

Safeguarding Policy

Introduction

The UFA is committed to safeguarding the protection and welfare of children, young people (a young person is someone who is over school leaving age, but under 18) who are in its care first and foremost. The UFA's policy is based on, and reflects, the principles of UK legislation and guidance. The approach has been developed in such a way as to be consistent with good practice within the field of child protection.

Our key principle is:

All children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse. All adults who come into contact with children and young people in the work have a duty of care to safeguard and promote their welfare.

It is the responsibility of UFA staff and volunteers to promote the protection of children and young people. In following the policy, staff and volunteers are always expected to maintain a sense of proportion and protect the child's welfare as a priority. It is not intended that the policy should restrict staff and volunteers from normal ways of working, but staff always need to consider how an action or activity may be perceived as opposed to how it is intended.

UFA is committed the safeguarding of all children and young people regardless is they are on a UFA programme or otherwise. When working with other organisations or at joint venues, UFA staff must follow this policy.

UFA fully recognises its responsibilities for safeguarding and is committed to raising the awareness of all staff and volunteers on the importance of safeguarding.

UFA will make this policy easily accessible by placing this policy on the website, making available to anybody who requests a copy and ensuring all staff have access and have read the policy.

Our safeguarding policy applies to all staff, trustees and volunteers working in the UFA and they should operate within the policy and working guidelines at all times. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.

- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting children and young people who have been abused in accordance with his/her agreed safeguarding plan.
- Establishing a safe environment in which children and young people can learn and develop.

Abuse can come in many forms but the UK Government guidance Working Together to Safeguard Children (2006) defines 5 examples – physical, emotional, sexual, neglect and bullying. More information on these along with advice is available at www.nspcc.org.uk

In order to recognise warning signs of abuse and to effectively manage concerns or incidents, the UFA will:

- Establish and maintain an environment where children and young people feel secure, are encouraged to talk, and are listened to.
- Ensure children and young people know that there are adults whom they can approach if they are worried.
- Ensure we have a designated senior person for safeguarding and covering member of staff who have received regular appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) and trustees knows the name of a designated senior person responsible for safeguarding and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to a designated senior person responsible for safeguarding.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Notify the Multi Agency Safeguarding Hub (Mash) with all cases of suspected abuse.
- Work with the Local Authority Designated Officer or team (Previously LADO) for all child protection concerns regarding staff members and the DBS service when there has been a dismissal of staff member leaving due to actual or suspected abuse or harm to a child
- Work with the Police where a crime may have been committed
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at case conferences.
- Keep written records of concerns about children and young people, even where there is no need to refer the matter immediately.

- Ensure all records are kept securely and separately file in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Ensure that we treat 'Prevent' and radicalisation as a safeguarding issue
- Put Safeguarding concerns above duties placed on us around data protection.
- Ensure that a professional distance is maintained between staff and children.

Safeguarding guidelines for UFA staff and volunteers

1. Recruitment of volunteers and paid employees

We recognise that child protection should not be treated in isolation and will address recruitment and selection of all volunteers and paid employees by doing the following:

- Require all applicants to fill out an application form, stating their experience of working with young people and their work or volunteering history. This will be assessed at interview;
- Assess all prospective volunteers and new members of staff;
- Require all successful volunteers and employees to have a valid Disclosure and Barring Service (DBS) Enhanced check using the required ID methods, check they are not on a barred list and verify their work history for the last three years;
- All employees and volunteers with existing DBS enhanced checks are update every three years;
- Prospective volunteers and employees will be asked for the names of referees who will be prepared to provide a reference who will be contacted.

We will treat any applicant for any position (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a DBS disclosure on the basis of conviction or other information revealed. Failure to reveal information at on the application form or at assessment, that is directly relevant to the position sought, could lead to withdrawal of an offer of voluntary work or employment. At assessment, or when receiving a disclosure which shows a conviction, we will take into consideration the following:

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed;
- The length of time since the offence took place;

- Whether the applicant has a pattern of offending behaviour;
- Whether the applicant's circumstances have changed since offending took place.

Upon receiving disclosures we will use the following guidelines within the organisation:

- Offending against children or young people will result in being prohibited from volunteering or working for the UFA.
- Offending such as supplying Class A drugs or a serious history of violence will lead to urgent enquiries to establish if there is a risk to children or young people; such offences are likely to result in the individual being prohibited from volunteering or working for the UFA;
- The UFA will make enquiries about recent offending where there is evidence of less serious violence, racism or drugs, to establish whether there is a risk to children or young people;
- Non-violent offences over five years old will normally be disregarded.

2. Training

UFA will ensure that the Designated Safeguarding Officers receives regular training suitable for the role.

It is the role of the Designated Safeguarding Officers to ensure that staff and trustees have safeguarding knowledge and training appropriate to their role.

All Programme Managers will be expected to hold a NSPCC Designated Safeguarding Officer certificate.

3. Recognising Abuse

A person may abuse or neglect a young person by inflicting harm or by failing to prevent harm. Young people may be abused in a family, an institutional, a community setting, by those known to them or by a stranger.

It is generally accepted that there are five main forms of abuse

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying and cyber bullying

The definitions are given below. Some of the possible signs of abuse are mentioned below to help staff and volunteers to be more alert but their presence does not automatically mean abuse has taken place:

- a. **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm. It can be the result of a deliberate act but can also be caused through a failure to act.

Signs

Most young people will collect cuts and bruises in their daily lives. These are most likely to be in places where there are bony parts of their body, like elbows and knees. Some young people will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where injuries are unexplained or where the explanation does not fit the injury. Other physical signs might include cigarette burns, scalds, broken bones, bite marks or bruises which reflect hand marks (from slapping). Some changes in behaviour might also indicate physical abuse – fear of a particular person, aggressive behaviour, flinching when approached or touched, reluctance to get changed, depression or withdrawn behaviour.

- b. **Emotional Abuse** is the persistent emotional ill-treatment of a young person as to cause severe and persistent adverse effects on their emotional development. It may involve:
- making the young person believe that they are worthless or unloved or inadequate;
 - inappropriate expectations being imposed on the young person;
 - causing the young person to feel frightened or in danger;
 - the exploitation or corruption of the young person.

Signs

Emotional abuse can be difficult to measure but may include sudden weight loss, sudden speech disorders, neurotic behaviour (twisting hair, rocking), being unable to integrate with others, self harm, fear of making mistakes or fear of parents being approached about their behaviour.

- c. **Sexual Abuse** involves forcing or enticing a young person to take part in sexual activities, whether or not the young person is aware of, or consents to, what is happening. The activities may involve physical contact or non-contact activities, such as involving young people in the production of pornographic material or the watching of sexual activities. Young people, male and female, can be abused by adults and other young people, male and female.

Signs

Sexual abuse can be physical such as pain or bruising in the genital/anal areas, sexually transmitted diseases, infections, pregnancy or behavioural such as sudden or unexplained changes in behaviour, fear of being left alone with a specific person, eating disorders, self-harm, substance abuse or acting in a sexually explicit way.

- d. Neglect** is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. It may involve lack of adequate food, shelter or clothing, leaving the young person alone for lengthy periods of time, failing to ensure that the young person receives adequate medical care or treatment.

Signs

Neglect can be physical such as constant hunger, constantly dirty or smelly, loss of weight or being underweight, inappropriate dress or behavioural such as complaining of being tired all the time, not requesting medical assistance, mentioning their being left alone.

- e. Bullying and cyber bullying** is when someone intentionally hurts a young person, either physically or emotionally by calling them names, spreading lies, teasing, stealing, or excluding them from the group. This could include; homophobic, racist, sizeist, sexual and cyberbullying.

Signs

Inappropriate use of mobile phones e.g. texting, filming, and photographs; inappropriate use of social media; a young person appears to be excluded from activities or conversation; a reluctance to join in, a young person who is withdrawn appearing intimidated; self-harm.

Remember:

- Most children and young people are abused by adults they know and trust.
- A young person is never to blame for abuse.
- Disabled young people are more vulnerable to abuse.
- Young people very seldom make false accusations that they have been abused.
- Young people who talk about abuse often fear the consequences of telling other people and whether it will get worse.
- Young people who are abused can be very good at hiding their unhappiness or distress.
- Abuse can have serious long-term effects on young people.

4. Reporting concerns and incidents

Emergency Procedure

If any young person or adult is in an emergency situation with immediate threat to their safety and wellbeing ring 999 without delay.

When reasonable to do so discuss immediately with The UFA's Designated Safeguarding Officers:

1. Dave Coyle, Suffolk Programme Manager: 01473 556600, mobile 07736293623 or email: dcoyle@ufa.org.uk
2. Heidi Bentley, Head of NCS Programmes: 0121 766 1303, mobile : 07718 481813 or email: hbentley@ufa.org.uk

In their absence please contact:

1. Manjit Shellis on 0121 766 8077, mobile: 07980 672 075 or email: mshellis@ufa.org.uk
2. Paul Evans on 0121 766 8077, mobile: 07785 615 134 or email: pevans@ufa.org.uk

Record observations/conversations promptly and factually.

Non – Emergency Procedure

No adult has the right or responsibility to withhold information or to respect a young person's wish for confidentiality. If you are worried or concerned about a young person or another adult's behaviour.

- Record observations/conversations promptly and factually
 - Keep this confidential and discuss immediately with The UFA's Designated Safeguarding Officers:
1. Dave Coyle, Suffolk Programme Manager: 01473 556600, mobile 07736293623 or email: dcoyle@ufa.org.uk
 2. Heidi Bentley, Head of NCS Programmes: 0121 766 1303, mobile : 07718 481813 or email: hbentley@ufa.org.uk

In their absence please contact:

1. Manjit Shellis on 0121 766 8077, mobile: 07980 672 075 or email: mshellis@ufa.org.uk
2. Paul Evans on 0121 766 8077, mobile: 07785 615 134 or email: pevans@ufa.org.uk

In all cases, the UFA's Designated Safeguarding Person will contact the appropriate statutory bodies outside the organisation without delay.

All employees and volunteers working directly with children and young people are provided with a safeguarding incident report. This is included as an appendix to this document.

5. Handling disclosures

If a young person tells you about abuse by someone else, UFA staff and volunteers should:

- Talk in a quiet but public place
- If relevant, ensure that any individual or people who may be the subject of the disclosure are not in the same room.
- Listen carefully
- Make accurate notes using the Young Person's words
- Record the facts on an incident form, steer away from hearsay and opinion.
- Remain calm and confident
- Report the conversation promptly to the Designated Safeguarding Officer
- Tell the Young Person that they have done the right thing by telling you
- Respect a young person's right to privacy. If you receive information which amounts to allegations of harm or abuse, explain to the young person that you will need to pass the information to others but only to those who need to know (i.e. the proper authorities)
- Provide details of agencies that can support including;
 - NSPCC – www.nspcc.org.uk
 - Childline – 08001111
 - The Mix – 0808 808 4994

If a young person makes a disclosure, UFA staff and volunteers should not:

- Ask leading questions
- Use their own words to describe events
- Investigate
- Make judgements
- Show shock or disgust
- Tell anyone who doesn't need to know
- Promise confidentiality

6. Responding to suspicions of abuse

All UFA staff or volunteers who suspect abuse of a young person have a responsibility to refer any suspicions immediately.

Any member of UFA staff or volunteer has the right to report any concerns, or suspicions about another member of staff, a volunteer, another participant or another adult in confidence and free from harassment or detriment.

If any member of UFA staff or volunteer suspects' abuse they should:

- Refer any suspicions immediately to the UFA's Designated Senior Person for safeguarding.
1. Dave Coyle, Suffolk Programme Manager: 01473 556600, mobile 07736293623 or email: dcoyle@ufa.org.uk
 2. Heidi Bentley, Head of NCS Programmes: 0121 766 1303, mobile : 07718 481813 or email: hbentley@ufa.org.uk

In their absence please contact:

1. Manjit Shellis on 0121 766 8077, mobile: 07980 672 075 or email: mshellis@ufa.org.uk
2. Paul Evans on 0121 766 8077, mobile: 07785 615 134 or email: pevans@ufa.org.uk

In all cases, the UFA's Designated Safeguarding Person will contact the appropriate statutory bodies outside the organisation without delay.

- Write careful notes of what was witnessed, heard or told
- Speak to the Designated Safeguarding Officer prior to speaking to parents, carers or other statutory services.

If a member of UFA staff or volunteer suspects' abuse they should not:

- Discuss their suspicions with anyone, other than those named above.
- Investigate their suspicions
- Decide whether abuse has taken place.

If a member of UFA staff or a volunteer is suspected of abuse, this should be reported in the same way. If the Designated Senior Person for Safeguarding is suspected of abuse then allegations should be reported to Paul Evans, Chief Executive of the UFA. He can be contacted by email at: pevans@ufa.org.uk

7. Responding to allegations of abuse

If any member of UFA staff or a volunteer receives a complaint or allegation about any adult, another participant or about themselves, they should:

- Immediately report the complaint or allegations to the UFA's Designated Senior Person for safeguarding:
 1. Dave Coyle, Suffolk Programme Manager: 01473 556600, mobile 07736293623 or email: dcoyle@ufa.org.uk
 2. Heidi Bentley, Head of NCS Programmes: 0121 766 1303, mobile : 07718 481813 or email: hbentley@ufa.org.uk

In their absence please contact:

1. Manjit Shellis on 0121 766 8077, mobile: 07980 672 075 or email: mshellis@ufa.org.uk
2. Paul Evans on 0121 766 8077, mobile: 07785 615 134 or email: pevans@ufa.org.uk

In all cases, the UFA's Designated Safeguarding Person will contact the appropriate statutory bodies outside the organisation without delay.

- Write careful notes of what was said by the person making the complaint or allegation
- Listen carefully to the complaint or allegation
- Never let allegations a young person makes be ignored or go unrecorded.
- Speak to the Designated Safeguarding Officer prior to speaking to parents, carers or other statutory services.

A member of staff or volunteer who is the subject of an allegation of abuse will be suspended from working with young people until any enquiries are completed. This does not presume guilt but is to safeguard the welfare of young people and protect the individual from further allegations. The member of staff or volunteer will be entitled to support from the UFA during this time. UFA will designate a person to provide such support in such an instance, this will be arranged by the Designated Safeguarding Officer.

If a participant on the programme is the subject of an allegation of abuse they will be separated from other young people until any enquiries are complete. Dependent upon the circumstances this may mean they are temporarily removed from the programme.

The matter will be fully investigated by a senior manager. Strict confidentiality will be upheld with regard to any person involved in an allegation of abuse, unless there is an overriding obligation in the interests of child safety or enforcement to share information with other interested parties

At the end of the investigation into an allegation or complaint of abuse against a member of staff or volunteer, when all the evidence has been collected and reviewed, the outcome will be determined as one of the following:

Substantiated: there is sufficient identifiable evidence to prove the allegation;

False: there is sufficient evidence to disprove the allegation;

Malicious: there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false;

Unfounded: there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances;

Unsubstantiated: this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Where the investigation finds that an allegation or complaint is substantiated action will be taken as follows:

- An employee; action under the UFA's Disciplinary Procedure
- A volunteer; their services will be terminated immediately
- A participant; permanent removal from the programme

In all cases, the UFA's Designated Safeguarding Person will contact the appropriate statutory bodies outside the organisation without delay. Sharing will always be tested against the principles of the sharing being necessary, proportionate, relevant, adequate, accurate, timely and secure

UFA will comply fully with any police, statutory child protection investigation or serious case review. UFA will ensure that its internal investigation in no way compromises external statutory authority investigations.

UFA will seek consent to share confidential information with other necessary parties however the welfare of a young person is paramount and should this be put in jeopardy UFA reserves the right to share information without consent. The necessity to do this will be made by the Designated Safeguarding Officer. Any instances of this will be presented to the Trustees and logged internally.

The Board of Trustees will be presented with a summary of safeguarding incidents for their consideration at the first meeting following the NCS summer and autumn period.

8. Guidance on documenting UFA Activities and taking photographs or videos of young people

- Sessional staff are not permitted to take photographs on their own media (ie. phones, iPads, cameras) of children or young people. Any photos taken of young people on the programme are only to be taken by permanent UFA staff.

- When taking photographs, always explain to young people, children and their parents what they will be used for e.g. for the website, on Facebook, YouTube or social media, in publications or, on video for promotional purposes.
- Always seek consent (written or spoken) from young people, children and their parents before taking their photograph. Always give young people and children the opportunity to not be photographed or filmed if they don't want to be.
- In general, always take photographs of groups of young people or children, rather than individuals.
- The UFA will ensure that no students are identifiable with personal contact details in any publications.

9. Transporting young people

There will be occasions when it is necessary for a member of UFA staff or volunteer to transport a young person as part of their duties. Young people of NCS age are permitted to travel in private transport with a responsible adult where the purpose of the journey is to seek medical attention (visit to A&E), or support the young person's continued participation in the programme.

The adult must be a member of the UFA staff team, having been recruited via safer recruitment process and having been subject to DBS verification.

The driver of the vehicle must be in possession of a valid full UK driving license and should ensure that the vehicle is roadworthy, appropriately insured and the maximum capacity is not exceeded. It is a legal requirement that all passengers wear a seat belt and it is the responsibility of the member of staff to ensure this requirement is met.

UFA staff and volunteers should avoid transporting young people or children alone in a car. They should whenever possible travel with another member of staff, or other young person or child.

It is inappropriate for UFA staff or volunteers to offer lifts to young people outside their normal working duties.

When transporting young people to a residential, whether on a minibus or coach, the placement of both staff and young people will be considered and stops if any will be supervised.

10. Residential activities

UFA staff and volunteers should take particular care when working with or supervising young people in a residential setting or on trips and outings when the setting is less formal than the normal workplace.

All risk assessments will be undertaken before the programme begins. However a successful residential is dependent on continual risk assessments and UFA staff and volunteers need to be conscious of changes in behaviours, the changes in environment, the state of the group e.g. how tired they are and the risk factors associated with certain individuals.

UFA staff and volunteers should ensure that, wherever possible, there is more than one adult present during activities with young people or at least that you are within sight or hearing of others.

In residential settings where there are communal washing facilities any adult using the shower or bathroom should always announce themselves before entering and keep themselves covered when not in the cubical

Young people on the residential should be made aware of the UFA's NCS behaviour policy and the sanctions that may be applied if a young person's conduct or behaviour is unacceptable. All unacceptable behaviour (including bullying of any kind by members of staff, volunteers and other young people) must be challenged and where appropriate reported.

UFA staff and volunteers are not permitted to consume alcohol during an NCS residential and smoking is only permitted away from the building and out of sight of young people. Young people on a residential programme are not permitted to consume alcohol, legal highs or illegal drugs during an NCS programme. UFA staff and volunteers are not permitted to supply cigarettes, alcohol, drugs or any legal highs to young people even if that young person is of an age to be legally permitted to consume such products.

Careful consideration must be given to sleeping arrangements. UFA staff and volunteers should not enter the rooms of young people of the opposite sex and should not spend time alone with an individual young person away from other people. No one is permitted to change rooms in the night, if a member of UFA staff, volunteer or young person wishes to change rooms then this must be dealt with the following day

In cases where UFA staff have reason to believe that their own, or others, safety may be at risk, or there is reasonable suspicion that a law has been broken the UFA reserves the right to search the possessions of young people on our programmes. In such cases permission will be sought from the young person to search their possessions, but they will also be made aware that refusal to permit a search will result in their dismissal from the programme. In all cases attempts will be made to contact the parent or guardian and inform them that the search will take place, however the search will not be delayed if contact cannot be made. The

young person and another responsible adult will be present whilst the search takes place.

11. Guidelines for Staff and Volunteers

- Do not engage in or encourage any inappropriate physical or verbal contact with young people or children. Boasting or joking about sex, drug and alcohol use and other personal matters are totally inappropriate.
- Do not show favouritism to any individual young person or child.
- Do not do things of a personal nature for young people or children that they can do themselves and only undertake necessary personal care with the express consent of the young person, child and their parents/ carers.
- Do not restrain a young person or child without the proper training and if restraint is used it should be recorded as an incident.
- Do not jump to conclusions about others without first checking out the facts
- Safeguarding of young people on residential is a shared responsibility and all employees and volunteers should support each other in achieving this.
 - Ensure all communication with young people in any form of media maintains an appropriate professional distance that establishes boundaries with young people and a separation between staff's personal and professional lives.

Guidelines for Young People

All programmes will ask young people to sign up to a code of conduct which is proportionate to their age and the situation. This will be reviewed prior to each programme.

This code of conduct will set out the consequences of breaching this code.

UFA reserves the right on all programmes to ask parents or carers to come and collect their young person from a programme if the code of conduct has been breached.

12. Lone working policy

Ideally any meetings/discussions would take place in the NCS office/college, or failing that, at the YPs school/college or a public place if appropriate. However, sometimes a home visit is the only option.

If a home visit is required, always try to take someone else with you to the home. If all options are exhausted and a lone visit is the only option, the following 'buddy' system is to be followed:

1. Tell another member of staff (your buddy, ideally local to you if possible) the name of the person you're visiting, the name of the PG, and the address you're going to.
2. Call your buddy just before the visit, and tell them a time you will call them back once you have finished. (Allow a maximum of one hour.)
3. If you have not called your buddy by the time you stated you would, the buddy should call you – and they should expect you to answer. Let the PG know you just need to take the call, and give your buddy an update with a revised end time (again, no more than an hour).
4. Call your buddy once you leave the home.

13. Data Protection

UFA insists on the highest standards of data protection especially in relation to information surrounding safeguarding.

Staff should ensure that documents related to young people are always kept securely and the amount of time that they are taken out from lock and key is minimised.

All venues used should have a lockable area for keeping personal information of young people and incident reports.

All electronic records, files and computers must adhere to the UFA data protection protocols of being password protected and encrypted.

Grouping together of data on groups of young people should be minimised to mitigate the risk of loss.

When speaking to young people or parents/carers staff should make them aware that records will be taken, shared with relevant bodies but will only be kept for as long as is necessary. Parents must sign a declaration to allow this prior to acceptance of any course.

Young People have the right to access any record about them and they can request to see this by contacting UFA's Designated Senior Person for safeguarding.

1. Dave Coyle, Suffolk Programme Manager: 01473 556600, mobile 07736293623 or email: dcoyle@ufa.org.uk
2. Heidi Bentley, Head of NCS Programmes: 0121 766 1303, mobile : 07718 481813 or email: hbentley@ufa.org.uk

In their absence please contact:

1. Manjit Shellis on 0121 766 8077, mobile: 07980 672 075 or email: mshellis@ufa.org.uk
2. Paul Evans on 0121 766 8077, mobile: 07785 615 134 or email: pevans@ufa.org.uk

14 Review Process

UFA will review this policy annually and when there are substantial changes within the safeguarding policy arena. This will be conducted by the Designated Safeguarding Officer who will consult with staff and trustees.

UFA also welcomes feedback from all concerned around this policy and seeks to learn and improve its policy. If you have any feedback please contact the Designated Safeguarding Officers:

1. Dave Coyle, Suffolk Programme Manager: 01473 556600, mobile 07736293623 or email: dcoyle@ufa.org.uk
2. Heidi Bentley, Head of NCS Programmes: 0121 766 1303, mobile: 07718 481813 or email: hbentley@ufa.org.uk

Safeguarding Incident Report:

This form must be completed & signed by the member/s of staff who identified possible child protection concerns.

Please note:

1. All safeguarding concerns **must be reported as soon as is practical to** the designated Safeguarding representative – Dave Coyle or Heidi Bentley.
2. **Record facts and do not make judgements** (state dates, times, places, actual words used, what was observed, who was present, questions asked etc)
3. Any **concerns about staff** should be reported directly to Dave Coyle or Heidi Bentley.

Name of person who the incident relates to:	Date of incident:

--

Action taken by you

--

Action taken by any other member of staff
--

--

Action taken by designated Safeguarding representative

--

Further actions taken

--

Was the parent/guardian of the young person contacted? (please circle as appropriate)	YES	NO
--	-----	----

By what method was the parent/guardian contacted by? (print clearly)		
What time was the parent/guardian contacted?		Please use 24 Hour Clock HH:MM
Name of parent/guardian who was contacted? (print clearly)		
<i>Please give brief description of conversation with parent/guardian. Continue on a blank sheet if necessary.</i>		

Name of person completing this form (PRINT):

Signed:

Position:

Date:

Appendices 2 – Contact details

Links with Children’s Social Services, Safeguarding Boards and local police are a vital component of UFA’s Safeguarding policy. UFA’s aim is to work alongside these statutory services to ensure a smooth process for handling safeguarding issues. In order to facilitate this, below are the referral information and contact details for all of the areas in which we currently operate.

Birmingham

Contact details below are for The Children’s Advice and Support Service (CASS)

Opening hours: Monday to Thursday: 8:45am to 5:15pm Friday: 8:45am to 4:15pm

Telephone: 0121 303 1888

Emergency out-of-hours: 0121 675 4806

Durham

Contact details below are for Durham Local Safeguarding Board

Telephone: 03000 26 79 79

Milton Keynes

Contact details below are for the Multi-agency Safeguarding Hub (MASH)

Office hours: 01908 253169/70

Emergency out of hours: 01908 265545.

Northamptonshire

Contact details below are Northamptonshire Children’s Social Care

Office hours: 0300 126 1000

Emergency out of hours: 01604 626938

Suffolk

Contact details below are for Suffolk Local Safeguarding Board

Telephone: 0808 800 4005

North Yorkshire

Contact details below are for the Multi Agency Screening Team (MAST)

Office hours: 01609 780780

Emergency out of hours: 01609 780780

Police

In an emergency, always ring 999.

You should call 101 to report crime and other concerns that do not require an emergency response.

Safeguarding Policy Revision History

Date	Version	Section Changed	Change Made	Change made by
22/12/2006	V1	Policy Created		K Kumar
19/11/2010	V1	Section 3 Local Area Contacts	Updated phone numbers	K Kumar
		Section 1 CRB Checks	Volunteers CRB checks must be renewed every two years	K Kumar
8/11/2012	V1	Recruitment of staff and volunteers	CRB and work history updated	L Gregory
2.1.15	V1	Child protection General update across all sections	Safeguarding	J. Middleton
7.3.16	V2	Key principles Section 1, 11	MASH teams, LADO teams and recruitment updates.	R. Shaw
6.4.16	V3	Lone working	Section added	J Tabley
14.2.17	V4	Wholesale rewriting of document		R Shaw
19.5.17	V5	Created appendices 2		R Shaw
06.02.2019	V6	Contact Details	Removed Richard Shaw's details and replaced with Dave Coyle and Heidi Bentley's contact details	R Bilkhu