

## Safeguarding Children, Young People and Adults Policy

### Summary Purpose

In order to attain the highest standards of safeguarding practice, all personnel need to be vigilant in adhering to this policy and also assessing the safeguarding risks of their own work and activities where relevant. It is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

Robust safeguarding policies and practices are essential in helping to ensure everyone is safeguarded whenever they have any involvement with the Charity

When referring concerns to a Deputy for Safeguarding: All internal safeguarding referrals must be done initially by phone, and then confirmed in an email headed Safeguarding Concern. It is the person's, with the concern, responsibility to check and confirm the email has been received by the relevant Deputy for Safeguarding.

### **Policy Date**

This policy was agreed by the Board of Trustees and disseminated on 17 October 2024

Approved by the Board of Trustees:



Signed:

Name: Claire Tavernier  
Chair of Trustees

### **Policy Review Date: January 2025**

(This date may change if there are substantial legislative, organisational or practice changes.)

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## About this policy

The Film and Television Charity recognises that the welfare of all children, young people and adults at risk, is of paramount importance and that everyone has equal rights of protection. The Charity has a duty of care to safeguard all those with whom it has contact: beneficiaries, personnel, contractors, partners, stakeholders, donors, commercial office tenants, and the general public. Safeguarding is at the heart of everything the Charity does and every effort is made to provide a safe and caring environment and culture for everyone involved with its various services, activities, contracts and services.

This policy is developed in line with the safeguarding requirements of the Charity Commission and the under-pinning key legislation, government and statutory guidance for adult and child safeguarding across England, Wales, Scotland and Northern Ireland where the Charity operates.

This policy also reflects the local multi-agency arrangements of Safeguarding Partnerships, Boards and Committees across the UK. Across all four countries the key principle is that safeguarding is everyone's responsibility and each individual and organisation should play their full part; and have a child-centred and adult focused approach at all times.

This policy should be read in conjunction with the Charity's other Standard Operations Procedures and other relevant policies:

Break in Confidentiality,  
Bullying and Harassment,  
Complaints,  
Data Protection,  
Equal Opportunities,  
Lone Working,  
Recruitment and Selection policies

The responsibility for safeguarding is with the Board of Trustees. Safeguarding is on the Board's risk register and a standing item on each quarterly Board meeting agenda when the Strategic Lead for Safeguarding presents their report. This policy is approved by the Board of Trustees and will be reviewed and updated annually, or sooner if there are substantial legislative, organisational or practice changes.

It is given to all personnel through induction, training and supervision. This policy is also publicly available on the Charity's website.

The risk register says:

*There is a risk that a beneficiary, personnel, or a member of the public comes to harm as a result of abuse or exploitation or the mismanagement of stress or wellbeing. If somebody is harmed there is the additional risk to reputation and an associated risk to finances, should a criminal case be brought to court or a civil claim be made against the Charity. The Charity considers the risk of Terrorism activity to be low, but is mindful that it may happen in any organisation at any time, including partners and external providers*

*The mitigation of risk includes:*

- *Robust, legally compliant safeguarding policy and procedures, including a Code of Conduct for all personnel*
- *Clear roles and responsibilities for all roles across the Charity, including Trustees knowing and understanding their legal obligations*
- *A comprehensive safeguarding induction and training programme for all personnel*
- *Rigorous safer recruitment processes for all personnel with interviewers attending appropriate training*
- *Quarterly safeguarding reports to the Trustees for discussion and scrutiny*
- *Annual review of all the above or if a serious incident or near miss occurs*

All personnel will be given a summary and access to this full Safeguarding Policy upon appointment, and thereafter annually. They will sign to say they have read, understood, and will comply with, the Charity's safeguarding policy, procedures and Code of Conduct.

Failure to comply with this policy will be investigated by the Charity and may result in disciplinary proceedings.

When there are concerns about the welfare of any, child, young person or adult at risk, all personnel are expected to share those concerns with a Deputy Lead for Safeguarding without delay.

**The Charity aims to:**

- ensure all the Charity's services are available to any eligible beneficiary over 18 years old, regardless of their status
- treat everyone with respect across all its services and activities,
- carefully and equitably recruit and select all staff whether paid or unpaid,
- respond to all safeguarding concerns and allegations, appropriately and without discrimination
- always operate ethically and within the law

## **Context**

The Film and Television Charity (the Charity) is a registered Charity, 1099660 and a company limited by guarantee, 04816786; both registered in England and Wales. The Charity works in England, Wales and Scotland. It also works in Northern Ireland, mainly with stakeholders and not beneficiaries or front-line workers. The Charity is registered with the Information Commissioner's Office (ICO) number Z9128133 and carries employees' professional indemnity and public liability insurance to cover all its services and activities.

### **The Charity's charitable aims are to:**

- support those facing disadvantage
- prevent or relieve financial hardship
- promote physical, mental and social wellbeing
- promote equality, diversity and inclusion, by reducing, preventing and discouraging discrimination and the resulting barriers in the industry.

### **The Charity's long-term mission:**

The Charity offers everyone working in film and television a community to belong, and wants to make work better. The goals are to:

- offer a helping hand
- catalyse change

### **The Charity's vision and goals are a combination of:**

- direct action to support individuals during times of need, including financial assistance, counselling and advice, and signposting to specialised help
- supporting individuals and grassroots organisations dedicated to improving the lives of industry workers
- working with organisations across the industry to drive widespread, meaningful change
- encouraging everyone in the industry to take part in and champion better, more inclusive working practices.

### **The Charity's services include:**

- a 24 hours support line and live chat
- legal advice
- online resources including a freelancer wellbeing hub
- bullying services including an in-house bullying advice service
- packages of bespoke support including stop-gap grants, work and wellbeing support
- a Toolkit to support mentally healthy work practices in film and television production
- networking events and masterclasses
- grants to support and develop peer networks

## **Complaints**

The Charity always takes complaints seriously. Whenever safeguarding concerns are raised via the complaints process, this policy will be checked and followed at all times before proceeding with the Charity's Complaints Policy.

## Named Persons for Safeguarding

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### All Trustees

The strategic responsibility for safeguarding is ultimately shared at the Board level by all Trustees. Safeguarding is on the Board's risk register and a standing item on each quarterly Board meeting agenda when the Strategic Lead for Safeguarding presents their report.

### The named Trustee for safeguarding is:

Name: Richard Peters

Contact details: [Richard.peters@filmtvcharity.org.uk](mailto:Richard.peters@filmtvcharity.org.uk) 020 7437 6567

### Interim Strategic Lead for Safeguarding is:

Name: Manie Moolman

Job role: Head of Support Services

Contact details: [manie.moolman@filmtvcharity.org.uk](mailto:manie.moolman@filmtvcharity.org.uk) 020 3927 9882

### Interim Operational Lead for Safeguarding is:

Name: Kay Abbott

Job role: Financial Wellbeing Specialist

Contact details: [kay.abbott@filmtvcharity.org.uk](mailto:kay.abbott@filmtvcharity.org.uk) 02039 279 883 / 07384 816 624

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Further advice on specific concerns can be obtained from our external consultants Safe CIC during office hours on 01379 871091 or [advice@safecic.co.uk](mailto:advice@safecic.co.uk)

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## **Roles and Responsibilities for Safeguarding**

### **The Named Trustee for Safeguarding will:**

- be known to all personnel with contact details;
- ensure the Board follows the Charity Commission's safeguarding guidance;
- ensure safeguarding is a shared responsibility and that the safeguarding report is a standing agenda item for Board meetings;
- ensure any needs for resources are funded to maintain robust standards of safeguarding across the Charity;
- liaise with, and support, the Strategic and Operational Lead and Deputies for Safeguarding with regards to any issues arising around personnel or the Charity's operations;
- ensure the Company Secretary on behalf of the Trustees, reports any serious incidents or events, where any Charity beneficiaries, staff, volunteers, personnel, services, assets or reputation have been harmed; or such incidents which involve partners to the Charity Commission for England and Wales immediately they come to light. (This should be actioned in line with legal advice)


### **The Strategic Lead for Safeguarding will ensure:**

- this policy is kept up to date with the associated policy links, legally compliant and annually reviewed, or more often if serious incidents or those which involve partners occur; ratified by the Board and legally compliant,
- any subject requests are managed appropriately by seeking advice of the relevant statutory agencies,
- all new job roles are risk assessed by HR and correctly eligibility checked for Disclosure & Barring Service (DBS) checks in line with the Rehabilitation of Ex-offenders Act 1974 as amended,
- safeguarding training is delivered and certificated for all personnel as relevant,
- that, for any lone or one-to-one work and other activities which carry a higher safeguarding risk, line managers carry out safeguarding risk assessments and address any risks identified,
- that safeguarding risk assessments are carried out for all activities involving beneficiaries,
- prepare an overview quarterly safeguarding report for the Trustee for Safeguarding as a standing item on the Trustees' meeting agenda which will include:
  - scrutinising the Charity's risk register regarding safeguarding
  - an update of any changes in safeguarding legislation, statutory guidance and regulatory requirements
  - statistics, for both the Charity and the external services providers: of concerns raised, personnel allegations and complaints made, any incidents of bullying and sexual harassment, referrals to the statutory agencies or the Charity Commission (including any for PREVENT),
  - any outcomes and emerging themes or learning relevant to the Charity, actions to be taken from learnings, assigning responsibilities and timeframes to implement,
  - statistics of personnel recruited, inducted, trained and any relevant safeguarding updates given
  - an overview and update of what the Charity offers all personnel to support their health and welfare
  - anything else relevant at the time

**The Operational Lead for Safeguarding will:**

- liaise with the Deputies for Safeguarding to monitor, review and risk assess any safeguarding concerns about any of the Charity's beneficiaries, personnel,
- leading on escalating any safeguarding concerns, including reporting to the necessary agencies and internally with the Charity,
- managing record keeping for all reported concerns,
- liaise with external statutory agencies, the CEO and Trustee for Safeguarding regarding any allegations or complaints against personnel, or when safeguarding issues may attract media attention or litigation

**The Deputies for Safeguarding will:**

- be known to all personnel with contact details,
  - be readily accessible by phone to all personnel during office hours,
  - listen and offer advice and support to all personnel when needed,
  - refer any safeguarding concerns regarding children, young people or adults at risk in line with this policy,
  - assess and monitor risk of individual cases and raise a professional difference of opinion with social care services if needed,
  - liaise with external statutory agencies as required.
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## **Definitions**

### **1. Health and Welfare, Safeguarding and Protection**

For the purposes of this policy:

- **Health and Welfare**

is a broad concept applying to everyone to which the following contribute: personal dignity, physical and mental health, protection from abuse and neglect, control over day-to-day life, participation in work, education or recreation, social and economic factors, domestic, family and personal life, suitable accommodation and making a contribution to society. This includes everything the Charity does for beneficiaries and personnel which contribute to promoting their health and welfare. If there are concerns about a competent adult, or if adult social care services judge the person does not meet the definition of adult at risk, Charity personnel will signpost the individual to the local relevant services.

- **Safeguarding**

is the overarching term to describe everything that is in place to keep at risk groups safe from harm. This includes everything the Charity does which contribute to helping keep everyone safe

- **Protection**

refers to the actions taken to protect specific children, young people or adults at risk who are suffering, or are likely to suffer, significant harm. All personnel should refer any concerns immediately to a Deputy for Safeguarding if they feel a child, young person or an adult at risk is suffering, or likely to, suffer harm.

### **2. Charity Personnel**

For the purposes of this policy, the term personnel refers to all those working for the Charity, paid and unpaid: staff, volunteers, Trustees, students, consultants, work placements, interns and apprentices

### **3. A Child or Young Person**

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article 1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

### **4. An Adult at Risk**

There is no single law that defines an adult at risk across the UK. An adult at risk is a person over the age of 18 years (16 in Scotland) and is:

- having needs for care and support, and
- experiencing, or is at risk of, abuse and neglect and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

It is important to note that all concerns about any adult comes into the remit of this policy and, at the point of a Deputy for Safeguarding making an external referral, it is the role of adult social care services to decide if the adult involved falls within this definition of adult at risk

### **5. Mental Capacity**

The primary purpose of mental capacity legislation across the UK is to promote and safeguard decision-making within a legal framework. There is always presumption of capacity – every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise. This means that it cannot be assumed that someone cannot make a decision for themselves just because they have a particular medical condition or disability. It is a criminal offence for anyone to knowingly ill-treat or wilfully neglect a person who lacks capacity.

It is important to note that, at the point of a Deputy for Safeguarding making an external referral, it is the role of adult social care services to judge if the adult involved may lack capacity. Only a court of law can make the ultimate decision about capacity.

## **6. Confidentiality**

This policy is in line with government guidance about confidentiality and these details will be made available to all personnel and beneficiaries

The Charity fully endorses the principal of the welfare of children, young people and adults at risk, overrides any obligations of confidence that may be held to others. No one working, or involved, with the Charity can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis. Maintaining confidentiality should not be a barrier to safeguarding someone’s welfare or safety, refer to the Charity’s Breaking Confidentiality Policy for more detailed guidance

## **7. Consent**

Consent can be complex as it relates to a person’s age and mental capacity. It can also be withdrawn at any time. When consent is required for any care, activity or intervention the Charity will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding. All personnel will be mindful of Mental Capacity Legislation and supporting, wherever possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded. In the rare circumstances where there are concerns about the dependents of beneficiaries or personnel, who are under 18 years old, the Charity will ensure it fulfils its obligations in seeking consent from those who have parental responsibility unless to do so would place a child or young person at risk of harm.

## **8. Data Protection**

The Charity’s Data Protection Policy details how any personal information, by which an individual can be identified, for example, name, address, and email, is managed in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR). The Charity will only share personal information with any third party in accordance with that policy (or any supplemental privacy notice governing specific acts of processing by the Charity) and where permitted or required by law.

The Charity’s Data Protection Policy outlines how long records are kept.

All safeguarding records of concern for children, young people and adults at risk are kept for 10 years or, in the cases of children or young people, until s/he is 25 years old whichever is the longer.

In the cases of founded allegations against personnel, these will remain on the relevant personnel files for 10 years or until normal retirement age.

## **Bullying and Harassment towards Beneficiaries**

Bullying and Harassment come into the scope of this policy in line with Charity Commission guidance and this section applies to any bullying and harassment concerns towards beneficiaries.

Any referrals for cases of the bullying and harassment between personnel should be made to the Charity's HR department in the first instance, and if HR considers the concerns as having safeguarding implications they will consult with a Deputy for Safeguarding. Please refer to the Charity's Bullying and Harassment policy for guidance.

The Charity recognises that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- culture
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity,
- race
- religion or belief
- sex
- sexual orientation

The Charity is committed to providing equal opportunities across all its activities with beneficiaries and also throughout employment including the recruitment, training and promotion of employees and the elimination of discrimination in the workplace. All personnel have a responsibility to ensure that the Charity's Equal Opportunities policy is properly observed and fully complied with and not to discriminate against or harass others. Any comments and actions that contribute to discrimination, harassment or victimisation are never acceptable and will be challenged.

Bullying and harassment might be motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability, and can take many forms including:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact,
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites,

Bullying and harassment, physical and/or emotional abuse will not be tolerated, whether directed at children, young people, adults at risk or personnel. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people or adults at risk are engaging in bullying or harassment it is also a safeguarding concern.

The Charity will, for all cases involving beneficiaries:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment,
- report all incidents of bullying or harassment observed or disclosed, to a Deputy who will take the appropriate action,
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment,
- record all incidents with observations and witness statements, and action taken, signed, timed and dated.

## **Recognising abuse in children, young people and adults at risk**

All personnel will receive safeguarding training to understand the more likely safeguarding concerns which will arise in their job roles including disclosure, mental health issues, harassment and bullying. It is very important for everyone to discuss any concerns with the Operational Lead or Deputies as soon as possible to avoid issues being missed and overlooked.

The following list is for guidance only. Some concerns may not be face to face but online and digital, so all must be taken equally seriously. It is important that all personnel are observant, listen to what is being said and think carefully about if they have concerns. For example, is what is being observed or said consistent with an injury that appears to be non-accidental?

- Alcohol and Substance misuse
- Breast Ironing
- Bullying
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Fabricated illness
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Gambling
- Harassment
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Peer on peer abuse, including bullying, sexual violence and upskirting
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Spiritual abuse
- Trafficking

## **Disclosures – what are they and how to handle them**

A disclosure of abuse may be made from someone telling you:

- they have been, or are being, abused
- they have concerns about someone else
- they are, themselves abusing or likely to abuse someone else

When a disclosure is made by a child, young person or adult at risk you must:

- never promise confidentiality
- take what is being said seriously
- listen carefully
- stay calm and reassure them that they were right to tell you
- not investigate nor ask questions

and always

- seek advice from a Deputy for Safeguarding without delay
- make a careful recording of anything you are told or observe, date and sign on the safeguarding incident form (see appendices)

## **Record Keeping**

At all times when required, and especially where there is a safeguarding concern, all personnel will make records which are:

- recorded on the Charity's safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
  - what has been monitored/observed
  - what has been said and by whom
  - what has given cause for concern
  - what action has and/or will be taken including the reason for those actions
  - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed, timed and dated by the person with the concern and co- signed by the Operational Lead or a Deputy for Safeguarding
- shared as appropriate by a Deputy for Safeguarding
- stored safely and securely by a Deputy for Safeguarding
- Beneficiary records in the Charity's Salesforce CRM will have a marker to flag there's been a concern, though the details of the concern will be kept separately, and the marker will only be visible to relevant personnel.

## **Information Sharing**

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or are at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. The decision to share written information, and with whom, will normally be undertaken by the Operational Lead or a Deputy for Safeguarding. The exception to this is those Charity personnel who may make their own referrals, including the Work & Welfare Advisors and the Bullying Advisors, where sharing information is an intrinsic part of any frontline personnel's job when working with at risk groups.

The GDPR and Data Protection Act 2018 does not prevent, or limit, the sharing of information for the purposes of keeping people safe. The Data Protection Act 2018 includes 'safeguarding of children and individuals at risk' as a condition that allows personnel to share information without consent information can

be shared legally without consent, if it cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk. Relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.

Caution needs to be exercised when an individual makes a subject access request for any safeguarding records. Information including concerns about an individual's welfare or allegations about the behaviour of personnel towards at risk groups can be withheld, especially if to do so would put someone at further risk of harm and if the police and/or social services have been involved. The Strategic Lead will contact the relevant agency for advice before any information is released. In the cases when some information can be released, details will be given of which questions need to be directed to the social services, the police or other agencies.

### **Sharing personal data with law enforcement authorities**

The Charity can share personal data with law enforcement authorities, such as the police, where it is legal, necessary and proportionate to do so.

UK data protection law provides a framework allowing personal data processed by the Charity to be shared with law enforcement authorities that need to process personal data for law enforcement purposes, such as the prevention, investigation and detection of crime.

In some cases it will be clear why the Charity needs to share personal data. In others the Charity may need to give careful consideration to its reasons for sharing. Common scenarios in which the Charity may need to share personal data with a law enforcement authority include the following:

- where a law enforcement authority asks the Charity to share personal data to help them investigate a crime; or
- where the Charity, of its own initiative, wishes to share personal data in order to report a crime to the police; or
- where the Charity receives a Court Order obliging it to share personal data with a law enforcement authority.

Before making any disclosure, the Charity must always be satisfied that sharing personal data with a law enforcement authority is lawful, proportionate and necessary. Individuals being asked to share should not assume that every request from the police to share personal data should be automatically complied with, or complied with in full. Each case warrants careful consideration and the Charity's response may depend on specific facts. Particular care should be taken where the Charity has been asked to share data relating to criminal convictions, alleged criminal behaviour, health, welfare, or other safeguarding issues. Even where the Charity decides that it can or must comply with a request it should still only share the minimum necessary amount of relevant and adequate personal data in response.

Normally a request from the police should be made in writing, signed by a senior officer, and contain sufficient detail about the nature of the information requested and why it is necessary for the prevention or detection of crime, so that the Charity is able to make an informed the decision about how it should respond.

Whenever personnel are considering making a disclosure of personal information to law enforcement authorities, that practitioner must refer the matter, including any written request, to the Charity's Data Protection Officer, before any disclosure is made [dpo@filmtvcharity.org.uk](mailto:dpo@filmtvcharity.org.uk).

## Responding to concerns – all personnel

All Charity personnel should understand and know how to share any concerns immediately with a Deputy for Safeguarding. Everyone, **must** follow these steps

### Step One:

**If you are worried a child, young person or adult at risk has been abused because:**

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else.

### Step Two:

Check this safeguarding policy for guidance. **Phone** a Deputy for Safeguarding without delay. If they are implicated, then talk to CEO and, if they are implicated, the Trustee for Safeguarding In all cases email them (headed **Safeguarding Concern**) afterwards and check they have received the message.

CONSULT,  
MONITOR  
AND RECORD

*Sign/Date/Time  
Include name  
and job role*

### Step Three:

A Deputy for Safeguarding should seek advice from and/or refer the concern to the relevant adult's or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

**For England and Wales**, in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

**Under "whistle blowing"**, anyone can refer directly to the Police, social care services, LADO, the Charity Commission, the charity Protect or the NSPCC (child concerns only) when they are concerned the Charity is not managing safeguarding concerns appropriately.

If the concern is about the welfare of a child or adult at risk from a regulated settings such as a school, college, health provider, GP practice, prison or social care setting, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Operational Lead or a Deputy for Safeguarding that you have referred a concern.

**Any consultations should not delay a referral.**

**In an emergency do not delay: dial 999**

## **Risk of immediate significant harm guidance**

### **Responding to concerns: Bullying Advisor / Work & Welfare Advisors**

These two job roles are in regulated activity (eligible for enhanced DBS checks) and are in the best position to make their own referrals to the external agencies. They will always record their concerns and actions on the safeguarding incident form and inform a Deputy for Safeguarding in line with this policy.

### **Responding to concerns: external providers**

Similarly, the external providers, who work on behalf of the Charity, are in the best position to make their own referrals to the external agencies. They will always record the concerns and their actions on the shared system and inform a Deputy for Safeguarding (the Head of Client Services in this case) in line with this policy. The providers are responsible for following up any actions in line with their own policy and continue to keep the Deputy for Safeguarding informed.

### **Remote lone and one-to-one working phone and meeting calls with beneficiaries**

If, on a phone or online meeting call, you judge that there is an immediate risk of significant harm including a risk to life or limb (e.g. suicide, murder, medical emergency) you must follow these steps.

- Encourage the client or any other person present to ring 999 immediately. You must call back after 5 minutes to check that they have been able to make the 999 call.
- If you judge that the client is not able or willing to make the 999 call, or has not done so when you call back, you must call 999. If possible, you should stay on the line with the client and use another phone to call 999. If you judge it safe to do so, tell the client this is what you are doing
- When you have called 999, and if you judge it safe to do so, let the client know that this is what you have done, and what will happen next.
- Contact your line manager, or a director, if not available, as soon as possible to discuss what has happened and agree next steps, including how this will be recorded and followed up.
- All these incidents must be reported a Deputy for Safeguarding

### **Face to face lone and one-to-one working and off-site meetings with beneficiaries**

It is important to note that personnel do not make home visits. In the rare circumstance it is deemed necessary that a home visit is needed, express permission would be needed from the Director of Impact and Innovation and the operational lead for safeguarding, being risk assessed and managed accordingly.

If, at any face-to-face meeting with a beneficiary, you judge that you are at risk you should first leave, then follow these procedures.

If you judge that there is an immediate risk of significant harm including a risk to life or limb (e.g. suicide, murder, medical emergency) you must follow these steps.

- Encourage the client or any other person present to call 999 immediately.
- If you judge that the client or any other person present cannot, or will not, call 999, you must call 999. You should tell the client what you are doing where it is safe to do so.
- Once you have rung 999, and if you judge it safe to do so, you will let the client know that this is what you have done, and what will happen next.
- Contact your line manager, or a director if not available, as soon as possible to discuss what has happened and agree next steps, including how this will be recorded and followed up.
- All these incidents must be reported a Deputy for Safeguarding



## Risk of significant harm (but not immediate) at any type of meeting with a beneficiary

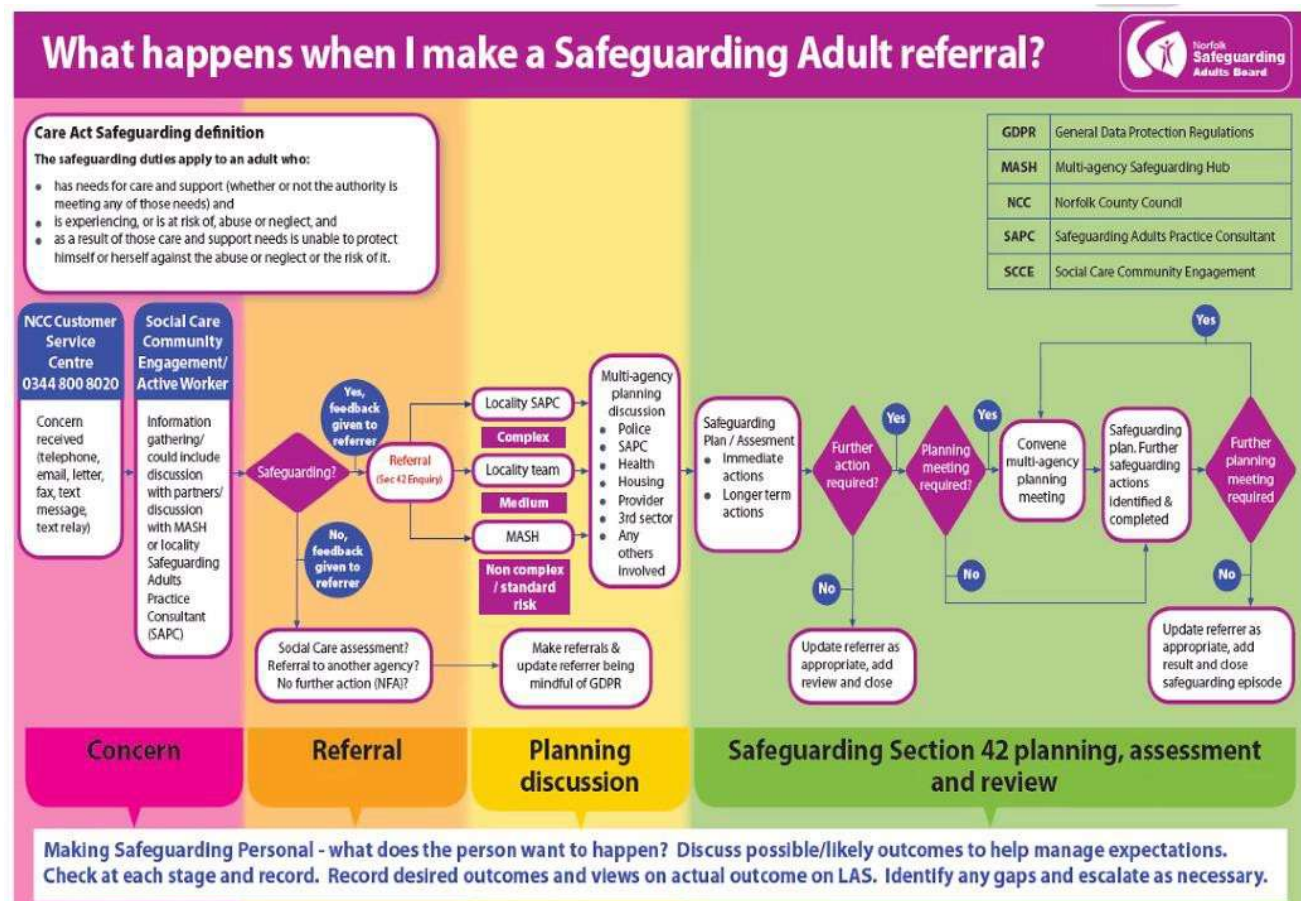
In all cases, if you judge that there is a risk of significant harm but that it is not immediate you must follow these steps:

- Tell the client and/or person with them/carer/family member that you need to discuss your concerns with a senior manager in the Charity. Do not tell the client if you think it isn't safe to do so.
- Contact your line manager, or a director if not available, as soon as possible to discuss what has happened and agree next steps, including how this will be recorded and followed up.
- All these incidents must be reported a Deputy for Safeguarding

## Media management

All safeguarding media enquiries will be handled by the PR department in line with the Charity's Crisis Comms Guide.

## What happens when I make a safeguarding adult referral – example from Norfolk



## **Handling allegations and with complaints regarding personnel**

Regarding the handling of allegations, the dealing with complaints, claims of bullying and harassment or any disciplinary and grievance procedures regarding personnel, then the Charity's safeguarding policies and procedures are in line with the statutory guidance and Charity Commission guidelines. They are also in line with the Charity's disciplinary, complaints and grievance procedures. These are all available to all personnel.

**This safeguarding policy should be referenced before any other charity procedures are followed to ensure the correct steps are taken if there are any safeguarding issues involved.**

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice by any personnel towards beneficiaries, at risk groups or other personnel, this policy will be checked and followed at all times before proceeding with the Charity's procedures. The Operational Lead or a Deputy for Safeguarding, CEO or Trustee for Safeguarding, as appropriate will, in all cases where at risk groups are involved, discuss the situation with (the Local Authority Designated Officer, LADO, with regards to children England and Wales only) children's social care services (Scotland and Northern Ireland), adult social care services and / or the police before making an open decision about the best way forward. In cases where personnel are affected, local police should normally be contacted to check if such behaviour is a criminal matter

In the case where the Operational Lead is implicated, the CEO should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Trustee for Safeguarding. If there is a belief that the concern has not been taken seriously or acted upon then any one can "Whistleblow externally".

With regards to disciplinary and grievance procedures, the Charity will take no steps until the matters have been fully discussed and a strategy agreed with (the Local Authority Designated Officer, LADO, with regards to children England and Wales only), children's social care services (Scotland and Northern Ireland), or adult social care services and / or the police before making an open decision about the best way forward

For safeguarding allegations, the possible outcomes are:

- Substantiated: there is sufficient evidence to prove the allegation,
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation,
- False: there is sufficient evidence to disprove the allegation,
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence, or,
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.
- 

Other than where allegations are false, malicious, unsubstantiated, or unfounded, the outcome should be made clear when providing references to prospective employers.

The Company Secretary is responsible for making referrals to:

- the Charity Commission if the incident is serious and needs to be reported,
- the Disclosure and Barring Service for those roles in regulated activity and subject to an enhanced DBS check,
- any professional body,

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy

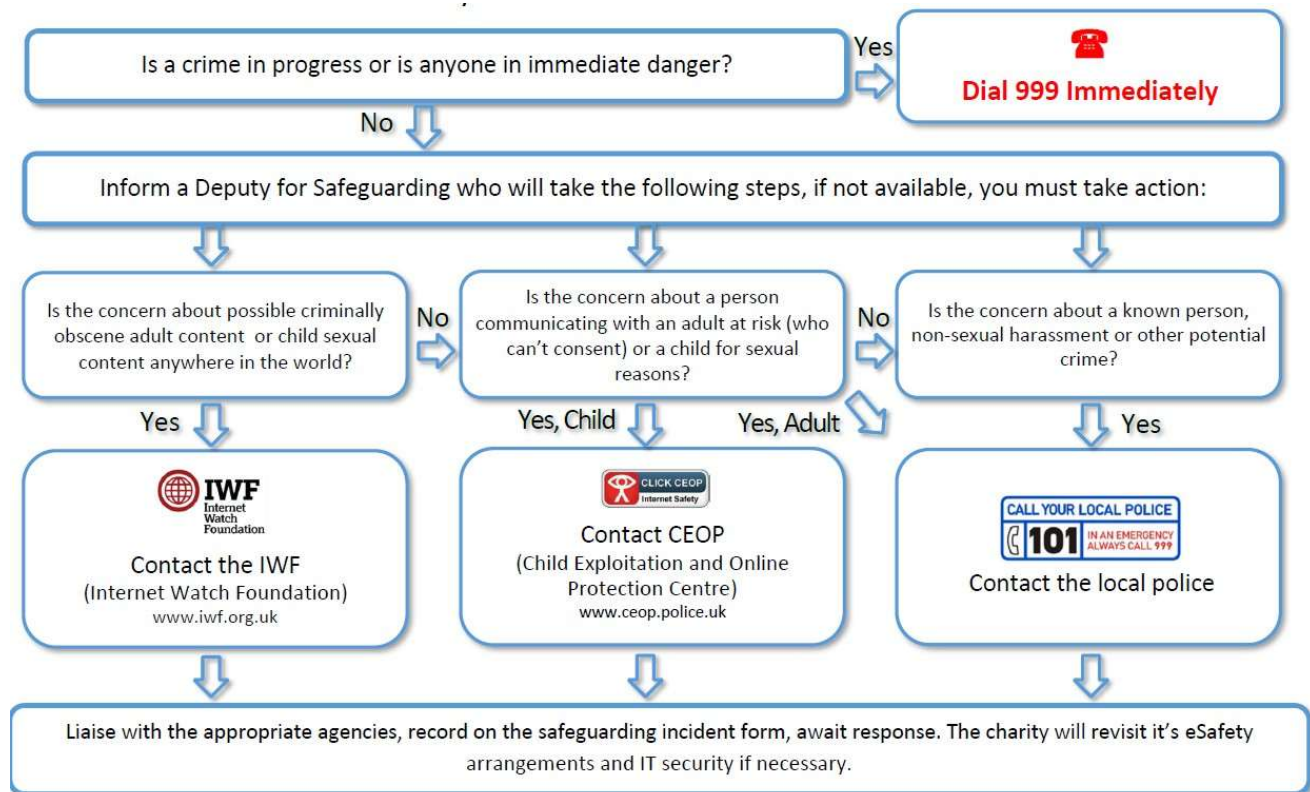
There are many potential risks including:

- accessing inappropriate or illegal websites.
- identity fraud for money transactions.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs, radicalisation or other crimes.
- financial loss from gambling
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- inappropriate relationships or prostitution.
- overspending on shopping sites.
- radicalisation
- receiving unwanted or upsetting texts, e-mail messages or images.
- sending bullying messages or posting malicious details about others.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.

Concerns may be raised when a beneficiary or colleague:

- is becoming secretive about where they are going to or who they are meeting.
- will not let others see what they are accessing online.
- is accessing websites which encourage radicalisation, drug misuse or suicidal ideation etc and are not from a recognised provider such as gov.uk or nhs.net
- receives unexpected money or gifts from, or gives money to strangers
- does not appear to have the money they should have.
- meets and befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to the children, young people or adults they work with on their personal social media pages.
- is secretive about what they are doing and who they are meeting.

## eSafety flowchart



## **Working practices where safeguarding concerns need special consideration**

### **Public activities, events and visiting speakers when children or adults at risk attend**

When the Charity hosts or organises events at which children or adults at risk may attend, we are committed to:

- ensuring that those who run the activities, events or attend as speakers have the expertise, knowledge and skills to do so properly,
- completing a safeguarding risk assessment,
- risk assessing any changes being made to activities or events involving specifically children, young people and adults at risk,
- completing a safeguarding risk assessment which involves identifying risks and the means of reducing or eliminating those risks for the activities or events, including updating any changes, for activities or events involving specifically children, young people and adults at risk,
- for events attended by the public, having a written plan in place if the event or activity has to be cancelled or in an emergency.

### **Buildings and Venues**

Safeguarding risk assessments are carried out on all building and venues used by the Charity and covers:

- access and security, especially how people enter and leave the building
- signing in protocol
- use of CCTV
- management and supervision
- health and safety
- First Aid cover
- cleaning and maintenance
- toilets and other facilities
- catering
- any outside space
- car parks
- lighting

When letting rooms to external partners, clarify the expectations that they have similar arrangements in place for activities or events involving specifically children, young people and adults at risk including the need for any performance or other licences

### **Ethical Fundraising and Industry friends**

The Charity is committed to all fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

The Charity expects all those who raise money on its behalf or donate money in any capacity to work within the law at all times and share the same values as the Charity. If Trustees are unhappy with the behaviour of an organisation for any reason, including how and when the money was raised, they can decide to refuse or return the monies if they consider it to be in the best interests of the Charity in accordance with the Donor Acceptance Policy.

## **First Aid**

The Charity's First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate first aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

The Charity undertakes to ensure there is always a trained First Aider on site at its own venues or, if other venues are used, that they have appropriate first aid cover.

The Charity also provides training and guidance to the relevant personnel on dealing with hazardous materials such as blood, other bodily fluids and chemicals. It also ensures there is sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the Charity's First Aid and Incident/Accident books and reported to the Health and Safety Executive if of a serious nature.

## **Independent Contractors and Partners**

All independent contractors and partners that the Charity works through are expected to have their own robust safeguarding arrangements: policy, procedure, safer recruitment process and code of conduct in line with this legislation and guidance, including those of any relevant Regulatory Bodies across the UK.

If any serious safeguarding incidents involving the Charity's personnel or beneficiaries occur, which either pose reputational risk to the Charity or may have to be reported to the Charity Commission, all contractors and partners are expected to contact a Deputy without delay.

## **Mental Health Beacons**

The Charity's Mental Health Beacons will follow this safeguarding and the Break in confidentiality policy when offering welfare support and address any concerns about the welfare of colleagues or their dependents in line with this policy.

## **Personnel Health and Wellbeing**

The health and wellbeing of personnel is of paramount importance to the Charity. The Charity does everything it can to support all personnel, with a dedicated internal HR team, structured line management in place, supervision and appraisal as relevant.

Those who are employed have the following benefits:

- 24 hours employees' assistance: legal, support
- Private medical insurance and cash benefit schemes
- Cycle to work scheme

The Charity also has trained employed personnel to act as "Mental Health Beacons", who volunteer to offer welfare support to all Charity colleagues, whenever needed.

## **Remote and Home Working**

The same principles of best and safer working practices apply to remote and home working. All personnel are expected to deal with information, calls and remote meetings securely and be mindful of the possible access to their devices by others in their homes.

When attending remote meetings, it is important for all personnel to:

- use the professional name they are known by in the Charity when they join the meeting
- wear appropriate work clothing
- and make sure they have no sensitive information or documentation visible on camera
- sit in a quiet area away from others in the household where possible,
- when working with beneficiaries ensure there are no images of their family or friends on display; ideally using a virtual backdrop.

Lone and One to One Remote Working with Beneficiaries:



A general risk assessment has been made to ensure:

- the service or activity provided is suitable for on- to-one working
- the lone worker has been recruited, trained and supervised to undertake this particular role,
- that health and safety issues have been identified and recommendations followed,
- safeguards are in place to protect individual's rights to safe working practice,
- safeguards are in place in relation to strategies for emergency situations,
- accurate and relevant written recording is maintained for the activity, signed, timed and dated by the personnel involved and their manager

### **Photography and filming guidance**

The use of photography and filming is really important to record the successes and achievements of the Charity and its services. It is vital to remember that photography can be also used and distributed inappropriately including on the Internet. It is therefore important to be clear about:

- the purpose of any filming e.g. the beneficiary's own record, media and publicity etc and how long images will be used and also destroyed,
- seeking beneficiaries' consent for any publication or media use or that of parents or guardian, if the subject of the photos is under 13,
- publishing only limited details alongside individual's photos in the media to avoid identification,
- taking photographs openly and away from secluded areas,
- the suitability of clothing,
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films.

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras.

### **Terrorism**

The Company Secretary will report suspicions or beliefs about terrorist financing offences as soon as is reasonably practicable to the National Crime Agency or a police officer. This is in order to comply with section 19 of the Terrorism Act 2000 (TACT). If concerned about an imminent threat to life and property, all personnel are expected to must contact the police immediately. Charity trustees, employees and volunteers are under a positive legal duty to report any belief or suspicion of terrorist financing offences to the police. If they do not, they may commit a criminal offence.

### **Transport**

No personnel in the Charity transport beneficiaries at any time.

### **Young People who Work for the Charity**

All young people who are undertaking volunteer work, apprenticeships or work experience within the Charity are included within this policy and their safeguarding as individuals is given the same importance as all young people the Charity comes into contact with. Any disclosures, observations of possible harm or concerning behaviour must be reported to a Deputy for Safeguarding immediately.

Young people will also require an induction program, in an age-appropriate way, that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all personnel induction. Information on the young person's contacts should be recorded as relevant e.g. parents, school representatives and any placement supervisors, with emergency contact numbers.

The Charity will check with the relevant Local Authority's Education Welfare Team to check what local arrangements are for working hours, what adjustments to work are required and also if an employment permit is required.

## **Induction and training for all personnel**

The Charity has a robust induction and training strategy. Dependent upon role, there is a probationary period of a minimum of 3 or 6 months with clear goals; and then appraisals or supervision meetings at regular intervals of 6 months with the relevant line manager. All new personnel will receive safeguarding induction as soon as possible and sign to record they have:

- received, understood and will comply with this policy
- been given the Staff Handbook and any relevant resources

Accredited prior learning will be assessed on a case by case basis.

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible:

| Training   | Induction                      | Basic Safeguarding Awareness                   | Safeguarding Training for all those who work directly with beneficiaries                             | Leading on Safeguarding Training  | Safer Recruitment   | Safeguarding Briefing and 5-Point Health Check | Free online FGM and PREVENT                          |
|--|--------------------------------|--|--|---|---|--|--|
| <b>Frequency</b>                                       | Within one week of appointment | Within 4 weeks of appointment<br>Every 2 years | Every 2 years  | Every 2 years   | All those who recruit at any level<br>Every 2 years   | Every 2 years                                  | No expiry, retake if legislation or guidance changes |
| <b>Personnel</b>                                       |                                |  |  |   |   |  |  |
| All Trustees, CEO and Senior Management where relevant | ü                              | ü  | <ul style="list-style-type: none"> <li>• Support Service staff</li> <li>• Incubator staff</li> </ul> | <ul style="list-style-type: none"> <li>• Head of Client services</li> <li>• Support Line Manager</li> <li>• Work/Wellbeing Advisors</li> <li>• Bullying Advisory Service</li> </ul> | <ul style="list-style-type: none"> <li>• All Directors</li> <li>• All Line managers</li> <li>• HR team</li> </ul> | ü  | ü  |
| Trustee for Safeguarding                               | ü                              | ü  |  |   | ü   | ü  | ü  |
| Operational Lead and Deputies for Safeguarding         | ü                              | ü  | ü  | ü   | ü   | ü  | ü  |
| All those who recruit                                  | ü                              | ü  |  |   | ü   |  |  |
| All those working directly with beneficiaries          | ü                              | ü  | ü  |   |   |  | ü  |
| All those just incidental contact with beneficiaries   | ü                              | ü  |  |   |   |  |  |



## **Safer Recruitment**

The Charity is committed to safe recruitment in line with the relevant legislation, government guidance and Charity Commission requirements for recruiting all personnel. This section should be read in conjunction with the Charity's Recruitment and Selection Policy.

Due to the nature of the Charity's work, there are only two roles which are in "regulated" activity and need an enhanced DBS check: the Bullying Advisors and the Work and Welfare Advisors. This means their direct line managers and the Trustees should be enhanced DBS checked. All other personnel should be checked at Basic DBS level.

The Charity achieves a high standard of safer recruitment by:

1. ensuring at least one person on each interview panel has undertaken Safer Recruitment training,
2. advertising vacancies with a clear commitment to safeguarding: *"The Film and Television Charity is committed to safeguarding and promoting the welfare of everyone who have contact with its services and personnel"*
3. assigning all posts detailed personal specification and job descriptions with a commitment to attending safeguarding training and comply with the Charity's Safeguarding Policy and Code of Conduct at all times,
4. obtaining full personal details via an application form with particular relevance to previous work with children, young people and adults at risk, applicable to the Charity for direct recruitment, otherwise recruitment agencies will be required to do this,
5. when a candidate is offered a role, the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended, *and*
6. for candidates who have a military background a further Military Convictions Declaration Form will be sent,
7. in cases of Trustees, asking them to confirm their eligibility to serve as a Trustee,
8. always taking up a minimum of two written references, one from the most recent employer or education establishment,
9. undertaking interviews based on the job description and personal specification including relevant safeguarding questions to assess applicant's attitude, behaviour and motivation for working with the Charity,
10. having sound procedures and recording for interviewing to ensure interviewers are satisfied, and can evidence that the applicant is appropriate and suitable comply with Charity's Safeguarding Policy and the Code of Conduct at all times,

Any appointment will only be confirmed subject to:

1. a satisfactory ID check including triangulating evidence of ID, the use of a UV lamp and reference to PRADO guidance when checking hard copy documents,
2. a satisfactory DBS check at the appropriate level, including a Certificate of Good Conduct for overseas applicants and the International Child Protection Certificate (ICPC) for anyone applying to work with under 18's and who has lived in the UK and also travelled overseas,
3. a follow up of written references by telephone, if relevant,
4. a check of essential, original higher level qualifications either hard copy or online via the relevant regulator and, for overseas qualifications, compare and verify validity online,
5. confirmation of the Right to Work in the UK for employed personnel or any requirements for a Temporary Work – Charity Worker visa for relevant volunteers,
6. fitness to work if relevant to role,
7. a satisfactory induction and probation period.

All personnel will also be required to disclose all new “unprotected” criminal convictions, as relevant to their job roles, without delay to HR throughout the period of their employment at the Charity.

**When there are concerns raised about the honesty of an applicant or there is a positive trace on a DBS certificate** the Charity will always seek advice.

For those involving the two roles in regulated activity (with enhanced DBS checks) this will involve the Local Authority Designated Office (LADO for those working directly with children and young people in England and Wales only), children's or adult social care services( Scotland and Northern Ireland) or, for urgent, serious concerns, the police.

For all other roles, where there is a positive trace on a DBS the Charity will seek advice and guidance from NACRO or ACASS. in cases where false details have been given at application, especially work history and fictional referees, this may be a crime in which case the police will be contacted.

## External Whistleblowing

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Whistleblowing is when someone raises a concern externally about a person or practice within the Charity, which will affect others in an illegal and or harmful way.

The Charity promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Operational Lead or a Deputy for Safeguarding.

If individuals reporting their concerns within the Charity do not feel they have been acted upon appropriately, the Charity supports their right to report these concerns to the Local Authority Designated Office (LADO for child abuse allegations/concerns, against Charity personnel England and Wales only) adult social care services, the police, and /or the Charity Commission.

Individuals can also contact the NSPCC for child abuse allegations/concerns and seek support for all whistleblowing concerns from the Charity Protect.

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## **Policy Control**

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### **Policy Date**

This policy was agreed and disseminated on [insert date here] and will be reviewed annually or when there are substantial legislative, organisational or practice changes.

### **Policy Review Date:**

#### **Signed:**

##### **Chair of Trustees on behalf of the Board:**

Name:

Date:

##### **Trustee for Safeguarding:**

Name:

Date:

##### **Strategic Lead for Safeguarding:**

Name: Alan de Sousa Caires

Job role: Director of Finance and Operations

Date:

##### **Operational Lead for Safeguarding:**

Name: Rachel Hillman

Job role: Director of Impact and Innovation

Date:

##### **Deputies for Safeguarding:**

Name: Lajaune Lincoln

Job role: Head of Client Services

Date:

Name: Manie Moolman

Job role: Service Delivery Manager

Date:

### **Date of next review:**

---

## **Appendices**

Safeguarding Concern Recording Form

Safeguarding risk assessment

Resources: NHS Safeguarding APP

Resources: Safe CiC website

## Safeguarding Concern Recording Form

This form should only be filled in with information already known. Be careful not to ask leading questions. Fill in factually. It should be filled out ASAP, on the same day and stored securely by the Deputy for Safeguarding (Operational Lead, CEO or Trustee for Safeguarding, if relevant) involved.

| Details of Concerned Person   |  |
|---|--|
| Service or department   |  |
| Name  |  |
| Job role  |  |
| Contact email   |  |
| Contact number(s)   |  |
| The Child's or Adult at Risk's Details  |  |
| Name (including any names known)  |  |
| Date of birth   |  |
| Address   |  |
| Name of parent or carer and contact details   |  |
| Any special needs known   | Including medical/disability/language/etc. |
| Name and details of any other adults at risk or children (under 18 years of age) in the family or setting | If relevant to the concern                 |
| Has the adult's or parent's consent been sought? (If not, why not?)                                       |  |

| Details of the Concern   |  |
|--|--|
| Date and time of concern   |  |
| Details and nature of concern  | Including any witnesses  |
| To be completed by the concerned person  |  |
| Signature:   |  |
| Print Name:  |  |
| Job Title/Role:  |  |
| Date:  |  |
| Time:  |  |
| To be completed by the Deputy for Safeguarding (Operational Lead, CEO or trustee for Safeguarding if relevant) |  |
| Actions taken so far   | Detail any agency contacted, who was spoken to and any timescales/actions given. If no action has been taken, detail the reason(s) why. Include times and dates.       |
| Actions to be taken  | Detail any actions that are to be taken, along with date/time, timescales and the full names and job roles of those who will be taking the action(s).                  |
| Name of agency contact(s), addresses and phone numbers/e-mails:  | If you have dealt with any agency (i.e. Police/Social care services/etc.), record the name, agency, job role and contact details of the person(s) you have dealt with. |
| Signature:   |  |
| Print Name:  |  |
| Job Title/Role:  |  |
| Date:  |  |
| Time:  |  |

## Safeguarding risk assessment

|  |                            |  |                             |  |  |  |
|--|----------------------------|--|-----------------------------|--|--|--|
| <b>Site:</b>   |                            | <b>Assessor:</b>   |                             | <b>Position:</b>                               |  |  |
| <b>Location on Site or Activity:</b>   |                            |  |                             |  |  |  |
| <b>Most Likely Outcome Codes:</b><br>A: Children/adults at risk of abuse<br>B: Possible allegation<br>C: Predatory/other abusive behaviour<br>D: Procedures not being followed |                            |  |                             | <b>Level of Risk:</b> High/Medium/Low          |  |  |
|  |                            |  |                             | Controls Present: <b>[Yes / No]</b>            |  |  |
|  |                            |  |                             | Controls Adequately Managed: <b>[Yes / No]</b> |  |  |
|  |                            |  |                             | Signature of Assessor:                         |  |  |
| <b>Site or Activity</b>  | <b>Most Likely Outcome</b> | <b>Control Measure</b>   | <b>Level of risk</b>        | <b>Action Plan</b>                             | <b>To be completed by:</b>                           | <b>Date</b>                              |
| [Specific service or site e.g office]  | [A/B/C/D]                  | [Detail current measures in place to monitor activity or good practice guidance] | [High/Medium/Low]           | [detail any further action required]           | [Name person responsible for completing Action Plan] | [Due date for completion of action plan] |
|  |                            |  |                             |  |  |  |
|  |                            |  |                             |  |  |  |
|  |                            |  |                             |  |  |  |
|  |                            |  |                             |  |  |  |
| <b>Date:</b>   | <b>Signature:</b>          | <b>Print Name:</b>   | <b>Position in Charity:</b> |  | <b>Review Date:</b>                                  |  |
|  |                            |  |                             |  |  |  |

Please send this completed form to the Operational Lead for Safeguarding.



## Resources:

NHS Safeguarding APP

<https://apps.apple.com/gb/app/nhs-safeguarding-guide/id1112091419>



<https://www.safecic.co.uk/>

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