**Safeguarding**

## Policy outline and purpose

This policy outlines the organisations expectations of the behaviour of staff, volunteers, participants, trustees and other associates of Active8. This policy includes alcohol, drugs, a general code of conduct and professionalism.

## Responsibilities:

It is the responsibility of all trustees, staff, volunteers and young people to operate within the agreed policy to ensure the safety of themselves and others, as well as representing the organisation in an appropriate manner.

It is the responsibility of the Active8 manager and the trustees to ensure the policy is adhered to and any issues are dealt with quickly to minimise the impact on others and the organisation as a whole.

This policy should be reviewed biannually by 2 trustees and the Active8 manager to ensure it is being used and enforced appropriately.

## Contents

|  |  |
| --- | --- |
| Background | Page 2 |
| Safeguarding – purpose, scope and responsibilities | Page 3-5 |
| Safer recruitment and selection | Pages 5 |
| Dealing with a disclosure | Page 5 |
| Procedures in case of disclosure or allegation | Page 6-9 |
| Appendix 1 - Categories of abuse | Page 10-12 |
| Appendix 2 - Signs of abuse | Pages 13 |
| Appendix 3 – Indicators of vulnerability to radicalisation | Page 14-15 |
| Appendix 4 - Guidance for residentials and activities | Pages 16 |
| Appendix 5 - Active8 reporting form | Page 17-18 |
| Appendix 6 – Form agreeing to Safeguarding Policy | Page 19 |

# 

## Background

Active8 provides residential and day opportunities for young people with physical disabilities to undertake challenging and fun activities. Everyone, whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) or sexual orientation has the right to protection from abuse. Disabled young people are amongst the most vulnerable and may have added difficulties in communicating what is happening to them. It is therefore essential that all those involved in Active8 are aware of Safeguarding and are aware of how to prevent abuse.

These procedures take into account, amongst others, the following publications, including recent guidance and legislation in this area:

* [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice) (HM Government 2015 and updated July 2018)
* [Working Together to Safeguard Children (](https://www.gov.uk/government/publications/working-together-to-safeguard-children)DfE 2018)
* [Keeping Children Safe in Education:](https://www.gov.uk/government/publications/keeping-children-safe-in-education) Statutory guidance for organisations and colleges (DfE Sept 2019)
* [The Children Act 1989](http://www.legislation.gov.uk/ukpga/1989/41/contents) and 2004
* [Children and Families Act 2014](http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted)
* [The Human Rights Act 1998](https://www.legislation.gov.uk/ukpga/1998/42/contents)
* [Safeguarding Vulnerable Groups Act 2006](https://www.legislation.gov.uk/ukpga/2006/47/contents)
* [General Data Protection Act 2018](https://www.gov.uk/government/collections/data-protection-act-2018)
* [Sexual Offences Act 2003](https://www.legislation.gov.uk/ukpga/2003/42/contents)
* [Prevent](https://www.gov.uk/government/publications/prevent-duty-guidance)
  + Care Act 2014 (safeguarding adults at risk of harm)
  + Safe network – writing Policies and Procedures

Our policy and procedures are in line with those set out on the South West Child Protection website and the guidance issued by the local Safeguarding Children and Safeguarding Adults Boards.

# Safeguarding information

## Purpose

To ensure that Active8 discharges its duties and commitments in respect of safeguarding its members fully and effectively and in accordance with statutory guidance and recognised good practice.

## Scope

This applies to both:

* **Children and young people** under the age of 18.
* **Adults at risk of harm** – Adults who have needs for care and support (whether the local authority is meeting any of those needs or not) and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

These procedures acknowledge that there are similarities and differences between the two age groups and therefore any response needs to be appropriate to the young person’s age as outlined below.

## Responsibilities

**Trustees** will ensure:

• Active8 has safeguarding policies and procedures in place that are in accordance with statutory requirements, are published and are reviewed bi-annually

• Training is in place for all staff, appropriate to their roles

• The trustees receive and consider periodic safeguarding update reports

• The trustees operate ‘safer recruitment procedures’ in accordance with statutory requirements

• The trustees have procedures for dealing with allegations of abuse against staff and volunteers that comply with the Local Safeguarding Children Board (LSCB) and Safeguarding Adults Board (SAB) guidance

• At least one trustee, whenever possible two trustees, will be nominated to take a lead on safeguarding matters and undertake appropriate training in this

• The appointed Safeguarding trustee liaises with the Local Authority and /or partner agencies in the event of allegations of abuse being made against the Manager

• Any deficiencies or weaknesses regarding safeguarding arrangements are remedied without delay

Designated **Safeguarding Lead** is responsible for ensuring:

* Correct implementation of the policy and procedures and reviewing the effectiveness of them bi-annually to the board
* Providing regular reports to Trustees on safeguarding matters
* Safeguarding training, appropriate to role, is in place for all staff and is delivered in a timely fashion, in line with guidance
* Ensure that all trustees, staff and volunteers have been given a copy and sign that they have read the document and agree to comply with it
* Oversight of the recording and passing on to external agencies, where appropriate, any disclosures received and liaising with the Local Authority Designated Officer (LADO) where required
* Effective liaison with the Local Safeguarding Children’s Board and the Safeguarding Adults Board
* That a robust risk assessment process is in place for those members/applicants who may pose a risk to other students and staff in respect of unspent criminal convictions or other indications of potential risk
* Maintaining and applying a good understanding of the relevant guidance in relation to preventing young people becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
* Acting as the first point of contact between the group and outside agencies if there are any signs that a person may be at risk of radicalisation or involved in terrorism
* Undertaking regular update training to inform policy, procedure and practice and completing statutory refresher training including on radicalisation.
* Supporting and advising colleagues with potential safeguarding concerns about young people.
* Effective and secure record keeping in respect of members files, allegations and referrals.
* Providing management information on safeguarding incidents and trend analysis for service development and reporting.

All **staff members** are responsible for:

* Promoting awareness of safeguarding issues/support amongst young people, staff and volunteers.
* Protecting themselves by being familiar with and adhering to the key Safeguarding Policy, Procedure and Guidance
* Attending safeguarding training as required, in accordance with guidelines (on induction and as a refresher at least once every 2 years)
* Reporting to a Safeguarding Lead any suspicion, allegation or disclosure of abuse to a child, young person or vulnerable adult
* Reporting to the Manager/Trustees any potential criminal charges or personal issues that may have a bearing on their on-going ‘suitability’ to work in an educational environment with young people and vulnerable adults

|  |  |
| --- | --- |
| **Safeguarding Contacts** | **Contact** |
| John Sweeting - Manager | 07800 878 042  Manager@active8online.org |
| Mark Stevens – Safeguarding Trustee | 07526 249899  markdstevens91@gmail.com |
| Adults Safeguarding | 0300 1234 131 |
| Local Authority Designated Officer (LADO) | 01872 326536 |
| Multi Agency Referral Unit (MARU) | 0300 1231 116  Out of hours 01208 251 300 |

# Safer Recruitment and Selection

Active8’s recruitment policy and procedures ensure that all appropriate measures are applied in relation to everyone who works in Active8, staff and volunteers, and staff employed by external partners / contractors, including:

* Verifying identity and academic or vocational qualifications
* Obtaining professional and character references and checking previous employment history, specifically focussing on gaps in employment history
* Obtaining a DBS disclosure for all new appointments to the staff and volunteers who will be involved in working with young people and adults at risk or who will work on sites where these groups meet. DBS checks to be renewed every 3 years.
* Applying additional checks to all new employees who are non-European Economic Area (E.E.A.) nationals

# Dealing with disclosures

* All complaints, allegations or suspicions of abuse must be taken seriously, and staff must not adopt a “couldn’t happen here approach.”
* Absolute promises of confidentiality should not be given as the matter may develop in such a way that these might not be able to be honoured. This must be made clear at the outset to the individual who is making a disclosure, with reassurance that they are doing the right thing and information will only be passed on to those who need to know this to safeguard them and others.
* **If the complaint/allegation comes directly from the child/young person/adult at risk, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must always be avoided.**

# Procedures in case of concern or allegations

It is recognised that any member of staff or volunteer may come in contact with a member who makes a safeguarding disclosure or who exhibits a safeguarding ‘cause for concern’. No member of staff should take any independent action themselves but must observe the protocol set out below, unless the individual is in crisis, in which case action should be taken to stabilise the situation in consultation with relevant manager/trustees. If the child or adult is in immediate danger, then the police must be called.

* + Any suspicion, allegation or incident of abuse must be reported to the manager or Safeguarding trustee, as soon as possible.
* If the suspicion or allegation of abuse is against a member of staff, it must be reported to the trustees, as soon as possible.
* A full record of any disclosure conversations must be made immediately after any conversations with the child/young person/vulnerable adult using the form in Appendix 5. Any account must include, if known:
* The date and time of the alleged abuse
* The place where the alleged abuse happened
* The child/young person/vulnerable adult’s name
* The name of the person making the disclosure
* The nature of the alleged abuse
* A description of any injuries observed (N.B. do not ask to see)
* The account which has been given of the allegation (if disclosed directly by the child/young person/ adult, the account should be in their words)
* The age of the child/young person/adult
* The address of the child/young person/adult
* The date and time of the observation/disclosure
* Safeguarding lead’s name and the names of any other persons present.

**The record should be, as far as possible, quoted rather than summarised and it should be factual in terms of what the child/young person/vulnerable adult or person making the disclosure (where not a direct disclosure) has reported and should not be based on opinion or assumptions.**

NOTE: Some children/young people/vulnerable adults with learning difficulties and/or disabilities may need additional support when making a disclosure. This may take the form of the child/young person/adult’s nominated carer or teacher being present at any interview to act as a facilitator or in an advocacy role. It should NEVER be assumed that a child/young person/adult with learning difficulties and/or disabilities is not capable of providing credible evidence.

* The Manager/ Trustee will record details of the suspected/alleged abuse (as per 5.2) and should refer the matter to the Multi Agency Referral Unit (MARU) or Safeguarding Adults Helpline, where they feel that the child/young person/vulnerable adult may be in need and/or may be at risk of suffering significant harm.
* The Manager/ trustee will confirm any telephone referral in writing, using the appropriate referral form within 1 working day. A record should be kept of the time of the referral and the name of the person to whom the referral was made.
* The advice received from the MARU/ Safeguarding Adults Helpline on what action, if any, is to be taken, should be noted, dated and kept on file.
* Any further action to be taken by Active8, agreed with the MARU/ Safeguarding Adults Helpline should be noted, dated and the manager/ trustee needs to confirm that this action is being/has been taken.

## Allegations about a Member of Staff or Volunteer

* Any suspicion, allegation or actual abuse of a child, young person or vulnerable adult by a member of staff/volunteer must be reported to the Manager or Safeguarding trustee as soon as possible and in any case within 2 hours of the initial concern arising. If they cannot be contacted another trustee should be contacted.
* The Manager/Safeguarding trustee will take such steps as s/he considers necessary to ensure the immediate safety of the child/young person/vulnerable adult in question or any other person who is considered at risk.
* The Manager/Safeguarding trustee will immediately notify the Trustees and convene a safeguarding group to rapidly consider the nature of the allegation and the evidence.

Where it is clear that a child/young person/vulnerable adult appears to have been harmed or is at risk of significant harm or a criminal act appears to have been committed

* An immediate referral will be made to the MARU or Adult Safeguarding Board
* The manager/ trustee will also inform the Local Authority Designated Officer (LADO) (01872 254596/254549) within 1 working day of receiving the report of an allegation and ensure that a report has been completed
* The manager/ trustee will inform the alleged perpetrator or person about whom there is a concern of the allegation or concern as soon as possible AFTER consulting with the LADO and in accordance with any restrictions on information sharing that may be imposed by the police or social care
* The Safeguarding trustee will inform the alleged perpetrator/person against whom the concern has been raised how enquiries will be conducted and possible outcomes e.g. disciplinary action, dismissal etc. The trustees and Manager will ensure that the Group operates within its Staff Disciplinary Procedure

## Guidelines

* The manager/ trustee will not take any action that might undermine any future action or disciplinary procedure (e.g. interviewing the alleged victim, alleged perpetrator or possible witnesses) before agreeing this with the LADO, who will liaise with the police and social care.
* The manager/ trustee will seek advice from the LADO about how, when and by whom parents or carers should be informed unless there is an emergency situation, such as when a child/young person/vulnerable adult has been injured and needs medical attention.
* Any investigation conducted by trustees, after consultation with the LADO, will follow laid down procedures for investigations. Once the outcome is determined trustees will take a view on how to proceed in line with its disciplinary policies.

* Where a member of staff or a volunteer is dismissed from Active8’s employment or internally disciplined because of abusive conduct relating to a child/young person/vulnerable adult, the Safeguarding trustee will notify the Independent Safeguarding Authority (ISA), as appropriate.

## Records

Active8 shall retain, on views and a digital copy, of:

* The referral form (and report, where appropriate)
* Any notes, memoranda or other correspondence dealing with the matter
* Any other relevant materials

Copies of all documentation related to safeguarding issues should be kept securely locked at all times and kept for a minimum period of seven years or until the alleged victim is 25 years old whichever is the greater period of time.

Copies of reports regarding allegations made against staff shall be kept securely at least until the individual has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

## Confidentiality

All suspicions, allegations and investigations will be kept confidential and shared only with those who need to know.

## Related documentation

(Located on drop box – Policies and Procedures)

* Anti-Bullying Policy
* Complaints Procedure
* Health and Safety Policy
* Recruitment Policy and Procedures
* Staff Disciplinary Procedure
* Lone working Policy

## Further support and advice can be sought from:

NSPCC - 0808 800 5000 text 88858

CEOP – online safeguarding and reporting - http://www.ceop.police.uk/

## Appendix 1

## Categories of Abuse

**Government Guidance identifies a number of categories of abuse which are detailed below. More recent areas of concern appropriate to our age group include:**

* Radicalisation of vulnerable individuals, often via internet chat rooms
* Child Trafficking
* Child/Vulnerable Adult Exploitation
* Sexting/inappropriate use of social media/on-line bullying
* Emotional abuse associated with witnessing domestic violence
* Controlling relationships/domestic violence
* Refusal to accept support from support agencies; self-neglect/harm
* Hate crime/incidents

Children and Young People

**Physical Abuse**

This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child / young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child / young person.

**Emotional Abuse**

This is the persistent emotional ill-treatment of a child/young person such as to cause severe and persistent effects on the child/young person’s emotional development. It may involve conveying to children/ young people that they are worthless or unloved, inadequate, or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectation being imposed on children/young people. These may include interactions which are beyond the child/young person’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child/young person from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve bullying and causing children/young people to feel frightened or in danger, or the exploitation or corruption of children/young people. Some level of emotional abuse is involved in all types of ill-treatment of a child/young person, though it may occur alone.

**Sexual Abuse**

This involves forcing or enticing a child/young person to take part in sexual activities, including prostitution whether or not the child/young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities, such as involving children/young people in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children/young people to behave in sexually inappropriate ways.

**Neglect**

This is the persistent failure to meet the child/young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failure to protect a child/young person from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child/young person’s basic emotional needs.

**Self-Neglect/Harm**

This is not a direct form of abuse but staff should be aware of it in the general context of risk assessment/risk management and to be aware that they may owe a duty of care to a child/young person who places her/himself at risk in this way.

Vulnerable Adults

**Physical Abuse**

This includes hitting, slapping, pushing, kicking, rough handling or unnecessary physical force either deliberate or unintentional, misuse of medication, restraint or inappropriate sanctions.

**Sexual Abuse**

This includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent to, or was pressured into consenting. Sexual abuse can occur between people of the same sex and it can also occur within a marriage or any long-term relationship. A relationship of trust and a duty of care should exist between a member of staff or a volunteer and the person for whom they are caring, it would be seen as a betrayal of trust, and therefore abusive, for that member of staff or volunteer to have a sexual relationship with the person they are caring for.

**Emotional/ Psychological Abuse** This includes emotional abuse, bullying and threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial or Material Abuse**

This includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits.

**Neglect**

This includes ignoring or withholding medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, clothing and heating.

**Discriminatory Abuse**

This includes racist, sexist, or other forms of abuse that are based on a person’s disability and other forms of harassment, or similar treatment. This can be viewed by a victim as hate crime and Police can prosecute.

**Organisational Abuse**–This is defined as a service, agency or care home putting its own needs before those of the service users. From imposing inflexible daily routine to reorganising a staff rota to suit its own costs, organisational abuse can damage the service users’ lives.

**Self-Neglect/Harm**

This is not a direct form of abuse but staff should be aware of it in the general context of risk assessment/risk management and be aware that they may have a duty of care to a vulnerable individual who places her/himself at risk in this way. Self-neglect is a condition affecting behaviour, where the individual refuses to attend to their personal care and hygiene, their environment or even refusal of care services offered to them.

**Domestic Violence**– Domestic violence is now recognised as the jurisdiction of the Safeguarding Adults Boards across the country when it is committed against an adult in need of care services

**Modern Slavery**–The use of individuals working for little or no wages is now the business of the Safeguarding Adults Boards across the country. This could be perpetrated by care service employers, the adult in need to care themselves, or someone connected to that person.

## Appendix 2

## Possible signs of abuse to be alert to

Signs of abuse can be many and varied but can also be innocent indications of a transition to adult life. However, they should always be considered as potential causes for concern and followed up/monitored in a sensitive way, with appropriate records dated and kept on views as confidential notes.

* Physical injuries, including bruises, particularly if reasons for these do not appear plausible or if injuries are repeated or self-harm is suspected
* Emotional distress, fear, unwillingness to go home
* Expressed fear of particular individuals: family members, fellow students, neighbours, boy/girlfriend
* Sudden changes in behaviour, e.g. becoming very withdrawn or aggressive
* Changes in attendance patterns at Active8 projects or events
* Significant loss of weight or poor hygiene or appearance
* Poorly dressed or equipped for events
* Sudden changes of living circumstances, e.g. moving out of home to live elsewhere
* Sudden acquisition of jewellery, gifts from older girl/boyfriends
* Expression of radicalised views to others

## Appendix 3

## Indicators of vulnerability to radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Government in the Prevent Strategy (<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty> ) as: Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Extremism is defined by the Crown Prosecution Service as: The demonstration of unacceptable behaviour by using any means or medium to express views which:

* Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
* Seek to provoke others to terrorist acts;
* Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
* Foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

People may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that organization’s staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

* Identity Crisis – the person is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
* Personal Crisis – the person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
* Personal Circumstances –local community tensions; and events affecting the young person’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
* Unmet Aspirations – the person may have perceptions of injustice; a feeling of failure; rejection of civic life;
* Need – the young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

* Being in contact with extremist recruiters;
* Accessing violent extremist websites, especially those with a social networking element;
* Possessing or accessing violent extremist literature;
* Using extremist narratives and a global ideology to explain personal disadvantage;
* Justifying the use of violence to solve societal issues;
* Joining or seeking to join extremist organisations;
* Significant changes to appearance and / or behaviour;
* Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## Appendix 4

## Supplementary guidance for residential and activities

* In the first instance when support is required the member of staff should be to get the care staff or the members PA to carry out any personal care.
* When young people/adults are changing and showering staff need to ensure that they do not allow themselves to be compromised.
* If a young person or adult requires assistance with personal care, this should always be observed by another member of staff and the individual should be encouraged to do as much of this as possible independently. Individual Support plans should be followed.
* Staff must always ask for permission to enter the bedroom of a young person or vulnerable adult and should avoid where possible entering a bedroom or private space if this means they will be alone with a young person or vulnerable adult.
* Conversations should be conducted from the open doorway if staff are alone.
* Many outdoor learning activities encourage and necessitate physical contact. Staff need to be aware of anyone taking advantage of these activities or anyone being overtly uncomfortable with what they are being asked to participate in
* Staff must be aware of not compromising themselves when assisting students with activities such as adjustments to specialist equipment or clothing
* Staff must be aware themselves and ensure that learners are also aware of their professional boundaries.
* Active8 creates an atmosphere of trust where an individual feels comfortable to make a safeguarding disclosure. Staff must be alert to this and follow our Policy and Procedures in all locations.

## APPENDIX 5

**CONFIDENTIAL**

## Reporting a concern – Cause for concern form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your Details:** | | Name: | | |
| Date: | | | My role:  E.g. Staff/volunteer/trustee/activity leader/participant etc. | |
| Project: Acceler8 After8 Illumin8 | | | | |
| I am reporting concerns I have:  I am reporting a concern raised by someone else:  Please give their name and role: | | | | |
| **The person you have a concern about:** | | | | |
| Name: | | | | |
| Role: Participant under 18 Participant over 18 Volunteer Staff | | | | |
| Have you spoken to the person about your concern? Yes No | | | | |
| Have you spoken to anyone else about your concern? Yes No  Who?: | | | | |
| **Your concerns/details of the disclosure made:** | | | | |
| **Remember to:**   * Keep to the facts. * Record the persons words exactly where possible (including bad language) use “ ” to show where exact wording has been used. * Include; dates/time, names, reported allegations, observations of behaviour, injuries. * Never promise to keep a secret.   Continue on a separate piece of paper and attach if needed. | | | | |
| Additional sheet attached: | | | | |
| **Responses/any action taken so far:**  You are not expected to act on a disclosure/concern however you may do something as a consequence  e.g. encourage a member to join the rest of the group/ step back from an activity/ reassure the person with the concern that you will pass it on to the manger/safeguarding trustee. | | | | |
|  | | | | |
| **Any other Information you think is relevant:** | | | | |
|  | | | | |
| **When did you complete this form:** | | | | Date: Time: |
| Signature of person completing the form:  Name/signature of any witnesses: | | | | |
| **Passing your concern to the right person:**  On a residential weekend your concern should in the first instance go to the member of staff leading the weekend. They should then try to immediately contact the Active8 manager or Safeguarding Trustee. Should you concern involve any of these people please contact the next person in the list. | | | | |
| I have passed my concern to: | | | | |
| **Received:** | Date: Time:  Signature of recipent: | | | |
|  | Date: | | | |

## APPENDIX 6

## Form agreeing to Safeguarding Policy

**Form for Trustees/Volunteers agreeing to Safeguarding Policy**:

Acceptance of Policy terms:

I hereby confirm that I was given a full copy of the Active8 Safeguarding Policy. I further confirm that I have read it, I understand my responsibility for safeguarding as set out in the policy and I agree to abide by it.

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

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_