



**PEOPLE ARISE NOW**  
FOR SAFE & THRIVING COMMUNITIES

## **Safeguarding Policy & Procedures**

### **Child Protection & the Protection of Adults at Risk**

## Contents

1. Introduction.....	2
2. Policy .....	2
3. Responsibilities.....	3
3.1. Trustees .....	3
3.2. Chief Executive Officer .....	4
3.3. Designated Executive Officer.....	5
3.4. All Workers .....	5
3.5. Staff Training .....	5
3.6. Code of Conduct .....	6
4. Procedures.....	6
4.1. Recruitment of Employees, Volunteers, Trustees and Consultants .....	6
4.2. Work with Children and Young People.....	6
4.2.1. Guidance for Safer Working Practice .....	7
4.2.2. Good Practice to Protect Against Allegations of Abuse .....	8
4.2.3. Photography and Interviews.....	9
4.2.4. Off-site and Residential Events.....	9
4.2.5. Signs and Types of Abuse.....	9
4.2.6. Suspicions/Reports of Abuse .....	10
4.2.7. Dealing with Concerns .....	12
4.2.8. Managing Allegations Against Staff .....	15
4.2.9. Whistleblowing .....	16
4.2.10. Confidentiality & Information Sharing.....	16
4.3. Staff Guidance Flowchart - Children.....	18
4.4. Staff Guidance Flowchart - Adults .....	19
4.5. Designated Safeguarding Lead - Reporting Procedure Flow Diagram .....	20
5. Further Information .....	22
6. People Arise Now Supporting Policies and Procedures .....	22
7. Review .....	24
Appendices	
Appendix 1 - Consent Form .....	25
Appendix 2 - Types of Abuse .....	30
Appendix 3 - Record of Safeguarding Concern Form.....	40
Appendix 4 - Body Map .....	44
Appendix 5 - Code of Good Practice .....	46
Appendix 6 - Safeguarding Contacts List .....	47
Document Control Sheet.....	48

## **Policy and Procedure: Child Protection & the Protection of Adults at Risk**

### **1 Introduction**

Safeguarding is everyone's responsibility. The purpose of this document is to specify People Arise Now's ("the Charity") Safeguarding policy and procedures for the protection of children, young people and adults at risk. A child is defined as up to the age of 18 years. The document applies to all People Arise Now staff, which for the purpose of this document, includes all trustees, employees, apprentices, volunteers, freelancers and consultants. Further, the policy and procedures in this document applies to all of People Arise Now's activities.

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident and safe to do so. (Guidance for Working together to safeguard children July 2018)

People Arise Now adopts the definition of safeguarding outlined in statutory guidance, Working Together to Safeguard Children (HM Government 2023) as:

- **Providing help and support to meet the needs of children as soon as problems emerge**
- **Protecting children from maltreatment, whether that is within or outside the home, including online**
- **Preventing impairment of children's mental and physical health or development**
- **Ensuring that children grow up in circumstances consistent with the provision of safe and effective care**
- **Promoting the upbringing of children with their birth parents, or otherwise their family network where this is in the best interests of the children**
- **Taking action to enable all children to have the best outcomes**

Working Together 2023 states: "Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives".

### **2 Policy**

People Arise Now seeks to provide an environment where everyone can work safely, and children, young people and adults at risk can engage with the charities activities and enjoy programmes provided through the work of the Charity or in partnership with other agencies and/or community voluntary sector organisations.

It is the policy of People Arise Now to safeguard the welfare of children, young people and adults at risk involved in the work we do by protecting them from neglect, physical, sexual, emotional, and other forms of abuse. It is also People Arise Now's policy to provide those working for or with the charity with a framework to operate within to keep everyone who is engaged in the Charity's activities safe. It is therefore People Arise Now's policy to:

- ensure that all staff working with children, young people or adults at risk:
  - are carefully selected
  - are checked by the Disclosure and Barring Service ("DBS")
  - have two appropriate references, and
  - understand and accept their responsibility for the safety of children, young people and adults at risk in their care.
- ensure that children, young people and adults at risk welfare is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering programmes.
- respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate persons and external agencies.
- Raise staff awareness of child protection issues through the provision of training and regular updates to risk assessments
- monitor and review the effectiveness of this policy on a regular basis.

The child protection and the protection of adults at risk policy and procedure also seeks to manage effectively the risks associated with activities and events involving children, young people and adults at risk through departments by:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults;
- Requiring new employees and individuals involved in working with children, young people and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.

### **3 Responsibilities**

The implementation of this policy is mandatory across all areas of the Charity. Specific responsibilities are outlined below:

#### **3.1 Trustees**

People Arise Now adopts The Charity Commission outline of the safeguarding responsibilities of trustees:



**“We expect all trustees to make sure their charity has appropriate policies and procedures in place, which are follows:**

- checks that people are suitable to act in their roles
- knows how to spot and handle concerns in a full and open manner
- has a clear system of referring or reporting to relevant organisations as soon as concerns are suspected or identified
- sets out risks and how they will be managed in a risk register, which is regularly reviewed
- follows statutory guidance, good practice and legislation relevant to their charity
- is quick to respond to concerns and carry out appropriate investigations
- does not ignore harm or downplay failures
- has a balanced trustee board and does not let one trustee dominate its work
- makes sure protecting people from harm is central to its culture
- has enough resources, including for safeguarding and protecting people
- conducts periodic reviews of safeguarding policies, procedures and practice”.

Grace Mumba is the Safeguarding Trustee. Her email is [grace@peoplearisenow.org](mailto:grace@peoplearisenow.org) and her number is 020 7952 1245.

The Safeguarding Trustee supports the Trustee Board in developing its understanding of its safeguarding responsibilities. They encourage the Board to nurture and lead a culture in which the safeguarding of children, young people and vulnerable adults is paramount. They act as the link between Board and the charity’s Designated Safeguarding Lead, ensuring that People Arise Now:

- a) has effective safeguarding children and vulnerable adult policies in place, which are accessible and reviewed every two years.
- b) recruits staff and volunteers in line with safer recruitment policies and processes.
- c) accesses appropriate safeguarding training and development opportunities for all staff and volunteers; and
- d) has robust procedures for dealing with allegations of abuse made against staff and volunteers.

### **3.2 Chief Executive Officer**

The Chief Executive Officer (“CEO”) is Designated Safeguarding Lead (“DSL”) and, with her Deputy, works in accordance with the policy requirements for all People Arise Now staff. In addition, they ensure compliance with safeguarding policies and procedures adopted by the Board, and they are responsible for leading and promoting a culture in which children and young people are appropriately safeguarded.

The CEO is Vanessa McCain: She will report to the Trustees on any safeguarding and/or child protection issues which arise.

### **3.3 Designated Safeguarding Lead**

Vanessa McCain is the Designated Safeguarding Lead (DSL) and can be contacted in the following ways: email - [vanessa@peoplearisenow.org](mailto:vanessa@peoplearisenow.org), tel - 07931 876 307.

The DSL takes lead responsibility for overseeing child protection referrals and safeguarding training. They are responsible for:

- a) raising awareness of and ensuring compliance with safeguarding and child protection policies and procedures,
- b) acting as a source of advice and support on child protection matters,
- c) ensuring timely referrals are made in accordance with People Arise Now procedures,
- d) working with the local authority and other agencies as required,
- e) building a safeguarding culture in which children and young people's best interests are promoted and in which they can thrive,
- f) ensuring professional development, and providing supervision and support opportunities, so that staff and volunteers learn, growing their knowledge, experience and skills,
- g) ensuring safeguarding risks are identified, explored and appropriately managed; and
- h) working collaboratively with partners and other external agencies to ensure children are protected.

If the DSL is unavailable or is accused of the abuse, the Safeguarding Trustee will act in their absence. If the Safeguarding trustee is not available or it is not appropriate for them to receive the referral, then the concern should be referred to the relevant Local Authority Designated Officer (LADO).

### **3.4 All Workers**

All workers, which include trustees, staff, apprentices, volunteers, freelancers and consultants, are responsible for ensuring they are aware of and adhere to People Arise Now's Safeguarding Policy and Procedures. All staff and volunteers have a responsibility to safeguard children and young people and to provide environments in which children and young people can succeed. This includes both physical environments and online environments.

All staff have a responsibility to develop their knowledge, interest and understanding of safeguarding issues, as appropriate to their role. If staff or volunteers have concerns about a child's welfare, they must act on them immediately. They must not assume that others have acted.

Any behaviour by a Trustee, member of staff, apprentices, volunteer, freelancer or consultant that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for apprentices, volunteers, freelancers and consultants and for Trustees being removed from the Trustee Board.

### **3.5 Staff Training**

People Arise Now is committed to ensuring staff have access to appropriate training and development opportunities that contribute to their ability to carry out their safeguarding roles. Staff are expected to be inducted in People Arise Now Safeguarding Policy within their first 14 working days (pro-rata for part time staff), and complete annual safeguarding training.

The Designated Safeguarding Lead must undertake continuous professional development on safeguarding. At a minimum, they must complete Level 3 safeguarding refreshers every two years.

### **3.6 Code of Conduct**

1. Children and young people engaged by People Arise Now, can expect to be:
  - a) Treated fairly and without prejudice, discrimination or favouritism.
  - b) Respected and valued as individuals, with unique strengths, skills, experiences and needs.
  - c) Listened to and encouraged; and
  - d) Protected from harm and abuse.
2. Given the nature of the work we undertake at People Arise Now and the relationships we hold with children and families experiencing adversity, it is not possible to provide an exhaustive list of all behaviours, which might be considered unacceptable. Nor can we always predict the circumstances in which certain behaviours might become or be perceived as unacceptable.
3. As a general principle, members of People Arise Now workforce must recognise that they hold a position of trust and power in their relationship with children, young people and adults at risk. They must not exploit this power and trust or exercise it for their own personal gratification. They must make reasoned professional judgements, which are in the best interest of children and ensure children safeguarded. Where there are any doubts, worries or concerns about professional judgements, they should be escalated to line managers or a safeguarding lead as soon as possible.
4. The charity's Code of Conduct Policy and Procedures sets out the professional standard of behaviour expected from People Arise Now staff and volunteers, and breach of the said policy could trigger disciplinary and/or grievance procedures.

## **4 Procedures**

### **4.1 Recruitment of Employees, Volunteers, Trustees and Consultants**

The aim of the recruitment and selection processes for employees, volunteers, Trustees, freelancers and consultants is to ensure that the best person for a particular role is appointed. However, People Arise Now needs to balance the need to protect the interests of young people with its desire not to discriminate unfairly against ex-offenders. For this reason, the Charity has a detailed policy and procedure on the recruitment of ex-offenders. Further, all staff, trustees and regular volunteers are required to have two appropriate references, attend specific training and hold a valid enhanced DBS certificate. For more detailed information, please refer to the Charity's Safer Recruitment Policy.

### **4.2 Work with Children and Young People**

People Arise Now requires all those working directly with children, young people and adults at risk on behalf of the charity in any situation to follow the procedures below, in order to create a safe environment in which to work with them.



### 4.2.1 Guidance for safer working practice

The word “session” is used below to cover all delivery of our work and “staff” includes apprentices, Trustees, staff, volunteers, freelancers and consultants:

- Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions. Due regard should be given to the potential influences and associated risks that different groups will have on each other.
- Staff working with children, young people and adults at risk should:
  - be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
  - should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
- Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times for children under eight years old.
- Wherever possible, staff should avoid being alone with children, young people and adult at risk, and staff shouldn't take them to their own home).
- Staff shouldn't offer a lift to a child, young person or adult at risk unless they have written parental consent or a second adult (preferably group leader) is present.
- Staff should only train children, young people and adults at risk in a non-intrusive manner and should encourage them to be responsible for getting themselves ready, such as getting themselves changed before and after activities.
- When entering guest rooms/accommodation, staff and volunteers should make sure there is another adult present where practical
- Staff planning sessions should comply with the standards set by their appropriate professional body, e.g. Sport National Governing Body, National Arts Council.
- Staff planning sessions at third party premises must ensure that they have a 24 hour emergency contact system in place for the event for appropriate staff and services.
- Staff will be expected to keep an attendance register for all organised sessions.
- Parental consent and medical information about the child, young person and/or adult at risk must be obtained in advance when People Arise Now is working directly with, and has responsibility for, them (forms in [Appendix 1](#)). Youth Leaders who are accompanying the children, young people and adults at risk should have obtained appropriate parental consent and medical information about them prior to the People Arise Now event. Staff (inc. group leaders / teachers), should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Children, young people and adults at risk and their parents should be given a 'named appointment' to whom they may report any worries or concerns.
- Staff should ensure that programmes follow agreed timings and locations
- Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice - Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity.
- Staff should behave and dress in a manner that promotes recognised good practice in



relation to safeguarding.

- Residential and Events for Young People should be alcohol free, unless there is an agreement by a senior member of staff that alcohol can be consumed and that a risk assessment supporting the residential or event has mitigated any risks.
- All accidents/incidents involving staff or participants should be recorded using the Charity's accident forms immediately or as soon as practicably possible.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people (see [4.2.6](#) and [4.2.7](#) below).

## 4.2.2 Good Practice to protect against allegations of abuse

You shouldn't:

- Spend excessive amounts of time alone with children, young people and adults at risk away from others;
- Take children, young people and adults at risk to your own home;
- Offer a lift to a child, young person or adult at risk unless they have written parental consent or a second adult (preferably group leader) is present.

Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young person's or adult at risk's parents/guardians.

Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form. (Note: where contact is essential for H&S requirements, i.e. an outdoor instructor kitting up activity participant, this is done through clear communication, with participant consent and follows training guidelines.)
- Allow children, young people or adults at risk to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, young person or adult at risk even in fun.
- Let an allegation a child, young person and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children, young people and/or adult at risk that they can do themselves.
- Place yourself in a situation where you will be left alone with a child, young person and/or adult at risk. Always seek help from another worker
- If you do have to do things of a personal nature for children, young people and/or adult at risk (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present

In an emergency situation, which requires this type of help, parents should be fully informed as soon as is practicable.

### 4.2.3 Photography and Interviews

Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools.

The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. The Football Association advises that photographs should focus on the activity and not on a specific young person.

Formal permission should be obtained for the use of any images or quotes, whether of a child, young person or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws. (See People Arise Now's UK-GDPR & Data Protection policy and its Photograph and Filming policy).

### 4.2.4 Off-Site and Residential Events

People Arise Now is not responsible for a child, young person or adult at risk while they are travelling to and from a People Arise Now's event unless agreed with People Arise Now beforehand. It is the responsibility of the parent/guardian or school/local authority to make appropriate travel arrangements for them.

People Arise Now requires leaders organising residential events for children, young people and adults at risk to make appropriate sleeping arrangements to ensure the safeguarding of individuals and minimise risk.

All offsite and residential events must be managed in accordance with this policy and our Excursions Policy.

### 4.2.5 Signs and Types of Abuse

#### Signs of Child Abuse:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Some signs that could alert staff and volunteers to the fact that a child, young person or adult at risk might be being abused include: -

- Unexplained bruising and injuries
- Sexually explicit language and actions

- Sudden changes in behaviour
- Something a child has said
- A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt.

If a child, young person or adult at risk displays these signs it does not necessarily mean that they are being abused. Similarly there may not be any signs; you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately. See [Appendix 2 for Types of Abuse](#).

#### 4.2.6 Suspicions/Reports of Abuse

It is not the responsibility of staff or volunteers to deal with suspected abuse but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

1. [If a child, young person or adult at risks' behaviour/appearance gives reason for concern](#) or they have an unusual physical injury or they confide about abuse, the procedure below **MUST** be followed:
  - a. immediately inform your Line Manager;
  - b. use the Record of Safeguarding Concern Form at [Appendix 3](#) to make a record of your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them;
  - c. ensure the child has access to an independent adult (e.g. teacher/group leader/youth worker);
  - d. if abuse is suspected, you or your Line Manager should report concerns directly to the Designated Safeguarding Lead (DSL) immediately or in their absence the Safeguarding Trustee. It is the responsibility of the DSL to inform the appropriate authorities.

The following are some key Do's and Don'ts if a child, young person or adult at risk reports

abuse: Always:

- **S**tay calm – ensure the child, young person or adult at risk is safe and feels safe.
- **M**ake a notes and as soon as possible after the event write up a detailed account of what you and the child, young person or adult at risk discussed.
- **A**llow the child, young person or adult at risk to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- **R**eassure the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not

promise to keep it a secret and tell the child it is your responsibility to inform others.

- Tell the child, young person or adult at risk that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgement.

Never:

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

2. If you receive an allegation from an adult about another adult or yourself the procedure that **MUST** be followed is:

- a. immediately inform your Line Manager;
- b. record the facts as you know them and give/send a copy of the record to your Line Manager;
- c. if an allegation is suspected, concerns should be reported directly to the DSL or in their absence the Safeguarding Trustee. It is the responsibility of the DSL to inform the appropriate authorities;

3. If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child, young person or adult at risk the procedure that **MUST** be followed is:

- a. advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person or adult at risk, what was discussed;
- b. advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes;
- c. don't give them a copy of People Arise Now's procedure, but you may give details of the organisations/publications detailed within it;
- d. immediately inform your Line Manager;
- e. record the facts as you know them and give/send a copy of the record to your Line Manager;
- f. if abuse is suspected you or your Line Manager should report concerns directly to the DSL or in their absence the Safeguarding Trustee. It is the responsibility of the DSL to inform the appropriate authorities.

4. If you are concerned that a child, young person or adult at risk is or may be subject to abuse or harm:

- a. Make a written, dated note of observations;
- b. immediately inform your Line Manager or the DSL or in their absence the Safeguarding Trustee as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for referral procedure.

5. The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person or adult at risk.
  - a. **If you are concerned that a member of staff** is harming or abusing a child, young person or adult at risk, you must report your concerns immediately to your Line Manager or the DSL. Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.
  - b. **If you suspect any other person** is harming or abusing a child, young person or adult at risk, you should contact your Line Manager or the DSL. However, you can contact Children’s Services, Adult Services or the Police.

If you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your Line Manager, the Operations Manager, the DSL, or in their absence the Safeguarding Trustee, do not hesitate to contact Children’s service, adult services or the police. These external agencies will be in a position to determine an appropriate course of action.

### Making a Referral

If you are concerned that a child, young person or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact your Line manager or the DSL. Your Line Manager or the DSL will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Charity’s internal procedures.

Where a referral is to be made externally, the safeguarding officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

## 4.2.7 Dealing with Concerns

### A. Listening to the Child

If a child raises a concern, the initial response should be limited to listening carefully to what they say. In responding:

<i>Do:</i>	<i>Don't:</i>
<ul style="list-style-type: none"> <li>● Let the child tell their whole story.</li> </ul>	<ul style="list-style-type: none"> <li>● Don't try to investigate or ask leading questions. Don't show disbelief.</li> </ul>
<ul style="list-style-type: none"> <li>● Ask questions for clarification only. Avoid leading questions.</li> </ul>	
<ul style="list-style-type: none"> <li>● Ask what they would like to see or happen as a result.</li> </ul>	<ul style="list-style-type: none"> <li>● Don't offer false assurances about the confidentiality of a disclosure.</li> </ul>

<ul style="list-style-type: none"> <li>● Explain what you can do to keep them safe (or keep the child who is the subject of the disclosure safe).</li> </ul>	<ul style="list-style-type: none"> <li>● Don't make promises that you or other professionals cannot keep.</li> </ul>
<ul style="list-style-type: none"> <li>● Reassure them that telling someone about their concerns is the right thing to do.</li> </ul>	

Communication Tips:

<i>Helpful Things to Say or Show:</i>	<i>Avoid Saying:</i>
<ul style="list-style-type: none"> <li>● Show acceptance of what the child/young person says</li> </ul>	<ul style="list-style-type: none"> <li>● "Why didn't you tell anyone before"</li> </ul>
<ul style="list-style-type: none"> <li>● "I am glad you have told me"</li> </ul>	
<ul style="list-style-type: none"> <li>● "It's not your fault"</li> </ul>	<ul style="list-style-type: none"> <li>● "I can't believe it"</li> </ul>
<ul style="list-style-type: none"> <li>● "I will help you"</li> </ul>	
<ul style="list-style-type: none"> <li>● Let them know what you are going to do next and that you will let them know what might happen.</li> </ul>	<ul style="list-style-type: none"> <li>● "Are you sure this is true?"</li> </ul>

You must also follow this approach with any adult sharing information or making a disclosure.

## B. Taking Action

- i. If you have a concern, or had a concern raised to you, you must discuss it with your line manager.
- ii. Sections [4.3](#) and [4.4](#) outlines the operational procedures for escalating a concern.
- iii. Your line manager will explore the concern with you, assess how to respond and agree any actions.
- iv. If your line manager is not available, then you should raise your concern with the DSL.
- v. Any member of staff can make a referral to or seek advice from the Local Authority:
  - a. In Hammersmith and Fulham (H&F), this would be the [Initial Consultation & Advice Team \(ICAT\)](#)
    - i. Email - [familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk)
    - ii. Tel - 020 8753 6610 (Professionals line)
    - iii. Out of Hours - 020 8748 8588

- b. In Sutton:
- i. Check whether the level of concern reaches [Tier 2 of the LSCP Threshold Guidance](#)
  - ii. If you need further advice on this, contact the Early Help Coordinator on 020 8770 6001
  - iii. Obtain consent from the family to make a referral for the Targeted Early Help service
  - iv. Check whether a referral has already been made
  - v. Complete the online [Children's First Contact Service \(CFCS\) referral form](#)
  - vi. Send supporting documents securely to [childrensfirstcontactservice@sutton.gov.uk](mailto:childrensfirstcontactservice@sutton.gov.uk)
- vi. In deciding whether to make a referral or to share information with a Local Authority and/or other agencies, you must consult the DSL. However, if they are not available, you should not delay action to safeguard a child.
  - vii. Where a decision is made not to make a referral, you must record this decision using the [Record of Safeguarding Concern Form \(Appendix 3\)](#) and note this against the child/young person's record in Sharepoint '[Beneficiaries Details](#)'. This will help us to monitor any pattern of concerns.
  - viii. You must inform the DSL of any referral that you make and share a written record of the referral within 48 hours of making a referral, using the People Arise Now '[Report a Safeguarding Concern form](#)' or adding to the previous record you made.
  - ix. You must inform the DSL of any decision not to refer and the reasons for this decision. You can do this in the [Record of Safeguarding Concern Form](#).
  - x. Where you observe physical injuries, you must note the injuries accurately and factually on the Body Map ([Appendix 4](#)). You must not ask to see intimate parts of a child's body or take photographs.
  - xi. If the child can understand the significance and consequences of making a referral to the Local Authority, you must ask them for their views and these views noted and considered.
  - xii. Save where the parent or carer of the child is alleged to be the perpetrator of abuse, they must be informed of any concern, be engaged in the evaluation of any concern, and be party to and informed of any decision to refer. Where possible, you should have this dialogue in advance of making a referral.
  - xiii. Unless this would cause undue delay in protecting a child, you should seek advice from the DSL, if the parent or carer refuses to engage with or give permission for the referral.
  - xiv. In some exceptional cases, it may be necessary to make a referral before or without informing the parents or carers. Exceptional cases include circumstances where you could put a child at risk of immediate or increased harm or you could interfere with a criminal investigation.
  - xv. If your concern involves or is about a member of staff or volunteer at People Arise Now, please refer to sections [4.2.8](#) and [4.5](#) and the charity's Managing Allegations Against Staff policy.
  - xvi. If an allegation of abuse is shared with you whilst you are working on a school's premises or relates to incidents occurring in school, you must inform the relevant school.
  - xvii. Sections [4.3](#) and [4.4](#) provides simple flow charts to help you understand and manage concerns.



### **C. Helping a child in immediate danger or in need of emergency medical attention**

- i. If a child needs emergency medical attention, call an ambulance. While you are waiting for it to arrive, get help from a first aider. If the first aider is not available, contact a manager or colleague for support.
- ii. You may need to accompany the child to hospital. Should you know or believe that the child has experienced or is at risk of suffering immediate significant harm because of any kind of abuse, you must inform the hospital safeguarding lead, as soon as is practically possible and before leaving the hospital.
- iii. If a child is at risk of immediate danger or threat to life, then you must speak with the DSL immediately. Together, you must ascertain how to manage any risk and to ensure the child is protected. Their safety is paramount.
- iv. It may be that the best course of action is to contact the parent or carer and to ensure the child can return safely home. You must then agree the most appropriate steps with the family. It may also be necessary to call the police to ensure the child's safety, or to ensure the safety of other children.
- v. Where there is a risk of People Arise Now provision being targeted, because of any immediate incident, event or concern, you must give due consideration to ensuring other children attending People Arise Now are safeguarded.
- vi. At the earliest possible opportunity, the incident should be recorded in line with the procedures outlined under this policy.

### **D. Keeping a record of your concerns**

- i. Use the [Record of Safeguarding Concern Form \(Appendix 3\)](#) to record both the concern and our response, including the rationale for our response. The relevant sections of the form should be completed and signed at each stage of the process. You may use the form to share information with the statutory child protection authorities.
- ii. You must complete a Record of Concern factually and accurately, paying particular attention to times and dates, and using the child or young person's own words or direct quotes, where possible. You must also make it clear who is completing the Record at any time, so that colleagues have an accurate and accessible report.
- iii. The form should be signed and dated by all those involved in its completion. You must keep the form
- iv. confidentially on the child's file, sharing copies with the Safeguarding Manager and Designated Safeguarding Lead. The Safeguarding Manager and Designated Safeguarding Lead must record the rationale for any decision.

## **4.2.8 Managing Allegations Against Staff**

1. It is essential that we deal with any concern or allegation of abuse made against a member of staff, trustee, volunteer, placement student or intern fairly, quickly and consistently. Our response will ensure we provide effective safeguarding protection and that we appropriately

discharge our duty of care to the People Arise Now team and its beneficiaries.

2. The Managing Allegations against Staff Policy sets out the processes through which an allegation or concern should be responded to and managed.

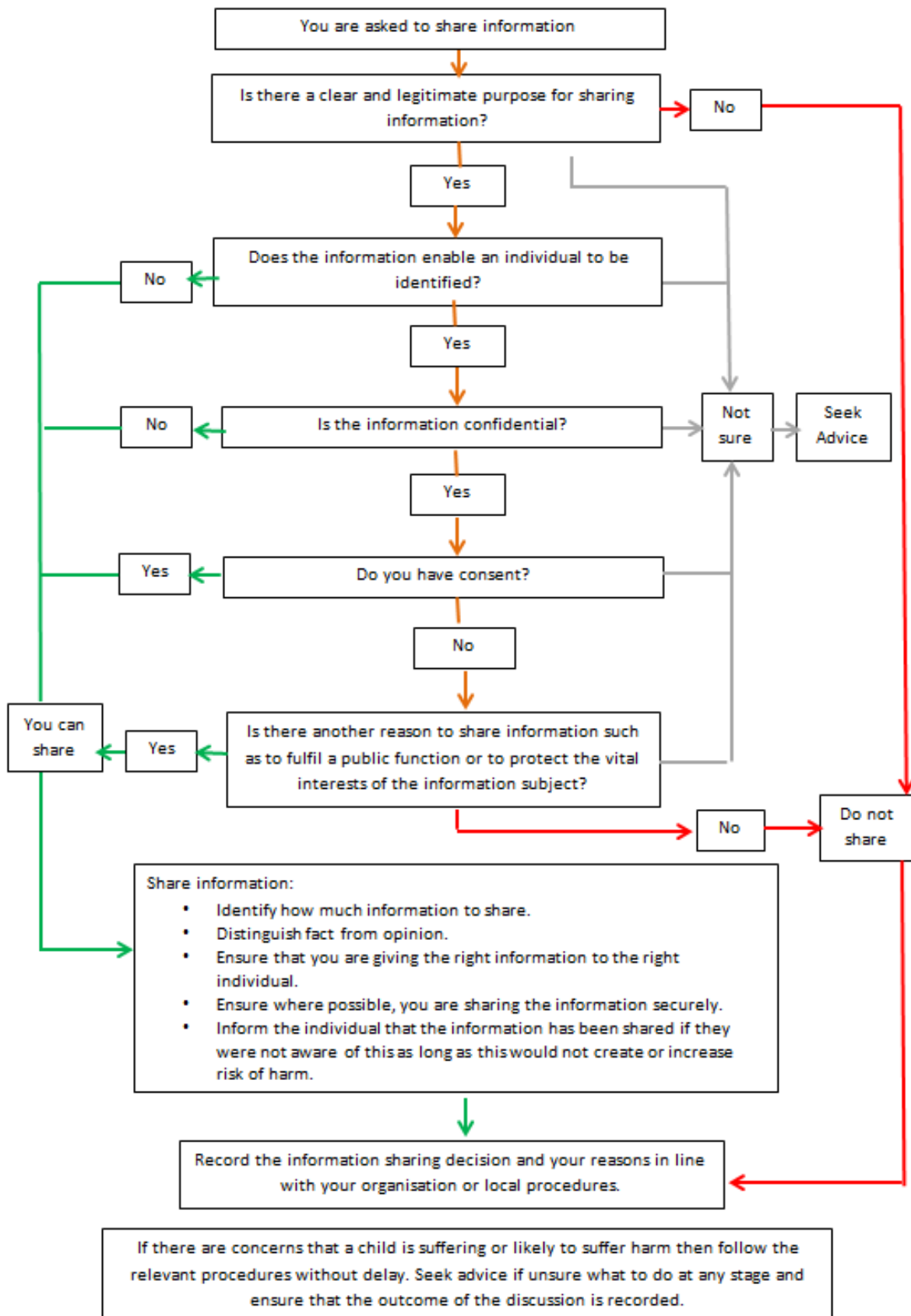
#### 4.2.9 Whistleblowing

1. Whistleblowing is making a disclosure in the public interest and occurs when a member of staff or volunteer (or member of the public) raises a concern about danger or illegality that affects others, for example the young people using People Arise Now services.
2. All staff members should be aware of the duty to raise concerns about the attitude or actions of staff in line with the Charity's Conduct of Conduct, Safeguarding Policy and Whistleblowing Policy.
3. We want everyone to feel able to report any child protection or safeguarding concerns. However, for members of staff who feel unable to raise these concerns to another member of staff, or to trustees, they can seek advice from Protect, the Whistleblowing Charity or the NSPCC.

#### 4.2.10 Confidentiality & Information Sharing

1. People Arise Now has adopted clear principles of confidentiality in relation to children, young people and adults in our care. All personal records and sensitive data relating to individuals must be stored securely and in line with our UK GDPR and Data Protection Policy.
2. It is a legal requirement that agencies and professionals work together around safeguarding issues and to do this effectively we need to be able to share information. In specific circumstances, the General Data Protection Regulations (GDPR UK) allows organisations to share information about clients without their consent:
  - a) To protect the vital interests of an individual - the 'vital interests' condition also extends to any other individual who might be impacted by the abuse.
  - b) Where the individual lacks capacity to give meaningful consent; and/or
  - c) Where the use of information is for the provision of social care, treatment, system and services.
3. We will never give an assurance of absolute confidentiality. Concerns about confidentiality should never override our safeguarding responsibilities.
4. The following principles guide information sharing at People Arise Now, to ensure the sharing is:
  - a) Necessary
  - b) Proportionate
  - c) Relevant
  - d) Accurate
  - e) Timely
  - f) Secure
5. In most cases, you must seek consent from the relevant individual(s) to share information. In all cases, if you share information in relation to a disclosure, then you must record this and inform the DSL.

## 6. Information Sharing Flowchart



### 4.3 Staff Guidance Flowchart - Children

**See it. Recognise it. Report it. Record It.**

**If the matter is urgent because a child is in immediate danger phone 999 for the Police.**

**See It.**

Are they safe? If you are concerned about a child or young person you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It is your responsibility to report it to the Designated Safeguarding Lead and/ or appropriate authority

**Recognise It.**

- Share your concerns/information with the Designated Safeguarding Lead (DSL)
- If the DSL or Safeguarding Trustee are not available or you need further advice, contact:
  - [H&F](#) - Initial Consultation and Advice Team (ICAT); 020 8753 6610; [familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk)
  - [Sutton](#) - Check whether [Tier 2 of Guidance](#) and/or contact the Early Help Coordinator 020 8770 6001
- If there is immediate danger to the child call 999 for the Police.

**Report It.**

If you have a concern about a child and need to make a safeguarding referral, report by:

- H&F – Report it to the Initial Consultation and Advice Team (ICAT) via
  - Email: - [familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk)
  - Tel: 020 8753 6610
  - Out of Hours: 020 8748 8588
- Sutton - Complete the online referral form
  - [Children’s First Contact Service \(CFCS\) referral form](#)
  - Send supporting documents securely to [childrensfirstcontactservice@sutton.gov.uk](mailto:childrensfirstcontactservice@sutton.gov.uk)

**Record It.**

If the concern does not require further action, then [Record the Safeguarding Concern](#), make a note in the [Beneficiary’s file](#), inform the DSL, follow up, monitor and review.

**Reporting Notes for Children and Young People**

Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring.

**Local Authority Designated Officer (LADO) Referrals**

If you have concerns about an adult working with a child under the age of 18 that you would like to report, you will find the relevant information here:

- [H&F LADO](#)
- [Sutton LADO](#)

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

## 4.4 Staff Guidance Flowchart - Adults at Risk

**See it. Recognise it. Report it. Record It.**

**If the matter is urgent because an adult at risk of harm is in immediate danger  
phone 999 for the Police.**

### **See It.**

Are they safe? If you are concerned about an adult at risk, you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It is your responsibility to report it to the Designated Safeguarding Lead and/ or appropriate authority

### **Recognise It.**

- Share your concerns/information with the Designated Safeguarding Lead (DSL)
- If the DSL or Safeguarding Trustee are not available or you need further advice, contact:
  - [H&F](#)
    - Email the adult multi-agency safeguarding hub: – [safeguardingadults@lbhf.gov.uk](mailto:safeguardingadults@lbhf.gov.uk)
    - Tel: 0800 124 6095
    - Out of Hours: 020 8748 8588
  - [Sutton](#) – Contact the [Sutton Safeguarding Adults Boards \(SSAB\)](#)
- If there is immediate danger to the Adult at Risk call 999 for the Police.

### **Report It+.**

If you have a concern about an adult at risk and need to make a safeguarding referral, first seek the adults' consent if possible, and then report the concern by:

- H&F
  - To raise a safeguarding alert, fill in the [Safeguarding Adults Concern Form](#) and send it to [safeguardingadults@lbhf.gov.uk](mailto:safeguardingadults@lbhf.gov.uk)
  - Call the Emergency Duty Team: 020 8749 8588
- Sutton
  - Online form [Adults Safeguarding Referral Form for Professionals](#)
  - Tel: 020 8770 6770 | Out of Hours: 020 8770 5000
  - Further details on [Sutton Safeguarding Adults Board \(SSAB\)](#) website

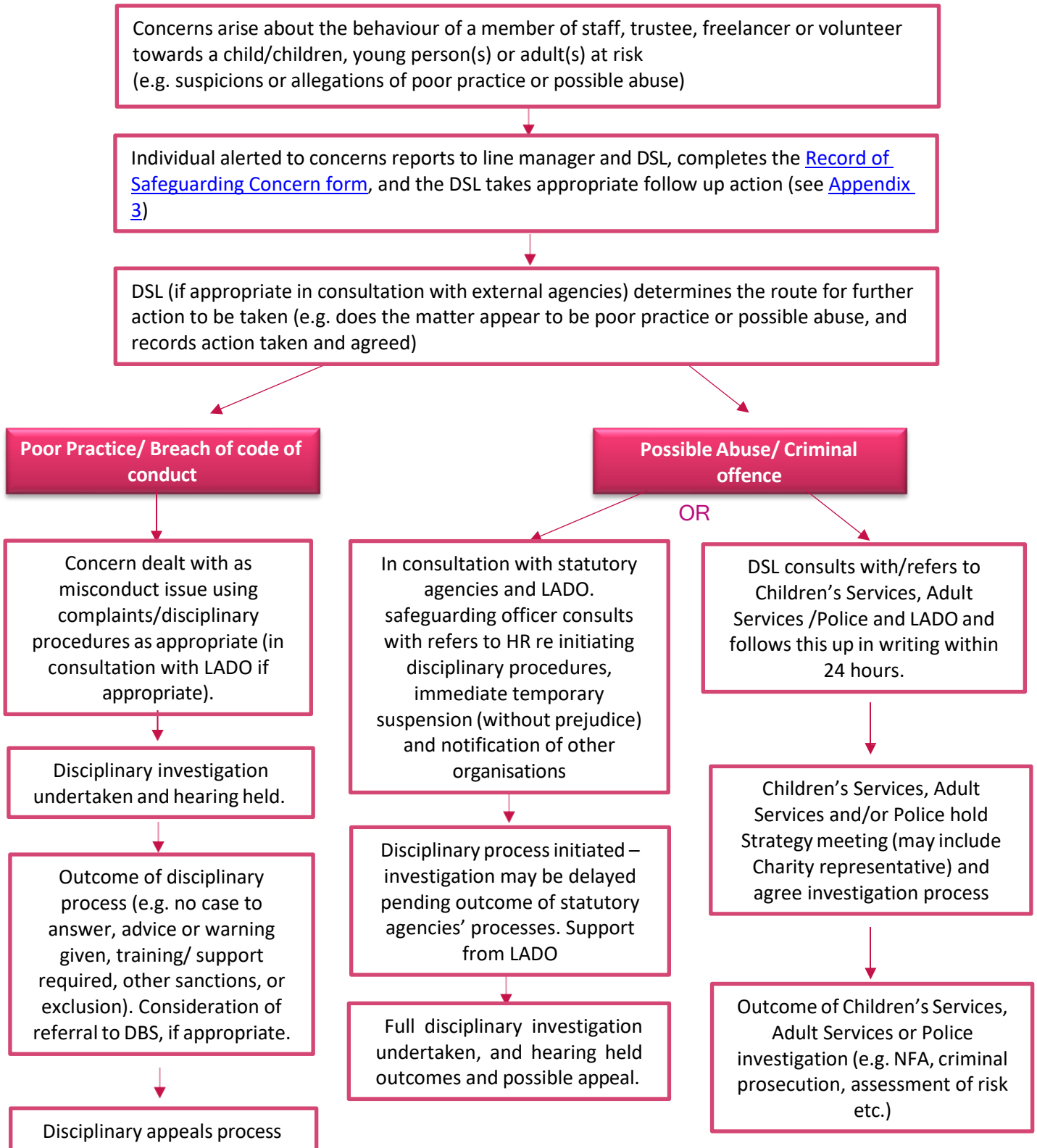
### **Record It.**

If the concern does not require further action, then [Record the Safeguarding Concern](#), make a note in the [Beneficiary's file](#), inform the DSL, follow up, monitor and review.

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

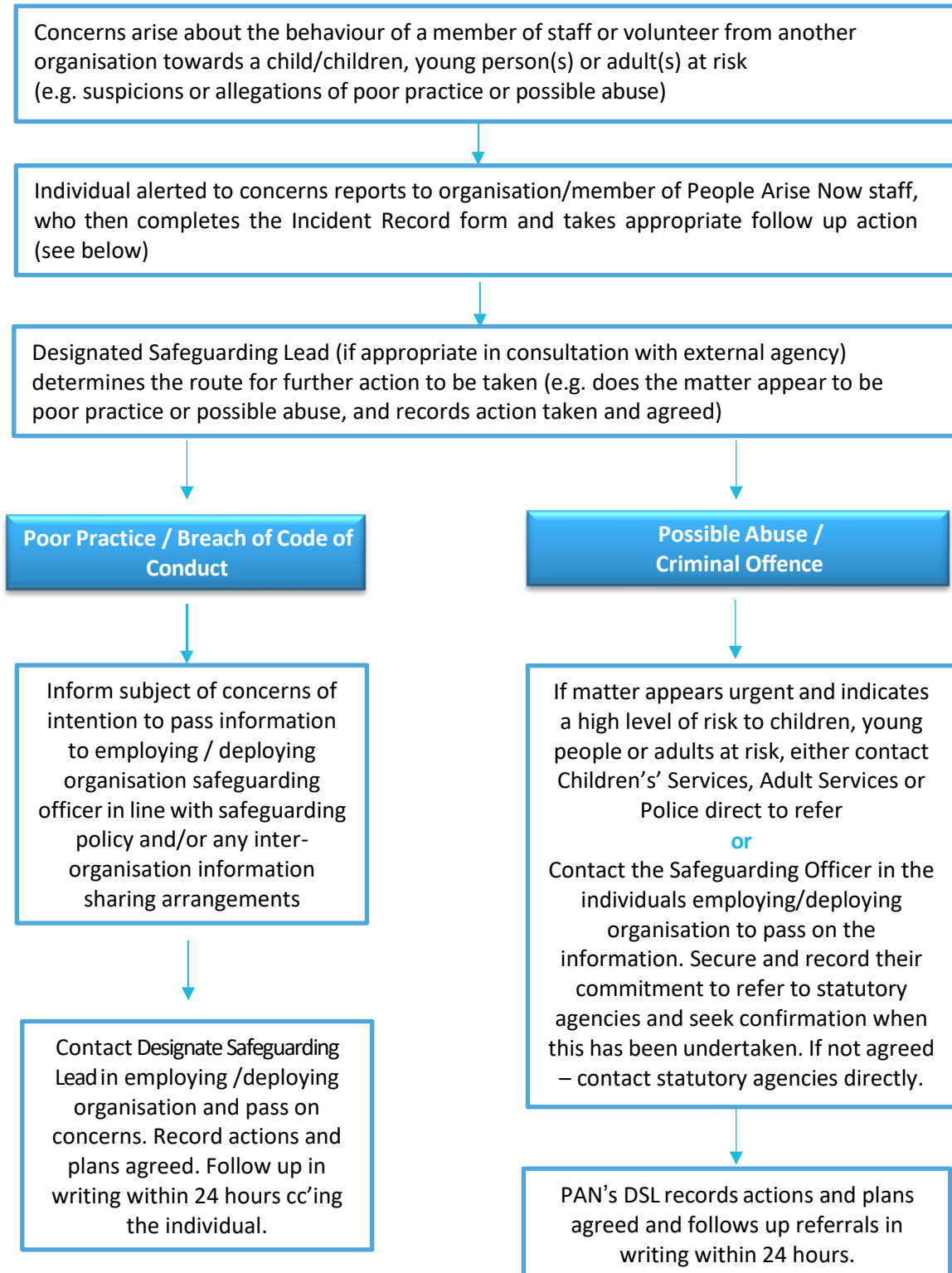
## 4.5 Designated Safeguarding Lead - reporting procedure for concerns

### 1. Behaviour of a staff member, Trustee, volunteer, freelancer or consultant (e.g. allegation about behaviour towards a child, young person or adult at risk)



## 2. Behaviour of another organisation’s staff member, Trustee, freelancer, volunteer or consultant

(e.g. allegation about behaviour towards a child, young person or adult at risk)





## 5 Further Information

- For details of legislation and up to date information on Safeguarding, see:  
[Safeguarding children and young people](#)  
[Safeguarding vulnerable adults at risk](#)
- The following local authority organisations are responsible for key inter-agency forums for child protection, safeguarding assessments and decisions at level and are identified on local government websites:
  - Social Services Departments
  - Local Safeguarding Children Board (LSCB)
  - Multi Agency Safeguarding Hub (MASH).
- Radicalisation and Extremism - [Prevent Duty Guidance](#)
- [NSPCC](#). A registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare 0808 800 5000
- [Child exploitation and Online Protection \(CEOP\)](#)
- See Appendix 5 for People Arise Now safeguarding contacts

## 6 People Arise Now Supporting Policies and Procedures

People Arise Now has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people and adults at risk coming into contact with the Charity's activities. The Charity aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and adults at risk.

People Arise Now is fully committed to meeting the requirements of safeguarding, in relation to children, young people and adults at risk, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

This policy should be read in conjunction with the following People Arise Now policies and procedures:

- Health and Safety
- Whistleblowing
- Equality and Diversity
- Dignity at Work
- Safer Recruitment
- Recruitment of Ex-Offenders
- Professional Conduct
- Managing Allegations Against Staff
- Disciplinary Procedures
- Complaints Procedure
- UK GDPR and Data Protection
- Grievance policy
- Volunteer
- Photography and Filming

These documents can be found on People Arise Now's [SharePoint intranet](#).

### **Relevant Legislation**

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Children Act 1989 (as amended)
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Public Interest Disclosure Act 1998
- Sexual Offences Act 2003
- The Children Act 2004 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.
- The Care Act 2014
- The Children and Social Work Act 2017
- Homeless Reduction Act 2017
- Data Protection Act 2018 (UK GDPR)
- Domestic Abuse Act 2021

### **Summary of Key Legislation and Policy**

**The Children Act 1989** provides the legislative framework for child protection in England. Key principles established by the Act include:

- the paramount nature of the child's welfare
- the expectations and requirements around duties of care to children.

**The Children Act 2004** added to the 1989 Act. It encourages partnership working between agencies and created more accountability by placing duties on:

- Local Authorities to appoint children's services members who are ultimately accountable for the delivery of services
- Local Authorities and their partners to co-operate in safeguarding.

**The Children and Social Work Act 2017 amended these Acts**, and includes:

- Child Safeguarding Practice Review Panel was established to review and report on serious child protection cases that are complex or of national importance
- Local Safeguarding Children's Boards (LSCBs) are replaced by local safeguarding partners
- Child death review partners are required to review each death of a child normally resident in

- their area and identify matters that are relevant to public health and safety and children locally
- Local Authorities must appoint personal advisers for care leavers up to the age of 25.

### Core Policy and Guidance:

#### **Working together to safeguard children (Department for Education, 2018-2023)**

An updated version of the key statutory guidance was published in September 2023. It sets out a revised definition of safeguarding and centres the role of the family. It directs how organisations and individuals should work together and how practitioners should assess children.

**Keeping Children Safe in Education (2023)** outlines what schools and colleges in England must do to safeguard and promote the welfare of children and young people under the age of 18. KCSIE provides guidance on recognising and responding to concerns around pupils at risk of engaging in serious crime and on ‘upskirting’, details of IT filtering mechanisms, and online checks for job applicants.

#### **Mandatory reporting of female genital mutilation (FGM) (Home Office, 2016)**

This guidance gives health and social care professionals, teachers and the police information on their responsibilities under the female genital mutilation mandatory reporting duty.

**Ofsted Education Inspection Framework (2019)** sets out guidance and expectations for the effective management and delivery of safeguarding provision.

**The London Child Protection Procedures** offer useful and up to date guidance on safeguarding issues. We aim to align People Arise Now’s operating practices to these procedures, as much as is practicably possible. <https://www.londoncnp.co.uk/>

The **Local Safeguarding Children Partnership (LSCP)** is a strategic partnership function under primary legislation, regulations and [Working Together to Safeguard Children 2023](#) statutory guidance which sets out that the three statutory safeguarding partners - the Local Authority, Integrated Care Board and the Police have equal and joint responsibility for the Local Safeguarding Arrangements. Here are the links for [H&F LSCP](#) and [Sutton LSCP](#).

## 7 Review

This procedure will be reviewed and updated to reflect changes in legislation that would require People Arise Now to amend its policy and procedures. As a minimum, it will be reviewed bi-annually.

## Appendices

Appendix 1	<b>Information and Parental Consent Forms</b> This form is for general use and can be adapted for specific departmental needs.
Appendix 2	<b>Types of Abuse</b>
Appendix 3	<b>UK Youth Child Protection – Incident Record Form</b>
Appendix 4	<b>UK Youth Child Protection – A code of good practice</b>
Appendix 5	<b>UK Youth Safeguarding Contacts list (Internal and General Public)</b>

**Consent form**

The purpose of this consent form is to gain agreement for the named individual to participate in our programme/activity and ensure we have sufficient information necessary for participation. We are only asking for essential information and will at all times ensure we protect personal information in accordance with data protection laws.

If you are 18 years old or over, you can complete and sign yourself. If you are less than 18 years old you must complete and sign this form and you must get it countersigned by your parent/guardian.

You or your child (for under 18s) wishes to take part in People Arise Now's [PAN to complete] event from (date)

..... to .....

Please complete and sign the consent, medical form and photograph/media consent in full and return them to us as soon as possible. If you have any queries please contact [PAN to complete] at ..... [PAN to complete] @peoplearisenow.org

**Young Person's Details**

Full Name:

Date of Birth:

Home address:

Contact telephone number:

Name (s) of parent/ guardian:

	First Emergency contact	Second Emergency Contact
Name		
Relationship to young person		
First Contact number		
Second contact number		

**Medical / Support Information**

Date of last tetanus injection if known: \_\_\_\_\_

Do you or your child (for under 18's) have any access or communication needs?

Yes / No (delete as appropriate)

If yes please tell us what we need to ensure your / their access needs are met

---

---

Do you or your child (for under 18s) have any known health needs? E.g. Diabetes, asthma, epilepsy, allergies

Yes / No (delete as appropriate) If Yes, please complete the next two questions

Current medication?

Name: \_\_\_\_\_

Dose: \_\_\_\_\_

Frequency: \_\_\_\_\_

Do you require People Arise Now to provide additional support to keep you or your child well? Please provide as much information as possible.

---

---

Please use this space to provide any other medical/support information

---

---

---

---

---

---

---

---

---

---

Please note here any dietary requirements, including allergies

---

---

---

---

---

---

---

---

---

---

**Consent Statement**

I agree to participation and confirm that I have read and understood all of the details in this form and that the medical details given are complete and accurate.

I understand that while I / my child (for under 18s) is participating in the programme/activity they will be subject to the programme/activity’s general code of behaviour and will be required to obey the instructions and advice of People Arise Now staff and accompanying adults. If I / my child (for under 18s) is seen to not be abiding by the code of conduct, participation in the programme/activity may be terminated. I understand that in such circumstances People Arise Now will not be responsible for the travel arrangements for myself / my child.

I understand People Arise Now will do everything in its control to protect personal possessions but cannot be held liable for any loss or damage. Personal Insurance is recommended.

In the event of an accident or illness, I understand that every effort will be made to contact the emergency contacts I have provided but, if this is not possible, I authorise the project leader to consent to any lifesaving medical treatment from a qualified medical practitioner which, in the opinion of the qualified medical practitioner, may be necessary for me / my child (over the duration of the programme/activity).

I understand that People Arise Now staff will have access to the information provided to support engagement on the programme [namely; name, age, gender, ethnicity, postcode and barriers]. Any information used for statistical purposes will be done in such as way that it will preserve the confidentiality of the information and data wherever practical will be anonymised.

<b>Photograph and Media Consent</b>	
<p>As a charity, the use of pictures and videos is a very important tool to evidence our work to supporters, including funders. However, we fully respect your right to privacy and will only use the related media, if you agree with the below statement:</p> <p>I give People Arise Now permission to record the image and/or voice and/or words of myself (the young person named above) / my child and grant People Arise Now all rights to add the still or moving images and any accompanying words, and to use them in any medium for its educational, promotional or other work that supports the mission of the charity.</p>	<p>Yes/ No</p>

## [Optional] Equality Monitoring Form

### Gender

I define my gender as: \_\_\_\_\_

*Prefer not to say*

### Ethnic Origin: Please tick the following

#### 1. Asian or Asian British

Indian   
 Pakistani   
 Bangladeshi   
 Any other Asian background

#### 4. Mixed

White and Black Caribbean   
 White and Black African   
 White and Asian   
 Any other Mixed background

#### 2. Black or Black British

Caribbean   
 African   
 Any other Black background

#### 5. White

British   
 Irish   
 Any other White background

#### 3. Chinese or other ethnic group

Chinese   
 Other \_\_\_\_\_

*Prefer not to say*

### Religion or Belief: Please tick the following

No religion   
 Atheist   
 Buddhist   
 Christian   
 Hindu   
 Other \_\_\_\_\_

Atheist   
 Jewish   
 Muslim   
 Sikh

*Prefer not to say*

### Sexual Orientation: Please tick the following

Bisexual   
 Gay Woman / Lesbian   
 Other \_\_\_\_\_

Gay Man   
 Heterosexual / Straight   
*Prefer not to say*

### Disability: Please tick the following

Do you consider yourself to have a disability? **Yes / No**

If you wish, please state your disability here: \_\_\_\_\_

Are there any special arrangements required not mentioned above? \_\_\_\_\_

Are any of these day to day activities affected by your disability?

Eyesight <input type="checkbox"/>	Mobility <input type="checkbox"/>
Hearing <input type="checkbox"/>	Manual Dexterity <input type="checkbox"/>
Speech <input type="checkbox"/>	Physical Coordination <input type="checkbox"/>
Learning, understanding or memory <input type="checkbox"/>	Lifting, carrying or moving everyday objects <input type="checkbox"/>
Other _____ <input type="checkbox"/>	<i>Prefer not to say</i> <input type="checkbox"/>



**Data Protection Statement**

The information which you give when completing this form will be used in accordance with Data Protection legislation and for the following purposes:

- to enable People Arise Now to create an electronic and paper record of the above named person;
- to enable participation in the People Arise Now programme; and
- to ensure the Charity has emergency information and medical information to allow safe participation of the programme/activity.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes outside the programme unless explicit consent has been obtained. The information collected and where consented may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to support future resources. The information will be kept securely, and will be kept no longer than necessary, in accordance with People Arise Now's [Privacy Policy](#).

I confirm that I have read and understood all of the details in this form and confirm that the information I have given is complete and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Young Person

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian

**Types of Abuse: Definitions, Signs, Indicators, and Symptoms**

The signs and indicators are not definitive and act as a guide only.

Type of Abuse	Description	Signs or Indicators
<b>Physical abuse</b>	Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions	Injuries that are unexplained or have not been treated, e.g. broken bones, bruises, unexplained loss of clumps of hair, or bite, burn or scald marks.
<b>Domestic abuse</b>	Psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence. Domestic abuse can impact on children through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.	Coercive or controlling behaviours, verbal abuse and humiliation in front of others, Fear of outside intervention, damage to home or property, or isolation from support or not seeing friends and family.
<b>Sexual abuse</b>	Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual violence, and sexual assault or sexual acts to which the adult has not consented or was pressured into.	Physical injury, changes in behaviour for no apparent reason, sudden onset of confusion or incontinence, uncharacteristic use of explicit sexual language, self-harming, poor concentration, withdrawal, disturbed sleep, excessive fear/apprehension of, or withdrawal from, relationships
<b>Psychological abuse</b>	Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, Verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.	Withdrawal or change in the psychological state, insomnia, low self-esteem, aggressive behaviour, change of appetite, weight loss/gain, signs of distress: tearfulness, anger, fearfulness or ambivalence, paranoia.
<b>Financial or material abuse</b>	Theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.	Missing personal possessions, rent arrears and eviction, unexplained lack of money or inability to maintain lifestyle, withdrawal of funds from accounts, power of attorney obtained after the person has ceased to have 'Mental capacity'.

Type of Abuse	Description	Signs or Indicators
<b>Modern slavery</b>	<p>Slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.</p> <p><a href="#">Modern Slavery Helpline website</a> 08000 121 700</p>	Signs of physical or emotional abuse, appearing withdrawn or malnourished, isolation from the community, seeming under the control or influence of others, living in dirty or overcrowded accommodation and/or living and working at the same address, lack of personal belongings or identification documents, always wearing the same clothes.
<b>Discriminatory abuse</b>	Forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.	Hate mail, email or social media posts, verbal or physical abuse in public places or residential settings, damage to property, target of unrequested services Tendency to withdrawal and isolation, Fearfulness and anxiety, being refused access to services or being excluded inappropriately, Loss of self-esteem, resistance to access services required to meet need, anger and frustration.
<b>Organisational abuse</b>	Neglect and poor care practice within care settings or in care provided in at home. This ranges from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.	Inadequate staffing levels People being hungry or dehydrated, poor standards of care, lack of personal clothing and possessions, communal use of personal items, lack of adequate procedures, absence of individual care plans, missing documents.
<b>Neglect and acts of omission</b>	Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.	Dirty or unhygienic environment, poor physical condition or personal hygiene, pressure sores or ulcers, malnutrition or unexplained weight loss, untreated injuries and medical problems, untaken medication, inadequate clothing.
<b>Self-neglect</b>	This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	Very poor personal hygiene lack of essential food, clothing or shelter, malnutrition or dehydration living in squalid or unsanitary conditions, neglecting household maintenance, collecting a large number of animals in inappropriate conditions, non-compliance with health or care services

**Working Together to Safeguard Children (2023)** amends the guidance on 'Early Help'. The update adds that professionals should be alert to the need for early help for a child who:

- is frequently missing/goes missing from education, home or care
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a pupil referral unit
- has a parent or carer in custody or is affected by parental offending.

**The statutory guidance has also updated its use of the terms 'abuse and neglect' to 'abuse, neglect and exploitation.'** The definition of 'abuse' has changed to clarify that harm can include children witnessing the ill-treatment of others and that this is particularly relevant when children see, hear or experience domestic abuse and its effects.

## **Other Concerns**

Adults at risk (see separate policy) and children and young people may also experience other forms of abuse, neglect or harm, including:

### **1. Hate Crime**

A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's disability, race, religion or belief, sexual orientation or transgender identity. Hate crime can take many forms including physical attacks, the threat of attack and intimidation, verbal abuse, abusive gestures, bullying, and the use of electronic media to abuse, insult, taunt or harass. Hate crime should be reported to the local police.

### **2. Forced Marriage**

Forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. In a situation where there is concern that an adult at risk is being forced into a marriage they do not or cannot consent to, the police must be contacted immediately.

### **3. Female Genital Mutilation (FGM)**

FGM is a procedure where the female genitals are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother, and/or death. FGM is a criminal offence - it is child abuse and a form of violence against women and girls and should be treated as such. It is illegal in England and Wales under the Female Genital Mutilation Act 2003. The Serious Crime Act (2015) introduced a mandatory reporting duty that requires specified professionals to report known cases of FGM in young people aged under-18 to the police.

### **4. Radicalism and Extremism**

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people and adults at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence.

People Arise Now staff, including apprentices, trustees, volunteers, freelancers and consultants working directly with children, young people and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your Line Manager or the DSL.

Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm. Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel:

- Isolated and lonely or wanting to belong;
- Unhappy about themselves and what others might think of them;
- Embarrassed or judged about their culture, gender, religion or race;
- Stressed or depressed;
- Fed up of being bullied or treated badly by other people or by society;
- Angry at other people or the government;
- Confused about what they are doing;
- Pressured to stand up for other people who are being oppressed.
  
- The desire to be valued and respected
- There are few other options open to them
- No one is listening to them/have no voice

In 2024, the Department for Levelling Up, Housing and Communities published a new definition of extremism for England (DLHC, 2024). Extremism is defined as the support or promotion of an ideology based on violence, hatred or intolerance that aims to:

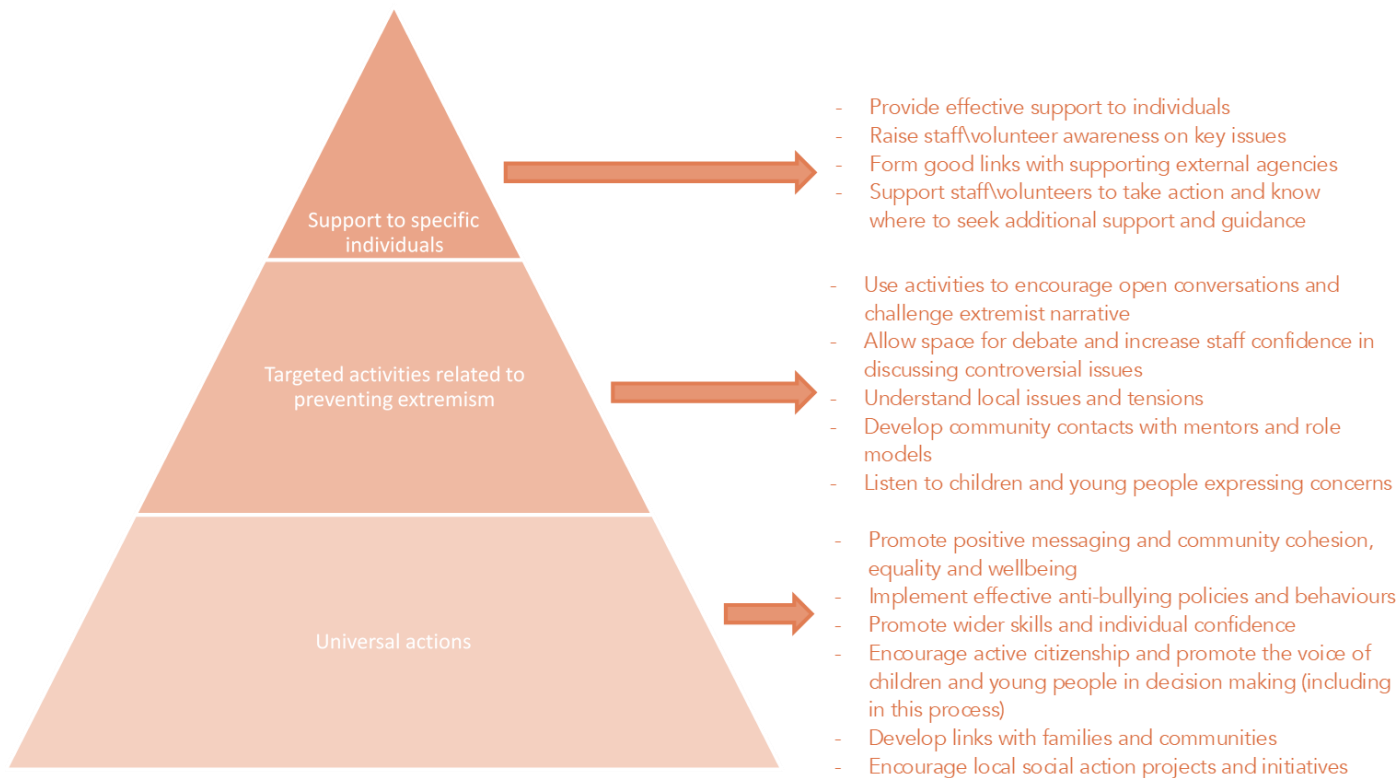
- deny or destroy the fundamental rights and freedoms of others
- undermine or overturn the UK's system of democracy and democratic rights
- intentionally create an environment that permits or enables others to achieve either of the above.

The new definition also set out types of behaviour which could constitute extremism, including:

- using or excusing violence towards a group of people to stop them from using their legally defined rights and freedoms
- seeking to overthrow or change the political system outside of lawful means
- using or excusing violence towards public officials, including British armed forces and police forces, to stop them carrying out their duties
- attempting to radicalise and recruit others, including young people, to an extremist ideology.

Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and People Arise Now staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people or adults at risk who are in danger of being radicalised.

**A tiered approach to supporting children and young people:**



People Arise Now staff, including apprentices will be expected to have completed PREVENT awareness training at a minimum bi-annually to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Trustees, volunteers, freelancers and consultants ideally will have completed the PREVENT awareness training if direct delivering People Arise Now to children and young people, however it is recognised this is not always practical and therefore a minimum requirement is that they have read this document and have acknowledged reading it.

Further information can be sought from the DSL.

**Prevent – Preventing Radicalisation and Extremism**

The Prevent strategy forms part of the UK’s Counter Terrorism and Security Act (2015). It places a legal duty on the organisation to have ‘due regard’ to the need to prevent people being drawn into terrorism. Prevent ostensibly aims to provide support and re-direction to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed. Radicalisation is comparable to other forms of exploitation, such as grooming and coercion; it aims to persuade individuals, often at risk, to adopt extreme views, persuade them to the legitimacy of their cause, and act contrary to their best interests. This may be achieved through an in-person relationship or through social media.

People Arise Now has a specific policy on Prevent. If there is any doubt as to whether a form of harm experienced by an adult at risk falls under the Prevent Duty or a safeguarding duty, then the safeguarding process should take precedent in the first instance.

1. Example indicators that an individual may be engaged with an extremist group, cause or ideology include:
  - a) Increasingly spending time in the company of other suspected extremists;
  - b) Changing their style of dress or personal appearance to accord with the group;
  - c) Their day-to-day behaviour increasingly centred around an extremist ideology, group or cause;
  - d) Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
  - e) Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
  - f) Attempts to recruit others to the group/cause/ideology; or
  - g) Communications with others that suggest identification with a group/cause/ideology.
  
2. Example indicators that an individual has an intention to use violence or other illegal means include:
  - a) Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
  - b) Using insulting or derogatory names or labels for another group;
  - c) Speaking about the imminence of harm from the other group and the importance of action now;
  - d) Expressing attitudes that justify offending on behalf of the group, cause or ideology;
  - e) Condoning or supporting violence or harm towards others;
  - f) Plotting or conspiring with others. Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:
    - g) Having a history of violence;
    - h) Being criminally versatile and using criminal networks to support extremist goals;
    - i) Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction);
    - j) Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

NB. The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

## **5. Child Sexual Exploitation (CSE) and County Lines**

The Department for Education's non-statutory advice (2017) defines Child Sexual Exploitation (CSE) as:



“A form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

- In exchange for something the victim needs or wants, and/or
- For the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology”

Any child can fall victim to sexual exploitation, regardless of their gender or age. Young people facing systemic disadvantage, with additional vulnerabilities, or who are affected by other types of crimes, are often considered more at risk of exploitation. Children can be both experiencing child sexual exploitation and perpetrating it at the same time. For examples, a child may be forced to take part in the exploitation of another child under duress.

Children can be trafficked into the UK or groomed for the purposes of exploitation. Informal groups or organised gangs or criminals can exploit them. They can be moved around the country for the purposes of exploitation, commonly known as ‘County Lines’. They may also frequently go ‘missing’.

CSE can be difficult to identify. Children affected can often feel too scared to report it. They might not name it as such or may disclose it indirectly. They may take time to build up trust with a professional or they may feel conflicted or confused by their experiences. Victims of CSE have reported they have not always been believed or encouraged to speak out. Historically, some victims of exploitations have been blamed, shamed or made to feel responsible for their exploitation. In some instances, it has been assumed that because children are legally of an age to consent to sex, their sexual relationships are therefore consensual. We should always remember that children are victims, who are often groomed by people in a position of trust or power over them.

Identifying CSE or County Lines activity often relies upon practitioners undertaking holistic assessments of young people, practitioners remaining vigilant, curious and open to the possibility of abuse being perpetrated, and the appropriate sharing of information with the relevant authorities.

The London Child Protection Procedures offer comprehensive guidance on identifying the signs of CSE and provides advice on how to respond.



## 6. Serious Youth Violence

There is evidence of the strong links between children going missing, serious youth violence, gang affiliation, criminal and sexual exploitation. This highlights the importance of safeguarding young people at risk.

Serious youth violence refers to harmful behaviours that can start early and continue into young adulthood. Serious youth violence is often, but not only, violence against children. The young person can be a victim, an offender, or a witness to the violence. It is important to remember that knife crime does not exist in a vacuum and children who are victims or perpetrators may be experiencing multiple vulnerabilities. Young women are especially at risk of grooming, coercion and sexual exploitation.

Keeping Children Safe in Education (Department for Education 2019-2023) requires all staff to be alert to indicators that could signal that children are at risk from, or involved with, serious violent crime.

The indicators of young people engaged in serious youth violence, include:

- Increased, unexplainable or persistent absence from school or home
- a change in friendships or relationships with older individuals or groups
- a significant decline in engagement and a decline in interest in or performance at school
- signs of self-harm or a significant change in wellbeing
- signs of assault or unexplained injuries
- unexplained gifts or new possessions.

The London Child Protection procedures offer comprehensive guidance on Safeguarding Children affected by Gang Activity / Serious Youth Violence.

## 7. Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

**Online child sexual abuse:** When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity.

Images or videos may continue to be shared long after the sexual abuse has stopped.

**Online bullying or cyberbullying:** Cyberbullying is an increasingly common form of bullying behaviour

which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- ‘trolling’ – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

**Online grooming:** Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child. They can spend time learning about a young person’s interests from their online profiles and then use this knowledge to help them build up a relationship. It’s easy for groomers to hide their identity online - they may pretend to be a child and then chat and become ‘friends’ with children they are targeting. Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

**Sexting:** Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc - any device that allows you to share media and messages. Sexting may also be called ‘trading nudes’, ‘dirties’ or ‘pic for pic’. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

## 8. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of

maltreatment of a child, young person or adult at risk, though it may occur alone.

**Bullying:** Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

## 9. Cuckooing

Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

## **People Arise Now Child Protection – Record of Safeguarding Concern Form**

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult at risk, the following standards will be applied to record keeping.

1. When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation;
2. Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using the safeguarding disclosure form attached;
3. The person making the disclosure or allegation will be advised at the time that a written record will be made and the importance of making a record of information will be explained;
4. The person making the disclosure will be informed that they can have access to the record made in respect of their own information;
5. The context and background leading to the disclosure will be recorded;
6. As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided;
7. For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present will be recorded;
8. Any written records will be signed and dated by the person receiving the information and upload on the Incident Report form;
9. A log of the incident will be maintained, normally by the DSL who will be responsible in most cases for managing Safeguarding incidents.
10. The log will include full details of referrals to the local authorities where applicable;
11. All original records, including rough notes, will be provided to the DSL as soon as practical;
12. All records will be kept in a confidential and secure place and shared only in order to safeguard a child, young person or adult at risk, in line with the information sharing protocol and requirements of the Data Protection legislation.

## Record of Safeguarding Concern Form ([Online Link](#))

First & Last Name:	Gender:
Telephone:	Email:
Address:	Date of Birth:
Adult or Child (please circle)  Adult / Child	Details of Parent/Carer, if child (name, tel, email)
Who raised the concern: (please circle)  Myself / Someone else	Date & Time of Incident:
Details of person who raised concern, if not you:	Type of Alleged Abuse (please circle)  Physical / Domestic / Sexual / Psychological  Financial / Modern Slavery / Discriminatory  Organisational / Neglect / Self-Neglect
<p><b>Description</b></p> <p>(Describe what has prompted the concerns and outline any specific instances. Include who was involved, what happened, where did it happen (e.g, right side of stage in main hall), why (what led up to it if know), when (date, time). Also record the names of any witnesses):</p>	



**Record of exactly what the child, young person or adult at risk said and what you said:**

(Remember do not lead the child, young person or adult at risk – record actual details.

Continue on a separate sheet/s if necessary.)

**Does this indicate the person subject of the concern or allegation has:-**

- Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk,
- Possibly committed a criminal offence against or related to a child or adult at risk;
- Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk; or
- Behaved in a way that may compromise the UK Youth's reputation to safeguard the young and the vulnerable.

Yes	No
-----	----

Action taken so far:					
External agencies contacted: (where time permits contact PAN DSL for advice)					
	Name	Date/Time		Name	Date/Time
Police					
Local Authority Designated Officer (LADO)					
Social Services					
Health Services					
Probation Services					
Education					
Details of advice given:					
People Arise Now Senior Management contacted (name(s), contact number, details of advice received):					
Designated Safeguarding Lead informed: Yes/No					
Date & Time: _____					
Have the parents been informed that contact is going to be made with Children’s Social Care Yes/No					
NB: parents should be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Safeguarding Officer if you are uncertain.					
Signature:		Print Name:		Date:	

A copy of this report should be sent to the DSL. In addition it may be appropriate to keep details of any actions, meetings or decisions in the Incident Log for future referral.

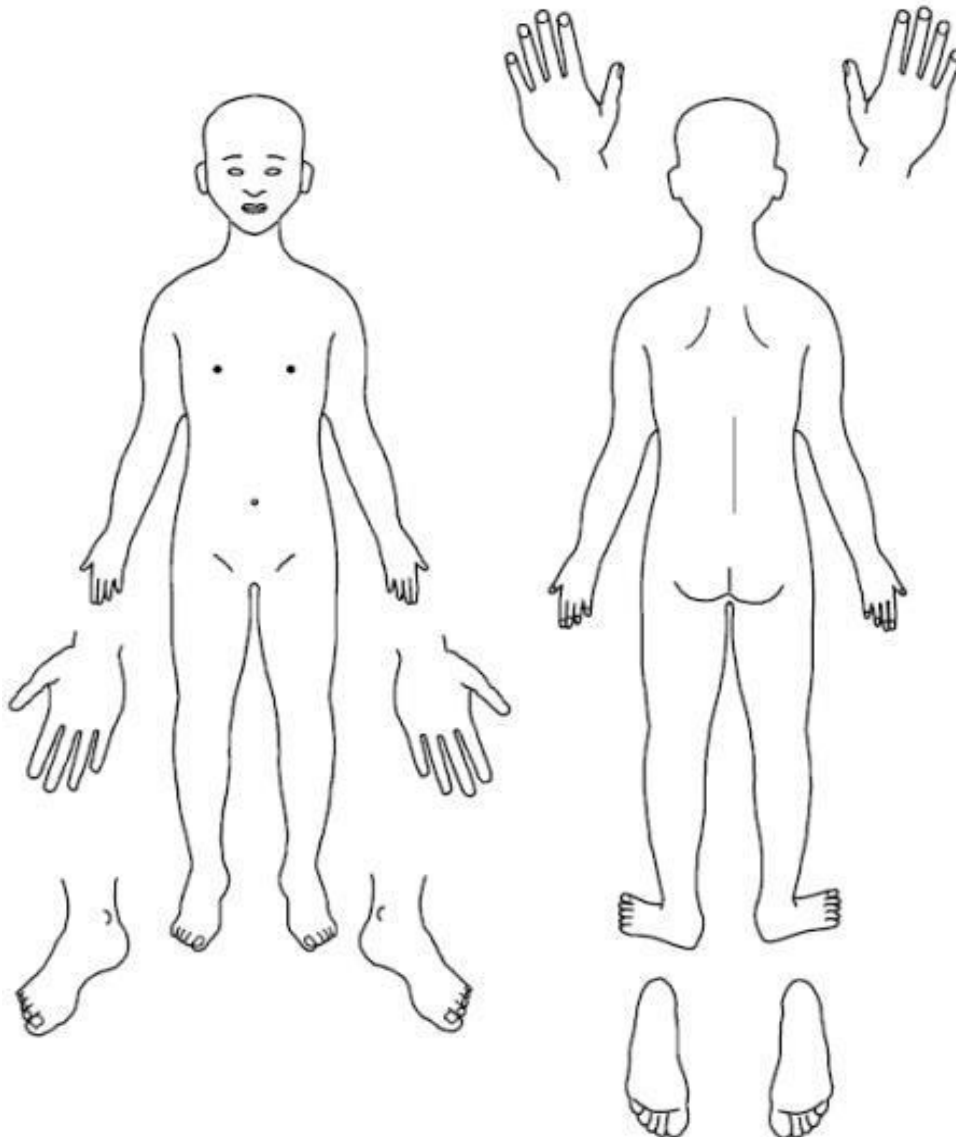
Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain.

The personal information recorded above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

**OFFICIAL-SENSITIVE WHEN COMPLETED**

**People Arise Now Child Protection – Body Map**

<b>Name of Child:</b>	<b>Child Date of Birth:</b>
<b>Date Map Completed:</b>	<b>Completed By:</b>
<b>Observations:</b>	







**Additional Comments (*including child's own comments*):**

A copy of this Body Map must be sent to the DSL asap.

**OFFICIAL-SENSITIVE WHEN COMPLETED**

## **People Arise Now Child Protection – A code of good practice**

*It is the policy of People Arise Now to safeguard the welfare of all young people using our services by protecting them from neglect and from physical, sexual and emotional harm.*

For all staff, trustees and volunteers involved in the work of People Arise Now (aged 18 and over), this is essential information – keep it with you. More details on our policies can be obtained from our Designated Safeguarding Lead. (DSL)

### **What happens if...?**

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

#### **If a young person tells you about abuse by someone else:**

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell your line manager or the DSL
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the DSL
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the DSL of the action you have taken.

#### **If you have a concern about a young person's safety and well-being:**

1. Immediately tell your line manager or DSL
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the DSL
4. Ensure that no situation arises which could cause any further concern

#### **If you receive a complaint or allegation about any adult or about yourself:**

1. Immediately tell your line manager or DSL
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the DSL
4. Try to ensure no-one is placed in a position which could cause further compromise

**Note:** Any adult associated with People Arise Now has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment.

**You must refer; you must not investigate.**

If in any doubt about policy or procedure please contact the DSL on [vanessa@peoplearisenow.org](mailto:vanessa@peoplearisenow.org) 020 7952 1245 / 07931 876 307

## Safeguarding reporting your concerns Contact List AT Display only

### People Arise Now - Designated Safeguarding Lead (DSL)

All concerns should be reported to DSL:

Vanessa McCain  
020 7952 1245

[vanessa@peoplearisenow.org](mailto:vanessa@peoplearisenow.org)

### Police / Health Services

Emergency - Police and/or Ambulance	999
Non-Emergency - Police	101
Non-Emergency - NHS	111

### Local Authority Children's Services

If you're worried about a child/ young person

**Hammersmith & Fulham**  
Email: - [familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk)  
Tel: 020 8753 6600  
Out of Hours: 020 8748 8588

**Sutton**  
Early Help Coordinator  
020 8770 6001

**NSPCC**  
0808 800 5000  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

If you are under 18 :

**Childline** 0800 1111

### Local Authority Adult Services

Contact your local authority to report your concerns about a vulnerable adult

**Hammersmith & Fulham**  
Email: - [safeguardingadults@lbhf.gov.uk](mailto:safeguardingadults@lbhf.gov.uk)  
Tel: 0800 124 6095  
Out of Hours: 020 8748 8588

**Sutton**  
Tel: 020 8770 6770  
Out of Hours: 020 8770

## Document Control Sheet

<b>Author</b>	Sarah Lumgair	<b>Version Number</b>	2.0
<b>Policy Reviewers</b>	Trustees	<b>Approval Level</b>	Board
<b>Date of Approval</b>	11/07/24	<b>Review Date</b>	11/07/25
<b>Main Amendments</b>			
<b>Page/s</b>	<b>Description</b>		
All	Full Policy issued, incorporating trustee feedback.		
Appendices & Footer	Appendices re-ordered & footer updated. Body Map inserted		
Throughout	Policy updates in response to Keeping Children Safe in Education 2022 guidance This includes replacing the term 'Peer on Peer' abuse, with 'Child on Child' abuse, condensing Safer Recruitment section, updating links; adding managing low level concerns and updating definition of domestic abuse.		
All	Full Policy Review in response to KCSIE 2023 & Working Together 2023 updates-including revised definition of safeguarding and online safety.		

