



## Safeguarding Policy

Policy Information	
<b>Organisation</b>	Underground Lights
<b>Scope of policy</b>	The policy covers the protection of a) adults at risk of abuse/adults with care and support needs where safeguarding may apply. b) children.
<b>Policy operational date</b>	August 2018
<b>Date of approval</b>	August 2018
<b>Date of past reviews</b>	October 2019 - minor revision agreed, October 2020
<b>Date of review</b>	March 2023 - minor updates
<b>Date of next review</b>	March 2024

### 1. Background and scope

This policy applies to all individuals who use our services, as well as children and adults at risk who we are made aware of, even where they may not be directly working with Underground Lights.

Underground Lights works with adults (aged 18 and above) who have experienced homelessness and/or mental distress. However, we recognise that the people using our services may have children or have access to children. We have a wider duty of care to these individuals. If a member of staff or volunteer receives information that leads them to have a safeguarding concern about a child or an adult who may be at risk then they must follow the guidelines set out below.

### 2. Policy statement

Underground Lights believes that everyone has a right to a life free from fear, harm and exploitation and we aim to work in ways that support people who use our services to protect themselves, maintain their independence and make their own decisions and choices. We accept that there will be times when this involves risk and our aim is to ensure that any risk is recognised and understood by all concerned and is minimised or managed

wherever possible.

We also understand that there will be times or situations where someone may be unable to make their own decisions or to protect themselves or their property and is vulnerable to abuse.

Underground Lights acknowledges its responsibility as an organisation to prevent all forms of abuse and to have clear and robust measures in place to minimise the risk and deal with any incidents. At the same time, it is the responsibility of every individual within Underground Lights to tackle abuse and to take steps to deal with it, within the guidelines of this policy.

## 2.1 Statement of intent

Designated Safeguarding Officer (DSO): [Benedict Davenport](#) (Trustee)

Deputy Designated Safeguarding Officer (DDSO): [Beth Fiducia-Brookes](#) (Acting AD/CEO)

Underground Lights aims to minimise risk, promote early detection of abuse in our services, and provide an effective framework for dealing with incidents and allegations through the following measures:

- Anyone who expresses concerns about abuse will be treated seriously and receive a positive response.
- Information and support will be provided for members to enable them to be aware of all forms of abuse and the ways in which they can protect themselves and others.
- We will practise recognised recruitment and selection procedures for staff and volunteers including DBS checks (where appropriate) and thorough checking of relevant references and employment history.
- Staff will be trained and well informed about signs of abuse and measures for dealing with incidents. They will be aware of relevant policies and procedures through the induction, supervision and line management process and training will be updated where appropriate.
- Nominated staff members will ensure that workers are aware of local inter-agency Safeguarding Adult procedures. They will maintain effective partnerships with relevant agencies involved, so that, if abuse happens, the people involved have access to these procedures and the legal protection they provide.
- We will deal with breaches of policy and procedure in a consistent and systematic manner to ensure fairness and equity.

## 2.2 Definitions

### **An adult at risk/an adult with care and support needs where safeguarding may apply**

The Care Act 2014 states that people's wellbeing is at the heart of the care and support system, and safeguarding from abuse is fundamental to an individual's wellbeing. Safeguarding duties apply to any adult (a person aged 18 or over) who:

- who has needs for care or support (whether or not these needs are being met) and
- is experiencing or is at risk of abuse and neglect and
- is unable to protect him or herself against the abuse or neglect, or the risk of it because of their care and support needs

Adults at risk of abuse include people with a wide range of disabilities and circumstances. An adult at risk may be experiencing conditions that reduce the choice and control they have, their ability to make decisions or to protect themselves from harm and exploitation. It may be difficult to establish if a person might be considered an adult at risk, so it should be assumed that an individual is covered by safeguarding procedures unless and until information suggests this is not the case. There are no "thresholds" for adult safeguarding, but the key consideration should be:

"is the individual able to protect themselves, despite having care and support needs?" If the answer is yes, then a safeguarding response may not be appropriate ([www.scie.org.uk/care-act-2014/safeguarding-adults/adult-safeguarding-practice-questions/index.asp](http://www.scie.org.uk/care-act-2014/safeguarding-adults/adult-safeguarding-practice-questions/index.asp) )

An adult with care and support needs may be:

- An older person
- A person with a physical disability, learning disability or sensory impairment
- Someone with mental health needs including dementia or personality disorders
- Someone with a long term condition
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day to day living

An adult may also have care and support needs as a result of sexual exploitation, domestic abuse, modern slavery or being at risk of radicalisation and being drawn into terrorism. In these situations, where a crime has occurred, the police should be informed, as well as making a safeguarding alert.

In the context of safeguarding adults, the vulnerability of the adult at risk is related to how able they are to protect themselves and make and exercise their own informed choices free from duress, pressure or undue influence of any sort and to protect themselves from abuse, neglect or exploitation.

## 2.3 Safeguarding adults: forms of abuse

Abuse can occur in many ways, from verbal and physical, violent and criminal to forms of passive abuse that are neglectful, unintentional and less obvious. Abuse includes:

- Physical: being hit or hurt on purpose, restraining someone inappropriately, causing pain and discomfort
- Emotional: intimidation, threats, humiliation, extortion, racial, verbal or psychological abuse, blackmail, coercion and harassment
- Sexual: involvement in sexual activity or attention that is unwanted or not understood
- Psychological: threats, harassment, bribes, unwanted attention
- Neglect/deprivation: not providing food, clothing, attention or care. Withholding of aids or equipment (walking, continence, hearing, glasses). Putting someone at risk of infection. Failing to provide appropriate health or social care.
- Imposed isolation/confinement: depriving someone of the company of others or of activity either at home or outside
- Misuse of medication: inappropriately giving medication through overdosing or withholding it
- Financial/material: theft or misuse of money, property or personal possessions. Pressure in connection with wills, property or inheritance
- Discriminatory: Treating people differently or badly because of their race, faith, gender, sexuality, age or physical or mental condition
- Institutional: When people who are in care homes, or receiving care at home have no choice, for example, about what they eat or wear or the time that they go to bed and get up etc. Abuse can occur in any relationship, context or environment, whether a person lives in their own home, residential care, shared or supported housing. Although abuse often occurs between people who know each other well, any individual who is in direct contact with a potentially vulnerable adult may pose a risk.

### **3. Safeguarding Adults: Our Procedures**

All local authorities in England have multi-agency procedures in place for Safeguarding

Adults and the investigation and management of incidents. The lead agency for this will usually be the Adult Social Care department of the local council.

The Underground Lights Artistic Director/ CEO will be responsible for ensuring that information about local Safeguarding Adult procedures are available at the service, and that they are included in any action that is taken. They must also ensure that they are aware of and follow the relevant reporting and recording procedures of any regulatory or statutory bodies (e.g. Care Quality Commission) that they are responsible to locally.

Please see Appendix 1 – Referral Flowchart for safeguarding processes.

### **3.1 Guidelines for staff and volunteers**

If someone is reporting safeguarding concerns to a member of staff or a volunteer then that staff member or volunteer should abide by the following:

#### **Do:**

- Explain that you will have to pass on what you have been told, or found out, and that the information may have to be shared with people outside of Underground Lights. Try to do this immediately in case this influences the person's decision about what they want to do next.
- Listen to whatever the person tells you without making judgements or showing if you are shocked
- Let them know that they have done the right thing in letting you know about the abuse
- Let them know that they will receive support, their choices will be respected wherever possible and that they will be kept informed
- Make a written, factual record of the details of the incident or allegations as soon as is reasonably possible
- Try to protect anything that might be needed as evidence in a criminal investigation (see section on 'protecting evidence' below)

#### **Don't:**

- Promise to keep it a secret
- Express opinions or make leading comments
- Press for more details\*
- Challenge the person who has been accused of abuse

- Try to investigate, or feel that you need to collect evidence of the abuse yourself, other than collating supporting evidence such as rotas, daily notes etc\*

\*Unless you have already agreed with Underground Lights management that you will do this and/or it is your responsibility to do this.

- Staff who have concerns about abuse by other members of staff, or practices within Underground Lights should refer to the whistle-blowing section of the complaints policy for guidance.

### 3.2 Consent in safeguarding adults procedures

Whilst an adult may be at risk or have care and support needs it does not necessarily follow that, if they are in an abusive situation, they lack the capacity to decide what to do about it. Underground Lights respects people's right to make their own decisions about their present and future circumstances and will support them to make informed choices about how to protect themselves. We will, wherever possible, act upon their wishes. **An individual's wishes cannot undermine Underground Lights' responsibility to act in certain circumstances, however.**

Any adult with care/support needs who has been, or is suspected of being abused will be treated as able to make their own decisions about how to proceed unless it is shown that they cannot. Their ability to make a decision will be established at the time that it needs to be made. The person will always be asked for their consent to proceed with any action that is agreed with them, or which might have to be taken. If choice has to be denied to an individual, it must be clear on what grounds this is justifiable and this will be explained to them. The circumstances in which staff must take some form of further action (i.e. reporting or referring) without consent include where:

- The person who receives information about abuse is a member of staff or a volunteer. The information must always be passed on to a member of senior staff
- The alleged abuser is a member of Underground Lights staff, a volunteer or member
- The person is at significant risk of serious physical harm/suicide
- The person lacks mental capacity and the indication is that further action would be in their best interests
- Other people are at risk
- Local Safeguarding Adult procedures require reporting or further action
- The Underground Lights service has partnership agreements or statutory obligations which require us to take further action
- Immediate Physical Danger: If the person appears to be in immediate physical

danger, or needs urgent medical treatment you should contact the appropriate emergency services (ambulance, police) straight away. Your own safety and that of others is important and if necessary you should leave the premises, in line with our procedures for dealing with Aggression and Violence.

- If the person is not in immediate physical danger or needs urgent medical treatment, but has been injured, you should discuss with them whether it would be advisable to have treatment or an examination and help them to do this.

### **3.3 Reporting incidents and allegations of abuse and further action**

The Underground Lights Artistic Director / CEO should be informed of an abusive incident immediately. They would consider what further information or action is needed in order to make decisions about how to proceed. The urgency to do this will be determined in each case.

Decisions about how to proceed and the level of urgency should take into account the issues relating to consent (above) and:

- The wishes of the adult, their right to self-determination and their capacity to make a decision at the time.
- Any immediate health or support needs that the person has
- What the evidence or indication of abuse is
- How serious the abuse is
- The impact that the abuse has had/is having on the individual
- Whether further action will make any positive contribution to the situation or not.

The following actions may also need to be considered, in consultation with the appropriate staff:

- Whether to inform the alleged abuser. If the allegation is likely to lead to further action from the police or social services, staff must consult with these agencies.
- Whether to refer the incident to the local Safeguarding Adults team, CMHT or police.  
**Note: a referral to the Safeguarding Adults team is only appropriate where the alleged victim meets the definition of 'vulnerable adult'.** They will provide advice and guidance on this.

### **3.4 Reporting incidents of adult abuse that are criminal offences**

Some incidents of abuse are criminal offences. These include:

- Physical or psychological assault
- Rape/sexual abuse
- Theft
- Fraud
- Discrimination

Anyone who has been abused in any of these ways is entitled to the protection of the law. Staff will discuss with the person whether they want to report the incident to the police and will respect that choice wherever possible.

Where workers are unsure about reporting abuse to the police, they should seek guidance from line management or the local Safeguarding Adults team. We recognise that there may be times when the police have to be informed without the person's consent. In these situations we will aim to provide as much information and support for that person as possible.

### **3.5 Protecting evidence in safeguarding adult procedures**

Where it is likely, or possible that there will be a criminal investigation, it is important to protect any evidence by:

- Explaining to the person that it is important that they don't have contact with the person who abused them and enabling them to do this
- Discouraging them from washing, drinking, cleaning their teeth or going to the toilet if they have recently been sexually abused
- Making a written record of injuries that they, or the person alleged to have abused them has received

### **3.6 An alleged abuser is a member of staff or volunteer**

The appropriate members of senior staff must be informed immediately. They will take a decision about whether the worker/volunteer should be suspended during the investigation. Further action will be decided in consultation with Underground Lights management and if necessary, any regulatory bodies. The Underground Lights Artistic Director/ CEO is the link person for reporting workers suspected of abuse to the Independent Safeguarding Authority.

### **3.7 An alleged abuser is a member**

Where the alleged abuser is a member, the staff team will decide how best to continue to support them whilst protecting the alleged victim and minimising risk to others. Risk assessment/management plans will be recorded and relevant staff and volunteers involved. Copies will be kept on file. If there is a risk of continued abuse that cannot be managed by the Underground Lights team, alternative and appropriate sources of support will be sought.

### **3.8 Recording incidents and allegations of abuse of vulnerable adults**

The staff member who witnessed, or was first informed of the abuse should complete Underground Lights' incident form, with input from the member, volunteer, or any other staff involved. They should follow the procedure for passing this on within 48 hours.

Where service agreements require further reporting to regulatory bodies, (e.g. the Care Quality Commission under regulation 37 for registered services) part 2 of the incident form should also be completed (see Appendix 2)

Written reports should:

- Reflect the words or phrases used by the people involved.
- Describe the circumstances in which the abuse was discovered, i.e. the context, setting, witnesses.
- Contain factual information rather than the opinions of the person completing the report. Where the report contains the opinions of others, it should be clearly identified as such.
- Give details of any action taken, referrals or contacts made etc.
- Include an action plan agreed with the member and relevant workers, including measures for protection or prevention of further abuse, timescales, who is responsible etc. This should be reviewed at regular intervals with the member. Signed and dated copies of all documents relating to the abuse should be kept on file.
- Records will be kept securely and in line with data protection principles.

### **3.9 Disclosures of past alleged abuse**

Underground Lights recognises that abuse that has happened in the past can have far-reaching consequences for the person who has experienced it and that this may need to be addressed in different ways to present or recent abuse. Where someone discloses past abuse, or it becomes known in other ways, workers will respect that person's choice about whether or not to discuss it further. If someone does want to discuss it further, the worker involved will make sure that the person knows that it may be necessary to share what they tell them, and the reasons for this, which include:

- The need for other staff to know in order to provide the best possible service for them
- The need for others to know in order to prevent further abuse
- The responsibility to share information with other agencies involved in that person's care. If this leads to the person changing their mind about proceeding, staff will respect their right to do so. We would also explore with them any support that they may need, such as counselling or other steps towards personal recovery. Where information of past abuse has been disclosed or discovered, the same reporting and recording procedures will be used.

## 4. Child Safeguarding Procedures

### 4.1 Principles

Child safeguarding is built upon the shared belief that **the needs of the child are paramount**. This should resolve any conflict of interests. All children have the right to be safeguarded from harm and exploitation.

These procedures apply to children and young people under the age of 18.

The purpose of any safeguarding intervention should be to promote positive outcomes for each child (Children's Act 2004) to ensure they can:

- stay safe
- be healthy
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

Safeguarding should be undertaken proactively to reduce the need for protection from harm. Safeguarding is a shared responsibility as children and young people are only safeguarded when all relevant agencies and individuals accept responsibility and co-operate with one another.

The wishes and feelings of children and young people are vital elements in assessing risk and formulating safeguarding plans and must always be sought and given weight, according to the understanding of the child. However, it remains the adults' responsibility to take action to ensure the child's safety.

### 4.2 Recognising Abuse

Abuse can take many forms and it may be regarded not only as the commission or omission of an act, but also as the threat or risk of such. If a child/young person is led to believe that they will be abused this is in effect the equivalent of the abuse taking place. References to historic abuse may be disclosed and these should be acted upon in accordance with this procedure.

**Physical abuse** is non-accidental harm to a person caused by the use of force, which results in pain, injury or a change in the person's natural physical state. Some examples are hitting, shaking, slapping, pushing, kicking and rough handling.

**Sexual abuse** includes rape and sexual assault or sexual acts. It may include non-contact activities, such as grooming, inciting a child/ young person to be sexually active, or viewing inappropriate images.

**Emotional abuse** is behaviour that has a harmful effect on a child/young person's emotional health and development. It can include conveying to the child/young person that they are unloved, worthless or valued only insofar that they meet the needs of another person; or inappropriate expectations of the child/ young person in terms of their age or development. Emotional abuse may include the use of threats, humiliation, intimidation, coercion or verbal abuse, and bullying.

**Neglect** is the persistent failure to meet a child/young person's basic physical and/or psychological needs, and is likely to result in the serious impairment of their health or development. It can include failing to provide adequate food, shelter and clothing; failure to protect the child or young person from harm; or neglect of, or unresponsiveness to basic emotional needs.

### ***Signs and indicators of abuse***

Some of the more obvious signs of abuse may include the following:

- Unexplained or repeated injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- Someone else expresses concern about their welfare.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Appears anxious or frightened.
- Engagement in sexually explicit behaviour.
- Difficulty in making friends or is prevented from socialising with others.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason; frequently hungry.
- Becomes increasingly dirty or unkempt.
- Changes in style of dress
- Very low self-esteem.
- Self-harming behaviour.
- Making explicit extremist views/ visiting extremist websites

It should be recognised that this is not a definitive list and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of staff or volunteers to decide that abuse is occurring but it is their responsibility to act on any concerns by reporting it.

### ***Other forms of abuse***

Underground Lights staff and volunteers should also be aware of the following types of abuse:

**Female Genital Mutilation** – which where it affects under 18 year olds should be reported immediately to the Police (101, unless they are in immediate danger in which case call 999). [FGM Mandatory reporting duty \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

**Radicalisation and being drawn into terrorism** – S.26 of the Counter Terrorism and Security Act 2015 recognises that some young people are at greater risk of harm from radicalization, and that safeguarding is the process of protecting vulnerable people from all forms of abuse, including being drawn into terrorist related activity.

There is an expectation that concerns about a young person being radicalised should be reported via a safeguarding alert. The police may also be contacted for advice on their non-emergency 101 number.

**Domestic Abuse, Stalking and “Honour-based” Violence** Domestic abuse is defined as “any incident of threatening behaviour, violence or abuse between people who are or who have been intimate partners or family members, regardless of gender or sexuality”. Some children and young people may be at particular risk of forced marriage, female genital mutilation or “honour-based” violence.

Children and young people may suffer significant harm by seeing or hearing the ill treatment of others (S.120 Adoption & Children’s Act 2002). It is important to be mindful of any exposure children and young people may have to domestic abuse, even where they are not the immediate victims.

#### **External factors that can influence the risk of abuse**

- Parental substance misuse.
- Domestic violence.
- Social exclusion and isolation.
- Stigma and discrimination.
- Being the focus of anti-social behaviour (and bullying).
- Overcrowded living arrangements.
- Insecure living conditions, homelessness.
- Economic insecurity.

#### **4.3 Significant harm**

Significant harm may arise from abuse and safeguarding actions are intended to protect children and young people from ill treatment and prevent the impairment of the child or young person’s health and development.

#### **4.4 Responding to disclosure, suspicion or an allegation of abuse of a child or young person**

Although Underground Lights does not work with people under the age of 18, we recognise that we have a wider duty of care to the people using our services who have children or who have access to children. Suspected abuse could be committed by someone who is not a member, employee or volunteer of Underground Lights.

#### **4.5 Responsibility to children and young people**

It is not an employee or volunteer's responsibility to decide whether a young person is being, or has been abused or whether or not someone poses a real risk to a young person's welfare.

It is, however, each employee's responsibility to take action to prevent the suffering of a young person if information is obtained that indicates abuse may have occurred, or could occur.

***Even if you have heard only rumours of abuse or you have a suspicion but do not have firm evidence you should still raise your concerns with staff/management and follow the guidelines and procedures as set out above.***

If there is immediate danger or someone needs urgent medical attention:

- Call the police or an ambulance and then contact a member of Underground Lights staff or a trustee.

If no one is in immediate danger and the child or young person is present:

- Ensure the child or young person is as safe as possible and that they do not return to a situation which exposes them to risk. Then follow the steps below.

If no one is in immediate danger and the child or young person is NOT present:

- Tell a member of management staff about your concern. This should be done immediately.
- If management staff are not available, contact a trustee.
- Make a note of what has happened; what you have been told; what you have seen in as much detail as possible. This should include what was seen/heard and the reasons for the concern or allegation; it should also include date, time and place of the alleged incident/abuse.
- Listen carefully.
- Remain calm and try to be reassuring; don't be judgemental or show your emotions.
- **Do not** attempt to investigate the matter yourself.
- If you do need to clarify the concern, ask non-leading questions. For example "Can you tell/ describe what happened?"; "when did it happen?" etc. so that you are in a better position to inform management and authorities. Be careful you do not start investigating the matter yourself.
- Explain what actions will be taken.
- Keep an accurate record of your conversations and the actions and decisions taken by yourself and others.
- **Do not** confront anyone who is alleged to be responsible for what has happened, and do not tell them that allegations have been made about them.
- If there is the possibility that a criminal offence has been committed, do not tamper with or move any potential evidence and don't clean up.
- If you think a criminal offence has been committed, tell your manager and call the police.

- Be mindful that information relating to child safeguarding issues can be highly sensitive; ensure any records are kept safe and confidential at all times and ensure any conversations are made in appropriate locations to avoid being overheard and breaching individuals' privacy.
- **Do not** promise the child or young person you can keep the alleged abuse secret.
- No one should ever delay emergency action to protect a child or young person and you must not try to investigate the matter on your own, as staff and volunteers are not equipped or qualified to do so.
- It is essential that an employee/volunteer shares any concerns relating to the abuse of a child or young person immediately with management.
- The purpose of the discussion between the employee/volunteer and management staff is to clarify the cause for concern and to decide whether there are sufficient grounds to refer to the relevant safeguarding authorities. Underground Lights management will be responsible for making this referral.

This policy should be read alongside our other policies and procedures.

## References

### Legal & Policy Framework for Safeguarding

#### Safeguarding Adults

**No Secrets:** Guidance in developing and implementing multi agency policies and procedures to protect vulnerable adults from abuse. DH March 2000

**Safeguarding Adults:** Advice and guidance for Directors of Adult Social Services  
<http://www.adass.org.uk/> DH 2013

Statement of government policy on adult safeguarding. DH 10<sup>th</sup> May 2013.

This sets out the six key principles of adult safeguarding:

- Empowerment (presumption of person-led decisions and informed consent)
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

**The Care Act 2014** <http://www.scie.org.uk/care-act-2014/safeguarding-adults/>

The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect. Local authorities have new safeguarding duties. They must:

- lead a multi-agency local adult safeguarding system that seeks to prevent abuse and neglect and stop it quickly when it happens
- make enquiries, or request others to make them, when they think an adult with care and support needs may be at risk of abuse or neglect and they need to find out what action may be needed
- establish Safeguarding Adults Boards, including the local authority, NHS and police, which will develop, share and implement a joint safeguarding strategy

- carry out Safeguarding Adults Reviews when someone with care and support needs dies as a result of neglect or abuse and there is a concern that the local authority or its partners could have done more to protect them
- arrange for an independent advocate to represent and support a person who is the subject of a safeguarding enquiry or review, if required.

Any relevant person or organisation must provide information to Safeguarding Adults Boards as requested.

## **Safeguarding Children**

### **Children Act 1989**

Section 17(1): it is the duty of every local authority to safeguard and promote the welfare of children within their area who are in need

Section 17 (10): a child is in need if they are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of development without the provision of services under part III of the Children Act 1989

Section 47 (1): where a local authority is informed or has reasonable cause to suspect a child who lives or is found in their area is suffering or likely to suffer significant harm they must make enquiries as they consider necessary to decide if they should take action to safeguard and promote the child's welfare.

### **Every Child Matters HM Govt 2006**

Sets out how to report concerns about child safeguarding

### **Working Together to Safeguard Children: HM Govt March 2013**

### **Children Act 2004**

Section 10: sets out the local authority's duty to make arrangements to promote co-operation in safeguarding children (and establish Local Safeguarding Children's Boards).

The Local Authority designated Officer (LADO) should be advised within one day of any safeguarding concerns, and is available to provide advice and support to organisations.

Section 11 (4): sets out an organisation's responsibilities to safeguard and promote children's welfare. These include:

- The need to work effectively with the LCSB
- To ensure that staff and volunteers are aware of their responsibilities for safeguarding and promoting the welfare of children
- To ensure staff and volunteers know how they should respond to child protection concerns and make a referral to the local authority or the police
- Having a senior (board) level lead for the organisation's safeguarding
- Establishing a culture of listening to children and young people that takes their feelings and wishes into consideration

- Making arrangements which clearly set out the processes for sharing information with other professionals and the LCSB
- Having in place robust safer recruitment policies and procedures
- Having adequate support and supervision for staff, including safeguarding training
- Having clear policies for dealing with allegations against people working with children and young people.

### **Further resources**

- [Coventry City Council's safeguarding resources](#)
- [Warwickshire Safeguarding](#) and [WCAVA safeguarding resources](#).
- [Information Sharing Advice for Safeguarding Practitioners](#)
- [Strategy for dealing with safeguarding issues in charities \(Charity Commission\)](#)
- [Safeguarding Adults \(SCIE\)](#)
- [NHS safeguarding information and advice](#)

## Appendix 1: Safeguarding Referral Flowchart

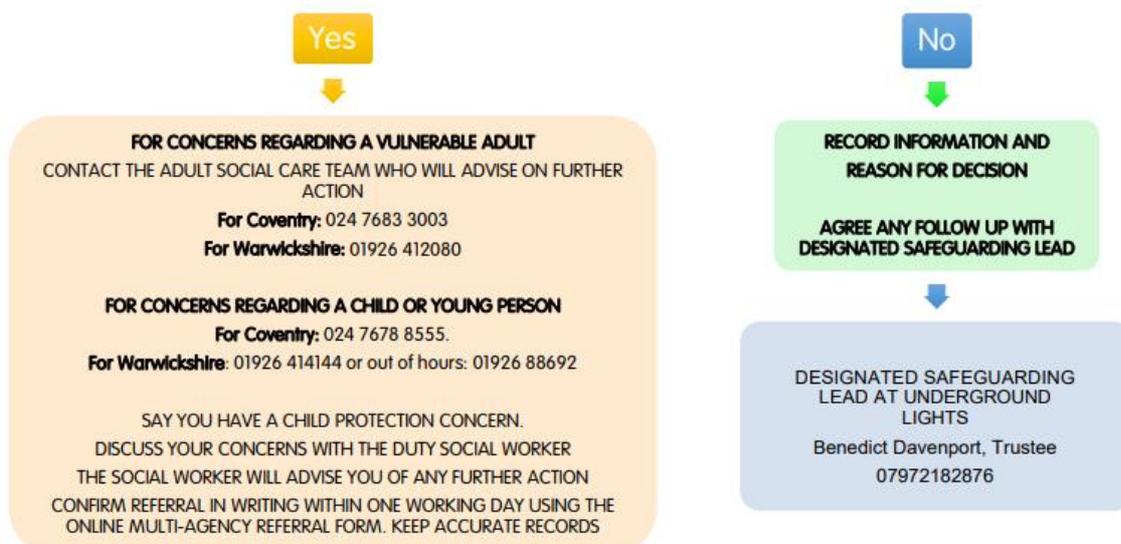
A copy of this flowchart will be given to all UL volunteers, staff and trustees as part of their induction and training.

Designated Safeguarding Officer (DSO): [Benedict Davenport](#) (Trustee)

Deputy Designated Safeguarding Officer (DDSO): [Beth Fiducia-Brookes](#) (Acting Artistic Director / CEO)

### Referral Process Safeguarding Flowchart What to do if you are concerned about a child or a vulnerable adult's welfare

- o Speak to the designated person responsible for safeguarding within your organisation.
- o Make a decision with the designated safeguarding lead on action to take. Do you need to involve external agencies?



## Appendix 2: Safeguarding Incident Forms

Staff and volunteers will be required to complete this form if they have a safeguarding concern. They will be informed of this procedure as part of their induction and training.

### Safeguarding – Incident Report Form

Please use the following template to record and report an incident or disclosure. Please send it to the senior staff member at UL with responsibility for safeguarding.

<b>Safeguarding Incident Recording Form (Part 1)</b>	
<b>Your Details:</b>	
<ul style="list-style-type: none"> <li>● <b>Name:</b></li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Job Role</b></li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Date</b></li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Contact Details</b> (Phone and email)</li> </ul>	
<b>Details of Incident / disclosure</b>	
<ul style="list-style-type: none"> <li>● <b>Date of initial raising of concern / incident</b></li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Who raised the concern?</b> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Contact details</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Who is the vulnerable person / child?</b> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Age (if applicable in the case of Under 18)</b></li> <li>○ <b>Contact details</b></li> <li>○ <b>Parents contact details</b></li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>● Where did the incident occur?</li> </ul>	
<ul style="list-style-type: none"> <li>● When did the incident occur? <ul style="list-style-type: none"> <li>○ Date and time</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● What happened?</li> </ul>	
<ul style="list-style-type: none"> <li>● Were there witnesses? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Age (if applicable in the case of Under 18s)</li> <li>○ Contact details</li> </ul> </li> </ul>	
After the incident/ disclosure	
<ul style="list-style-type: none"> <li>● Were there any witnesses to the referral? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact details</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● Who have you discussed this incident with? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact details</li> </ul> </li> </ul>	
<p><b>Please save this report securely and send it immediately to:</b></p> <p><a href="#">Beth Fiducia-Brookes</a></p> <p><a href="mailto:Beth.fiducia-brookes@undergroundlights.org">Beth.fiducia-brookes@undergroundlights.org</a></p> <p>Or</p> <p><a href="#">Benedict Davenport</a></p> <p><a href="mailto:benedict.davenport@crisis.org.uk">benedict.davenport@crisis.org.uk</a></p>	

- Take all complaints, allegations or suspicions seriously;
- Ensure the immediate safety of the person affected;
- Stay calm, and offer support and reassurance to the person making the disclosure;
- Do not make any promises regarding confidentiality;
- Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable);
- Explain what you will do.

## Safeguarding Incident Recording Form (Part 2)

### Detailing discussion with Multi Agency Safeguarding Hub

To be used in conjunction with Template 1

<b>Your Details:</b>	
• <b>Name:</b>	
• <b>Job Role</b>	
• <b>Date</b>	
• <b>Contact Details</b> (Phone and email)	
<b>Details of Incident / disclosure</b>	Refer to Template 1
• <b>Name of Victim</b>	
• <b>Date of incident</b>	
<b>Notes on discussion with MASH</b>	
• <b>What was discussed</b>	
• <b>Agreed outcomes</b>	
• <b>Further action</b> <ul style="list-style-type: none"><li>○ <b>By whom?</b></li></ul>	
<b>Please save this report securely and send it immediately to:</b>  <a href="#">Beth Fiducia-Brookes</a>  <a href="mailto:Beth.fiducia-brookes@undergroundlights.org">Beth.fiducia-brookes@undergroundlights.org</a>  Or  <a href="#">Benedict Davenport</a>	

[benedict.davenport@crisis.org.uk](mailto:benedict.davenport@crisis.org.uk)