to work one-to-one make sure that others are within earshot and preferably within vision
- Always put the welfare of each person first, before achieving goals
- Remember to follow the Trust's recommended adult to young people ratios (please refer to [Guidelines for safe working practices with under 18 year olds](#))
- Give enthusiastic and constructive feedback, rather than negative criticism
- Recognise the developmental needs and capacity of individuals and avoid pushing them against their will
- Respect a young person's right to personal privacy
- Avoid unacceptable situations within a relationship of trust and remember your intentions may be misinterpreted

Do not ...

- **Take individuals alone in a car or to your home (please see [Guidelines on how to stay safe when travelling with others in vehicles](#))**
- Accompany anyone alone to the toilet or any other enclosed private space, or allow anyone else to do so
- Require individuals to take part in activities inappropriate to their age or ability
- Photograph or video or publish their pictures, without the knowledge and consent of their parents, teachers or carers
- Use your own personal mobile phone during the session or activity, unless in an emergency situation
- Publish information, in print or on a website that might enable someone to contact them
- Allow non-registered volunteers, who do not have an up-to-date DBS check, to take individuals out of the sight of the Activity Lead or other DBS-checked staff or volunteers;
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form.
- Allow individuals to use inappropriate language unchallenged
- Make sexually suggestive comments, even in fun
- Let allegations go unchallenged or unrecorded – always act in accordance with this Policy
- Do things of a personal nature that they can do for themselves
- Place yourself in a position that could cause any doubts of your actions and simply rely on your good name to protect you, or believe "it could never happen to me".
- Accept social media friend requests or follow under 18 year olds.

Further guidance on working with children can be found in [Guidelines for safe working practices with under 18 year olds.](#)

Annex F : The role and responsibility of the Designated Safeguarding Lead (DSL)

The Trust's Designated Safeguarding Lead (DSL) is the first point of contact for any member of the Trust staff or volunteer who has a concern about the welfare, safety and well-being of a child or vulnerable adult.

The DSL does not need to be a member of the education team but should be a member of the Executive Team with the required status and authority to carry out the requirements of the role.

The Trust has more than one DSL and relevant contact details are given to make sure there is no delay in responding to any concerns raised, including during periods of annual leave.

All the DSLs are required to undertake child protection training at Level 3 every two years and are encouraged to supplement this training by attending relevant workshops and training opportunities.

Requirements of the DSL role:

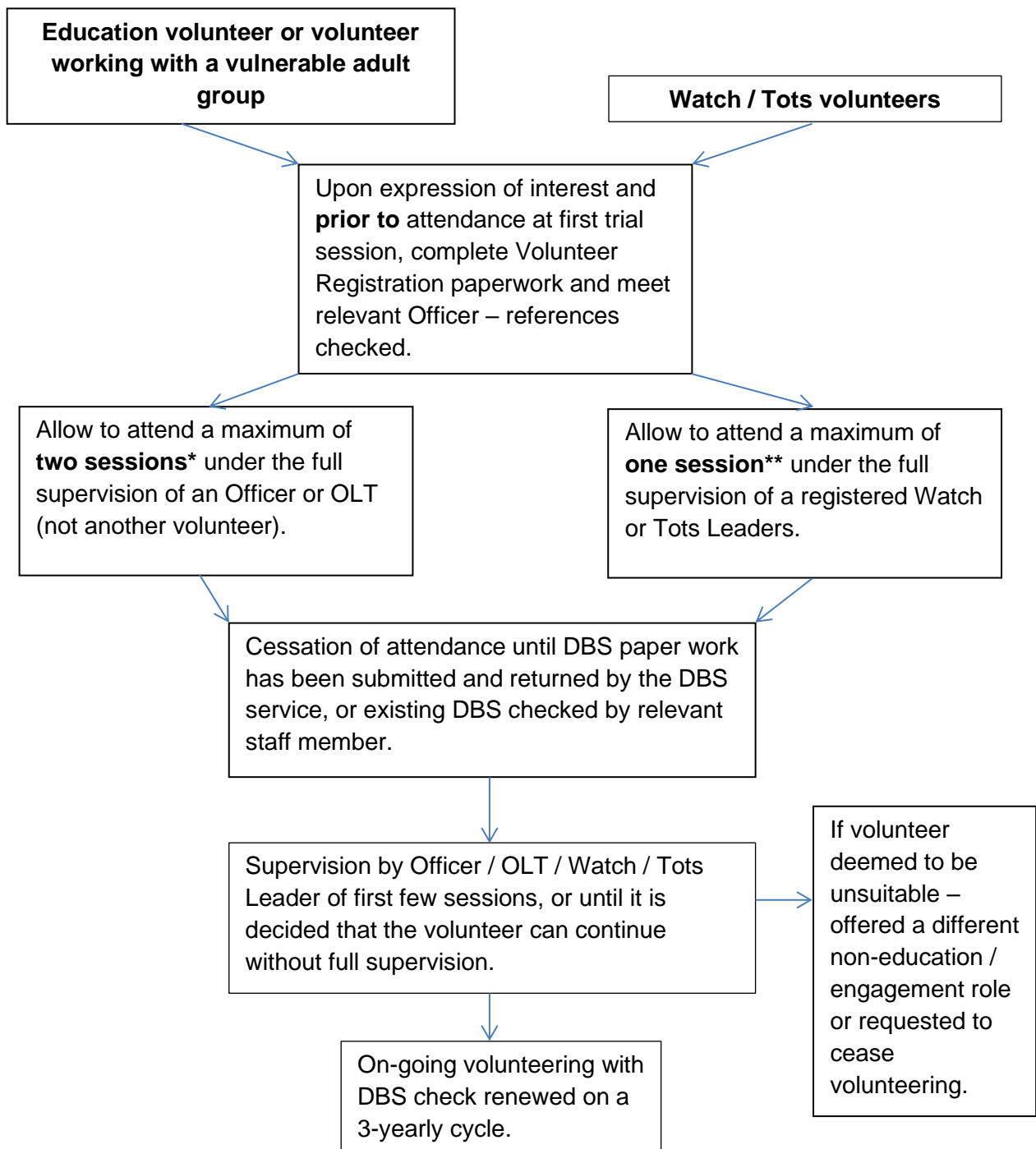
- To have the skills and ability to identify signs of abuse.
- To know how to refer concerns to the appropriate investigating agencies.
- To maintain detailed and accurate written records of safeguarding and child protection concerns and ensure they are kept securely.
- To ensure all incidents are shared with the other DSL's and the Safeguarding Trustee and summarised in the quarterly Incident Report for reporting at the Safeguarding and Child Protection Committee
- To offer support, advice and give a level of expertise to all staff and volunteers of the Trust on safeguarding and child protection matters.
- To provide safeguarding and child protection training to staff and volunteers, as required
- To keep abreast of any safeguarding and child protection statutory and other guidance and feed back to the other DSL's, Safeguarding Trustee and Safeguarding and Child Protection Committee.

Handling situations and supporting staff:

- The DSL who is the initial contact for the issue follows the case through to completion but can involve the other DSLs to provide support and guidance. It is this DSL that completes the Record of Concern, makes contact with any relevant authorities and provides continuing support to any staff and volunteers impacted. It is also this DSL that completes the quarterly incident summary and alerts the Safeguarding Trustee and Chief Exec.
- Where a staff member or volunteer requires engagement to explain safeguarding-related issues and decisions, this should be done by the DSL direct. The relevant staff member can, however, be involved in any meetings or telephone calls if they wish to be.

Annex G : New volunteers working with children and vulnerable adults

When a new volunteer is looking to join us for our education sessions or Watch / Tots groups the following procedure should be followed:



*Ensure attendance at all sessions is logged, across the Trust.

**Due to the potential higher risk of no staff members being present and the groups operating off-site.