



Planet Action Street Arts CIO charity 1198746

Part 1 Safeguarding adults and children Policy

1. Introduction

I. PLANET ACTION STREET ARTS (the Organisation) is a non-profit organisation run for the following purpose:

- (1) To promote the arts for the public benefit by the promotion in particular, but not exclusively, of the visual and performing arts.
- (2) To promote the protection of the physical and natural environment through the provision of informal education and awareness-raising activities.

II. The Organisation is based at:

10 Ravensworth terrace, Newcastle upon Tyne NE46AU

III. The Organisation has adopted this safeguarding policy and expects everybody working or helping at PLANET ACTION STREET ARTS to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Organisation.

Planet Action Street Arts believes that no one should experience abuse of any kind and we are committed to practice in a way that protects all our staff, those acting on our behalf, the participants in and beneficiaries of, our activities. We are committed to the protection of children and young people and this policy is intended to provide guidance and to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding This policy applies to all employees, the board of trustees, volunteers, agency staff or anyone working on behalf of Planet Action Street Arts.

2. Purpose of the Policy

- to protect from harm children, young people and all adults who engage with the PASA programs and receive any service from us, including those who are the children of adults who may receive services from us.
- to provide staff and volunteers with the principles and processes that guide our approach to our duty of care.

3. Some Risks

- Sexual abuse;
- Grooming;
- Physical and emotional abuse and neglect;
- Domestic violence;



- Inappropriate supervision by staff or volunteers;
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses;
- Victimisation;
- Self-harm;
- Unsafe environments and activities;
- Crime; and
- Exploitation.

4. Universality of Protection

The Organisation recognises that:

- all adults and children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm;
- some are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency; and
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

5. Safeguarding Children at Events/Activities

I. There are three kinds of events/activities:

- (A).** those open to adults and children of all ages;
- (B).** those for children accompanied by a 'parent'; and
- (C).** those for unaccompanied children, which are sometimes run alongside other events/activities.

II. At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

III. At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.



IV. At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

V. Both events and activities are to be defined broadly to include any occasions where the Organisation will be providing a service.

6. Disclosure and Barring

I. The Organisation offers the following activities for adults and children:

Nature educational presentations and participatory art workshops and performances in schools or in the open air.

II. Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

III. The Organisation will take very seriously any allegation of impropriety on the part of any member of the Organisation. A member of the Organisation who discovers anything amiss should get in touch immediately with the following: The organiser immediately responsible for the event and the Secretary Paul Miskin 0 7711656759.

IV. Allegations will be appropriately reviewed and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of the Organisation.

7. Health and Safety Aspects of Safeguarding Children

I. Before starting any event for unaccompanied children, the Board will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.

II. Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

8. Prevention of Bullying



We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a the Organisation event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of the Organisation. Allegations of adults bullying children will be dealt with in accordance with this Policy.

9. Photographing Children

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the Organisation immediately.

10. Managing Behaviour, Discipline and Acceptable Restraint

I. Adults supervising children at the Organisation events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

II. Unacceptable behaviour at the Organisation events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

III. The Organisation may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer: **PAUL MISKIN SECRETARY OF PASA.**

IV. A parent who is aggrieved by this ban may appeal to the Organisation who will hear the views of all relevant persons. The decision of the Organisation is then final. Any such appeals should be made to, and will be determined by the following officer: **PAUL MISKIN WHO WILL REFER THE MATTER TO THE BOARD.**

- Safeguarding: within this document safeguarding is used in reference to all activities we undertake that might involve or include children and adults and the formal legal frameworks that protect these groups
- Child: A child or young adult is defined as a person under the age of 18 (The Children Act 1989).
- Adult: Within the BES an adult is defined as any individual over the age of 18



This policy has been drafted using guidance from the Office of the Public Guardian and charity commission guidelines including <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Our duty of care extends to adults and children and is additional to the legal safeguarding policies and frameworks (outlined in Part 2)

We recognize that:

- wherever there is an imbalance in power between individuals interacting with each other through the Society, some individuals are more vulnerable to harm and/ or discrimination and may need additional support.
- everyone regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse.
- some individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and due consideration is needed to support these individuals
- working in partnership is essential in promoting everyone's physical and mental wellbeing.

Our duty of care includes.

- providing clear guidance on our codes of conduct for events, programs and activities
- providing effective training and support for our employees and volunteers
- providing clear and confidential reporting lines for anyone who feels they have experienced or are at risk of physical and mental harm, discrimination, or unfair treatment.
- providing a robust and rigorous processes through which all allegations and reports can be investigated and acted upon
- ensuring fair treatment of all individuals with due regard to their right to confidentiality

Managing duty of care: The PASA board of trustees examines all policies and procedures, monitoring and reviewing processes on an annual basis to ensure they are fit for purpose.

- the Board has nominated a safeguarding lead. This individual will have undertaken a higher level of training and will provide training, support and advice to others as required.
- the Society will maintain and review annually its list of projects and activities that are high risk (that is those activities where issues are most likely to arise)
- The secretary/ head of safeguarding reports annually to the Board of Trustees any changes in legislation, any amends to this policy, processes and procedures and anonymous reports of duty of care issues that have arisen.



Ensuring duty of care: anyone who experiences or witnesses duty of care issues/ discrimination/ abuse of any kind should feel empowered to address the incident directly and appropriately, knowing they will have the support of PASA

- any event/program will have a designated lead staff member who holds responsibility for ensuring that all duty of care requirements are met
- all staff and volunteers involved in these activities will be directed to this policy and duty of care will be embedded within the training provided.
- all staff, volunteers and participants involved in our activities will be issued with a code of conduct appropriate to the event.
- communication plans specific to the event and location will be agreed in advance and communicated to all staff and volunteers.
- all events should have a duty of care file which includes.
 - A copy of this policy,
 - Named first aiders including mental health first aiders.
 - All contact details.
 - All emergency medical information
 - A reporting form for incidents

Identifying duty of care incidents

- where there is clear or perceived discriminatory behaviors, witnesses should feel empowered to remind individuals of the code of conduct and expected behaviors. Witnesses are encouraged to inform PASA staff.
- if there is a suspicion or known risk of self-harm to person over 18 then this should be reported to project/ event lead who will notify the duty of care team
- if there is a suspicion or knowledge that an individual is suffering harm or is at risk of harm from others then this should be reported to project/ event lead who will notify the duty of care team
- if an individual has made a clear and serious allegation of physical harm or assault then they should be encouraged and supported to access medical support and report to the police as soon as possible. A report must then be made to the duty of care team through the report forms phone numbers/ emails provided in this policy.

Reporting duty of care incidents: Duty of care incidents must be reported to the safeguarding officer of an event and passed on to relevant line managers

- duty of care incidents or concerns should be reported to a PASA staff responsible for safeguarding or a manager at the first available opportunity and recorded in written form as soon as possible.
- reports can be made in person or confidentially through paul.miskin@sa4tp.co.uk



- all reports are treated confidentially, fairly and will be investigated. Appropriate action will be based on the advice of the secretary and Board
- an annual report will be produced to monitor and evaluate the effectiveness of reporting lines and duty of care processes without mentioning names or flouting confidentiality.
- all serious incidents must be reported to the Charity Commission as they occur with the Duty of Care working group acting as the liaison.
- Please see report forms for adults and children which must be available at events and notes on report procedures.

Supporting those who report, investigate and manage duty of care incidents:

- all our staff and volunteers are provided with guidance and training on how to respond to duty of care issues and we will aim to ensure staff are as well prepared as possible.
- in the event of an incident, we are committed to ensuring the ongoing physical and mental wellbeing of all parties involved and will offer debriefing and/or counselling to all parties
- we will review all incidents to identify where we need to amend our policies and processes.
- all individuals whether reporting or reported will be treated fairly, with respect and with due confidentiality.
- further detail on how we will support those reporting concerns is documented in our whistle blowing policy.

Allegations against PASA staff and PASA representatives

if an allegation has been made against a PASA representative or volunteer, the lead staff member should record this, investigate and implement appropriate measures this may include.

- any incident that involves physical/sexual harm must be reported to the police immediately who will advise on next steps
- if the incident does not warrant police notification and does not include anyone under the age of 18, then the lead staff member is responsible for ensuring that allegations are taken seriously, they are investigated with due care and consideration given to all individuals involved. Measures may include asking the PASA representative or volunteer to leave the event, and if necessary separating the individuals
- if an allegation has been made against a PASA staff member and does not warrant police notification, the lead staff member should work with the staff member and their line manager to deal with it as agreed.

Allegations against other participants or individuals not directly representing PASA

Where allegations have been made about individuals not directly linked to PASA, reporters are strongly encouraged to share their concerns, either through the outlined reporting



channels and more directly with a line manager/Duty of Care team so that we can review our processes and support structures.

Part 2: Safeguarding children

The Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Charity Commission guidelines
- Relevant government guidance on safeguarding children

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- everyone regardless of age, ability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- working in partnership is essential in promoting everyone's physical and mental wellbeing.

We will seek to keep children safe by:

- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support and training including appropriate levels of first aid training
- recruiting staff and volunteers safely, ensuring all necessary DBS checks are made to an appropriate level
- sharing information about child protection and good practice with young people, parents, staff and volunteers
- sharing concerns with agencies who need to know and involving parents and children appropriately.

Implementing this policy

The Society has nominated a lead safeguarding staff member. This individual will have undertaken a higher level of training and will provide training, support and advice for anyone who is working directly or indirectly with children or anyone within the society who feels a safeguarding matter has arisen.



- PASA will maintain and review annually its list of projects and activities that are high risk (that is those activities where safeguarding issues are most likely to arise)
- Any event/program will have a designated lead staff member who holds responsibility for ensuring that all child protection and safeguarding requirements are met
- All staff and volunteers involved in these activities will be issued with the policy and safeguarding will be embedded within the training provided.
- All staff and volunteers involved in these activities will have a clear understanding of their responsibilities and their reporting lines in the event of an incident.

Monitoring our effectiveness

- We will keep record of first aid training and DBS checks for all individuals working with children for a period of no less than 30 years (in line with our insurance policies)
- All allegations and reports of safeguarding issues will automatically be referred to the Board of Trustees
- This policy will be regularly reviewed by Board, updated in accordance with legal frameworks and charity commission guidance.

Safeguarding Code of Conduct for working with Children

The following advice is provided by PASA to ensure that everyone working with children understands their responsibilities and the PASA expectations in safeguarding children.

PASA has a responsibility to ensure that children and all those working with children on our behalf are safe from harm and this guidance serves to also keep safe anyone working with children.

1. Any staff or nominated PASA persons with responsibility for safeguarding receive appropriate training and induction
2. Everyone is encouraged to demonstrate exemplary behavior to promote the welfare of all participants

This includes

- working in an open environment
- treating all young people equally, with respect and dignity
- always putting the welfare of individuals first before educational or project goals
- maintaining a safe and appropriate physical and emotional distance at all times
- maintaining a professional and friendly but non-personal, non-sexual dialogue at all times with all participants
- any manual or physical contact required seeks permission, is openly provided and reported



3. At all residential events, additional good practice guidelines include shared and clear responsibilities and rotas for all those involved in safeguarding at events. At least two staff members are on duty at all times. Ensuring male and female staffing for all events

4. At events with young people under the age of 18 additional good practice includes

- limiting smoking and drinking areas to those not accessed by children
- staff and volunteers should not drink alcohol before or during duty periods and must not drink sufficient to become inebriated during the course of the event
- adults should never find themselves in an isolated 1:1 situation with a child and should remove themselves quickly if this situation is developing

5. It is far better to seek advice if any doubts arise and these should be directed to the safeguarding lead or lead staff member. Contacts for both individuals will have been provided

6. Timely reporting of any incident or concern should be made into the record book along with details of any treatment or concerns raised

PLANET ACTION STREET ARTS CIO 1198746

SAFEGUARDING CHILDREN POLICY 2023

1. Introduction

I. PLANET ACTION STREET ARTS (the Organisation) is a non-profit organisation run for the following purpose:

(1) To promote the arts for the public benefit by the promotion in particular, but not exclusively, of the visual and performing arts.

(2) To promote the protection of the physical and natural environment through the provision of informal education and awareness-raising activities.

II. The Organisation is based at:

10 Ravensworth terrace, Newcastle upon Tyne NE46AU

III. The Organisation has adopted this safeguarding child policy and expects every adult working or helping at PLANET ACTION STREET ARTS to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Organisation.

2. Purpose of the Policy



I. This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.

II. The Organisation believes that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

3. The Risks to Children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including but not limited to:

- Sexual abuse;
- Grooming;
- Physical and emotional abuse and neglect;
- Domestic violence;
- Inappropriate supervision by staff or volunteers;
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses;
- Victimisation;
- Self-harm;
- Unsafe environments and activities;
- Crime; and
- Exploitation.

4. Universality of Protection

The Organisation recognises that:

- the welfare of the child is paramount;
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm;
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency; and
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

5. Safeguarding Children at Events/Activities

I. There are three kinds of events/activities:

- (A). those open to adults and children of all ages;



(B). those for children accompanied by a 'parent'; and

(C). those for unaccompanied children, which are sometimes run alongside other events/activities.

II. At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

III. At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

IV. At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

V. Both events and activities are to be defined broadly to include any occasions where the Organisation will be providing a service.

6. Disclosure and Barring

I. The Organisation offers the following activities for children:

Nature educational presentations and participatory art workshops and performances including but not restricted to festivals, schools, museums libraries or in the open air.

II. Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

III. The Organisation will take very seriously any allegation of impropriety on the part of any member of the Organisation. A member of the Organisation who discovers anything amiss should get in touch immediately with the following: The organiser immediately responsible for the event and the Secretary Paul Miskin 0 7711656759.



IV. Allegations will be appropriately reviewed and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of the Organisation.

7. Health and Safety Aspects of Safeguarding Children

I. Before starting any event for unaccompanied children, the Secretary and Board will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.

II. Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

8. Prevention of Bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a PASA event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of the Organisation. Allegations of adults bullying children will be dealt with in accordance with this Policy.

9. Photographing Children

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the Organisation immediately.

10. Managing Behaviour, Discipline and Acceptable Restraint

I. Adults supervising children at the Organisation events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

II. Unacceptable behaviour at the Organisation events for unaccompanied children will generally be stopped by separating the children from each other and from the group. They will be suitably supervised and will be returned as soon as possible to the care of their parents.



III. The Organisation may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer: **PAUL MISKIN SECRETARY OF PASA.**

IV. A parent who is aggrieved by this ban may appeal to the Organisation who will hear the views of all relevant persons. The decision of the Organisation is then final. Any such appeals should be made to, and will be determined by the following officer: **PAUL MISKIN WHO WILL REFER THE MATTER TO THE BOARD.**

11. Other Policies

This safeguarding policy should be read together with the following policies and resources of the Organisation:

Equal opportunities and Diversity policy, DBS requirement when relevant, and stated duty of care to avoid infringement of the relevant acts and make sure we look after all people and especially children and people with vulnerabilities¹.

The incident reporting procedure

PASA Safeguarding Reporting Processes About a child/young person/vulnerable adult.

Child You have a suspicion/concern or information is disclosed to you.

Record suspicion or disclosure on the PASA Safeguarding Report Sheet for children– use the child’s words where possible. If a child discloses to you, listen carefully and make sure to tell them that you have to pass this information on through the relevant channels. DO NOT promise to keep it a secret. (Forms will be available with the event manager).

The designated safeguarding officer must be informed. and any designated child protection officers, in any collaborating organisations. And their supervisors/ line managers must be informed.

All factors and information should be considered and recorded. (Including a conversation between PASA’s Safeguarding officer and the School’s Child Protection officer or other child protection officers where appropriate.)

If Concerns dispelled Keep Record No further Action. If not

- Child Protection investigations will begin
- Assessment of need will be made.

Concerns ongoing Contact Social Services and/or police. Inform the collaborators that this concern is being passed on.

ADULT Recorded on Adult PASA Safeguarding report sheet, the action taken, when and who was spoken with.

Statutory bodies will make an initial assessment:



About behaviour of staff, volunteer or other at school museum library etc.

About behaviour of a PASA staff member, volunteer or other. The designated safeguarding officer must be informed: and Safeguarding Report Sheet completed. Their supervisor/ line manager must be informed.

and the PASA report forms for children and adults

12. Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Organisation in the jurisdictions it operates within in the United Kingdom. Chiefly, this policy operates in accordance with the:

- Children Act 1989
- United Nations Convention on the Rights of the Child
- Children Act 2004
- General Data Protection Regulation
- Data Protection Act 2018

This Policy is approved and robustly endorsed by PLANET ACTION STREET ARTS and is due for review every ONCE PER YEAR PLUS MORE OFTEN IF IT BECOMES REQUIRED.

PASA Safeguarding Reporting Processes

About a child/young person/vulnerable adult.

Child You have a suspicion/concern or information is disclosed to you.

Record suspicion or disclosure on the PASA Safeguarding Report Sheet for children– use the child’s words where possible. If a child discloses to you, listen carefully and make sure to tell them that you have to pass this information on through the relevant channels. DO NOT promise to keep it a secret. (Forms will be available with the event manager).

The designated safeguarding officer must be informed. and any designated child protection officers, in any collaborating organisations. And their supervisors/ line managers must be informed.



All factors and information should be considered and recorded. (Including a conversation between PASA's Safeguarding officer and the School's Child Protection officer or other child protection officers where appropriate.)

If Concerns dispelled Keep Record No further Action. If not

- Child Protection investigations will begin
- Assessment of need will be made.

Concerns ongoing Contact Social Services and/or police. Inform the collaborators that this concern is being passed on.

ADULT Record on Adult PASA Safeguarding report sheet, the action taken, when and who was spoken with.

Statutory bodies will make an initial assessment:

About behaviour of staff, volunteer or other at school museum library etc.

About behaviour of a PASA staff member, volunteer or other. The designated safeguarding officer must be informed: and Safeguarding Report Sheet completed. Their supervisor/ line manager must be informed.

Safeguarding Adults Incident and Disclosure Report form

Confidential

To be completed as fully as possible if you have concerns regarding an adult at risk. It is important to inform the adult at risk about your concerns and that you have a duty to pass the information onto the designated safeguarding officer (DSO). The DSO will then look at the information and start to plan a course of action, in conjunction with yourself, the adult at risk involved and if necessary social care or other relevant organisations.

Once completed return to safeguarding@rsc.org

IF YOU THINK A CHILD OR ADULT WITH CARE AND SUPPORT NEEDS IS IN IMMEDIATE DANGER, DIAL 999 AND ASK FOR THE APPROPRIATE EMERGENCY SERVICE

Section 1. Details of adult at risk

An Adult at Risk is a person who is aged 18 or over and

- *has needs for care and support (whether or not the local authority is meeting any of those needs);*
- *is experiencing, or at risk of, abuse or neglect; and*
- *as a result of those needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.*



<i>The Care Act (2014)</i>	
Name of adult	Click or tap here to enter text.
Address	Click or tap here to enter text.
Date of birth	Click or tap here to enter text.
Approx. age if date of birth not known	Click or tap here to enter text.
Email	Click or tap here to enter text.
Permanent Address	Click or tap here to enter text.
Current Location if not at address above	Click or tap here to enter text.
Contact number	Click or tap here to enter text.



Details of any dependents (of any age)			
Name (s)	DOB	Gender	Lives with adult (Y/N)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

IF THERE ARE ANY CONCERNS FOR THE SAFETY OF ANY CHILDREN, THESE MUST BE REFERRED THROUGH A CHILDREN'S SAFEGUARDING INCIDENT REPORT FORM

ADD IN LINK TO SAFEGUARDING FORM

Section 2. Consent

Has the Adult at Risk given consent for this referral? Choose an item.
 If No, please confirm why this referral is being made without it, e.g risk to others or the Adult at Risk lacks the capacity to make this decision
 Click or tap here to enter text.

Is the Adult at Risk aware this referral has been made? Choose an item.
 If No, please give the reason as to why the Adult at Risk was not made aware of the referral
 Click or tap here to enter text.

Are there any doubts about the Adult at Risks capacity to consent?
 Click or tap here to enter text.

Do you think the Adult at Risk requires care and support? Choose an item.
 Please provide reasons for your view
 Click or tap here to enter text.

Section 3. Details of the incident/s, disclosure/s and/or ongoing concerns

Detail what you have seen/been told/other that makes you believe the Adult at Risk is being abused or is at risk of abuse
(Include - The nature, degree and extent of the abuse or neglect (what happened); The length of time it has been occurring (previous incidents, what happened and date);The impact on the individual and / or their carers / family (injury, distress); Location and time of any incident)
 Click or tap here to enter text.

Please indicate the abuse type if known (leave blank if uncertain)

Physical abuse	Choose an item.	Modern slavery	Choose an item.
Domestic violence	Choose an item.	Discriminatory abuse	Choose an item.
Sexual abuse	Choose an item.	Organisational abuse	Choose an item.
Psychological abuse	Choose an item.	Neglect	Choose an item.
Financial/Material abuse	Choose an item.	Self-neglect	Choose an item.

Does the Adult at Risk continue to be at risk of abuse? Choose an item.



If Yes, describe the risks that remain, and any immediate action needed:
 Click or tap here to enter text.

Are there any other people who may be at risk of abuse? Choose an item.
 If Yes, add details and describe the risks that remain and action you are taking:
 Click or tap here to enter text.

Have you discussed your concerns with the Adult at Risk? Choose an item.
 If Yes, what are their views, what outcomes have they stated they want (if any)?
 Click or tap here to enter text.

Have you discussed your concerns with anyone else? e.g the carer/partner/spouse/family member of the Adult at Risk Choose an item.
 If Yes, what are their views?
 Click or tap here to enter text.

Section 4. Details of alleged abuser/suspect			
Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Address	Click or tap here to enter text.		
Postcode	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Relationship to the Adult at Risk?	Click or tap here to enter text.		
If provider, please add the provider's name	Click or tap here to enter text.		
Are they aware this referral has been made?			Choose an item.
Reason as to why the alleged abuser/suspect was not made aware of the referral	Click or tap here to enter text.		
Does the abuser/suspect live with the Adult at Risk?			Choose an item.

Section 5. Details of person making this referral			
Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Job Role	Click or tap here to enter text.	Email	Click or tap here to enter text.
Team	Click or tap here to enter text.		
Phone	Click or tap here to enter text.	Date/time referral completed	Click or tap here to enter text.
Relationship to Adult at Risk	Click or tap here to enter text.		
Are you reporting your own concerns or responding to concerns raised by someone else?	Click or tap here to enter text.		
If someone else please give their details (name, organisation/department, relationship to child (if relevant) and contact details)	Click or tap here to enter text.		
Does the referrer consent to their details being shared with third parties?			Choose an item.
Click or tap here to enter text.			



Section 6. Additional Information	
Is there any other information you believe we need to know about the referral? Click or tap here to enter text.	
Signed: Click or tap here to enter text.	
Date: Click or tap here to enter text.	

OFFICE USE ONLY	
Section 7. Sharing the concerns (to be completed by DSO)	
Details of your contact with the adult at risk. Have they consented to information being shared outside the Royal Society of Chemistry? Click or tap here to enter text.	
Details of contact with the Social Care Team where the adult at risk lives – advice can still be sought without giving personal details if you do not have consent for a referral Click or tap here to enter text.	
Details of any other agencies contacted Click or tap here to enter text.	
Details of the outcome of this concern Click or tap here to enter text.	

Safeguarding Children Incident and Concern Report form

Confidential

To be completed as fully as possible if you have concerns regarding a child and pass the information onto the designated safeguarding officer (DSO). The DSO will then look at the information and start to plan a course of action and if necessary contact the relevant organisations.

Once completed return to safeguarding@rsc.org

IF YOU THINK A CHILD OR ADULT WITH CARE AND SUPPORT NEEDS IS IN IMMEDIATE DANGER, DIAL 999 AND ASK FOR THE APPROPRIATE EMERGENCY SERVICE

If there are any concerns for the safety of an adult at risk, there must be referred through an [adult at risk incident and disclosure report form](#)

Section 1. Details of the child	
A child is anyone who has not yet reached their 18th birthday	
Name of child	Click or tap here to enter text.



Date of birth	Click or tap here to enter text.
Approx. age if date of birth not known	Click or tap here to enter text.
Gender	Click or tap here to enter text.

Section 2. Details of the incident or concern

Details of the incident or concerns:

Include any relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay, what was said (verbatim if possible) and whether other people were present

Click or tap here to enter text.

Please indicate the abuse type if known (leave blank if uncertain)

Domestic abuse	Choose an item.	Sexual abuse	Choose an item.
Neglect	Choose an item.	Online abuse	Choose an item.
Physical abuse	Choose an item.	Emotional abuse	Choose an item.
Child sexual exploitation	Choose an item.	Female Genital Mutilation	Choose an item.
Bullying and cyberbullying	Choose an item.	Child trafficking	Choose an item.
Grooming	Choose an item.	Harmful sexual behaviour	Choose an item.

Have you spoken to the child? Choose an item.

If yes, what was said?

Click or tap here to enter text.

Have you spoken to the parent/carer(s)? Choose an item.

If yes, what was said?

Click or tap here to enter text.



Are there any other children at risk?	Choose an item.
If yes, add details and describe the risks that remain and action you are taking:	
Click or tap here to enter text.	

Section 3. Details of alleged abuser/suspect			
Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Address	Click or tap here to enter text.		
Postcode	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Relationship to the child?	Click or tap here to enter text.		
If provider, please add the provider's name	Click or tap here to enter text.		
Does the abuser/suspect live with the child?	Choose an item.		

Section 4. Details of person reporting this incident/concern			
Name	Click or tap here to enter text.	Title	Click or tap here to enter text.
Job Role	Click or tap here to enter text.	Email	Click or tap here to enter text.
Team	Click or tap here to enter text.		
Phone	Click or tap here to enter text.	Date/time referral completed	Click or tap here to enter text.
Relationship to child (if applicable)	Click or tap here to enter text.		
Are you reporting your own concerns or responding to concerns raised by someone else?	Choose an item.		
If someone else please give their details (name, organisation/department, relationship to child (if relevant) and contact details)	Click or tap here to enter text.		



Does the referrer consent to their details being shared with third parties? Choose an item.	
Click or tap here to enter text.	

Section 5. Additional Information
Is there any other information you believe we need to know? Click or tap here to enter text.
Signed:
Date:


OFFICE USE ONLY
Section 6. Sharing the concerns (to be completed by DSO)
Details of contact with social services where the child lives Click or tap here to enter text.
Details of contact with child's school or any other agencies Click or tap here to enter text.
Details of the outcome of this concern Click or tap here to enter text.



This is to certify that this updated safeguarding documentation including

1. general policy for adults and children
2. special policy for children
3. safeguarding and reporting processes
4. incident form for adults
5. incident form for children

has been studied discussed and agreed by the board and found fit for purpose

Signed:  _____ PAUL MISKIN secretary

paul.miskin@sa4tp.co.uk 07711656759

Signed:  _____ RICHARD BRODERICK chair

Date: 30 Jan 2023