

Wallace Chess Ltd

First floor

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Safeguarding Policy and Procedure

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1. PURPOSE & AIMS

1.1 The purpose of *Wallace Chess*'s safeguarding policy is to ensure every adult, child and young person is safe and protected from harm. This means we will always work to:

- Protect adults, children and young people from maltreatment.
- Prevent impairment of adults, children and young people's health or development.
- Identify adults, children and young people who may be in need of extra support.
- Ensure that our services assist adult, children and young people to be safe.

1.2 This policy will give clear direction to staff, volunteers, those in receipt of our services and parents/carers about expected behaviour and our responsibilities to safeguard and promote the welfare of all adults, children and young people.

1.3 *Wallace Chess* fully recognises the contribution it can make to protect adults and children from harm and supporting and promoting the welfare of those coming into contact with our organisation. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all those receiving services from or providing services on behalf of *Wallace Chess*.

2. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's statutory guidance [Working Together to Safeguard Children 2018](#) and the Department of Health and Social Care's [Care and Support Statutory Guidance](#). We comply with the procedures set out by our Local Safeguarding Children Partnership and Safeguarding Adults Board.

This policy is also based on the following legislation/guidance:

- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- [The Care Act 2014](#), which provides a framework for the care and protection of adults
- [The Rehabilitation of Offenders Act 1974](#),
- [The Protection of Freedoms Act 2012](#)
- [Domestic Violence, Crime and Victims \(Amendment \) Act 2012](#)
- [The Equality Act 2010](#)
- [Mental Capacity Act 2005](#)
- [Sexual Offences Act 2003](#)
- [The Human Rights Act 1998](#)
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#)
- The [Childcare \(Disqualification\) Regulations 2009](#) and [Childcare Act 2006](#).
- [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)
- [What to do if you're worried a child is being abused', DfE \(March 2015\)](#)
- [Information sharing: advice for practitioners providing safeguarding services \(July 2018\)](#)
- [The Revised Prevent duty guidance](#)
- *Camden* Safeguarding Children Partnership Procedures
- *Camden* Safeguarding Adults Board Procedures

3. DEFINITIONS

Children includes everyone under the age of 18.

Adults includes everyone aged 18 and over.

Safeguarding Children means:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Child Protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Safeguarding adults means:

Protecting an adult's right to live in safety, free from abuse and neglect.

It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances

Abuse is a form of maltreatment of a child or adult. Somebody may abuse or neglect an adult or child by inflicting harm, or by failing to act to prevent harm. Adults and children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect is a form of abuse and is the persistent failure to meet a child or adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of material substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child or adult from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers) or Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child or adult's basic emotional needs.

Self-neglect covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity under the Mental Capacity Act 2005.

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

Discrimination is abuse, which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Financial or Material Abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Emotional or Psychological Abuse includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Cyber Bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Safeguarding Adult Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Adults at Risk were formerly referred to as 'vulnerable adults' in previous legislation, a term which was felt to be both stigmatising and unhelpful in practice. We therefore use this term in relation to adults who meet the threshold for statutory safeguarding intervention throughout this policy.

4. OUR ETHOS

Children:

4.1 The child's welfare is of paramount importance. *Wallace Chess* will establish and maintain an ethos where children feel secure, are encouraged to talk (where appropriate), are listened to and are safe. Children will be able to talk freely to any member of staff or volunteer if they are worried or concerned about something.

4.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff/volunteers at *Wallace Chess* can play a role as they are in a position to identify concerns and provide help for children to prevent concerns from escalating. All staff/volunteers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff/volunteers must always act in the best interests of the child.

4.3 All staff and volunteers will, through induction and training, know how to recognise emerging needs and indicators of concern, how to respond to a disclosure from a child and how to record and report this information. They will not make promises to any child and will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose should it outline a safeguarding concern.

Adults:

4.4 *Wallace Chess* supports the six principles of adult safeguarding as outlined by [The Care Act 2014](#). These principles underpin our safeguarding policy in relation to adults.

Empowerment - People being supported and encouraged to make their own decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

Prevention – It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

Proportionality – The least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."

Protection – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership – Local solutions through services working with their communities.

Communities have a part to play in preventing, detecting and reporting neglect and abuse “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability – Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

4.5 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

4.6 *Wallace Chess* will seek to ensure that we are inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

4.7 The rights, dignity and worth of all adults will always be respected.

4.8 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

4.9 We recognise that a disabled adult may or may not identify themselves or be identified as an adult ‘at risk’.

4.10 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children 2018](#), [The Care Act 2014](#), and our Local Safeguarding Children Partnership and Local Safeguarding Adults Board procedures.

5. ROLES AND RESPONSIBILITIES

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	<i>Dimitra Bakalgianni</i>	<i>07774592202</i>
Board Level Lead for Safeguarding	<i>John-Paul Wallace</i>	<i>07413494860</i>

5.1 It is the responsibility of every member of staff/volunteer to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children and adults who we provide services to. This includes the responsibility to provide a safe environment.

The Senior Lead for Safeguarding

5.2 The Senior Lead for Safeguarding at *Wallace Chess* is accountable for ensuring the effectiveness of this policy and our compliance with it.

5.3 The Senior Lead for Safeguarding will ensure that:

- The safeguarding policy is in place and is reviewed yearly and is available to the public and has been written in line with statutory guidance and the requirements of Local procedures.
- A senior member of staff is designated to take the lead responsibility for safeguarding.
- All staff/volunteers receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct.
- All staff/volunteers undertake appropriate safeguarding training relevant to their role. Procedures are in place for dealing with allegations against members of staff and volunteers who work with children in line with statutory guidance.
- Safer recruitment practices are followed to prevent individuals who may pose a risk to children from having access to children within the organisation.
- Any weakness with regard to safeguarding arrangements that are brought to their attention will be remedied without delay.
- Policies and procedures, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff/volunteers.
- All staff and volunteers feel able to raise concerns about poor or unsafe safeguarding practice and such concerns are addressed sensitively in accordance with agreed internal procedures.
- Liaison will take place with the Designated Officer for the Local Authority (commonly known as 'LADO') in the event of an allegation of abuse being made against a member of staff/volunteer where their role involves working with children.

The Designated Safeguarding Lead (DSL)

5.4 The Designated Safeguarding Lead is a member of staff who takes lead responsibility for safeguarding adults and child protection at *Wallace Chess*. The DSL will carry out their role in accordance with the responsibilities outlined in [Working Together to Safeguard Children 2018](#) and Newham Safeguarding Adults Board Procedures.

5.5 The DSL will provide advice and support to other staff/volunteers. Any concern for a child/adult's safety or welfare will be recorded in writing and given to the DSL.

5.6 During operational hours, the DSL and/or a deputy will always be available for staff/volunteers to discuss any safeguarding concerns. If a DSL and/or a deputy is not available in person, we will ensure that they are available via telephone and/or any other relevant media.

5.7 Through appropriate training, knowledge and experience our DSL will liaise with Police, Adult's and Children's Services where necessary, and make referrals of suspected safeguarding concerns or abuse.

5.8 The DSL will maintain written records ensuring that they are kept confidential and stored securely.

5.9 The DSL is responsible for ensuring that all staff members and volunteers are aware of this safeguarding policy and the procedure they need to follow. They will ensure that all staff and volunteers have received appropriate safeguarding information during induction and that appropriate training needs are identified.

5.9 The DSL is responsible for ensuring that they have completed the relevant training in order to know how to refer to statutory agencies as well as the processes these agencies will follow.

6. TRAINING AND INDUCTION

6.1 When new staff or volunteers join our organisation, they will be informed of the safeguarding arrangements in place. They will be given a copy of *Wallace Chess's* safeguarding policy and told who our Senior Lead for Safeguarding and Designated Safeguarding Lead (DSL) are. All staff/volunteers are expected to read these key documents.

6.2 Every new member of staff or volunteer that comes into regular contact with children and adults will receive safeguarding training during their induction period. This programme will include information relating to how to manage a disclosure from a child or adult, how to record concerns, and the remit of the role of the DSL. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability relating to their work with children and/or adults.

6.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff/volunteers to understand and discharge their role and responsibilities. In order to achieve this, we will ensure that:

- All staff/volunteers undertake appropriate safeguarding training based on their role
- All staff/volunteers receive safeguarding updates (for example, via email, e-bulletins, staff meetings), as required to provide them with the relevant skills and knowledge to safeguard children effectively

6.4 Our Senior Lead for Safeguarding will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children or adults coming into contact with *Wallace Chess*.

7. PROCEDURES FOR MANAGING PATHWAYS TO HELP AND SUPPORT

7.1 Wallace Chess adheres to safeguarding procedures that have been agreed locally by *Camden* Safeguarding Children's Partnership and Safeguarding Adults Board. Where we identify adults at risk or children and families in need of support, we will carry out our responsibilities in line with this guidance.

7.2 Every member of staff (including volunteers) working with *Wallace Chess* are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child or adult, staff/volunteers should always act in the interests of that child or adult and have responsibility to take action as outlined in this policy.

7.3 All staff/volunteers are encouraged to report and record any worries and concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, worries and concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff/volunteers record and pass on worries and concerns in accordance with this policy to allow the relevant authorities to build up a picture and intervene with support at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

7.4 It is not the responsibility of staff/volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff/volunteers, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

7.5 The DSL should be used as a first point of contact for worries, concerns and queries regarding any safeguarding matter at *Wallace Chess*. Any staff/volunteers who receive a disclosure of abuse or suspect that a child or adult is at risk must report it immediately to the DSL. In the absence of a DSL, the matter should be brought to the attention of the Senior Lead for Safeguarding.

7.6 All concerns about a child or adults at risk should be reported without delay and recorded in writing using the agreed procedures.

7.7 Following receipt of any information raising concern, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.

7.8 The DSL will decide whether to make a referral to the Police, Adults or Children's Services when there are safeguarding concerns.

7.9 If a referral to Adults or Children's Services has not met the threshold for support or statutory intervention, the DSL will make a full written record of the decision and outcome.

7.10 If, at any point, there is an imminent risk of harm to an adult or child, contact should be made with the Police. Anybody can make a referral.

7.11 Staff/volunteers should always follow the reporting procedures outlined in this policy in the

first instance. However, they may also share information directly with Children's Services, Adult's Services or the Police if:

- The situation is an emergency and the DSL and the Senior Lead for Safeguarding are unavailable
- They are convinced that a direct report is the only way to ensure the adult or child's safety.

7.12 Any staff/volunteer who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Senior Lead for Safeguarding. If any member of staff/volunteers does not feel the situation has been addressed appropriately at this point, they should contact Adult's Services or Children's Services directly with their concerns.

7.13 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and staff/volunteers must never tolerate or dismiss concerns relating to child-on-child abuse.

7.14 We recognise that children and adults with special educational needs and disabilities (SEND) can face additional safeguarding challenges. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the adult or child's disability
- Adults or children with SEND can be disproportionately impacted by issues such as bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

7.15 At *Wallace Chess* we recognise that our staff/volunteers may be placed to identify concerns to help prevent child sexual exploitation and have a vital role in identifying signs that sexual exploitation may be taking place. Any staff/volunteer that has a concern regarding sexual exploitation should inform the DSL who will liaise with Police and Children's Services.

7.16 At *Wallace Chess* we recognise that our staff/volunteers may be placed to identify concerns to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV). If staff have a concern regarding a child or adult that might be at risk of HBV they should inform the DSL who will liaise with the Police and Children's Services.

7.17 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other form of vulnerability in today's society. At *Wallace Chess*, we will ensure that:

- Through training, staff and volunteers have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise.
- The DSL has received relevant training in this area and will act as the point of contact for any concerns relating to radicalisation and extremism.
- The DSL will make referrals to Adults and/or Children's Services and will represent our organisation at meetings as required, unless this is done by the Senior Lead for Safeguarding.

7.18 When Dealing with Disagreement and Escalation of Concerns, the DSL or other appropriate member of staff will:

- Contact the line manager in Children's or Adult's Services if they consider that the social care response to a referral has not led to the child/adult being adequately safeguarded and follow this up in writing
- Use the *Camden* Safeguarding Children or Safeguarding Adults Board Escalation Policy if this does not resolve the concern

8. RECORDS AND INFORMATION SHARING

8.1 If staff/volunteers are concerned about the welfare or safety of any child or adult at *Wallace Chess*, they will record their concern on Appendix 1 below. Any worries or concerns should be passed to the DSL without delay.

8.2 Any information recorded will be kept in a secure cabinet or electronically. These files will be the responsibility of the DSL/Senior Lead for Safeguarding. The information will only be shared on a 'need to know in order to safeguard the adult or child' basis and on the understanding that it remains strictly confidential.

8.3 Any information sharing of safeguarding concerns will be done in accordance with the statutory guidance [Information sharing: advice for practitioners providing safeguarding services \(July 2018\)](#)

8.4 Our safeguarding records regarding children will be kept until the relevant child reaches 25 years of age.

8.5 Our safeguarding records regarding concerns for an adult's welfare will be kept for 6 years following any relevant safeguarding activity.

8.6 Safeguarding records that relate to an allegation of abuse will be kept until the accused person has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer.

9. SAFER RECRUITMENT

9.1 At *Wallace Chess* we will use the recruitment and selection process to deter and reject unsuitable candidates/volunteers who may have a role in providing services to children and adults.

9.2 We require evidence of original academic certificates where relevant. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks where required to do so and use any other means of ensuring we are recruiting and selecting the most suitable people to work with adults or children that receive services from our organisation.

9.2 We will maintain a record of all safer recruitment checks carried out in line with statutory requirements. We follow the Safer Recruitment guidance issued within the *Camden* Safeguarding Children Partnership Procedures.

9.3 We will ensure that those responsible for recruiting staff/volunteers who may come in to contact with children and adults in their role have completed appropriate 'safer recruitment' training. At all times we will ensure that safer recruitment practices are followed in accordance with our statutory requirements.

9.4 For those staff and volunteers who have new or historical entries on their DBS that may raise concerns of a safeguarding nature but not exclude them from being able to undertake their role, a risk assessment will be completed and kept on file outlining any measures that will be in place to manage any assessed risk.

10. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

10.1 Our aim is to provide a safe environment which secures the wellbeing of children and adults in receipt of a service from our organisation. We do, however, recognise that sometimes allegations of abuse are made.

10.2 We recognise that allegations, when they occur, are distressing and difficult for all concerned. We also recognise that some allegations are genuine and that there are individuals who deliberately seek to harm or abuse children or adults.

10.3 We will take all possible steps to safeguard adults or children and to ensure that those working for or on behalf of our organisation are safe to work with them.

10.4 We will always ensure that the procedures outlined by [Working Together to Safeguard Children 2018](#) are adhered to and will seek appropriate advice from the Designated Officer for the Local Authority (LADO) where appropriate.

10.5 If an allegation is made or information is received about any member of staff (or volunteer) who works with children (both within our organisation or outside our organisation) who has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

10.5 The member of staff/volunteer receiving the information should inform the DSL and/or the Senior Lead for Safeguarding immediately.

10.6 We will also seek consultation with the LADO to evaluate whether a matter is a 'low level concern' or one meeting threshold for LADO oversight.

10.7 Should an allegation be made against the DSL, this will be reported to the Senior Safeguarding Lead.

10.8 The Senior Lead for Safeguarding will seek advice from the Designated Officer for the Local Authority or Adults Safeguarding Lead for the Local Authority (where appropriate) within one working day. No member of staff/volunteer will undertake investigations before receiving further advice.

10.9 Any member of staff or volunteer who does not feel confident to raise their concerns within our organisation should contact the Designated Officer for the Local Authority or Adults Safeguarding Contact for the Local Authority directly.

10.10 *Wallace Chess* will refer to the Disclosure and Barring Service (DBS) any member of staff/volunteer who has harmed, or poses a risk of harm, to a child or adults. This referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from our Human Resources department/advisor.

NDIX 1 – Safeguarding Report for Concerns Regarding an Adult

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the Designated Safeguarding Lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line Manager or alternative Contact	
Name of organisation	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Section 4 – Details of the person thought to be causing harm (if relevant/known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	

Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 5 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6 – Reasons for not discussing with the adult	
Discussion would put the adult or others at risk. Please explain:	
Adult appears to lack mental capacity. Please explain:	
Adult unable to communicate their views. Please explain:	
Section 7 – Risk to others	
Are any other adults at risk Yes/No/Not known – delete as appropriate If yes please fill in another form (Appendix 1) answering questions 1-6	
Are any children at risk Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding children referral form (Appendix 2) and attach to this.	
Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?	
Actions by organisation: e.g. person causing harm suspended, session times changed.	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	

Other – please state who and why:	
Section 10: Contact with others within the organisation	
Who else has been informed of this issue? – and what was the reason for information sharing?	
Consultation with Designated Safeguarding Lead	Dates and times
Completed Form copied to Designated Safeguarding Lead; Date and time	
Signed:	
Date:	

DESIGNATED SAFEGUARDING LEAD USE ONLY
Section 11 – Sharing the concerns (To be completed by Designated Safeguarding Lead)
Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of <i>Wallace Chess</i> ?
Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of any other agencies contacted (PIPOT?):
Details of the outcome of this concern:

APPENDIX 2 – Safeguarding Report for Concerns Regarding a Child

To be completed as fully as possible if you have concerns regarding a child.

If it is safe to do so, it is important to inform the parents/carers about your concerns and that you have a duty to pass the information onto the Designated Safeguarding Lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of child (you have concerns about)	
Name of child	
Address	
Date of Birth/ Age	
Contact number (if relevant)	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line Manager or alternative Contact	
Name of organisation	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you concerns for the welfare of the child or that they are being abused or neglected (include dates/times/evidence from records/photos etc.)	
Section 4 – Details of the person thought to be causing harm (if relevant/known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to child	
Role in organisation	

Do they have contact with other children in another capacity? E.g. in their work/family/as a volunteer	
Section 5 - Have you discussed your concerns with the parents/carers? What are their views?	
Section 6 – Risk to others	
Are any other children at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6	
Section 7 – What action (if any) have you taken if any to reduce the risk?	
Actions by organisation: e.g. person causing harm suspended, arrangements changed.	
Section 8: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 9: Contact with others within the organisation	
Who else has been informed of this issue? – and what was the reason for information sharing?	
Consultation with Designated Safeguarding Lead	Dates and times
Completed Form copied to Designated Safeguarding Lead; Date and time	
Signed:	
Date:	

DESIGNATED SAFEGUARDING LEAD USE ONLY

Section 10 – Sharing the concerns (To be completed by Designated Safeguarding Lead)

Details of your contact with parents/carers/the child. Have they consented to information being shared outside of *Wallace Chess*?

Details of contact with the Local Authority Safeguarding Team/MASH where the child lives – advice can still be sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted (LADO?):

Details of the outcome of this concern: