



**Staffordshire**  
Wildlife Trust

## 021 Safeguarding Adults at Risk



Staffordshire Wildlife Trust



# Safeguarding Adults at Risk

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## 1. Purpose

This policy outlines Staffordshire Wildlife Trust’s commitment to safeguarding adults at risk and the procedures in place to support delivery of the policy. The purpose of this policy and the associated procedures is to provide clarity to all staff, trustees, volunteers, and members of the public on Staffordshire Wildlife Trust’s approach to Safeguarding Adults at Risk. A separate “Safeguarding children” policy exists and should be referred to for all safeguarding for those aged under 18.

Staffordshire Wildlife Trust is committed to the highest standards of charity governance for Safeguarding and this policy is the foundation of a universal approach across the organisation that puts Safeguarding at the heart of Staffordshire Wildlife Trust’s work.

Through the nature of our work, our visitor experiences, volunteering opportunities and our community engagement work, staff and volunteers at the Trust may interact with some adults at risk of being abused or neglected in a variety of ways. Staffordshire Wildlife Trust has a duty of care to the adults at risk, carers and/or families that connect with us or take part in our activities. We endeavour to provide a safe, friendly and inclusive environment that celebrates all achievements. We will achieve this by ensuring that staff, volunteers and trustees comply with all legal, contractual and

professional standards and responsibilities in their work – whether within a group situation or one to one.

Currently, SWT are not facilitating any specific engagement activities with those who might be deemed adults at risk and the nature of his policy reflects this. However, if there was a significant increase in engagement with cohorts of individuals who would be deemed at risk, then we would review the policies, procedures and guidance.

This policy will be reviewed annually or in line with key legislation updates or changes and will be promoted through induction, training and ongoing supervision and support.

## 2. Scope

This Policy applies to everyone working for or on behalf of Staffordshire Wildlife Trust Ltd including its trading subsidiaries, hereafter referred to as “The Trust”. It applies to all staff, including senior managers, Trustees, paid staff, sessional workers, agency staff, students, volunteers or anyone working on behalf of Staffordshire Wildlife Trust.

Where Staffordshire Wildlife Trust undertakes activities with third parties, staff shall have due regard to the Safeguarding policies of the third-party provider.

The Care Act 2014 (England and NI) Social Services and Well-Being 2014 (Wales), The Public Bodies Joint Working (Scotland) and Safeguarding Act 2018 (Isle of Man) all set out a clear legal framework for how local authorities and organisations such as charities should protect adults at risk from abuse or neglect.

### England (Care Act 2014)

#### The Act’s principles are:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

This means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances (Care Act Guidance 2014).

In England where Staffordshire Wildlife Trust operates there are protection systems, laws and guidance to help keep adults at risk safe. The policy and procedures have been written using National and Local guidance; The Care Act (2014), Safeguarding Adults (2005) and Charity Commission guidance and are in line with Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board guidance.

Despite the work of the Trust not currently facilitating any specific engagement activities with those who might be deemed adults at risk, we take maintain a culture where we work together to safeguard and promote the welfare of all those we work with.

This approach is two-fold. We will:

- ensure our staff, volunteers and trustees can recognise the signs of abuse, neglect and maltreatment and understand when we need to share these concerns with professionals to help keep adults at risk safe
- through safer recruitment, training and governance structures we will take all reasonable steps to have the appropriate and trained people in place to keep adults at risk with whom we come into contact safe from harm.
- A culture of prioritising the wellbeing of all with whom the Trust work.
- All departments heads will include safeguarding as a standing agenda item at all team meetings. All teams will also discuss at every team meeting any “alarm bells” or causes for concern amongst staff, volunteers and people with whom they engage. These informal processes are good practice and will maintain the culture of prioritising the well-being of adults with whom the Trust engages.
- Updates to best practice and refreshers will be provided through the department meeting structures and staff wide emails.
- All staff will receive ‘Recognising Signs and Symptoms of Abuse’ (**Appendix F**) as part of annual updates and good practice reminders, issued by DSL.

At Staffordshire Wildlife Trust we may come into contact with adults at risk in the following types of situations:

- Our visitor experiences
- Volunteering opportunities
- Community engagement work

In line with the purpose of this policy we are committed to providing a safe and friendly environment that protects adults at risk. All our engagement activities are carefully planned and risk assessed to consider both the safety of our beneficiaries as well as our staff and volunteers.

### 3. Policy Statement

The Wildlife Trusts believe that everyone has a responsibility to Safeguard children, young people and adults at risk; as a movement we are committed to ensuring their safety and wellbeing is at the heart of our engagement with people.

**We will:**

- Not tolerate any form of abuse or neglect within The Wildlife Trusts
- Take all reasonable steps to protect children, young people and adults at risk who visit our sites, take part in our activities or engage with us online
- Give equal priority to keeping all children, young people and adults at risk safe from harm, regardless of their age, disability, gender, race, beliefs, sex, or sexual orientation

- Provide our staff, volunteers and trustees with the knowledge and tools to guide them in protecting children, young people and adults at risk from abuse and neglect

### **We will achieve this by:**

- Supporting staff and volunteers by establishing a clear policy and procedural framework, transparent reporting and by promoting a culture of learning throughout the movement
- Encouraging staff and volunteers to discuss any concerns immediately or as soon as practically possible with their line manager/supervisor or designated safeguarding lead
- Listening to and hearing the voice of children, young people and adults at risk and respecting their views
- Recruiting our staff and volunteers safely including references, disclosure and barring checks as appropriate
- Recording and storing information safely and in accordance with the UK General Data Protection Regulation and our Images of People policy
- Recognising the position of trust in which staff and volunteers are regularly placed and use our procedures and work with our local authorities to manage any allegations against staff and volunteers appropriately
- Adhering to Staffordshire Wildlife Trust digital safety guidance to keep children, young people, adults at risk and staff safe when using any device over the internet
- Ensuring that we provide a safe physical environment for children, young people, adults at risk, staff and volunteers, by adhering to health and safety measures in accordance with the law and regulatory guidance
- Working in partnership with the statutory agencies responsible for the Safeguarding of children, young people and adults at risk
- Ensuring that any third-party individual or organisation involved in delivering activities on behalf of The Wildlife Trusts has appropriate experience, qualifications and/or accreditation and insurance. If they are operating with any degree of autonomy, The Wildlife Trusts staff will assure themselves that safeguarding procedures are equivalent and arrangements are adequate for the activity.

Staffordshire Wildlife Trust want to ensure that we choose the best people for our roles and our Safer Recruitment process helps us to ensure we recruit like-minded people who care for wildlife and nature as well as being committed to protecting children and adults at risk from harm.

Many paid and voluntary roles at SWT are subject to Safer Recruitment processes as detailed in the Safeguarding Procedures document.

### Making Safeguarding Personal

Outlined in the Care Act, this is an approach to working with adults which supports a person-centred, outcome-focus to Safeguarding. In practice this means talking to the adult about what they want to happen and understanding their views, wishes, feelings and beliefs before any actions are decided. Working in this way helps to ensure the adult is happy with the outcome from a safeguarding enquiry. Upon contacting your local authority to raise a concern, it is likely you will be asked what the adult wants to happen as a result of the referral; so it is important, where possible to have a conversation and understand the wishes and feelings of the adult.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

## 4. Glossary of Terms

**Adult at Risk** – An individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- (b) is experiencing, or at risk of, abuse or neglect, AND;
- (c) 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.

**Taken from England (Care Act 2014)**

**All Appropriate Staff** - Refers to all staff that either work face to face or online with adults who may be at risk or manage/support this work as defined by their job description. These individuals are the people who will be responsible for safeguarding adults at risk.

**Appropriate Volunteers** – Refers to all volunteers who supervise or undertake activity face to face or online with adults at risk on behalf of the Trust or support this work as defined by their role description. these individuals are the people who will be responsible for safeguarding adults at risk.

**All Staff** – Refers to everyone in paid employment/receiving remuneration for work with Staffordshire Wildlife Trust, this includes sessional workers. They may or may not have contact with children and young people and adults at risk as part of their job description. These individuals are the people who will be responsible for safeguarding adults at risk.

**Children/CYP** – refers to all persons under the age of 18. These individuals are the people whom we will endeavour to safeguard, but who are addressed under a separate policy.

## 5. Roles and Responsibilities for Safeguarding within the Trust

Designated Safeguarding Lead: Jo Olivant

Tel: 07960874900

Email: j.olivant@staffs-wildlife.org.uk

Designated Safeguarding Lead: Shelley Pattison

Tel: 07970 067711

Email: s.pattison@staffs-wildlife.org.uk

Trustee Lead for Safeguarding: Paul Hackney

Deputy Trustee for Safeguarding: Alana Wheat

Role	Responsibilities
Trustee lead for Safeguarding	<ul style="list-style-type: none"> <li>• taking an overall lead in this area on behalf of the board of trustees</li> </ul>

	<ul style="list-style-type: none"> <li>• challenging any strategic decisions which adversely affect anyone's wellbeing</li> <li>• with the CEO, reporting serious incidents as necessary to the Charity Commission.</li> </ul>
All Trustees	<ul style="list-style-type: none"> <li>• support the lead trustee in creating a positive safeguarding culture that works to protect children and adults at risk within Staffordshire Wildlife Trust</li> <li>• approve safeguarding policy and procedures and ensure that safeguarding is considered at every stage of decision making within the movement</li> </ul>
CEO of The Trust	<ul style="list-style-type: none"> <li>• ensure that safeguarding is embedded within all decisions made by the Senior Leadership Team by:</li> <li>• maintaining a clear strategic and operational focus on safeguarding children and adults at risk</li> <li>• making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns</li> <li>• reporting serious incidents as necessary to the Charity Commission</li> </ul>
Designated Safeguarding Lead	<ul style="list-style-type: none"> <li>• safeguarding subject expert and the point of advice throughout the Trust</li> <li>• responsible for developing policy, procedure, training and reporting mechanisms as well as being a support for the Safeguarding point of contacts</li> <li>• they will be responsible for ensuring that staff complete regular training appropriate to their roles</li> <li>• responsible for making referrals and overall safeguarding case management</li> </ul> <p>Ensure they know how to make contact with Staffordshire County Council, Social Care and Health and Stoke-on-Trent City Council, Adult Social Care and the police who are responsible for dealing with concerns both during and after office hours.</p> <p>Ensure that a record is kept of any concerns about an adult at risk and of any conversation or referrals to statutory agencies. Report monthly to the H&amp;S committee any action taken, concerns recorded, or incidents. Also report when any 'new' situations may arise, such as undertaking a new type of work where safeguarding may need to be reviewed.</p>
Safeguarding deputies	<p>they will be the point of contact for concerns for all staff and trustees and will be responsible for liaising with the local authority when referrals are necessary</p> <ul style="list-style-type: none"> <li>• they will offer support and advice for all staff and trustees on safeguarding</li> </ul>
All Trust staff, volunteers and trustees	Safeguarding is everyone's responsibility. All staff and trustees have a duty to understand and act upon any concerns they may have regarding children and adults at risk

## 6. Recognising the signs of abuse and neglect

It is important to be alert to the signs of abuse and neglect. If you feel something isn't right, question the behaviour of adults, staff, volunteers, trustees or parents/carers – don't be afraid to speak up and discuss concerns with your Safeguarding lead or team leader.

An adult may confide in a staff member, volunteer or another participant that they are experiencing abuse inside or outside of our settings. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. Here are some pointers to be aware of:

- Unexplained injuries or bruises
- The adult has belongings or money going missing
- The person might start missing sessions and you notice a change in their mood or loss of confidence
- They may have lost weight or have an unkempt appearance
- You might notice a distinct change in their behaviour towards other people in their life e.g. an adult looking quiet when their son comes to collect them from a session in contrast to their support worker who they greet with a wave and a smile
- Self-harm
- A fear of a particular group of people or individual
- Somebody else for example a parent or carer always speaks for the adult and doesn't allow them to make their own choices
- They may also tell you they are being abused or neglected – a disclosure

Abuse and neglect of adults at risk can happen anywhere – it could be someone in their own home or a public place, whilst attending a day centre, in a college or whilst joining a work party. In our everyday engagement with adults at risk, it's important to know the signs of abuse and neglect so if staff or volunteers witness an incident or are told/notice something about an adults' circumstances that causes a concern, we can refer to the people who can help keep them safe.

The person causing the harm may be a stranger, but it's more likely to be someone known to the adult such as a health or care professional, family member, neighbour or member of staff. The abuser is usually someone in a position of trust or power to the individual.

It is important to consider the signs of abuse and neglect for adults at risk engaging with Staffordshire Wildlife Trust in two contexts –

- experiencing possible abuse or neglect in their home or care environment
- experiencing possible abuse or neglect whereby undertaking activities organized by Staffordshire Wildlife Trust or by staff members or volunteers

The following are the categories of abuse for Safeguarding adults, a description of each indicator and what to look out for. There are 11 different categories of abuse and neglect for adults at risk. Further details are also included in Appendix 1.

Category of abuse	Description	Indicators and what to look out for in adults at risk
<b>Physical Abuse</b>	Physical abuse includes assault, hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint,	unexplained or inappropriately explained injuries adult exhibiting untypical self-harm unexplained cuts or scratches to mouth, lips, gums, eyes or external genitalia

	and unlawfully depriving a person of their liberty.	
<b>Psychological abuse</b>	Psychological abuse includes 'emotional abuse' and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), cyber bullying, isolation or withdrawal from services or support networks.	adult appears anxious or withdrawn, especially in the presence of the alleged abuser adult exhibits low self-esteem untypical changes in behaviour (e.g. continence problems, sleep disturbance) adult is not allowed visitors/phone calls
<b>Financial</b>	This includes 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.	lack of heating, clothing or food inability to pay bills/unexplained shortage of money lack of money, especially after benefit/pension or pay day
<b>Sexual abuse</b>	Sexual abuse including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.	adult appears unusually subdued, withdrawn or has poor concentration adult exhibits significant changes in sexual behaviour or outlook adult's underclothing is torn, stained or bloody a woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant
<b>Neglect</b>	These include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.	adult has inadequate heating and/or lighting adult's physical condition/appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing) adult is malnourished, has sudden or continuous weight loss and/or is dehydrated
<b>Organisational Abuse</b>	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within their own home. This may range from one off incidents to on-going ill-treatment.	an adults environment is unsafe and unhygienic the adult is given an inflexible routine lack of privacy, dignity, and respect for people as individuals the adult withdraws from community and family support

		<p>no choice offered with food, drink, dress or activities</p> <p>no respect or thought given to religion, belief, or an adult's occupation</p>
<b>Self-neglect</b>	<p>Self-neglect entails neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.</p>	<p>living in very unclean, sometimes verminous, circumstances</p> <p>poor self-care leading to a decline in personal hygiene</p> <p>poor eating habits and the adult may have lost weight</p> <p>inappropriate clothing</p> <p>the adult is withdrawn and isolated</p> <p>failure to take prescribed medication</p> <p>hoarding within the home is often associated with self-neglect</p>
<b>Domestic abuse</b>	<p>This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.</p>	<p>the adult may seem unhappy or distressed</p> <p>the adult may appear frightened, anxious or agitated without identifiable cause, or in relation to certain people</p> <p>they may be experiencing sleeping problems</p>
<b>Modern Slavery</b>	<p>Modern slavery encompasses slavery, human trafficking, forced and compulsory 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>the adult is not in possession of their legal documents (passport, identification and bank account details) and they are being held by someone else;</p> <p>the adult looks malnourished, unkempt, or appears withdrawn</p> <p>they have few personal possessions and often wear the same clothes</p> <p>what clothes they do wear may not be suitable for their work.</p>
<b>Discriminatory abuse</b>	<p>This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Hate crime can be viewed as a form of</p>	<p>an adult may reject their own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices</p> <p>an adult making complaints about the service not meeting their needs.</p>

	discriminatory abuse, although will often involve other types of abuse as well.	
<b>Sexual Exploitation</b>	Adult Sexual Exploitation is a form of sexual abuse that involves someone taking advantage of an adult, sexually, for their own benefit through threats, bribes and violence. Perpetrators usually hold power over their victims due to age, gender, sexual identity, physical strength or status	an adult self-harming or displaying significant changes in emotional well-being developing inappropriate or unusual relationships or associations displaying inappropriate sexualised behaviour including behaviour, language or dress unexplained acquisition of money, clothes and mobile phones.

## 7. Online Safety

Just as Staffordshire Wildlife Trust take the safety of adults at risk face to face extremely seriously, we must consider how we keep them safe engaging online too.

Adults at risk can be exposed to upsetting or inappropriate content online, or may even be at risk from being groomed if they have an online profile that enables the private messaging function. Staffordshire Wildlife Trust has a responsibility to ensure that people using Trust online communities or communication platforms do not share personal information that makes them identifiable and could potentially put them at risk.

Perpetrators of abuse create fake profiles to try and contact vulnerable people so it's essential new users are verified before they are added to the Trust's private pages or groups. In the same way Staffordshire Wildlife Trust must utilise safer recruitment practices such as references and DBS checks to ensure staff, trustees and volunteers engaging online are safe to be doing so.

Everyone must be vigilant in this area and report any concerns to the Trusts Designated Safeguarding Lead.

Please refer to Staffordshire Wildlife Trust's Online Safety Policy and Safeguarding Procedures for more information and guidance regarding online safety.

## 8. Supporting adults with mental health difficulties

Mental health is fluid and can change day to day, week to week and year to year. Many people with mental health problems do not receive support services and when 'well' would consider themselves able to take care of themselves independently. This means if we have concerns about individuals experiencing mental health difficulties, they may not be eligible for a safeguarding adult's referral and we need to be aware of other pathways for support. These may include encouraging them to talk to their GP, local support services in your area, attending A&E in an emergency or accessing support through MIND or Samaritans. Please refer to your Trusts Mental Health Guidance or Mental Health First Aider (if you have one).

*Please click [here](#) to read useful guidance published by The Ann Craft Trust about supporting adults experiencing mental health difficulties in sports and activities.*

## 9. People in a Position of Trust (PiPoT)

Staffordshire Wildlife Trust has a responsibility to respond to allegations or concerns raised about a person, whether an employee, volunteer or student (paid or unpaid) who works with adults with care and support needs as part of their role. These individuals are known as People in a Position of Trust (PiPoT).

If a PiPoT is alleged to have abused or harmed an adult with care and support needs, or who may pose a risk of abuse to an adult with care and support needs, it is essential that the concerns are appropriately reported to the Trust's Designated Safeguarding Lead who in turn may need to notify their Local Authority. Examples of concerns could include allegations that relate to a person who works with adults with care and support needs who has:

- Behaved in a way that has harmed, or may have harmed an adult or child
- Committed a criminal offence against, or related to, an adult or child
- Behaved towards an adult or child in a way that indicates they may pose a risk of harm to adults with care and support needs

Concerns could also arise from the person's home or personal life, as well as within their work. Where concerns relate to personal/private life, if the Trust is the employing organisation, they would maintain the responsibility for oversight of a case. This may include situations such as :

- A person has behaved (or is alleged to have behaved) towards another adult in a way that indicates they may pose a risk of harm to adults with care and support. For example, this may include situations where a person is being investigated by the police for domestic abuse to a partner and undertakes voluntary work with adults with care and support needs.
- A person has behaved (or is alleged to have behaved) towards children in a way that indicates that they may pose a risk of harm to adults with care and support need. For example, this may include situations where a person is alleged to have abused a child, and is a student undertaking professional training to work with adults with care and support needs.
- A person is the subject of a formal safeguarding enquiry into allegations of abuse or neglect which have occurred in one setting. However, there are also concerns that the person is employed, volunteers or is a student in another setting where there are adults with care and support needs who may also be at risk of harm.

Any allegations must be investigated promptly in line with the Trusts internal allegations management process. Unless it puts the adult at risk or a child in danger, the person should be informed an allegation against them.

If the person is employed, volunteers or is a student (paid or unpaid) in another local authority area, inform the relevant local authority area. If there is a concern the individual may also pose a risk to children, the Trust should inform the relevant Local Area Designated Officer (LADO).

Alongside the duty of care towards the adult at risk, is the duty of care to the staff member/volunteer/trustee who the allegation has been made against. The Trust must ensure they provide support to minimise stress associated with the process, for example; support to understand the procedures being followed, regular updates on developments as well as the opportunity to respond to allegations/concerns and support to raise questions or concerns about the allegation.

## 10. Duty to Refer

The Charity Commission are very clear that as an organisation working with adults at risk we have a responsibility to recognise and refer any concerns or disclosures of abuse and neglect, as well as put in place the correct supportive frameworks and recruitment processes to enable this.

The main pieces of legislation governing Safeguarding Adults at Risk in England is the Care Act 2014 which sets out clear legal frameworks for how local authorities and organisations such as charities should protect adults at risk from abuse or neglect. This includes the duty for all to refer incidents of concern.

Where a local authority believes an adult at risk is experiencing or at risk from abuse or neglect, it must make enquiries or cause others better placed to do so, such as Police or health professionals. Those professionals leading the enquiry may contact any organisation working with them, such as Staffordshire Wildlife Trust, for information to help build a full picture of their life and to ascertain if any further concerns have been raised or noted.

Under the acts, local authorities have Safeguarding duties that have been created to protect adults at risk and any person or organisation such as Staffordshire Wildlife Trust must cooperate with enquiries and provide information when requested.

An enquiry overseen by the local authority must establish whether any action needs to be taken to prevent or stop the abuse and neglect and most importantly, ascertain the adult's views and wishes.

As well as a duty to refer any concerns about individuals, we also have a duty to act upon and escalate any concerns regarding the conduct of staff or trustees working with adults at risk. If your concerns relate to a member of the Safeguarding leads, or how a Safeguarding incident is being managed, please consult the Trust's Whistleblowing Policy or the Human Resources Team.

Please see the Safeguarding Procedure for further information about making referrals.

## 11. Serious Incidents and Charity Regulators

In England the Charity commission requires charities to report serious incidents. The responsibility for this lies with the Trustees, however operationally this is delegated to the Chief Executive Officer and the Designated Safeguarding Lead must also be notified before any incident is reported.

A serious incident amounts to a situation whereby harm has occurred to Staffordshire Wildlife Trust beneficiaries, staff, volunteers, or others who encounter us through our work.

In all circumstances RSWT must be notified of any member of staff, trustee or Wildlife Trust reporting a serious incident to a charity regulator.

## 12. Version control & Approvals

Policy Name:	Safeguarding Adults at Risk
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Policy Number:	2.0		
Date Approved:		Review Frequency:	Annual
Approval Authority:	Board of Trustees		
Date of Last review:	27.02.2023	Next Review Due:	February 2024
Author:	Shelley Pattison, Jo Olivant, Emma Darby		
Linked Documents:	Social Media Policy Safeguarding Children Policy Recruitment & Selection Complaints Anti-Bullying and Harassment Data Security Policy Grievance Images of People Policy Whistleblowing Disciplinary Health and Safety Policy		
Forms and Other Links (e.g. hyperlinks for intranet-based storage of forms and documents and / or legislation or other helpful information)			
Version Number	5.0		
<b>Version Control &amp; Revisions</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comments/modifications</b>
1.0	27.01.2016	Jo Olivant	Original Safeguarding Vulnerable Adults policy
2.0	30.04.2018	Jo Olivant	Updated & approved
3.0	26.03.2020	Jo Olivant	Updated but not approved
4.0	28.02.2022	Shelley Pattison	Refresh and updated to Adults at Risk and change of DSL
5.0	27.02.2023	Shelley Pattison	Updated

## **Code of Conduct: to be signed by all staff and appropriate volunteers**

Not all staff or volunteers will have regular contact with Children or Adults at Risk, however all staff and appropriate volunteers should be aware of what is expected of them in the case of face to face or online encounters with CYP or adults at risk. They should be able to demonstrate exemplary behaviour in order to keep people safe and to protect themselves from allegations of misconduct.

- o Always remember that while you are caring for or in the presence of other people's CYP or adults at risk you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
- o Do make sure you have read the Safeguarding Policies and Procedures and that you feel confident that you know how to recognise when a person may be suffering harm, how to handle any disclosure and how to report any concerns.
- o You must act upon concerns about a person's welfare or the inappropriate behaviour of any person that you encounter whilst working or volunteering for the trust.
- o Always aim to work in an open environment and exercise caution about being alone with a CYP or adult at risk. In situations where this may be needed (for example where a person wants to speak in private) think about ways of making this seem less secret - for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in a log.
- o Physical contact should be open and initiated by the person's needs, e.g. for a hug when upset. Always prompt CYP and adults at risk to carry out personal care (such as applying sun cream, adjusting clothing) themselves and if they cannot manage ask if they would like help.
- o Do work as a team with your co-workers/volunteers. Agree roles and responsibilities when delivering sessions in loco parentis and agree with them what behaviour you expect from people and be consistent in enforcing it.
- o If you have to speak to a person about their behaviour remember you are challenging 'what they did' not 'who they are'.
- o Do listen to CYP and adults at risk and take every opportunity to raise their self-esteem.
- o Do talk explicitly to CYP and adults at risk about their right to be kept safe from harm.
- o Do treat all people equally, and with respect and dignity, challenge discriminating comments and behaviour and promote positive attitudes towards differences.
- o Generally you should not give CYP or adults at risk presents or personal items. The exceptions to this would be a custom such as a small birthday token, leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both should come from the organisation and be agreed with the DSL and the CYP or adult at risk's parent or carer. Similarly, do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to your Line Manager as appropriate.
- o Always give enthusiastic and constructive feedback rather than negative criticism.
- o Always be easily identifiable: where possible wear your SWT clothing and Identification badge at all times during activities.

- o Always secure parental consent in writing using SWT standard forms when in loco parentis
- o Always question any unknown adult who enters an activity area where children or adults at risk are present and/or who attempts to engage with the participants.

**You must NEVER:**

- o Use any kind of physical punishment or chastisement such as smacking or hitting, or use physical force against anyone.
- o Engage in rough, physical or sexually provocative games, including horseplay.
- o Engage in any form of inappropriate touching.
- o Make sexually suggestive comments or use any racist, sexist, discriminatory or offensive language - CYP's and adults at risk's inappropriate use of language and/or behaviour should always be challenged.
- o Reduce anyone to tears as a form of control.
- o Behave in a way that frightens or demeans anyone
- o Invite a CYP or adult at risk to your home or arrange to see them outside the set activity times or off-site.
- o Smoke, drink alcohol, take illegal drugs or any other substances that may impair your ability or affect your behaviour in the company of/whilst responsible for anyone.
- o Use internet or web-based communication channels to send personal messages to/ befriend CYP or adults at risk (See digital safety guidance)
- o Give your personal contact details / personal website details to CYP or adults at risk
- o Take photos of anyone without appropriate consent (see Images of People Policy)

**I, the undersigned, declare that I have read and will adhere to the above Code of Conduct in the event that I, or the group I represent, encounter CYP or adults at risk whilst working or volunteering on behalf of SWT. I understand that failure to do so may result in disciplinary action.**

Staff/Volunteer signature.....

Name (print).....

Role.....

Date.....

## Appendix 1 – Recognising Abuse

Staff who have frequent face to face contact with adults at risk should be aware of the definitions, signs and symptoms of abuse as listed below.

### The Care Act defines abuse as:

‘Abuse is a violation of an individual’s human and civil rights by any other person or persons.’

### Categories of Abuse:

The Care Act recognises ten categories of abuse:

1. physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
2. sexual abuse, this includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented, or was pressured into consenting;
3. psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
4. financial or material abuse, including 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, the misuse or misappropriation of property, possessions or benefits;
5. neglect and acts of omission, including ignoring medical, emotional 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 and heating;
6. discriminatory abuse, abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act;
7. modern slavery, encompassing slavery, human trafficking, forced labour and domestic servitude;
8. domestic abuse, including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence perpetrated by anyone within a person’s family;
9. self-neglect this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding
10. organisational abuse, including neglect and poor care practice within an institution or specific care setting, or receiving care at home. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

### Four Additional Types of Harm

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults:

#### Cyber Bullying

Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

### **Forced Marriage**

This 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. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

### **Mate Crime**

A “mate crime” is when “vulnerable people are befriended by members of the community who go on to exploit and take advantage of them” (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

### **Radicalisation**

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

The Governments Prevent strategy/intervention programme aims to stop people becoming terrorists or supporting terrorism. While it remains rare for people to become involved in terrorist activity, people can be exposed to terrorist & extremist influences or prejudiced views. Referrals for Prevent can be made via your DSL.

The Charity Commission requires all charities to prevent abuse for extremist purposes and refer any instances of concern to the Local Authority.

## **Appendix 2 - Six Principles of Adult Safeguarding**

The Care Act sets out the following principles that should underpin the safeguarding of adults.

### **Empowerment**

People are supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens.”

## **Prevention**

It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help.”

## **Proportionality**

The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest and they will only get involved as much as is necessary.”

## **Protection**

Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

## **Partnership**

Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

## **Accountability**

Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

## **Responsibilities of Staff and Volunteers**

Staff, trustees and volunteers have a responsibility to recognise and be alert to signs that all is not well with a person at risk. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known about the person at risk and his or her circumstances. No action should be taken without discussion with the Designated Safeguarding Lead.

If any staff, trustees or volunteers have any concerns about the adult they are working with, they should contact a Designated Safeguarding Person. Even if the concern is not a safeguarding one, the Designated Safeguarding Person can advise of support pathways so we can ensure we, as a Trust, are doing all in our remit to protect those we are engaging with.



**Staffordshire**  
Wildlife Trust

## 2.0 Safeguarding Adults at Risk Procedures

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Staffordshire Wildlife Trust



## 1. Purpose

The purpose of this Procedure is to outline clear processes for staff, volunteers and trustees to follow to ensure they are compliant with the safeguarding policy including what to do during:

- Recruitment
- Planning work
- or if they have concerns regarding the abuse or neglect of an Adult at Risk.

The Wildlife Trusts is committed to the highest standards of charity governance for Safeguarding; this Procedure and associated guidance are the foundation of a universal approach that puts Safeguarding at the heart of The Trust's engagement with Adults at Risk.

The Trust endeavours to embed a positive and inclusive culture towards Safeguarding where vigilance and awareness of the issues surrounding the protection and safety of Adult at Risk are paramount and concerns can be raised in good faith without fear of reprisal.

This procedure applies to all staff, volunteers and trustees working on behalf of Staffordshire Wildlife Trust.

## 2. Designated Safeguarding Leads

### **Designated Safeguarding Lead: Jo Olivant**

Tel: 07960874900

Email: [j.olivant@staffs-wildlife.org.uk](mailto:j.olivant@staffs-wildlife.org.uk)

### **Designated Safeguarding Lead: Shelley Pattison**

Tel: 07970 067711

Email: [s.pattison@staffs-wildlife.org.uk](mailto:s.pattison@staffs-wildlife.org.uk)

### **Trustee Lead for Safeguarding: Paul Hackney**

### **Deputy Trustee for Safeguarding: Alana Wheat**

## 3. Safer Recruitment

How we will protect CYP and Adults at Risk through recruitment, selection, and induction:

- Being open about any DBS requirements when advertising relevant roles – these are most commonly people facing roles, either in real life or virtual, but also include anyone who has access to personal data. We use the eligibility checker <https://www.gov.uk/find-out-dbs-check>
- Having safer recruitment trained staff that are present at relevant interviews.
- Asking safeguarding questions during relevant interviews – these can be found here on Teamspace and the Safeguarding folder on I Drive.
- Ensuring we get two satisfactory references from previous employers, if the applicant has worked with vulnerable people or abroad then references must be sought from these locations
- Completing the correct level of DBS check
- All staff and appropriate volunteers will attend training as per the mandatory safeguarding training schedule below
- DBS checks and Safeguarding training are renewed every 3 years.
- All staff will be suitably qualified and/or experienced to supervise and deliver the activities they undertake and will have up to date competency records which will be filed on their personnel files.
- Any third-party individual or organisation involved in delivering activities on behalf of The Trust will have appropriate experience, qualifications and/or accreditation and insurance. If

they are operating with any degree of autonomy, Staffordshire Wildlife Trust staff must assure themselves that safeguarding procedures are equivalent and arrangements are adequate for the activity.

#### 4. Guidance on DBS Checks

Before an organisation considers asking a person to make an application for a Disclosure and Barring Service (DBS) check, they are legally responsible for ensuring that they are entitled to ask that person to reveal their conviction history.

The Ministry of Justice has stated that organisations should not insist that a DBS check forms part of a recruitment exercise or bid when tendering for contracts, unless the services provided meet the criteria for an eligible DBS check as defined by the exceptions, as this would breach employment law.

Please note the minimum age for DBS checks is 16 years old.

Please also see our *Recruitment Policy*

**Basic checks** – To be eligible for a standard level DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

**Enhanced checks** – To be eligible for an enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in Police Act Regulations.

**Enhanced checks with children's and/or adults' barred list check(s)** – To be eligible to request a check of the children's or adults' barred lists, the position must meet the new definition of regulated activity. There are a small number of other positions for which you can also request list checks.

Due to the current nature of SWT work, the regulated activity as defined by the Disclosure and Barring Service of providing personal care and assistance with general household matters will not be carried out by staff, trustees or volunteers. The regulated activity of conveying is the most relevant to SWT and the MOST LIKELY linkage between adults at risk and DBS checks.

#### Conveying

- Any drivers and any assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work, are in regulated activity. The driver does, or the person assists in, such conveying on behalf of an organisation and for the purpose of enabling the adult to receive services. The meaning of health care, relevant personal care and relevant social work are discussed above.
- Because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work, are also in regulated activity.
- Conveying does not include licensed taxi drivers or licensed private hire drivers, and does not include trips taken for purposes other than to receive health care, personal care or social work (for example, trips for pleasure are excluded).

Further details on regulated activity with adults can be found:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/739152/Regulated\\_Activity\\_with\\_Adults\\_in\\_England.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739152/Regulated_Activity_with_Adults_in_England.pdf)

The table below provides a breakdown of possible engagement opportunities with adults at risk that staff and volunteers may be involved in through the course of their work and the level of DBS required.

Task	Does it meet the criteria for:			Level of check
	ROA 1974	Police Act 1997	Regulated Activity	
Talks or guided walks for supervised groups of vulnerable adults	✓			Basic
Talks or guided walks for unsupervised groups of vulnerable adults	✓	✓		Enhanced
Trustee			✓	Enhanced
Transporting Vulnerable adults to/from home, place of healthcare or day centre	✓	✓	✓	Enhanced & Barred
Transporting Vulnerable adults during the course of volunteering (i.e. in the minibus or truck to a nature reserve from drop off or centre)	✓	✓		Enhanced
Work parties where vulnerable adults are likely to attend with carer	✓	✓		Enhanced
Carrying out personal care (such as reminding/supervising/ensuring a person eats or drinks)	✓	✓	✓	Enhanced & Barred
Any further level of personal care, such as supervising toileting, dressing etc.	✓	✓	✓	Enhanced & Barred
Designated Safeguarding Staff			✓	Enhanced & barred

## 5. Mandatory Safeguarding Training Schedule

All staff, trustees and volunteers Staffordshire Wildlife Trust will adhere to Staffordshire Wildlife Trust's mandatory training schedule below. Staff must complete this training **within 3 months of their start date**.

<b>All staff, trustees and appropriate volunteers</b>	Staff induction meeting including 20-minute introduction to safeguarding  At least Awareness safeguarding training – core slides/e-learning/face to face - <b>To be renewed every 3 years</b>
<b>All Managers</b>	In addition Safer Recruitment Training
<b>Designated Safeguarding staff and trustees</b>	In addition Stay abreast of updates and changes in best practice

## 6. Running Safe Events, including Digital Safety Guidance

Events, including online events, that are not covered under the Safeguarding Child procedure should follow the **Trust's Health and Safety Policy and Online Safety Policy** guidance. Currently, SWT are not facilitating any specific engagement activities with those who might be deemed adults at risk and the nature of these procedures reflect this. However, if there was a significant increase in engagement with cohorts of individuals who would be deemed at risk, then we would review the policies, procedures and guidance.

## 7. How to respond to Safeguarding concerns:

What to do when abuse is disclosed by an Adult at Risk:

<b>Do</b>	<b>Don't</b>
Listen carefully, stay calm and make notes of what they say using their own words.	Question, put pressure on the person for more details, start your own investigation or take photographs.
Be aware that medical evidence may be needed	Act in a way that may prevent the person talking about the abuse in future.
Reassure the person that the information will be treated seriously.	Promise to keep secrets.
Help the person to understand that whatever has happened is not their fault.	Make any promises that you may not be able to keep (e.g. 'It won't happen again').
Explain the referral process and that others will need to be made aware.	Question the alleged abuser.
Explain that the matter will have to be referred on even if they do not consent but that their wishes will be made clear if this happens.(See below guidance on person centred safeguarding)	Agree not to refer because the adult at risk withholds consent.
Make the referral immediately.	Wait to discuss with colleagues or gather more information.
Always record in writing concerns about an adult at risk's welfare, whether or not further action is taken	
Additionally, all action taken following a disclosure of abuse should be discussed with the Designated Safeguarding Person (but the referral should not be delayed if you do not get the opportunity to discuss first).	

### **Making Safeguarding Personal**

Outlined in the Care Act, this is an approach to working with adults which supports a person-centred, outcome-focus to Safeguarding. In practice this means talking to the adult about what they want to happen and understanding their views, wishes, feelings and beliefs before any actions are decided. Working in this way helps to ensure the adult is happy with the outcome from a safeguarding enquiry. Upon contacting your local authority to raise a concern, it is likely you will be asked what the adult wants to happen as a result of the referral; so it is important, where possible to have a conversation and understand the wishes and feelings of the adult.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

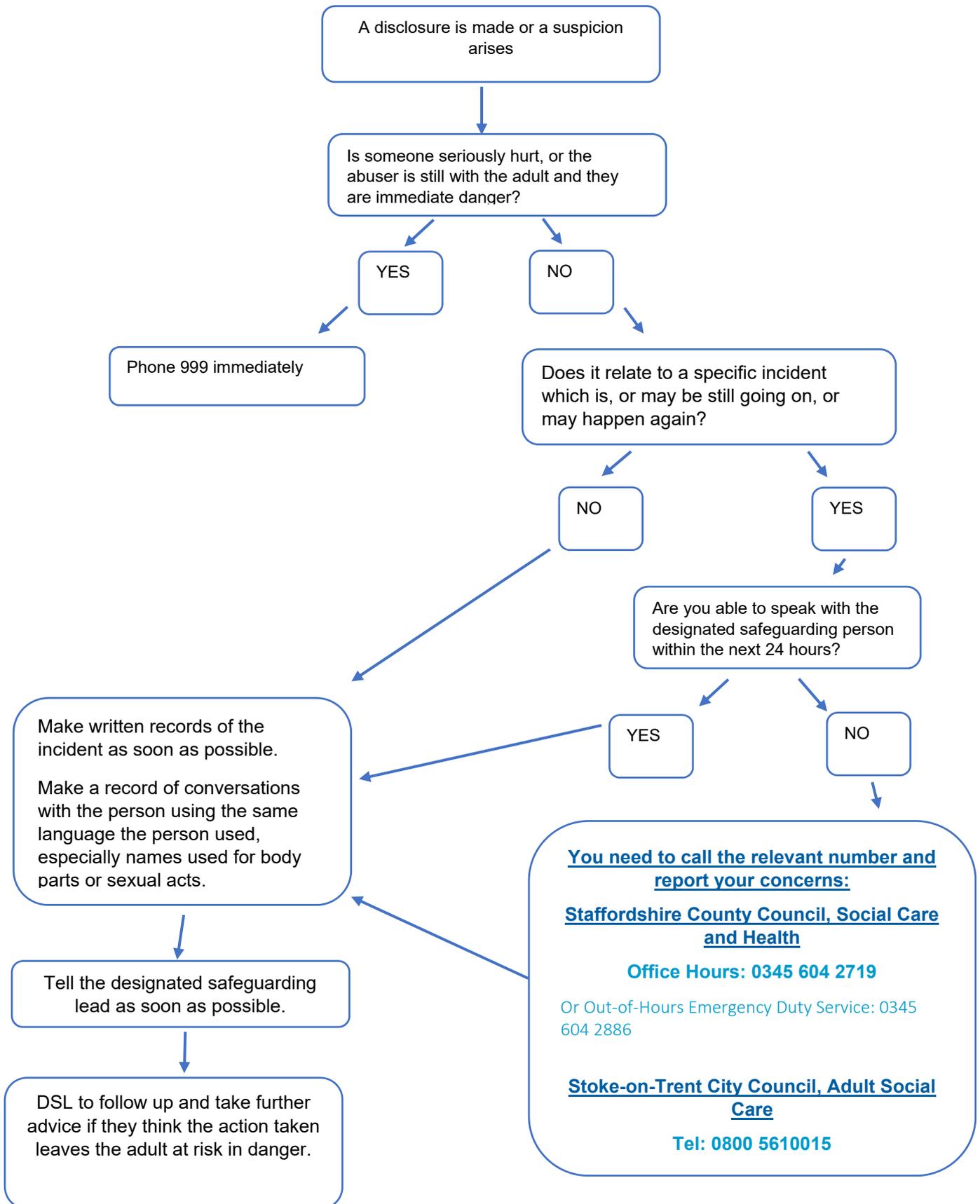
## **8. Managing a Disclosure or Suspicion of Abuse**

If an adult at risk discloses that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should continue as per below. All action must proceed urgently and without delay.

There may be circumstances when a volunteer or member of staff suspects that an adult at risk is being abused or neglected.

It is vital that any anyone who suspects an adult at risk is being neglected or abused discusses the situation immediately with the Designated Safeguarding Person.

**Action to take:**



## Support to Staff and Volunteers

We will support staff and volunteers in these circumstances. If adult social care/the adult safeguarding team need further involvement from staff or volunteers following a report of abuse, a member of the management team will discuss with adult social care/the adult safeguarding team the nature of their needs and how they might be met.

### Allegation of Abuse Made Against a Staff Member or Volunteer

Despite all efforts to safely recruit and train staff, trustees and volunteers, there may be an incident when allegation of abuse had been made against staff, volunteers or trustees. We will offer support in these circumstances, but adult social care/the adult safeguarding team will be assisted in their investigation and the disciplinary procedure may be implemented.

## 9. Recording and Information Sharing / Consent

Any referral or information recorded, will be done so in accordance with the trust **data protection policy**.

Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does **NOT** automatically include the person's spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

Information about adult safeguarding concerns can be shared outside the organisation and can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you or the DSL are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

### **Safeguarding Records**

Safeguarding records will be kept confidential and stored securely by the designated safeguarding leads. If they are electronic files, these should be password protected and only open to those who need to know or are members of the safeguarding team.

Information about specific cases and individuals must be kept in separate files for each individual, rather than in one concern log and saved in a different place to general records.

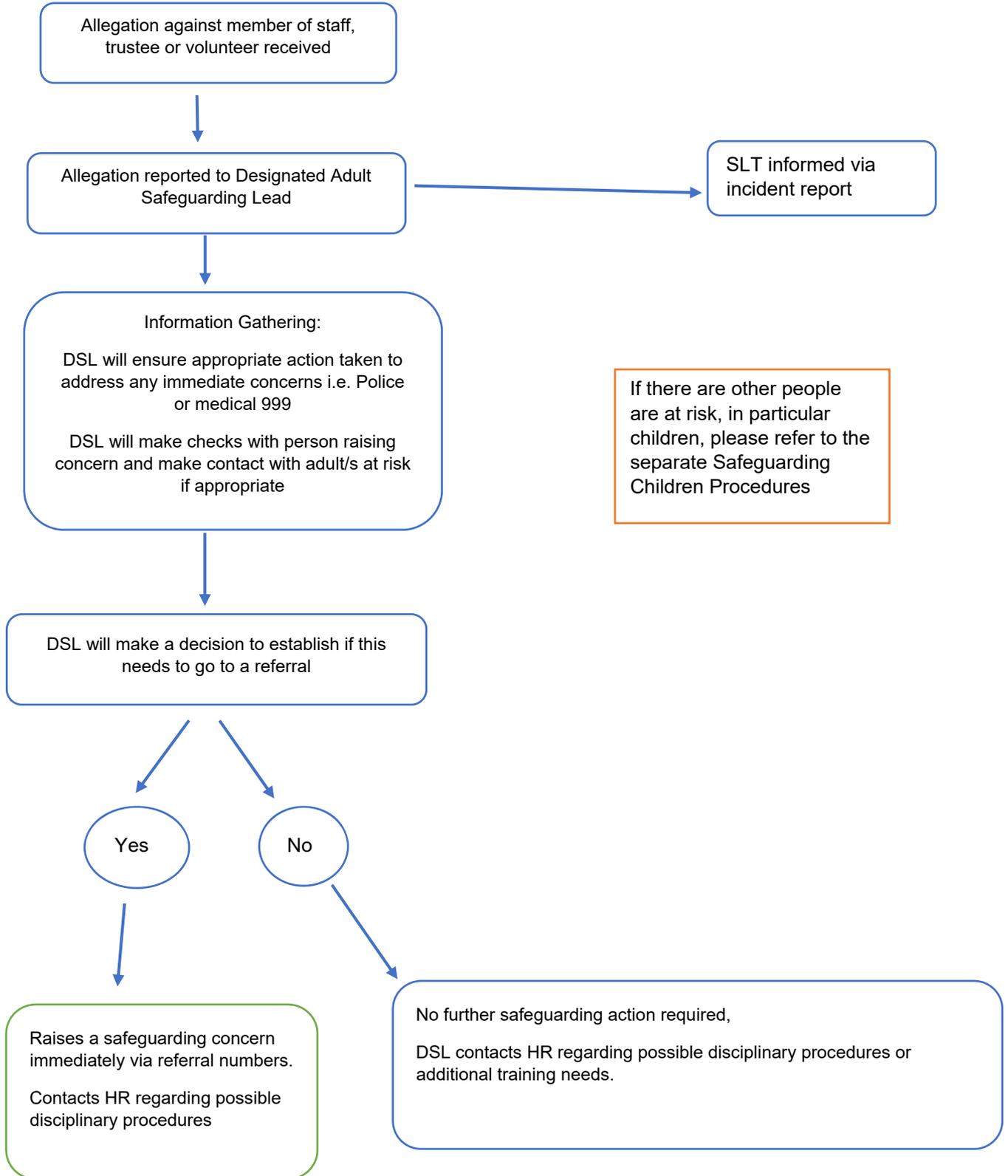
If you need to share information about a Safeguarding concern, ensure documentation is kept confidential by addressing documents to a specific recipient or using passwords and encryption when sharing electronic files.

If the member of staff in Staffordshire Wildlife Trust who leads on Safeguarding leaves, ensure you appoint a named role to take over this responsibility and arrange a thorough handover, including changing passwords.

### **Retention periods for documentation relating to Adults**

It is good practice to keep records on file, including allegations against staff and trustees, those that have left the organisation or no longer volunteer/work with us until the person reaches normal retirement age or for ten years, if that is longer.

### 10. Managing Allegations against Staff and Volunteers



### Appendix 3 – Safeguarding Incident Form

Please complete as much information as you have available

Your name:	
Your role:	
Contact information (you):	
<i>Address:</i>	
<i>Postcode:</i>	
<i>Telephone numbers:</i>	
<i>Email address:</i>	
Individual's name:	Individual's date of birth:
Does the individual have a disability: <i>Please state</i>	
Individual's gender:	
<input type="checkbox"/> Male	
<input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (Individual/carers):	
<i>Address:</i>	
<i>Postcode:</i>	
<i>Telephone numbers:</i>	
<i>Email address:</i>	
Have family/carer's been notified of this incident?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns	
<input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position or relationship to the Individual:</i>	
<i>Telephone numbers:</i>	
<i>Email address:</i>	
Date and times of incident:	
Details of the incident or concerns:	
<i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Individual's account of the incident:	

Please provide any witness accounts of the incident:			
Please provide details of any witnesses to the incident: <i>Name:</i>			
<i>Position or relationship to the Individual's:</i>			
<i>Date of birth (if child):</i>			
<i>Address:</i>		<i>Postcode:</i>	
<i>Telephone number:</i>		<i>Email address:</i>	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i>			
<i>Position or relationship to the Individual:</i>			
<i>Date of birth (if child):</i>			
<i>Address:</i>		<i>Postcode:</i>	
<i>Telephone number:</i>		<i>Email address:</i>	
Please provide details of action taken to date:			
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES please provide further details:			
<i>Name of organisation / agency:</i>			
<i>Contact person:</i>			
<i>Telephone numbers:</i>			
<i>Email address:</i>			
<i>Agreed action or advice given:</i>			
<b>Your Signature:</b>		<b>Print name:</b>	
<b>Date:</b>			

Contact the Designated Safeguarding Officer, Jo Olivant, in line with reporting procedures in our safeguarding policy.