



Safeguarding Children, Young People and Adults Policy

This policy was adopted on Jan 2024

Date of next review: Jan 2026

The policy will be reviewed bi-annually or sooner when required.

Policy Statement

Scarf recognises that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Context

Scarf works with children/young people and families at a variety of events and clubs including our term-time clubs (Multi Sports, Youth Club, Drama Club), our Scarf 2 activities, our holiday activities, and any other events that we organise. This policy applies to all our service users, who are children/young people from 0 to 25 years old, as well as volunteers/support workers who are under 18 or adults at risk.

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- Age
- Disability
- Gender reassignment
- Marital or civil partnership status
- Pregnancy and maternity
- Race
- Religion or belief

- Sex
- Sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with the relevant agencies when necessary and appropriate.

We will:

- ✓ treat everyone with respect
- ✓ carefully recruit and select all personnel
- ✓ respond to concerns and allegations appropriately.

When there are concerns about the welfare of any child, young person or adult at risk, everyone in our charity is expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

Our policy is approved by Scarf's Committee and our Trustees and will be reviewed and updated bi-annually. We will publish and promote this policy to all personnel through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our charity.

Policy Aim

As a registered charity, we aim at all times to attain best safeguarding practice throughout all our activities. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments.

Lead and Deputy for Safeguarding

Our Safeguarding Trustee is:

Name: Katy Bailey, Scarf Trustee
Contact details: Tel - 07715 569441

Our Lead for Safeguarding is:

Name: Jennifer Hood (Scarf Multi Sports/Youth Club Leader)
Contact details: Tel – 07902 504782, jen@scarfnewforest.org

Our Deputy for Safeguarding is:

Name: Susie Jacob (Scarf Multi Sports/Youth Club Deputy)
Contact details: Tel – susie@scarfnewforest.org

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that we attain best practice safeguarding standards.

Their responsibilities are:

- ✓ monitoring and recording concerns

- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaising with other agencies
- ✓ arranging training for all personnel

The Deputy should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead if appropriate.

Other Useful Contact Numbers:

Children's Social Care Team: Hampshire - 0300 555 1384 (out of hours - 0300 555 1373), BCP
Children's First Response Hub - 01202 123334 (out of hours - 01202 738256)

LADO (Local Authority Designated Officer): Hants – 01962 876364, BCP - 01202 817600

Adult Services: Hampshire Adult Services - 0300 555 1386/1373, BCP (Bournemouth, Christchurch & Poole) Adult Social Care - 01202 123654

NSPCC: 0800 800 5000

Police: 999 (if there is immediate danger)

Childline: 0800 1111, www.childline.org.uk

Why do we need a Safeguarding Policy?

As a charity that works and comes into contact with children, young adults and/or adults at risk, Scarf needs to have safeguarding policies and procedures in place.

Government guidance is clear that all charity's working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have trustees committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to at risk groups
- undertake safer recruitment practices for all personnel
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about any personnel
- make sure personnel have mandatory induction and appropriate safeguarding training, supervision, reviews and support.

Definition of a child/young person

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 I, Convention on the Rights of the Child, 1989). A child is anyone who has not yet reached their 18th birthday.

Definition of an adult at risk

An adult at risk is a person over the age of 18 years 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.

Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to everyone who comes into contact with Scarf.

We fully endorse the principal that the welfare of children, young people and adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with Scarf can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

Whistleblowing

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.

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

If individuals reporting their concerns within our charity do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or email whistleblowing@charitycommission.gov.uk.

All media enquiries will be handled by the Chair of Trustees.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within Scarf the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for safeguarding.

Safer Recruitment

Our charity is committed to safe recruitment, for both volunteers and paid staff, in line with the relevant legislation and guidance from government and the Charity Commission for recruiting all personnel.

Scarf takes the view that the level of checking should be proportionate to the role and the level of risk involved. Where no parents or carers are present then a higher level of check is necessary for the staff in charge. Scarf will ensure that there are always two or more adults present with children where parents/carers are not present.

To ensure we comply with Safer Recruitment guidelines we will:

- advertise vacancies with a clear commitment required to safeguarding
- assign all posts detailed job descriptions
- obtain full personal details including fitness to work with children, young people and adults at risk by application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- carry out the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended 2020
- always take up two written references, one from the most recent employer
- undertake all interviews face to face, based on the job description
- ensure at least one person on each interview panel will have undertaken Safer Recruitment training, in line with the relevant safe recruitment guidelines.
- have sound procedures and recording for interviewing to ensure we are satisfied, and can evidence, that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ a satisfactory criminal records check at the appropriate level
- ✓ a follow up of written references by telephone if relevant to vacant post
- ✓ a check of essential qualifications
- ✓ confirmation of the right to work in the UK for any paid personnel
- ✓ fitness to work as relevant

Volunteers:

Members of Scarf's Committee are required to complete a standard DBS check on appointment and every three years if they remain on the committee.

Volunteers who help at activities where the parent or carer is present are asked to complete the Child Protection References form (see appendix).

Volunteers who will be working directly with service users where no parent/carer is present are subject to enhanced DBS and barring list checks. All DBS checks will be repeated every 3 years. No volunteer will be left alone with a service user until the DBS check has been completed and been viewed by the Programme Coordinator or Team Leader.

Paid Staff:

Occasional paid staff (eg coaches, instructors, entertainers, etc) who are working for less than one week eg a two hour session, will not be left alone at any time with a Scarf child or young adult.

Paid regular staff (eg club leaders/supervisors/deputies, support workers, admin staff, etc) who are working for Scarf on a regular and on-going basis at one of our clubs or at our holiday activities will be asked to complete an enhanced DBS and barring list check, which will be repeated every 3 years. No staff member will be left alone with a service user until the DBS check has been completed and been viewed by the Programme Coordinator or Team Leader.

Visitors to Scarf Activities:

Any visitors to Scarf activities should not be left alone with a child/young adult who is in Scarf's care.

Induction and Training

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new personnel will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources including those from the Charity Commission
- understood the commitment to safeguarding training

When needed, personnel will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of 3 months with clear goals and then provide supervision and support as appropriate.

Updated safeguarding training is normally required every 2 years (on line) or three years (face to face).

Working Practices

Consent

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

Whenever relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Lone and One to One Working

We will avoid lone working and one to one working whenever possible to protect both individuals. A risk assessment will always be undertaken to ensure:

- ✓ the care or activity provided is suitable for one to one working,
- ✓ the lone worker has been recruited, trained and supervise 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 following any care and activity, signed and dated.

Codes of Conduct

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat everyone with respect and dignity
- ✓ ensure that everyone's welfare and safety is paramount at all times
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ always listen to individuals and take account of their wishes and feelings
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ only use physical contact if absolutely necessary
- ✓ avoid being alone with children, young people and adults at risk whenever possible
- ✓ listen to, and act upon, any disclosures allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ follow our safeguarding policy at all times
- ✓ observe confidentiality at all times, including with friends and family

Recognising Abuse in Children, Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. are observations or explanations for an injury consistent with the injury?

- Alcohol and Substance misuse
- Breast ironing
- Child abuse related to faith or belief
- Child criminal and sexual exploitation including County Lines
- Concealed pregnancy
- County Lines
- Criminal exploitation
- Discriminatory
- Domestic abuse, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation
- Hoarding
- Misuse of technology
- Modern slavery
- Neglect and acts of omission
- Organisational
- Peer on peer abuse including sexual violence and upskirting
- Psychological

- Physical
- Radicalisation
- Self-neglect
- Sexual
- Trafficking
- Upskirting

Handling Disclosures

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

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

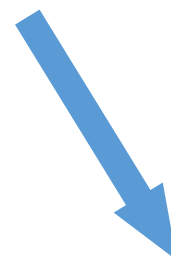
Responding to Concerns

We ensure and emphasise that everyone at Scarf understands and knows how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

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 our safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated then report to Additional Senior Lead



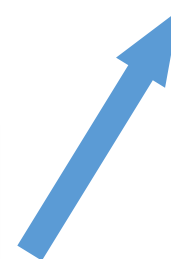
**CONSULT,
MONITOR
AND RECORD**
Sign/Date/Time
*Include name and
job role*

Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult 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 and/or the Charity Commission, when they are concerned the charity is not managing safeguarding concerns appropriately.



When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to their Lead for Safeguarding in the first instance. Inform Scarf's Lead or Deputy that you have referred a concern.

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a 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 and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures are in line with the statutory guidance, Charity Commission's guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with the LADO and / or the police before making an open decision about the best way forward.

In the case where the Safeguarding Trustee, Lead or Deputy are implicated, the non-implicated person should be informed. In the exceptional circumstances that all are involved, the person concerned will inform the Scarf Chair. If there is a belief that the concern has not been taken seriously or acted upon then anyone can “Whistleblow”.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with the LADO. Any investigation will override the need to implement any such procedures. Our trustees are responsible for making referrals to the relevant:

- criminal records service
- professional body, and in the case of serious notifiable incidents, the Charity Commission

Bullying and Harassment

Bullying and harassment can take many forms and include:

- 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.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk.

We will:

- 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 the Lead or Deputy
- 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.

eSafety

Why do we need to include eSafety?

Recent advances of the internet, mobile phones and other electronic 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 charity's 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.

eSafety Code of Conduct:

We expect everyone in our charity to agree and sign up to our eSafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if I want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy
5. be clear that we cannot maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- 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 or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.

- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours.
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

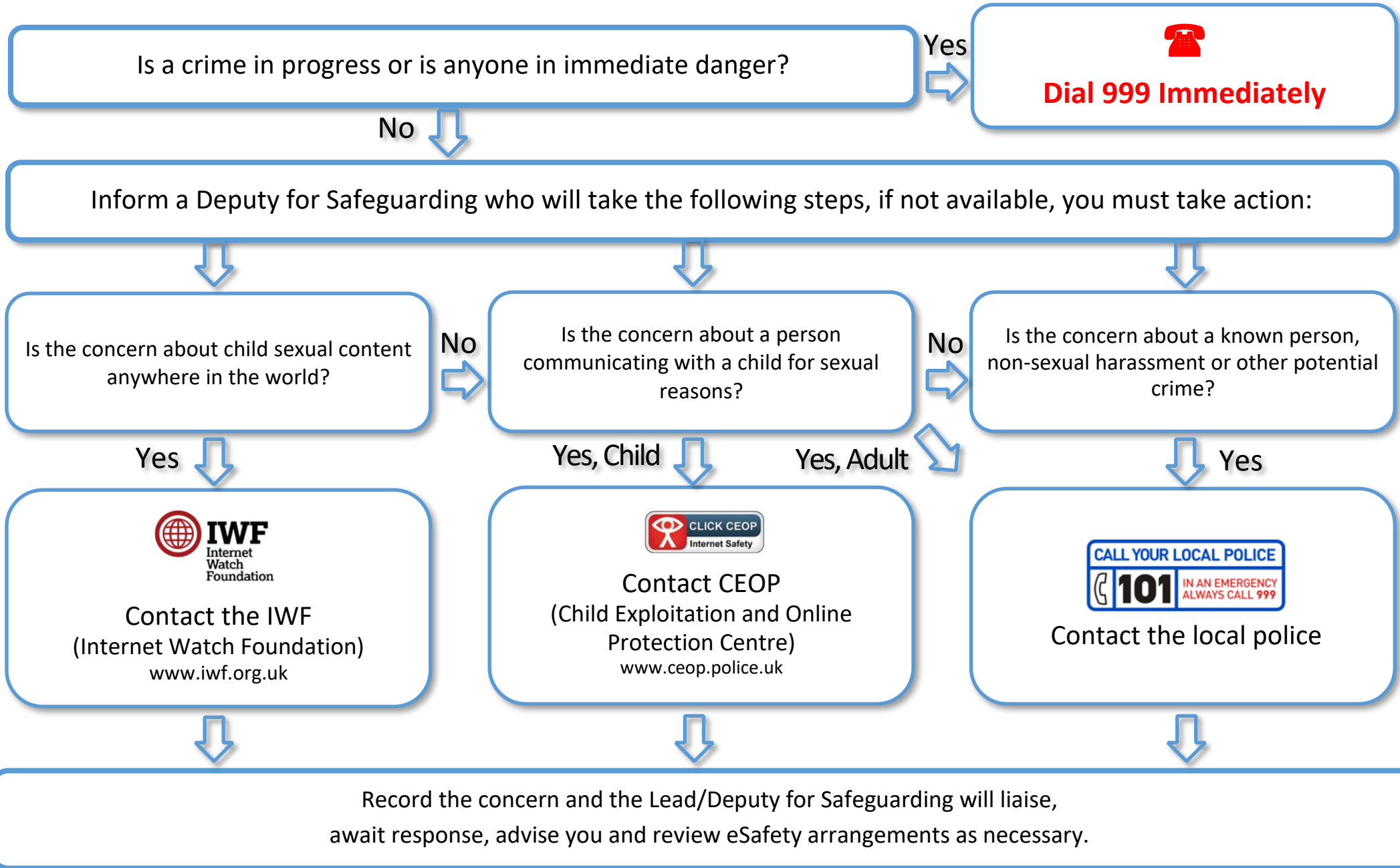
What do I do if I am concerned?

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay
- do not investigate
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told.

eSafety Referral Flowchart



Minimising the Risks

We will:

- talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems.
- talk about how/when information or images get on to the internet, they can never be erased.

Photography & Filming Guidance

The use of photography is really important to record the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of photos e.g. parent’s and carer’s own record, media and publicity etc
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only limited details alongside individual’s photos in newspapers etc
- taking photographs openly and away from changing areas
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises
- 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, which and who’s equipment is used should also be recorded on the registration form

Transport

We do not offer transport but if we do in the future, we will ensure that we:

- gain written permission from parents or carers to carry children, young people and adult at risk
- keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified
- provide all transporting and being transported with an emergency contact numbers
- plan journeys regarding time, distance and stopping points
- consider if another driver might be required or the possible need for extra supervision
- have emergency procedures in place
and
we ensure that drivers:
 - are recruited under safeguarding recruitment procedures
 - suitably qualified to drive the required vehicle
 - provide proof of insurance regarding business use and comprehensive insurance
 - can evidence the vehicle is roadworthy and suitable for transporting each individual
 - provide suitable and age-appropriate seat belts, booster seats and wheelchair anchor points
 - avoid transporting children, young people or adult at risk on their own

Activities, Events and Visiting Speakers/Activity Leaders

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if the event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

The Late Pick Up of a Child, Young Person or Adult at Risk

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Staff paid and unpaid should avoid:

- taking the child, young person or adult at risk home or to another location;
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue;
- sending the child young person or adult at risk home with another person, without parental consent;

- leaving the child young person or adult at risk alone.

If all attempts to make contact fail and over half an hour has passed, it may be advisable to contact the police or Social Services for advice.

Child, Young Person or Adult goes Missing

If a child, young person or adult at risk goes missing from the charity it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable. The activity leader should continue calmly searching for the child/young person while waiting for the police to arrive, ensuring that other children/young people are safe and supervised.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care
- is an addict

The Lead or Deputy should be informed as soon as possible, and all details and actions recorded, dated, timed and signed.

First Aid

All 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 a charity 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

Our charity undertakes to ensure there is always a trained first aider on site at our clubs and a first aid kit available for use.

We also provide training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

Buildings and Venues

We do not have a building but, if we did, we would follow this guidance.

Safeguarding risk assessments will be carried out on all building and venues used by our charity or by the host's venue management, such as schools

The safeguarding risk assessment should cover

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

Ethical fundraising

We are committed to our 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.

Scarf Recommendations

In order to attain best practice safeguarding standards, everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually, or more regularly as required, by the Lead and/or Deputy together with the Programme Coordinator. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting these policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

Policy Date

This policy was agreed and disseminated by Scarf's Committee on 24th Jan 2024 and will be reviewed bi-annually or when there is substantial charity or legal changes.

Policy Review Date: Jan 2026

Scarf Safeguarding Incident Report Form Private and Confidential

Date and time of incident:	
Name and position of person about whom report, complaint or allegation is made:	
Name and age of child/young adult involved:	
Nature of incident, complaint or allegation (continue on separate page if necessary):	
Action taken (continue on separate page if necessary):	
If Police, Children's Social Care or LADO contacted, name, position and telephone number of person handling case:	
Name, organisation and position of person completing form:	
Contact telephone number:	
Signature of person completing form:	
Date and time form completed:	
Name and position of organisation's Designated Safeguarding Lead or person in charge (if different from above):	
Contact telephone number:	

This form should be copied, marked 'Private and Confidential', to the Scarf Designated Safeguarding Lead and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

SAFEGUARDING RECORD SHEET

IMPORTANT:

- Any concerns must always be referred verbally to the lead or deputy person for safeguarding immediately.
- **Remember to not investigate; only fill in the details below as you know them.** Do not ask leading questions.
- This form must be completed as soon as possible (and on the same day) by the Scarf Support Worker/Volunteer who has the concern about the welfare of a child, young person, adult at risk or the conduct of a Scarf Support Worker/Volunteer or Committee Member/Trustee
- Pass this form to the lead person for safeguarding without delay. There is no need to make a copy. All forms will be stored securely and must be passed to the Lead within 24 hours
- Use black ink and avoid any crossings out. Make sure you initial and date/time/sign any later additions or alterations

When it happened:	
Date	
Time:	
Who is involved?	
Name/s of child/ren/young person/people/adult/s at risk	
Age	
Name/s of parent/s or carer/s:	
Other details if known, e.g. home address	
Is a member of Scarf involved?	Yes No (Please delete)
Where it happened	
Details of concern: (Be factual, record exactly what was said or observed)	

Action taken so far	
Name:	
Position:	

Signed:	
Date & Time	

LEAD / DEPUTY FOR SAFEGUARDING

Describe any action taken, giving reasons for decision made	Action:
Always ring Social Care Services for advice and record the details or the Police on 999 in an emergency	Advice Received:

Send / Senior Designated Lead this form to Social Care Services, or the Police, marked "Private and Confidential"

Action Taken	
Advice Given	

Name

Job Role

Organisation

Signed

Time and Date