



Children and Adults at Risk Safeguarding Policy

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I. Statement of Policy

This document confirms Homerton's policy on preventing and reducing harm to children and adults at risk when they are in contact with College staff, workers, volunteers or students. The policy aims to:

- Promote and prioritise the safety and wellbeing of children and adults at risk
- Provide assurance to parents, carers and other parties that the College takes reasonable steps to manage risks and keep children and adults at risk safe;
- Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
- Prevent the employment of individuals in work with children and/or adults at risk where they have been barred by the DBS or are deemed by the College to pose an unacceptable risk to vulnerable groups;
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or adults at risk arising from contact with College staff, students or volunteers, whether the harm has taken place on College premises or not.
- Strike a balance between the need to protect children and adults at risk from abuse and the need to protect staff, students and volunteers from false or unfounded accusations.
- Refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection.

The Children and Adults at Risk Safeguarding Policy also seeks to manage effectively the risks associated with activities and events involving children and adults at risk by:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or adults at risk
- Requiring all new and existing members of staff are made aware of this policy and that they are given time to read it during their induction period. This requirement is included in the Induction Guidelines Checklist.
- Ensuring all suspicions and allegations involving harm to children or adults at risk are referred immediately to the College's designated Safeguarding Officer.

2. Definitions

A child is any person under the age of 18.

Adults aged 18 and over and have the potential to be at risk (either temporarily or permanently) for a variety of reasons and in different situations. All organisations have safeguarding duties which will apply to an adult who

- 1) Has **needs for care and support** (whether or not the College or Local Authority is meeting any of those needs)
and
- 2) Is **experiencing, or at risk of**, abuse or neglect
and
- 3) 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

An adult may have a **care and support need** if they have one or more of the follow:

- Has a learning or physical disability; or
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs;
or
- Has a reduction in physical or mental capacity; or
- Is in the receipt of any form of healthcare; or
- Is detained in custody; or
- Is receiving community services because of age, health or disability; or
- Is living in sheltered or residential care home; or
- Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

It is recognised that people who meet one or more of the criteria above may not be at risk at all, or all of the time. However, until College staff have direct contact with people on an individual basis, it may be impossible to identify whether risk exists in relation to an activity or event involving adults that they are planning.

Therefore, in order to enable staff to identify and manage potential risks of harm to people effectively, and for the purposes of this policy only, an adult at risk should be identified as a person aged 18 or over who meets one or more of the criteria listed above.

3. Roles and Responsibilities

The Personnel Manager is the College's designated Safeguarding Officer. As such, he/she takes overall ownership of the policy and will promote the importance of safeguarding within the College.

The Safeguarding Officer will be the initial point of contact where any allegations of abuse against children and adults at risk are raised. They will hold responsibility for:

- Promoting, reviewing and updating the Children and Adult at risk Safeguarding Policy at the College.
- Dealing with any reported suspicions and allegations of abuse of children or adults at risk within the College.
- Providing appropriate information when making referrals to external agencies (such as Social Services or the Police) in all cases of suspected abuse of children or adults at risk.
- Ensuring that appropriate records are kept in relation to the reporting of suspected abuse.
- leading the review and updating of the policy document on a periodic basis to ensure that adequate training is available for staff on safeguarding.
- Processing DBS and basic disclosure checks for staff.

In the absence of the Safeguarding Officer the Senior Tutor will take responsibility for any Safeguarding concerns. If neither the Personnel Manager nor Senior Tutor are contactable the Bursar should be advised of any alleged safeguarding concerns or incidents.

Due to the size of the College, the day-to-day operation of the policy and its procedures will be the responsibility of other individuals, as outlined below.

Each **Head of Department** is accountable for the adoption and implementation of this policy. They are required to promote the importance of safeguarding within their department and ensure that appropriate systems in place for:

- All their staff to become familiar with the Children and Adult at Risk Safeguarding Policy during their induction;
- Relevant staff to review their department activities and follow the Children and Adult at Risk Safeguarding risk assessment process.

It is the responsibility of **a member of staff leading a recruitment campaign**, activity or event which involves working with children and adults at risk to:

- Identify that the Children and Adults at risk Safeguarding procedure is applicable to a particular role, activity or event;
- Ensure that staff, workers, volunteers and students working with children and adults at risk are familiar with the contents of the policy and its application before any new or changed

activity/event;

- Complete/update the risk assessment;
- Ensure implementation and review of the actions identified by the risk assessment;
- Identify whether individuals recruited or involved in an activity or event require a DBS check or basic disclosure and, where applicable, ensure that this is carried out.

Staff, students and volunteers working with children and adults at risk within the College should be familiar with this policy. In addition, they should, wherever possible, conduct themselves in accordance with the **Code of Practice set out in Appendix A**. This provides guidance on acceptable and desirable conduct to protect both children and adults at risk who come onto College premises to study and to visit, and those working with them.

Every individual who becomes aware of any suspicions or allegations regarding harm to children or adults at risk is required to report this immediately to the Safeguarding Officer. See Section 8.

4. Guidance and Legislation

The College has a duty, both in law and as a responsible organisation, to take reasonable care of children and adults at risk coming onto its premises. The College aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. The College encounters children and adults at risk in a variety of settings, including through its teaching and research activities.

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

- Data Protection Acts 1994 and 1998
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Domestic violence Crime and Victims Act 2004
- Domestic violence Crime and Victims (Amendment) Act 2012
- Care and support Statutory Guidance 2014
- Mental Capacity Act 2005
- Care Act 2014
- No secrets Guidance 2000
- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Protection of Freedoms Act 2012

The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.

Organisations such as the [Cambridgeshire County Council Safeguarding Teams](#), [NSPCC](#) and [Cambridgeshire local safeguarding board](#) have a range of useful information on their web pages.

5. Risk Assessments

Initiating the Risk Assessment Process

The risk assessment process will be initiated by the following situations (although other situations may trigger this procedure if deemed appropriate by the College):

- Recruitment to a new or existing post which involves working with children and/or adults at risk.
- The commencement of new activities or events involving or potentially involving children and or adults at risk.
- Changes being made to activities or events involving or potentially involving children and or adults at risk.

Please note that where there are multiple posts, activities or events of a similar nature, it is unnecessary to complete an individual risk assessment for each of them. Instead, it is possible to complete an overarching assessment for a particular type of post, activity or event and ensure that it manages the relevant risks appropriately.

Once it has been identified that the risk assessment process should be initiated, it is vital that the person responsible for the relevant recruitment campaign, activity or event includes completion of this within his/her planning process and ensures that it is completed.

Completing the Risk Assessment Process

A risk assessment must be completed in advance of the relevant recruitment campaign, activity or event by a competent person (where there are not current, adequate and documented risk management procedures already in place). **The Children and Adults at Risk Assessment form (Appendix B) is provided to assist with this process.** Risk assessments must be completed by a competent person; that is, is someone who understands the job, activity or event and is aware of the hazards. It is important to note that the College's insurance may be invalid if a claim is made and no risk assessment is in place.

The risk assessment should:

- Identify the nature, length and frequency of the contact and if it would be supervised or unsupervised;
 - Consider if there will be children and adults who are particularly at risk;
 - Consider whether any children or adults at risk have allergies, are on medication, have any disabilities (physical or mental), or any behavioral difficulties;
 - Identify any potential areas for harm;
 - Evaluate the risks;
-
- Determine actions to prevent harm occurring, which might include consideration of alternative working practices, and prompt individuals to ensure that they are implemented;
 - Identify those situations that would require a DBS check or a basic disclosure check. See Appendix B.

Completed risk assessments should be retained by departments whilst an activity/event is ongoing and for five years after it has ceased (or the risk assessment has been superseded). Where an activity is ongoing but unchanged, departments should review the risk assessment on a regular basis to ensure that the measures put in place are still relevant and appropriate.

It is important for Heads of Department to remember to complete a risk assessment prior to any work experience placement being provided. The Personnel Manager will provide advice and support on the arrangement of work experience, including for children, to ensure that appropriate arrangements are in place and that there is compliance with relevant legislation.

6. Types of Abuse

A person may abuse or neglect a child/ adult at risk by inflicting harm, or by failing to act to prevent harm. There are ten main forms of abuse, although there are variations within these:

- **Physical Abuse:**
Deliberate physical harm or any other form of harm which causes illness in a child/adult at risk including assault, hitting, slapping, punching, misuse of medication, restraint or inappropriate sanctions.
- **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 or sexual acts which have not been consented to or was pressured into consenting.
- **Neglect:**
This involves the persistent failure to meet a child or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or adult at risk's health or development including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of necessities of life such as medication, adequate nutrition and heating.
- **Self Neglect:**
This covers a wide range of behavior including neglecting to care for one's personal hygiene, health or surroundings and includes behavior such as hoarding.
- **Psychological Abuse:**
Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or Material Abuse:**
Including theft, fraud, internet scamming, coercion in relation to an adults financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.
- **Modern Slavery:**
Encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have their disposal to coerce deceive and force individuals into a life of servitude and inhumane treatment.
- **Discriminatory Abuse:**
Including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or Religion.

- **Organisational abuse:**

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within the organisation.

- **Domestic Violence:**

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse – psychological, physical, sexual, financial, and emotional. Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capabilities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is an act or a pattern of acts of assaults, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.'

This definition also includes so called 'honour' based violence, female genital mutilation and forced marriage, and is not confined to one gender or ethnic group.

7. Signs and indicators of abuse

Abuse can take place in any context and by all manner of perpetrator. There are many signs and indicators that may suggest someone is being abused, these include but are not limited to:

- Unexplained bruises or injuries or lack of medical attention when an injury is recent
- Person has belongings or money going missing
- Person is not attending, no longer enjoying, previously attended activities
- Someone losing or gaining weight/an unkempt appearance
- A change in behaviour or confidence of a person
- Self harming
- A fear of a particular group or individual
- They may tell you/another person they are being abused – ie a disclosure.
- Becoming aggressive or unreasonable
- Stopping eating

8. What to do if you have a safeguarding concern or someone raises a concern with you.

Concerns for the safety and wellbeing of children and adults at risk could arise in a variety of ways and in a range of situations. For example, a child/ adult at risk may report or show signs of abuse, someone may hint that a child/adult at risk is at risk or that a colleague is an abuser or someone may witness abuse.

If a child or adult at risk discloses information to you or you become aware of any suspicions or have concerns about a child or adult is experiencing abuse or neglect you should:

- Stay calm
- Reassure them that they are not to blame
- Avoid making promises of confidentiality or outcome
- Keep questions to a minimum
- Make brief accurate notes at the earliest opportunity. See appendix C

THEN

- report what you have seen or heard immediately to the Safeguarding Officer (the Personnel Manager, or in their absence the Senior Tutor or Bursar) for guidance and assistance. All cases for possible referral must be raised with the designated Safeguarding officer in the first instance as soon as harm or a risk of harm is identified. **See flow chart below.**

In an emergency (for example, where there is certain immediate and significant danger to an individual or a criminal act has been witnessed), College staff should make referrals to the police or Cambridgeshire County Councils Customer Services on 0345 045 5202 (8am to 6pm Mon – Fri) Emergency Duty Team (Out of Hours) on 01733 234724) prior to consulting with the Safeguarding Officer. Where this is necessary, the Safeguarding Officer should be informed immediately afterwards. In such cases, a criminal investigation may follow.

- ensure that all of the details of an allegation are captured for any future investigation. **See Appendix C Logging a Safeguarding Concern form.** If possible and appropriate the child/adult at risk should be encouraged to write their own record of the alleged events. Please note this process should be treated as an information gathering exercise only; the record is not expected to be a first statement. The completed record must be handed directly to the designated Safeguarding Officer (Personnel Manager) and should be signed and dated.

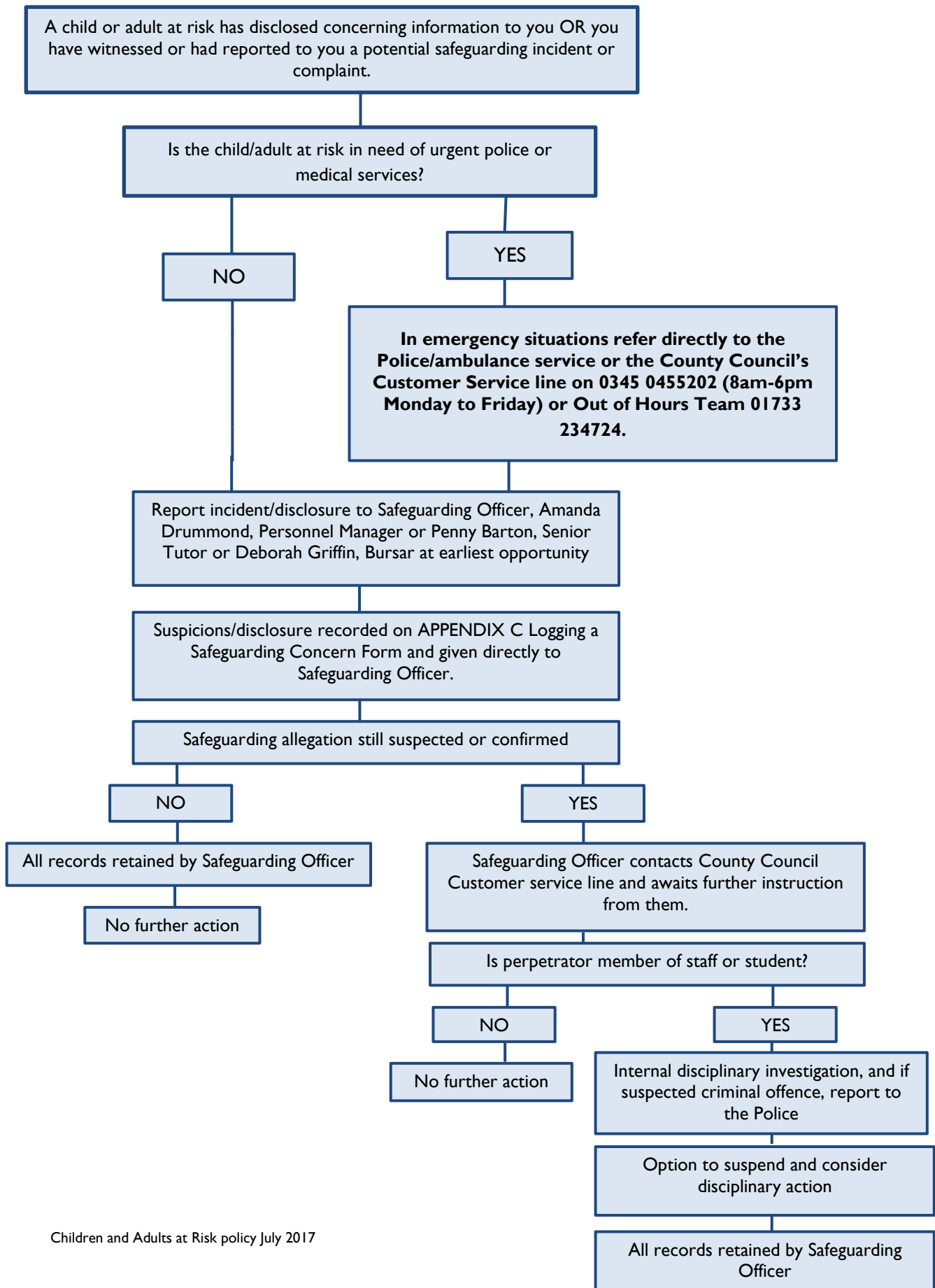
Once the concern/incident has been logged with the Safeguarding Officer it is their responsibility in conjunction with the relevant professionals from the Safeguarding team and/or Police whether or not the concern/disclosure is a safeguarding issue and to take the necessary action.

Any enquiries made by the media about possible allegations of abuse regarding children/Adults at risk should be referred to the Bursar, Principal or Director of External Relations immediately.

REMEMBER safeguarding is everybody's business. If you have concerns that an individual is being abused the College's loyalty to the child or adult at risk comes before anything else.

DOING NOTHING IS NOT AN OPTION

SAFEGUARDING REPORTING PROCEDURE



9. Data protection

The College complies with the principles of the Data Protection Act 1998 and Human Rights Act 1998 in the way it collects, holds and disposes of personal information.

- Completed risk assessments relating to activities involving children/adults at risk will be retained by the College whilst an activity/event is ongoing and for a minimum of five years after it has ceased (or the risk assessment has been superseded).
- Details of relevant training (such as on safeguarding or working with children or adults at risk) must be retained by the Personnel department for a minimum of five years after the training is completed.
- Personal files of all employees (including those who have contact with children/adults at risk) and any documentation related to allegations or suspicions of abuse must be retained for a minimum of six years after the individual concerned leaves the College.

In addition, the College will wherever practicable, record lists of the individuals (staff, students, volunteers and child/adult at risk participants) involved in activities/events for children and/or adults at risk and retain them securely for a minimum of six years after the activity/event.

Information about any allegations or suspicions of abuse must be shared on a need to know basis only. Documentation related to allegations or suspicions of abuse must be stored in a secure place which is only accessible to those with appropriate knowledge of the suspicions/allegations.

Where it is necessary for staff, students or volunteers to take photographs or video images of children or adults at risk, written consent must be obtained (from parents in the case of children) before these images are taken in order to comply with the Data Protection Act 1998.

10. Whistleblowing

Homerton is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, all employees are encouraged to come forward and voice any concerns in line with the college whistle blowing policy.

Where an individual feels unable to report concerns internally they should contact the either the police, Cambridgeshire County Councils Customer Services on 0345 045 5202 or Public Concern at Work 020 74046609.

Appendix A – Safeguarding Code of Practice

When working with children and/or adults at risk, College staff, students and volunteers are expected to take account of the guidance below in the way that they conduct themselves.

Safe environments

- When planning events consider the wellbeing and safety of event participants in advance through proper planning and development of safe methods of working/activities.
- Wherever possible, work in an open environment with children/adults at risk where they can be seen by others.
- Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- Where it is necessary for staff, students or volunteers to take photographs or video images of children or adults at risk, written consent must be obtained (from parents/guardians in the case of children) before these images are taken in order to comply with the Data Protection Act 1998. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity).

Good role models

- Participate in training available to you to support you in your work with children and adults at risk.
- Avoid unnecessary physical contact
- Do not enter into a physical or emotionally intimate relationship with a child or an adult at risk. Sexual intercourse, sexual activity or inappropriate touching by an adult with a child under the age of 16 years is a criminal offence. In addition the Sexual Offences Act 2003 created a new criminal offence of abuse of “a position of trust”.
- Do not make suggestive or inappropriate remarks to or about a child or adult at risk, even in fun, as this could be misinterpreted.
- Direct personal communications with children or adults at risk either by phone, email, text etc should be avoided. Facebook instant chat and other similar functions should not be used to interact with children or adults at risk. Wherever possible, communication should be only on public pages and avoiding colloquial language/abbreviations which may be misinterpreted (e.g. LOL).
- Avoid showing favouritism towards particular participants.
- Avoid undertaking tasks that mean you are alone with a child or adult at risk eg car journeys, however short, taking them to the toilet, first aid treatment. In a situation where you are alone make sure that others can clearly observe you.
- Do not take children or adults at risk to your home

Reporting

- Report all incidents of alleged abuse or poor practice to the Safeguarding Officer, and ensure that any allegations are recorded.
- Only official College social media should be used for engaging with the wider community. Inappropriate or abusive comments should be removed swiftly and abusive individuals blocked/reported to the social media concerned.
- Maintain confidentiality, as appropriate, about sensitive information.

College activity or event	
Department	

Section A

Please answer the questions below, which are designed to help you identify some of the types of the risks/hazards you should include in Section B.

<p>1. Please provide an overview of the nature of the activity or event which involves contact with children and/or adults at risk. Please include who the contact is with and the nature, length, frequency of the contact.</p>	
<p>2. Are there children and/or adults at risk taking part in the activity or event who are particularly at risk? For example, those with disabilities, behavioral difficulties, allergies or on medication.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please detail these within Section B.</p>
<p>3. Will there be any occasions where employees/ workers/ volunteers will not be supervised, observed or accompanied by others?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please detail these occasions within Section B and consider whether working practices can be changed to minimise or eliminate these.</p>

<p>4. Does the environment that the activity or event is taking place in pose any particular risks? For example, the children or adults at risk having possible contact with chemicals in a laboratory.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please detail these within Section B and consider whether working practices can be changed to minimise or eliminate these.</p>
<p>5. Are there any other aspects of the nature, length or frequency of contact that individuals will have with children and/or adults at risk which pose particular risks?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please detail these within Section B.</p>
<p>6. Does this activity or event require any College employees, temporary workers, volunteers or students to have a DBS check?</p>	<p><input type="checkbox"/> Yes –enhanced DBS with children’s barred list check. <input type="checkbox"/> Yes –enhanced DBS with adults’ barred list check. <input type="checkbox"/> Yes –enhanced DBS with children and adults’ barred lists check. <input type="checkbox"/> Yes – enhanced DBS with no barred list check <input type="checkbox"/> Yes – standard DBS check <input type="checkbox"/> No</p> <p>If yes, please provide details in Section B of how the activity/event means that the eligibility criteria for the DBS check indicated is met and ensure that one of your control measures is the completion of a DBS check.</p> <p>If no, consider in Section B whether any direct contact with children/adults at risk as a central part of this role gives rise to risks which can only be managed or can be best managed by carrying out a basic disclosure for particular individuals involves with the activity/event.</p> <p>Please note: Teaching, training, instructing, caring for or supervising a 16 or 17 year-old's employment (which includes work experience) is not regulated activity and a DBS check may not be requested. A DBS check may only be required for work experience students under 16 in the rare event that the same person is teaching, training, instructing, caring for or supervising them whilst unsupervised on a frequent/intensive basis.</p>

Section B

Section B incorporates key elements of a standard risk assessment. Please complete the table below for any risks or hazards relating to the activity/event you are leading, either those identified through completing Section A of this form or by other means.

List the significant risk(s) or hazard(s). ¹	Describe what you could reasonably foresee could go wrong e.g. how an accident, incident or health condition could arise.	Is the risk high, medium or low in impact and likelihood? ²	Please list the existing and/or intended control measures which will reduce the likelihood or impact of the risk/hazard occurring. State who will carry them out and by when. ³	Is the risk high, medium or low in impact and likelihood after the control measure has been put in place?	Control measure implemented? Please include by whom, when and if/when this will need to be reviewed/repeated.

Name and position of the person who completed the form	Signature	Date	Name and position of manager/supervisor	Signature	Date

Please note: Where an activity is ongoing but unchanged, departments should review the risk assessment on a regular basis to ensure that the measures put in place are still relevant and appropriate. It should also be reviewed if there are changes to the activity/event or processes relating to it, or if an incident/accident takes place. Completed risk assessments should be retained by departments/institutions whilst and activity/event is ongoing and for five years after it has ceased (or the risk assessment has been superseded).

Reviewed by (name)	Signature	Date	Indicate changes here ⁴

¹ A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form.

High or low temperatures	High pressures	Chemical hazards	Biological hazards	Genetically Modified Organisms	
Ionising radiations	Lasers	Sharp objects	Dusts	Work at heights	Animal houses
Magnetic fields	Machinery hazards	Electricity	Manual Handling	Noise	Vibration
Falling objects	Collapsing structures	Flooding	Slips, trips and falls	Asphyxiant gases	Flammable gases

² Please see the health and safety risk assessment handbook for further guidance on levels of risk.

³ When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved. Examples include:

- Emergency or first aid procedures;
- Training on, and dissemination of, relevant policies, procedures and processes;
- Screening checks (e.g. DBS checks, basic disclosure, health assessment or health surveillance ;
- Providing required and suitable personal protective equipment (PPE).

⁴ If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.



APPENDIX C: LOGGING A SAFEGUARDING CONCERN

Full Name (<i>person you're concerned about</i>)		
DOB	Ethnicity	Gender
Today's date – DD/MM/YY		Time
Your name (print)		Your signature
Your role		
Date of Concern/Incident		Time of Concern/Incident

Describe here the incident as factually as possible. *Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.*

Check to make sure your report is clear now – and will also be clear to anyone reading it in the future.

Received by.....
 Designated Safeguarding Person (Personnel Manager/Senior Tutor)
 Action taken.....
 Date..... Time.....
 Action by the Designated Person.....

.....
 (Continue on a separate sheet and attach as appropriate)