



# ***SAFEGUARDING POLICY (CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS)***

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# Safeguarding Policy (Children, Young People and Vulnerable Adults)

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## 1. Introduction

1.1 Building Futures East, as a training provider, recognises that it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all children, young people and vulnerable adults accessing its services and facilities. Building Futures East recognises that it has, through its staff, a duty to take such steps, as are in the circumstances of an educational institution, reasonable to see that children, young people and vulnerable adults are safe from harm when accessing its services and facilities. Building Futures East also recognises that children, young people and vulnerable adults may suffer harm from sources outside Building Futures East's control. Where signs of such harm are apparent, Building Futures East encourage these to be reported to the appropriate external agency.

1.2 This Policy makes explicit Building Futures East's commitment to a proactive approach towards achieving the outcomes referred to in paragraph 1.1 through sound procedures and good practice.

1.3 Building Futures East also wishes to promote ways in which individual members of staff can put their own measures into practice to ensure, so far as is reasonably practicable, the health, safety and welfare of vulnerable groups.

## 2. Purpose

The purpose of this policy is:

2.1 To state the responsibilities of Building Futures East in relation to safeguarding children and vulnerable adults in response to current legislation and guidance.

2.2 To provide clear guidance to staff about how to respond when a case of possible harm, abuse or neglect is identified or suspected.

2.3 To ensure a prompt and effective response is taken when it appears a learner may be at risk of abuse or neglect.

2.4 To ensure staff are briefed in the implementation of Building Futures East Child, Young Persons and Vulnerable Persons Protection Policy.

2.5 To ensure the roles and responsibilities of the key staff for child protection are known and understood by staff.

2.6 To establish the necessary reporting lines to enable complaints, allegations and concerns to be dealt with appropriately.

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## 3. Applicability

3.1 The Policy applies to all employees, learners, contractors and partners of Building Futures East.

## 4. Policy Statement of Intent

Building Futures East will endeavour to ensure that children, young persons and vulnerable adults are protected from harm while they visit our properties. It will be done by:

4.1 Making sure that staff are carefully selected.

4.2 Providing appropriate training for staff in issues of child protection.

4.3 Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with Building Futures East.

4.4 Not physically, emotionally or sexually abusing any child or vulnerable adult in contact with Building Futures East.

4.5 Taking all reasonable steps to prevent any staff member, learners, contractors, partners or member of the public from putting any child or vulnerable adult in a situation in which there is an unreasonable risk to their health and safety.

4.6 Taking all reasonable steps to prevent any staff member, learners, contractors, partners or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult.

4.7 Reporting to a Designated Safeguarding Officer any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused in contact with Building Futures East.

4.8 Referring to statutory authorities all incidents reported to the Designated Safeguarding Officer.

4.9 Implementing this policy in conjunction with our Health and Safety guidelines already in place.

## 5. Roles and responsibilities

### 5.1 Institutional Responsibilities

5.1.1 Building Futures East has a responsibility to carry out enhanced criminal record checks through the Criminal Record Bureau (CRB) for staff, learners and volunteers working with children and vulnerable adults in appropriate roles. Posts

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for which a CRB check is required will be identified during the recruitment process.

5.1.2 Building Futures East will ensure that Employees that are working with children, young persons and vulnerable adults on behalf of Building Futures East, whenever practicable, are always in the company of another appropriately qualified adult (parent, guardian, teacher, CRB checked adult).

5.1.3 Building Futures East has a responsibility to refer information to the Independent Safeguarding Authority (ISA) if they have moved or dismissed an individual because of harm or risk of harm to a child or vulnerable adult.

## 5.2 Chief Executive

5.2.1 The Chief Executive holds overall responsibility for the protection of Children, Young Persons and Vulnerable Adults.

5.2.2 In case of absence of the designated safeguarding lead the Chief Executive must assume the responsibility for child, young person and vulnerable adult's protection.

## 5.3 Management

5.3.1 Managers are responsible for ensuring that their employees are aware of the requirements of the Safeguarding Policy and that they act in accordance with it. They are responsible for providing the necessary support and guidance to do so.

## 5.4 Senior Staff with Designated Responsibility for Child Protection

5.4.1 Building Futures East has a "Designated Safeguarding Officer" with lead responsibility for safeguarding practice for children and vulnerable adults. There is an Assistant Designated Safeguarding Officer to work with the Designated Safeguarding Officer and to ensure that there is continuity of availability.

5.4.2 The Head of Operations ("Designated Safeguarding Officer") is responsible for safeguarding practice for children, young people and vulnerable adults. In case of absence of the Head of Operations, the Chief Executive ("Assistant Designated Safeguarding Officer") will assume the responsibility of the Designated Safeguarding Officer.

5.4.3 Refer cases of suspected abuse or allegations to the relevant investigating Agencies.

5.4.4 Keep appropriate records.

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5.4.5 Act as a source of support, advice and expertise within Building Futures East.

5.4.6 Undertake appropriate training to ensure they are able to undertake their role effectively.

5.4.7 Ensure all staff have access to and understand Building Futures East Child, Young Persons and Vulnerable Adults Safeguarding Policy.

5.4.8 Ensure that all staff have appropriate training in line with their roles and Responsibilities.

5.4.9 Provide reports to the Governing Body and review the policy on an annual basis.

5.4.10 Ensure all learners are aware of the Building Futures East Child, Young Persons and Vulnerable Adults Safeguarding Policy and of their responsibilities.

## 5.5 Quality Coordinator

The Quality Coordinator is responsible for ensuring safeguarding policies and procedures are in place, available to relevant stakeholders and reviewed on an annual basis.

## 5.6 All staff

5.6.1 Everyone in Building Futures East must be aware that any child, young person or vulnerable adult may be the victim of abuse or may be at risk of physical abuse, neglect, emotional abuse or sexual abuse.

5.6.2 All staff must fully comply with Building Futures East policies, procedures, systems and guidance.

5.6.3 It is the responsibility of all members of staff to act immediately if they become aware of an actual case of abuse/neglect or become suspicious that there may be a risk of abuse/neglect.

5.6.4 **It is not the responsibility of individual members of staff to investigate or make judgements on suspected instances of risks of harm to the welfare of a child or vulnerable adult.** That is a matter for the relevant external agencies, or, in appropriate cases, Building Futures East through the actions described in the accompanying Procedures.

## 6. Definitions

**Children and young people** - refers to a person less than 18 years of age.

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**Vulnerable Adult** - a person who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against harm or exploitation.

**LADO** – The Local Authority Designated Officer

**Child protection** - a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Safeguarding children and protecting their welfare** involves:

- Ensuring that children can grow up in a safe and effective environment.
- Preventing impairment of children's health or development.
- Protecting children from maltreatment.

**Safeguarding vulnerable adults and protecting their welfare** involves:

Ensuring that wherever reasonably practicable, a safe environment is provided which reduces the risk of harm from abuse, neglect, exploitation and discrimination.

**Abuse** is a violation of an individual's human and civil rights by any other person or persons. It exists where the vulnerable person suffers significant harm or is exposed to significant risk. In this context the definition of "significant" will require a professional judgement.

There are 4 broad types of abuse:

**Neglect:** The actual or likely persistent or significant neglect of a child or vulnerable adult, or the failure to protect a child or vulnerable adult from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's or vulnerable adult's health or development, including non organic failure to thrive.

**Physical injury:** Actual or likely deliberate physical injury to a child or vulnerable adult, or wilful neglectful failure to prevent physical injury or suffering to a child or vulnerable adult.

**Sexual abuse:** Actual or likely sexual exploitation of a child or vulnerable adult. The involvement of children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles\*. (*\* Sexual activity involving a child who has achieved sufficient understanding and intelligence to be capable of making up his or her own mind on the matter, **while illegal**, may not necessarily constitute*

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*sexual abuse as defined for the purposes of this guide. One example, which could fall into this category, is sexual relationship between a 16-year-old girl and her 18-year-old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The police will of course, deal with the criminal aspects of the case.*

**Emotional abuse:** Actual or likely persistent or significant emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child or vulnerable adult. All abuse involves some emotional ill treatment.

## 7. Recruitment, selection and employment procedures

7.1 Building Futures East will take all appropriate steps to ensure that unsuitable people are prevented from working with children, young people or vulnerable adults.

7.2 Where the risk assessment has identified that students or staff are likely to have regular contact with, or encounter, children, young people or vulnerable adults (which might include regular processing of information), rigorous checks into their eligibility will be required. Such processes will be compliant with Building Futures East's Equality and Diversity Policy.

7.3 Building Futures East is registered with the Criminal Records Bureau (CRB) and will ensure that any member of staff or any learner who will have substantial one-to-one contact with children, young people or vulnerable adults will be checked for relevant criminal convictions. This policy will be reviewed periodically to decide the extent to which staff and learners at Building Futures East should submit to the Vetting and Barring Scheme and CRB checks.

7.4 Building Futures East has a duty to comply with the Safeguarding Vulnerable Groups Act 2006 and will ensure that any member of staff or any learner who will participate in regulated activity will be checked under the Independent Safeguarding Authority (ISA)'s Vetting and Barring Scheme (VBS). Building Futures East also complies, from 12 October 2009, with its duty to refer relevant information about VBS members to the ISA. From 25 October 2010, the ISA scheme applies to all new relevant members of staff and learners.

## 8. Code of Behaviour

### 8.1 When working with children, Employees should always:

- Treat all children with respect and understand the difference between friendliness and familiarity;



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- Act as a role model of good and appropriate behaviour;
- Ensure that whenever practicable the persons who are normally responsible for the children (teachers, parents, guardians, etc) are present during activities or that there is always more than one adult present;
- Respect a child's right to personal privacy;
- Bear in mind that someone else might misinterpret your actions, no matter how well intentioned;
- Be aware that any physical contact with a child may be misinterpreted and so must be avoided whenever possible;
- Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.

## **8.2 When working with children, Employees should never:**

- Spend time alone with children away from other adults. On those occasions where a confidential interview or a one-to-one meeting is necessary, these should be conducted in a room where the exit is clearly visible and, where possible, the door to the room is left open;
- Have inappropriate physical or verbal contact with children;
- Do things of a personal nature for children that the child can do for themselves;
- Allow children to use inappropriate language unchallenged;
- Allow bullying of one child by another to go unchecked;
- Make suggestive or derogatory remarks or gestures in the presence of children;
- Show favouritism to any one child;
- Become complacent on the (spurious) grounds that "it could never happen to me";
- Let any allegations a child makes go unrecorded.
- Send or invite emails or texts to/from children, accept or invite friend requests via social networking sites, chat online with children, 'instant-

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message' children via any format, send or accept receipt of any online messages to/from children.

- Transport a child/children unaccompanied in a personal vehicle.

## 8.3 Child harm or abuse

**All staff have a strict duty never to subject any child to any form of harm or abuse. Failure to honour this will be treated as gross misconduct. This means that it is unacceptable for example to:**

- Distress a child by shouting at them or calling them derogatory names;
- Slap a child;
- Hold a child in such a way that it causes pain, or shake them;
- Physically restrain a child except to protect them from harming themselves or others;
- Allow, or engage in, inappropriate touching of any kind;
- Take part in contact games;
- Do things of a personal nature for children that the child can do for themselves or an accompanying adult can do for them; this includes accompanying a child to the toilet;
- Engage in sexually suggestive behaviour within a child's sight or hearing, or make suggestive remarks to or within earshot of a child;
- Give or show to a child anything that could be construed as pornographic.
- Seek or agree to meet children anywhere beyond normal visitor areas or off Building Futures East premises without the full prior knowledge and agreement of their parents or guardians.

## 8.4 What to do if a child is abusive or violent to staff:

Following such an incident it is important that the following steps are taken:

- Ensure the safety of all those involved in the incident including any other children.
- Gain appropriate first aid or medical attention for anyone injured.

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- Once the child is calm provide the opportunity for the child to reflect on the incident if this is appropriate.
- Undertake a formal de-briefing with other adults involved or affected by the incident.
- Once the situation is calm parents/carers should be informed of the incident as quickly as possible.
- The incident itself must be formally recorded.

## **8.5 When working with Vulnerable Adults and Young People, Employees should always:**

- Be respectful and professional
- Listen, communicate
- Use common sense; be caring, attentive and aware
- Act in an appropriate manner
- Be sympathetic to their needs
- Be aware of your responsibility
- Be aware of policy and procedures
- Know the appropriate contacts and act appropriately
- Be responsible – report and support
- Constantly review and update all parties – positively feed into policy/procedures

## **8.6 When working with Vulnerable Adults and Young People, Employees should never:**

- Be aggressive
- Physically restrain
- Do anything of a personal nature they can do for themselves

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- Re-enforce negative emotions/behaviours
- Engage in inappropriate behavior
- Place yourself in a vulnerable position
- Accept or invite friend requests via social networking sites or online chat online.

## 8.7 Photographing and filming

8.7.1 Written consent should be obtained to take pictures / film children and young people prior to any photographs / filming being taken. Consent letters should include what will be photographed / filmed; what the images will be used for and where they will be used. Indication of the expected audience should also be included so that parents/carers can give informed consent.

8.7.2 Permission should be obtained firstly to take the photograph and secondly for permission if the photograph is to be reproduced.

## 8.8 What to do if an accident happens:

8.8.1 Depending on the member of staff judgment of the situation, he/she must go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services.

8.8.2 With children it can be hard to tell whether they have been injured or whether an injury is serious. If a member of staff has any doubt about this, he/she should stay on the side of caution and contact the Designated Safeguarding Officer and the emergency services.

8.8.3 Even if a child is accompanied and a member of staff thinks an accident is not being treated seriously enough, he/she should get medical assistance on his/her own initiative.

8.8.4 Any member of staff who has any concern about a young person or vulnerable adult, must discuss the case with the Designated Safeguarding Officer or Assistant Designated Safeguarding Officer immediately (at least within the same working day) so that, if necessary, a referral can be made to the relevant agency/local authority without delay.

## 8.9 Disclosure of Abuse

8.9.1 If a child, young person or vulnerable adult discloses abuse, or if abuse is suspected, staff should:

- Listen carefully and stay calm;

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- Question normally and without pressure, in order to be sure that what the child, young person or vulnerable adult is saying is fully understood by the member of staff;
- Reassure the child, young person or vulnerable adult throughout that by telling a member of staff they have done the right thing;
- Inform the child, young person or vulnerable adult that the information must be passed on but that only those who need to know about it will be told. Inform the child, young person or vulnerable adult to whom the matter will be reported.
- Note the main points carefully, be factual using child's, young person's or vulnerable adult's own words (Please refer to Appendix 3);
- Make a detailed note of the date, time, place where the alleged abuse took place, what the child, young person or vulnerable adult said, did and the questions asked by the member of staff. Include a description of any injuries observed, the member of staff's name and those of any other present.
- Do not talk to other people about the incident. Others should only be made aware of this on a 'need-to-know' basis.
- Advise the Building Futures East Designated Safeguarding Lead.

8.9.2 For Learners in Building Futures East who have disabilities and difficulties in communicating, extra care should be taken to enable the child, young person or vulnerable adult to express themselves to a member of staff with appropriate communication skills.

8.9.3 Staff should not:

- Put words into the child's, young person's or vulnerable adult's mouth or ask leading questions;
- Investigate concerns or allegations, Building Futures East has no investigative role, but should report them immediately to the LADO (Local Authority Designated Officer);
- Promise confidentiality (refer to section 10);
- Forget to record what you have been told;
- Fail to pass on the information to the correct person;
- Assume someone else will take the necessary action.

## 8.10 Reporting and Dealing with Allegations of Abuse against Members of Staff

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8.10.1 The procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

8.10.2 The allegation should be reported immediately to the Designated Safeguarding Officer, unless the Designated Safeguarding Officer is the person against whom the allegation is made, in which case the report should be made to Assistant Designated Safeguarding Officer. Designated Safeguarding Officer (or Assistant Designated Safeguarding Officer if the allegation is against the Designated Safeguarding Officer) should:

- Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the Designated Safeguarding Officer.
- Record information about times, dates, locations and names of potential witnesses.

## **8.11 Action by the Designated Safeguarding Officer**

8.11.1 The Designated Safeguarding Officer will collate relevant information about the case and at the earliest opportunity (normally within the same day), will take a decision about whether the case should be referred to the relevant external agency/Local Authority (Newcastle LCSB). Designated Safeguarding Officer may discuss the case with relevant people/officers in the relevant agency/Local Authority to seek advice as to the appropriate action to be taken.

8.11.2 It is important that the Designated Safeguarding Officer does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

8.11.3 Where the Designated Safeguarding Officer is not available, the Assistant Designated Safeguarding Officer will collate the relevant information to take responsibility for referring the case to the Local Authority.

## **9. Risk assessment**

9.1 All staff that intend to work, or may be put in the position of working, with children, young people or vulnerable adults should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.

9.2 The course tutor should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children, young people or vulnerable adults, or before admitting an under-18 learner. The tutor

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should seek the advice of the Designated Safeguarding Officer when developing a risk assessment.

9.3 All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.

## 10. Records and Confidentiality

10.1 Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the child or vulnerable adult is the overriding concern. The degree of confidentiality will be governed by the need to protect the child or vulnerable adult who should be informed at the earliest possible stage of the disclosure that the information will be passed on. All conversations regarding a child/vulnerable adult should always be held in private.

10.2 Building Futures East complies with the requirements of the Data Protection Act 1998, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child.

10.3 CRB disclosures will be stored in accordance with the CRB Code of Practice requirements.

10.4 Where protection concerns are raised about children, young persons or vulnerable adults, the records are kept by the Designated Safeguarding Officer. When a child, young persons or vulnerable adults is being monitored for protection concerns, key staff will be informed on a need to know basis and asked to contribute to the monitoring process by reporting any relevant information.

10.5 All monitoring records are held securely either by the Designated Safeguarding Officer and the decision to make a formal referral is the responsibility of the Designated Safeguarding Officer.

10.6 Whatever happens, staff should always be open and honest with the child or vulnerable adult if intended to take the case further.

10.7 Staff must not discuss the case with anyone other than those involved in the case. If staff have any concerns about the progress of the case or have any other concerns these must be discussed with the Designated Safeguarding Officer.

## 11. Breaches of the Policy

11.1 Staff who breaches any of the above may be subject to the provisions of Building Futures East Disciplinary Procedure.

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11.2 If an allegation against a member of staff has occurred then an investigation will be carried out in accordance with Building Futures East Procedure for dealing with such allegations against staff.

## 12. Training

12.1 Building Futures East will provide appropriate guidance and training on this policy.

12.2 Building Futures East will ensure that the Designated Safeguarding Officer and Assistant Designated Safeguarding Officer receive annual update training as appropriate, and that all other staff receive regular update training as required to ensure compliance with changes to legislation.

## 13. Communication and Review

13.1 Building Futures East aims to ensure all employees and learners will be made aware of this Policy and a copy of the Policy will be included in the Employee Handbook, Learner Handbook and on Building Futures East server and given to all learners and employees on joining us. Recommendations for change should be reported to Quality Coordinator or Head of Finance and Communication.

13.2 Building Futures East aims to review the Policy and its implementation on a yearly basis or more frequently if significant changes to its effective operation are necessary.



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## 14. Document Review Record

Review/Amendment Details	Date
Safeguarding Policy reviewed and revised: <ol style="list-style-type: none"> <li>1. Added purpose and statement of the policy</li> <li>2. Added paragraph about applicability of the policy</li> <li>3. Changed roles and responsibilities according to organisational changes</li> <li>4. Added communication and review</li> <li>5. Made changes in accordance with current legislation.</li> <li>6. Name Of the policy has been changed to Child, Young Persons and Vulnerable Adults Safeguarding Policy</li> </ol>	01/11/2010
Safeguarding Policy reviewed and revised: <ol style="list-style-type: none"> <li>1. Amendment to title of appendix 3 form</li> </ol>	21/02/2012
Prepared by:	Approved by:
CH	AWW

## Appendix 1

### Relevant UK Legislation

- Children Act 1989
- Protection of Children Act 1999
- The Data Protection Act 1998
- The Human Rights Act 1998
- Education Act 2002
- Children Act 2004
- Working Together to Safeguard Children 2006
- Safeguarding Children and Safer Recruitment in Education DfES 2006
- Safeguarding Vulnerable Groups Act 2006
- Guidance for Safer Working Practice for Adults who Work with Children and Young People Allegations Management Advisors 2007

## Appendix 2

### Useful contacts

**1. Children's Social Care Initial Response Service (IRS)**

0191 2772500 (office hours)

0191 2328520 (Emergency Duty Team)

**2. NSPCC Child Protection Helpline 0808 800 5000**

**3. Northumbria Police Child Protection Unit**

0191454 7555 ext 66264/5/6 (Mon – Fri 8am – 5pm)

**4. Local LCSB Contacts**

a) **Newcastle Safeguarding Children Board**

0191 277 7485

b) **Northumberland SCB**

01670533503

c) **Local Authority Designated Officer South Tyneside LSCB**

0191 4545021

d) **Safeguarding LADO manager Durham LSCB**

01207562144

e) **Safeguarding LADO Manager Gateshead LSCB**

01914333834

f) **North Tyneside Council LSCB**

0191 6437979 or 03001230812

g) **Newcastle City Council LADO**

Children's Safeguarding Standards Unit

North Block

Springfield Centre

Blakelaw

Newcastle upon Tyne

NE5 3HU

0191 277 4636

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## Appendix 3

### Safeguarding Concern Log

<b>Your name and contact details:</b>	
<b>Your position:</b>	
<b>Your knowledge of and relationship to the child/young person/vulnerable adult:</b>	
<b>Child's/young person's/vulnerable adult's name:</b>	
<b>Child's/young person's/vulnerable adult's address:</b>	
<b>Child's/young person's/vulnerable adult's date of birth:</b>	
<b>Date(s), time(s) and location(s) of incident(s):</b>	
<b>Nature of the concern/allegation:</b>	

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**Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc):**  
**NB Make a clear distinction between what is fact, opinion or hearsay**

**Exactly what the child/young person/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on a separate sheet if necessary):**

**Actions Taken so far:**

**External agencies contacted:**

<b>Police contacted (if yes please indicate which)</b>	<b>Yes</b>	<b>No</b>	<b>Date and Time:</b>
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<b>Name and Contact number:</b>	
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**Details of advice received:**

<b>Children's Social Care Or Local Authority Designated Officer contacted (if yes please indicate which)</b>	<b>Yes</b>	<b>No</b>	<b>Date and Time:</b>
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<b>Name and Contact number:</b>			
<b>Details of advice received:</b>			
<b>Other Authorities Contacted (if yes please indicate which)</b>	<b>Yes</b>	<b>No</b>	<b>Date and Time:</b>
<b>Name and Contact number:</b>			
<b>Details of advice received:</b>			
<b>Print name:</b>			
<b>Signature</b>		<b>Date</b>	

**Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.**