



SAFEGUARDING POLICY CHILDREN AND VULNERABLE ADULTS

**AWA DANCE
ADVANCING WOMEN'S
ASPIRATIONS WITH DANCE
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INTRODUCTION AND COMMITMENT

This document contains the Safeguarding Policy including the Child Protection Policy, and policies that protect our members within the organisation and other individuals from harm for AWA DANCE.

AWA DANCE (Advancing Women's Aspirations with Dance) is a CIO (Charitable Incorporated Organisation) based in the UK, founded by the choreographer Avatâra Ayuso. AWA DANCE is dedicated to the leadership development of all women and girls, using the transformative power of dance as the tool to empower their voices. We are also a network of creative, confident and inspirational female leaders that contribute to the progress of the dance sector and 21st century society, by sharing and embodying our five core DANCE values: Dream big, take Action, Navigate the world, Create an artistic and leadership voice and Empower others.

The policy is a statement of our intent that we are committed to safeguarding any child or young person or vulnerable adult from harm who is involved in AWA DANCE and its activities. The purpose of this policy is to ensure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promise the welfare of those involved in AWA DANCE.

All children, young people and vulnerable adults will have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practice. This policy covers all trustees, staff, anyone working on behalf of AWA DANCE, volunteers, and young people. The key requirements of the policy are that all staff and others are clear about their responsibilities to prevent abuse and safeguard children. This policy aims to outline the procedures which are to be followed in the event of concerns and to provide access to a detailed process by which they can raise concerns.

At AWA DANCE all concerns and allegations of abuse will be taken seriously. It is the responsibility of all staff, contractors and volunteers to take steps to protect children, young people and vulnerable adults, to keep them safe from hazards and to take appropriate action in the event of an accident. It is the responsibility of all staff and volunteers to take reasonable steps to protect children and young people from harm and abuse while in contact with our organisation /our staff and to report any incident of or suspicion of abuse.

DEFINING CHILDREN AND YOUNG PEOPLE

A 'child/young person' is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, in further education, or working does not change entitlement to services or protection as a child. Our guidelines apply to all children and young people until their 18th birthday.

Safeguarding and promoting the welfare of children and young people means:

- Protecting children from maltreatment
- Preventing impairment of a child's health or development
- Ensuring that children are growing up with the provision of safe and effective care
- Taking action to ensure that children have the best life chances

We recognise we have a responsibility to protect and safeguard the welfare of all children and young people we work with and that we have an explicit duty to do so under the Children Act 1989 and 2004 and the Education Act. We believe that the welfare of the child is of paramount importance and that no child should be treated any less favourably than others in accessing services that meet their needs. All children, without exception, have the right to protection from abuse regardless of their gender, ethnicity, disability, sexuality or beliefs.

At AWA DANCE we commit to this by:

- Identifying and responding to concerns about a child or young person
- Providing a safe and happy dance environment with a focus on wellbeing
- Having a health and safety policy and risk assessments for all events and activities
- Ensuring our approach to equality, diversity and representation is consistent at all levels of our organisation and is aligned with our anti bullying strategy
- Ensuring all events are well staffed with individuals with appropriate training and checks
- Ensuring all staff and contractors role model safe and appropriate behaviours

DEFINING VULNERABLE ADULTS

Adults who are experiencing or who are at risk of experiencing abuse or neglect and who, because of their care and support needs, are unable to protect themselves from that risk or experience. Adults with care and support needs who are unable to protect themselves will be protected under the safeguarding duty within the Care Act 2014, with their consent or in their best interests where they are unable to consent due to lacking capacity to do so.

As defined in the psychology, sociology, social work and legal fields, a vulnerable adult, or an adult at risk, is a person over the age of 18 who is unable to take care of themselves. It can also refer to one who is unable to protect themselves against significant harm or exploitation.

Our approach to the protection of vulnerable adults recognises the threat of the principles of abuse, mentioned above. Further, there are additional considerations on adults safeguarding.

Please take the time to watch this 5-minute video to understand our approach to adult safeguarding. Watch this 5min video.

KEY PERSONNEL

Designated Senior Person (DSP) for child protection and safeguarding at AWA DANCE is Avatâra Ayuso (Founder and Director of AWA DANCE). It is their role to coordinate and advise on matters relating to safeguarding and all safeguarding concerns should be shared directly with them in the first instance.

Avatâra Ayuso
Email: avatara@awadance.org
Tel: 07513464074

Designated Deputy Person (DDP) for child protection and safeguarding at AWADANCE is: to be confirmed.

Email: tbc
Tel: tbc

Nominated Child Protection Trustee at AWA DANCE is Rosa Cisneros.

Rosa Cisneros
Email: ab4928@coventry.ac.uk
Tel: 07789040269

USEFUL CONTACT DETAILS

- NSPCC Helpline: 0800 800 5000 or help@nspcc.org.uk
- ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk
- Mermaids Help Line 0808 801 0400 or info@mermaidsuk.org.uk
www.mermaidsuk.org.uk

COMMITMENT & RESPONSIBILITIES IN ENGAGEMENT WITH TEAM MEMBERS INCLUDING REPORTING

- All individuals working at or for who have contact with children, young people and vulnerable adults are required to hold a valid, clear Enhanced DBS check. No staff, contractors or volunteers will be employed or able to volunteer if they are barred from working with children, young people and vulnerable adults, and in the event of an incident where a member of staff must be dismissed (or chooses to leave) because they have harmed a child, young people or vulnerable adult DBS will be notified.
- If any member of staff or volunteer has concerns about the behaviour or conduct of another individual within the organisation the nature of the concern should be reported to Avatâra Ayuso (DSP) or in the event, she is part of the concern the organisation's nominated Child Protection trustee should be contacted directly.
- The member of staff who has a concern or to whom the allegation or concern is reported should not question the child or investigate further. The designated safeguarding person, Avatâra Ayuso will report the matter to the Local Social Safeguarding authority: Birmingham Safeguarding Children's Partnership, Children's Advice and support Service (CASS). Email: CASS@birminghamchildrenstrust.co.uk Phone: 0121 303 188. Out of office hours Emergency Duty Team phone: 0121 675 4806.
- If an allegation or concern is raised about a member of staff, outside of work, this may still present a risk of harm to children for whom that member of staff is responsible and as such the general principles of this policy still apply.
- If a child, young person or vulnerable adult is in immediate risk then the police should be contacted immediately on 999.
- If you are unsure what to do contact the NSPCC or ChildLine (see contact numbers in the above table).

SAFEGUARDING FROM HARM TO CHILDREN AND CHILD PROJECTION COMMITMENT

Everybody working with children at or on behalf of AWA DANCE must be alert to the needs of children and the risk of harm. All staff, contractors and volunteers should be able to recognise, and know how to act upon evidence that a child's health or development is being impaired or that a child is suffering or likely to suffer significant harm.

We will ensure:

- Appropriate recruitment and selection procedures are used
- Provision of safeguarding training for all staff and volunteers
- All staff and volunteers hold a clear and current Enhanced DBS check
- We will take all practical steps to ensure that no one working with us or for us would put a child in a situation of unreasonable risk to their health and safety.
- We will not harm or abuse children within our care and will take all reasonable steps to ensure no one working with us or around us within the community could harm or abuse a child in our care.
- We will ensure good reporting to our DSP and onward to children's social care wherever we suspect harm. We will foster an environment of good communication, transparency and trust.
- All staff, contractors and volunteers have a strict duty to never subject a child or young person to any form of harm or abuse.
- During the registration process, relevant contact and medical information shall be collected and access to emergency information will be available to teaching staff and volunteers at every event.
- We will listen to children and young people and address any safety concerns they may have.
- We understand that the welfare of all children is of paramount importance.

WHERE WE SUSPECT HARM AND ABUSE PROCEDURE: REPORTING

Every member of staff has a duty to be alert to the signs of harm and abuse. Where they have concerns, these should be recorded carefully and accurately. All concerns should be discussed with the AWA DANCE Designated Safeguarding Person (DSP). A decision shall then be made with the DSP regarding sharing this concern onward to children's social care or the police as required.

Where possible and only if it is safe to do so the staff member who has the concern, or the DSP, should let the parent / carer of that child, young person or vulnerable adult know that they intend to raise that concern with Social Care and they should seek their permission to share information.

Please be aware if the parent declines to consent and your concerns regarding harm/significant harm AWA DANCE are still duty bound to share with Children's/ Adult Social Care where we believe there is a risk of or the experience of significant harm. In the absence of the DSP all concerns should be shared directly with Children's/Adults social care and the information shared with the DSP on their return. A necessary referral to Children's/Adult Social Care should never be delayed due to staff absence.

WHERE TO REFER CONCERNS?

It is important to understand where a referral should be made.

- When a safeguarding concern is raised about a child, young person or vulnerable adult their information should be shared with the social care team in the local authority area where they live, and this will be the responsibility of the DSP.
- You will need to confirm the child's, young person or vulnerable adults address to do this.
- If you do not have the address, you can still make a referral. This information can be sought through the registration process of the event in question if the child, young person or vulnerable adults is unable to tell you this. If the concern is about an adult in a position of trust who has harmed a child, young person or vulnerable adult this concern should also be raised to the Local Authority Designated Officer in the area where the 'work' has taken place. Where a child, young person or vulnerable adult has attended an event from overseas they are still protected by the law in the UK during their time in the UK so any instances of harm to them should be reported as a crime to the police.
- If a young person (ages 18 -25) with extended provision under the SEND code of practice is harmed / discloses harm this information should be shared with Adult Social Care.
- All information sharing must be Data Protection Act and GDPR compliant. Sharing must be discrete, appropriate, honest and accurate, but it is important for all staff and volunteers to be aware GDPR and Data Protection law does not create a barrier to sharing safeguarding information and all concerns MUST be shared with the DSP and children's safeguarding as necessary.

DEFINING HARM AND ABUSE

Types of Abuse

Bullying and cyberbullying Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. What is cyberbullying? Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

Child Sexual Exploitation Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

Child Trafficking is where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.

Child Exploitation and Gangs Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.

Domestic Abuse Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse.

Emotional Abuse Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child. Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the sign or tell the difference, though it can also happen on its own

Female Genital Mutilation FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names.

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.

Non-Recent Abuse Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse.

Online Abuse Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including: social media , text messages and messaging apps, emails , online chats , online gaming , live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Physical Abuse Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands or objects
- slapping and punching
- kicking
- shaking
- throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

Sexual Abuse When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

It's never a child's fault they were sexually abused – it's important to make sure children know this.

Further details on the types of abuse listed above and the signs to look for are available via <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

E-SAFEGUARDING POLICY

Communication between adults and between children / young people and adults, by whatever method, should be transparent and take place within clear and explicit boundaries. This includes the wider use of technology such as mobile phones, text messaging, social networks, e-mails, digital cameras, videos, webcams, websites, forums and blogs.

When using digital communications, staff and volunteers should:

- Only contact children and young people for professional reasons and in accordance with the policies and professional guidance of the school.
- Not share any personal information with a child or young person e.g., should not give their personal contact details to children and young people including email, home or mobile telephone numbers.
- Not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role, or if the child is at immediate risk of harm.
- Not send or accept a friend request from the child/young person on social networks.
- Be aware of and use the appropriate reporting routes available to them if they suspect any of their personal details have been compromised.
- Ensure that all communications are transparent and open to scrutiny.
- Be careful in their communications with children to avoid any possible problems.

EXPECTATIONS OF ONLINE BEHAVIOUR

All staff, volunteers and online participants should be committed to the following.

- It is important to agree to the expectations of all online interactions and ensure that dance teachers understand and adhere to these. These include ensure you respect the feelings, rights, values and intellectual property of others, that passwords are not shared with people not invited to the calls (or any conferencing platform) and that all participants should sign into the conferencing platform 5-10 minutes before the scheduled start time.
- The safeguarding of participants is paramount and takes precedence overall.
- Identify a suitable environment for the call. Discourage, where possible, participants from making video calls from their bedroom.
- Appropriate clothing for all participants.
- No personal items visible in the background.
- Distractions and disturbances minimised.
- Using a headset or headphones.
- Cameras optional, but preferred.
- Adherence of all to relevant behaviour and conduct policies.
- Maintain a central register of all video calls and contact this should include the link to the call.
- Adherence to the pre-agreed policy for the recording of sessions.
- Capitalise on engagement opportunities with parents and carers to ensure that they are well informed (this may include parents/carers observing or participating in sessions)

<https://swgfl.org.uk/resources/safe-remote-learning/online-tutoring/>

The charity is not responsible for any injuries that occur during any delivered activities and due to the remote nature of online sessions, the charity is unable to administer any first aid, should it be required.

WHAT TO DO IF A PARTICIPANT DISCLOSES INFORMATION TO YOU?

The term 'disclosure' is generally used to describe what happens when a child or a vulnerable adult says that they are being abused. There are many other ways that a concern may come about, including when another child or adult makes a disclosure. Any disclosure should be taken seriously. Staff and artists working within AWA DANCE should adhere to the following procedures:

1. **Listen carefully to what they're saying.** Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them, it could make them stop talking and take back what they've said.
2. **Give them the tools to talk.** If they're struggling to talk to you, show them the Childline's letter builder tool. It uses simple prompts to help them share what's happening and how they're feeling. <https://www.childline.org.uk/toolbox/>
3. **Let them know they've done the right thing by telling you.** Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.
4. **Tell them it's not their fault.** Abuse is never a child's fault. It's important they hear, and know, this.
5. **Say you'll take them seriously.** They may have kept the abuse secret because they were scared, they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them, but you can't promise to keep this to yourself and might need to be shared with the relevant bodies. Don't confront the alleged abuser as confronting the alleged abuser could make the situation worse for the child.
6. **Explain what you'll do next.** For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.
7. **Report what the child has told you as soon as possible.** Report to the Designated Safeguarding Person at AWA DANCE, as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon as you've spoken to the child and keep them in a safe place until passed to the safeguarding lead of the appropriate organisation. Try to keep these as accurate as possible.

SEEKING CONSENT

When working with children and young people you have a legal duty to share information with your DSP and you must do so immediately. When working with adults you have a legal duty to respect their consent. Information cannot be shared unless they consent for you to do so. Information regarding safeguarding adults may only be shared without consent where there is:

- a broader public protection risk (e.g., others could be harmed for example organisational abuse)
- the information you wish to share is about a crime
- the person who you are concerned about does not have the mental capacity to give informed consent to that decision. *

*You may assume an individual lacks capacity only if you have done everything in your power to help them to decide for themselves, but they are still functionally unable to decide regarding consent and you believe that this is due to an underlying impairment or disturbance of the functioning of their mind or brain caused for example through illness or injury.

HOW TO REPORT A DISCLOSURE/CONCERN?

A detailed record should always be made at the time of the disclosure/concern using the AWA DANCE Safeguarding Incident Report form (in the appendix at the end of this document). In recording, you should confine yourself to the facts and do not include your own opinions. In an emergency, when you or someone else is in immediate danger, please phone the police on 999. This record should be submitted to the DSP.

HOW TO RESPOND TO ALLEGATIONS OF ABUSE AGAINST A TEAM MEMBER?

Report the matter immediately to the DSP who will contact the Local Authority Designated Officer or Safeguarding adults' team as required.

PROCEDURE FOR REPORTING A SAFEGUARDING INCIDENT

1. Member of staff has concerns about a participant's safety or welfare
2. Member of staff makes notes of their concerns using the reporting form and discusses them with the DSP (or Deputy Safeguarding Person/most senior member of staff if DSP is not available).
3. The DSP takes advice THE Local Authority Designated Officer or Safeguarding adults' team as required. If necessary, the DSP refers the case to the Local Authority Children Social Services via phone or the local authority safeguarding adults' team in writing within 48hrs. The Local Authority Children Social Services confirms receipt and decides on the appropriate action to be taken.
4. The Local Authority Children Social Services advises what course of action should be taken. This may include referral to other services or removal of the individual from the care of the individual or environment under investigation

PHOTOGRAPHY AND FILMING

AWA DANCE uses photos and video footage (images) of participants in publicity material. Images of participants in AWA DANCE workshops/sessions will only be used if written consent has been obtained from that adult or a parent, guardian or relevant school authority. AWA DANCE will take reasonable steps to ensure that reproduction of a participant's image does not put any participant at risk. AWA DANCE will not attach names of participants to any photography or film material. Photos or video will only be taken on Charity equipment, but a member of AWA DANCE in possession of an Enhanced DBS check.

RECRUITMENT PROCEDURES

We are committed to carrying out safe recruitment, selection and vetting processes when recruiting both paid staff and unpaid volunteers to work within the organisation thus ensuring their eligibility and suitability to work with young people.

AWA DANCE will ensure its own staff and freelance artists that have direct contact with children, young people or vulnerable adults have an Enhanced DBS. We will check the status of each DBS check once it reaches its 2-year limit. Anyone without an Enhanced DBS will be accompanied by a nominated member of staff with an Enhanced DBS check. Anyone who works with us will be provided with a copy of our Safeguarding Policy. Everyone will be supplied with this policy.

All staff, freelancers and volunteers will be made familiar with AWA DANCE policies and procedures on safeguarding. Appropriate training will enable individuals to recognise their responsibilities regarding their own good practice, the reporting of poor practice and concerns of possible abuse. The core team of the charity have all completed Prevent training which is the government agenda to address radicalisation.



USEFUL LINKS FROM GOV.UK

- Schools, colleges and children's services Safeguarding children: detailed information
<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>
- Policy paper Safeguarding policy: protecting vulnerable adults

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

THE 4 R'S: HOW TO REPORT SAFEGUARDING ISSUES



RECOGNISE

All those working with children should have a clear and definite understanding of the signs of potential abuse, harm and neglect. These can include:

- Unexplained changes in behaviour or personality, including becoming withdrawn or seeming anxious.
- Lacks social skills and has few friends, if any.
- Poor bond or relationship with a parent.
- Knowledge of adult issues inappropriate for their age.
- Always choosing to wear clothes which cover their body.
- OR a child may choose to disclose (speak) directly to you or you may over hear a disclosure.

RECORD

- Make a note of the date, time, location, child's details and concern.
- Or make use of your organisations recording form located in the Safeguarding Policy and Procedures document.
- Remember that this information is confidential. If you are a child you can discuss this with your parents/carer, but do not discuss this with other children.

REPORT

- If you are a student then this should be to your teacher or the studio owner/principle or parent/guardian.
- If you are working as an ambassador, assistant, helper, volunteer, peer or teacher for an organisation, studio or sole teacher then you need to know who is the lead designated person. All child safeguarding concerns should be reported to this named person.
- If you are a child and need to report a personal safeguarding concern you should speak to any adult that you feel comfortable with, for instance a family member, teacher, doctor or care worker.

REFER

After they received the report, This is the responsibility of the lead designated person and they would decide if the concern needed to be referred to the appropriate authorities to continue the investigation. This could involve social services and or the police.

APPENDIX – SAFEGUARDING INCIDENT REPORT FORM

Please indicate what you are reporting

- I have a concern that abuse may be occurring
- I was involved in an incident with a participant
- I accidentally hurt a participant
- A participant misinterpreted or misunderstood something I have done
- I was a witness to one of the above (please indicate which one)
- I have received an allegation of abuse
- A participant has told me that they are being abused

Safeguarding Incident Report Form

Date of record:

Date of incident:

Name of referrer:

Role of referrer:

Contact details of referrer:

Participant name:

Year Group/Age:

Any other useful information about participant (school/address etc):

Details of concern or incident:

Tips: use body map if appropriate/use full names if possible/any other notes (including those taken at time of disclosure), may be attached to this form/include any action you may have taken so far and the reasons for doing so.

Reported to:

Role of person reported to:

Is the participant aware of this referral? (If no, explain why):

Do you have consent to raise this concern?

Is the main carer aware of this referral? (If no, explain why)

Signed:

This form should now be submitted to the DSP as part of the reporting procedure. The DSP is responsible for completing the next section of the form.

Action taken:

Advice sought: (from whom and what was advice given)

Concern / referral discussed with parent / carer: YES/NO

If not, state reasons why – if yes, note discussion with parent:



Referral made:

If not, state reasons why – if yes, record to whom and any action agreed:

Response to / action taken with pupil:

Name and contact number of key workers:

Name and contact details of GP:

Other notes / information / concerns:

Any other action required:

Name of DSP:

Signed:

Date: