



# Calderdale Valley of Sanctuary

## Safeguarding Policy

Review Date: March 2027

### 1. Key safeguarding contacts

**IN AN EMERGENCY CALL 999** (where there is a threat to life or serious injury)

**If you are concerned that a crime has been committed, call 101.**

**If you are concerned about a child or young person:**

- call the Multi Agency Screening Team on **01422 393336** during normal working hours
- or call the out-of-hours Emergency Duty Team on **01422 288000**.

**If you are concerned about an adult:**

- call Gateway to Care on **01422 393000** during normal working hours
- or call the out-of-hours Emergency Duty Team on **01422 288000**.

### 2. Key safeguarding practice

Safeguarding practice applies to all children and young people (under 18) and to vulnerable adults.

If you think someone has been abused or is at risk of abuse **contact Blake Doe** (Designated Safeguarding Lead) on **07495 726679** or **membership@calderdale.cityofsanctuary.org** or contact Laura Beesley (Deputy Safeguarding Lead) on 07857 140207 or **hello@calderdale.cityofsanctuary.org**.

Types of abuse include:

- Emotional
- Physical
- Sexual
- Domestic
- Financial
- Organisational
- Discrimination
- Neglect (including self-neglect)
- 'Mate crime'
- Forced marriage
- Modern slavery
- Female genital mutilation

If you are told about abuse:

- Stay calm.
- Only ask enough questions to clarify what you are being told.
- Inform the person that you need to share the information with the agencies who can help.
- Complete the form at the end of this policy and pass it on to Blake or Laura.
- Don't investigate the matter yourself.

### 3. Policy Statement on Safeguarding

- 3.1 Calderdale Valley of Sanctuary aims to provide a safe environment for children, young people and vulnerable adults to volunteer and participate in activities with us. We believe that individuals have a right to live, grow and develop within a safe environment. We recognise our responsibility to develop awareness of safeguarding issues and are committed to practice that reflects the Calderdale Valley of Sanctuary duty of care and protects children, young people and vulnerable adults from harm.
- 3.2 Calderdale Valley of Sanctuary is a small charity. The Board of Trustees is therefore ultimately responsible for the activities of Calderdale Valley of Sanctuary and for ensuring that this Safeguarding Policy is implemented. Working Together To Safeguard Children 2023 (DfE 2023) reminds all voluntary, charity and faith-based organisations that “practitioners working in ... organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer”. We take this to apply also to those we consider ‘vulnerable adults’ (see below). This latest guidance also highlights that “charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it”.
- 3.3 The term ‘vulnerable adult’ is used within this document to imply people over the age of 18 years who meet the definition contained in section 4 below, and who are thereby deemed to be potentially at risk of abuse or neglect.
- 3.4 Calderdale Valley of Sanctuary organises and participates in a wide range of activities that involve volunteers’, members’ and supporters’ involvement with children, young people and vulnerable adults in various settings. These include but are not limited to:
  - Activities for children and young people
  - Family-based events
  - Specific events and activities for adults who could be deemed vulnerable
  - Events open to the general public
- 3.5 In its activities, Calderdale Valley of Sanctuary is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults as part of its common law duty of care and in response to specific legislation. We will take all reasonable measures to:
  - Ensure that all can participate in Calderdale Valley of Sanctuary activities in a safe and secure environment;
  - Take appropriate measures to identify and prevent anyone who is unsuitable to work or volunteer with children, young people and vulnerable adults from doing so;
  - Aim to ensure that any child, young person or vulnerable adult who is at risk of, or experiencing significant harm is identified and responded to appropriately and without delay;
  - Ensure that all concerns are taken seriously and responded to appropriately and without delay;
  - Work co-operatively with other agencies that provide safeguarding services for children, young people and vulnerable adults;
  - Work in partnership with parents and carers, unless to do so would pose a potential safeguarding risk to the child, young person or vulnerable adult in question;
  - Consider the whole family, support networks and community surrounding a person about whom there are safeguarding concerns, in order to understand the full picture.
- 3.6 Calderdale Valley of Sanctuary expects that all staff and volunteers accept the fundamental principle and legal requirement that, in any given situation, the welfare of the child, young person or vulnerable adult is paramount.
- 3.7 Calderdale Valley of Sanctuary recognises that while a robust policy and procedural framework may be in place within the charity, if the culture of the organisation makes it difficult for people to talk about concerns or for children, young people or vulnerable adults to share concerns then this will have limited value.

## 4. Definitions

- 4.1 Drawing on the definition contained in the Care Act 2014 (Chapter 23), in safeguarding terms a vulnerable adult is deemed to be a person aged 18 or over who:
- Has needs for care and support (whether or not a local authority is meeting any of those needs), and;
  - Is experiencing, or is at risk of, abuse or neglect, and;
  - As a result of these needs is unable to protect themselves against the risk of abuse or neglect.
- 4.2 Although the following list is not exhaustive, a vulnerable adult/adult at risk may be a person who:
- Is frail due to age, ill health, physical disability or cognitive impairment, or a combination of these;
  - Has a severe learning disability;
  - Has a physical disability and/or a sensory impairment;
  - Has mental health needs including dementia or a personality disorder;
  - Has a long-term illness/condition (the Safeguarding Vulnerable Adults Act 2006 specifically excludes dyslexia, dyscalculia and dyspraxia);
  - Misuses substances or alcohol;
  - Is unable to demonstrate the capacity to make a decision and is in need of care and support.
- 4.3 In addition to the statutory definition of a vulnerable adult outline in point 4.1 above, we at Calderdale Valley of Sanctuary recognise that:
- Many people we work with are experiencing trauma (often undiagnosed) as a result of what they have been through, both in their country of origin, on their journey to safety and finding themselves stuck in an unfair and ineffective asylum system;
  - They may be socially isolated, unsure of the UK protocols and norms, fearful of authority and therefore more likely to acquiesce or be submissive as a result;
  - This increases their risk of abuse and manipulation, therefore making them a potential target for exploitation;
  - They may also lack appropriate levels of English to communicate their needs clearly;
  - As a consequence, they may find it difficult to protect themselves from abuse and/or radicalisation.

For all these reasons we are committed to taking seriously all safeguarding concerns regarding people who are seeking asylum and those who have refugee status, and to considering on a case-by-case basis whether a referral to Adult Social Care Services is required, using the Mental Health Act 2005 as our guide.

## 5. Scope of policy

- 5.1 This policy and its associated procedures cover all areas of Calderdale Valley of Sanctuary activities.
- 5.2 This guidance aims to ensure that within Calderdale Valley of Sanctuary all children, young people under 18, vulnerable adults, and all those who work with them whether in a volunteer or paid capacity, are safe and appropriately supported in the activities we organise. The aim is to achieve this by minimising the risk of harm from discrimination, bullying, accidents, injury and abuse in all its forms.
- 5.3 Our aim is to protect volunteers, and others using our facilities or engaged in Calderdale Valley of Sanctuary facilitated activities from harm regardless of age, gender, race, colour, nationality, ethnic origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstances or sexual orientation.

- 5.4 The guidance applies to all Calderdale Valley of Sanctuary staff and volunteers and anyone else representing Calderdale Valley of Sanctuary. The guidance applies to any activity organised and/or delivered by Calderdale Valley of Sanctuary, regardless of where the activity takes place.
- 5.5 Calderdale Valley of Sanctuary has a duty of care to all visitors. External groups and organisations running activities for young people and/or those with additional vulnerabilities under its auspices are required to do so in accordance with approved risk assessments and safeguarding policies.

## 6. Implementation

- 6.1 Full copies of this document will be available on the Calderdale Valley of Sanctuary website and will be promoted amongst the Board of Trustees, the Calderdale Valley of Sanctuary staff and volunteers and partner organisations.
- 6.2 Reference to this guidance will be included with other policies and procedures in any staff and volunteer induction and resource packs. All Calderdale Valley of Sanctuary staff, volunteers and Trustees will be informed about safeguarding during their induction processes and will be provided with a level of training appropriate to their role.
- 6.3 ***It is mandatory for all those contributing to the Calderdale Valley of Sanctuary activities to comply with this Safeguarding Policy and promote the welfare of children, young people and vulnerable adults. Failure to follow this guidance and procedures will lead to an internal investigation by Calderdale Valley of Sanctuary and may result in the termination or temporary suspension of any employment contract, freelancing contract or volunteering agreement with the person(s) involved.***
- 6.4 ***All Calderdale Valley of Sanctuary Trustees, staff members and volunteers will take all concerns and suspicions or allegations of abuse and neglect seriously and respond swiftly and appropriately.***
- 6.5 ***Anybody reporting a concern in good faith and in the genuine belief that there are concerns relating to safeguarding will be supported to do so even in the event of that concern subsequently being found to be unsubstantiated.***
- 6.6 Any safeguarding concerns which Trustees, volunteers or staff members have with regards to a child, young person or vulnerable adult who is in any way associated with Calderdale Valley of Sanctuary should be directed in the first instance to **Blake Doe (also known as Marta Pacini)**, who is the Designated Safeguarding Lead. This includes any instance of a Trustee, volunteer or staff member being concerned that another Trustee, volunteer or staff member is not following this policy and any other relevant safeguarding guidance and procedure issues by national and/or local government institutions.
- 6.7 Where the Designated Safeguarding Lead is the object of concern the Deputy Safeguarding Lead, **Laura Beesley**, should be contacted. Should the Deputy Safeguarding Lead also be an object of concern, any other Trustee should be contacted or, failing that, concerns should be reported directly to the Calderdale Safeguarding Children Board (for children and young people under 18) or the Calderdale Safeguarding Adult Board (for vulnerable adults who are over 18).
- 6.8 When reporting safeguarding concerns, Calderdale Valley of Sanctuary Trustees, staff and volunteers will follow the procedures laid down by the Calderdale Safeguarding Children Board (for children and young people under 18) or the Calderdale Safeguarding Adult Board (for vulnerable adults who are over 18).
- 6.9 Calderdale Valley of Sanctuary Trustees, staff and volunteers will share concerns about the welfare of any child, young person or vulnerable adult with the relevant agencies, involving

parents, carers, children, young people and vulnerable adults appropriately.

- 6.10 Calderdale Valley of Sanctuary will adopt and carefully implement the recognised procedures for recruitment and selection of staff, volunteers, Trustees and contractors who may be in contact with children, young people or vulnerable adults in accordance with the latest government guidance (currently, Working Together to Safeguard Children 2023 and Health and Social Care Act 2008 (Regulated Activities) Regulations 2014).

## **7. Recruitment and Selection of Staff, Trustees and Volunteers**

- 7.1 Calderdale Valley of Sanctuary is mindful of various procedures guidelines to assist with the safeguarding element of their work, including but not limited to:
- Disclosure and Barring Scheme (DBS)
  - Policy Statement on the Recruitment of Ex-Offenders
  - Disqualification Under the Child Care Act 2006
  - Regulated Activity with Adults in England
- 7.2 Whilst DBS arrangements provide additional safeguards, they do not necessarily apply to Calderdale Valley of Sanctuary staff, volunteers and Trustees who are not engaged in “regulated activities” and who do not have unsupervised access to children, young people or vulnerable adults. Moreover, it is important to remember that DBS arrangements are part of a wider framework of safe recruitment and selection practices. In particular, they do not replace the need for ongoing vigilance in matters concerning safeguarding.
- 7.3 Based on the advice contained in Keeping Children Safe in Education 2020, Calderdale Valley of Sanctuary will complete a risk assessment for each member of staff, volunteer and Trustee to determine whether a standard or enhanced DBS check is required in order for them to fulfil their role in accordance with this policy and with safeguarding legislation and guidance.

## **8. Trauma-informed practice**

- 8.1 Calderdale Valley of Sanctuary recognises the importance of planning all our activities in a trauma-informed way, especially given the segment of the population that we serve.
- 8.2 In accordance with local safeguarding guidance, we define trauma as “the mental harm caused by an emotional and/or physical response to a negative experience”.
- 8.3 Whenever a service user discloses past traumatic experiences, Calderdale Valley of Sanctuary staff, volunteers and Trustees will:
- listen attentively and without interrupting;
  - seek to understand what has happened to the person, rather than what ‘is wrong with’ the person;
  - signpost the person to relevant support services, seeking guidance from the Designated Safeguarding Lead if necessary.

## **9. Person-centred values**

- 9.1 Calderdale Valley of Sanctuary recognises the importance of planning all our activities in accordance with person-centred values, which we define as follows:
- Individuality: treating every person as an individual and never making assumptions about them;
  - Dignity: treating every person as having inherent worth and respecting their needs;
  - Rights: respecting every person’s human rights as defined in the Universal Declaration of Human Rights (United Nations, 1948);
  - Partnership: seeking input from, and sharing information with, our service users, their parents/guardians/carers and other agencies, both statutory and others, in order to

promote safeguarding;

- Choice: making decisions *with*, rather than *for*, our service users wherever possible;
- Respect: being sensitive to, and taking seriously, the beliefs, thoughts, choices, values and feelings of every person, even when they differ from our own;
- Independence: designing all our activities in such a way that service users can be as self-reliant as possible;
- Privacy: only sharing information about our service users on a need-to-know basis, with their consent or that of their parents/guardians wherever possible.

## 10. Types of abuse

10.1 Calderdale Valley of Sanctuary recognises that abuse, neglect and other safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

10.2 Calderdale Valley of Sanctuary recognises that children, young people and vulnerable adults are just as likely, if not more likely, to suffer abuse at the hands of a person they know and trust as they are to suffer abuse at the hands of a stranger.

10.3 The following is a non-exhaustive list of types of abuse:

- Emotional abuse – including telling a child, young person or vulnerable adult that they are worthless or only valued insofar as they meet the needs of another person; not giving them opportunities to express their views; placing age-inappropriate or developmentally inappropriate expectations on them; preventing them from participating in normal social interactions; overprotection. Emotional abuse can take place both in person and online (which is sometimes called ‘cyberbullying’). It is important to recognise that **emotional abuse always occurs wherever another type of abuse takes place as well**, although it can also occur by itself.
- Physical abuse – including causing physical harm directly and/or fabricating the symptoms of, or deliberately inducing, illness.
- Sexual abuse – including forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether physically violent or not; forcing a child, young person or vulnerable adult to watch sexual activities; forcing a child, young person or vulnerable adult to watch, read and/or take part in the production of erotic material; grooming a child, young person or vulnerable adult using online media in preparation for offline abuse.
- Financial or material abuse – including withholding money or other material resources, fraud, theft, scamming and coercion in relation to a person’s financial affairs or arrangements.
- Domestic abuse – the physical, emotional, sexual and/or financial abuse of a person at the hands of their spouse, partner or other member of their family or household.
- ‘Mate crime’ – where vulnerable people are befriended by someone with the aim to take advantage of them, for example through fraud.
- Neglect – the persistent failure to meet a child’s, young person’s or vulnerable adult’s basic physical and/or psychological needs, likely to result in the serious impairment of their health and/or development, such as failure to provide adequate food and shelter, failure to seek appropriate medical care or failure to provide appropriate protection from harm.
- Self-neglect – a person’s failure to attend to their own basic needs to the extent that their wellbeing is put at risk.
- ‘Modern slavery’ – the exploitation of an individual for personal or commercial gain, including human trafficking, forced labour, debt bondage and domestic servitude.
- Female genital mutilation (FGM) – a procedure where the female genital organs are

deliberately cut, injured or changed and there is no medical reason for this. Although this is a type of physical and emotional abuse, it merits its own category because of the specific cultural contexts in which it normally occurs.

- Forced marriage – where a child, young person or vulnerable adult is coerced into marrying or becoming engaged to another person, often for the financial gain of one or both families or in order to ensure that the child, young person or vulnerable adult in question marries someone of a specific ethnic, cultural or religious background.
- Institutional/organisational abuse – neglect and poor care practice within a specific institution or setting, including the inappropriate use of power or the failure to provide an appropriate level of choice and flexibility.
- Discriminatory abuse – including verbally or physically attacking or otherwise mistreating a person, or putting them at an unfair disadvantage, because of the personal characteristics of themselves or of somebody they associate with, such as gender, sexual orientation, ethnicity or religion.

## **11. Causes for Concern**

11.1 Any incident that causes concern in respect of a child, young person or vulnerable adult is required to be recorded immediately and passed to the Designated Safeguarding Lead for a same day discussion. Below are examples of incidents that are required to be reported immediately:

- You are concerned that a child, young person or vulnerable adult has been, or may be about to be, subject to abuse, neglect or harm;
- You are told by a child, young person or vulnerable adult that they have been, or are about to be, subject to abuse, neglect or harm;
- You are concerned that a child, young person or vulnerable adult is becoming attracted to you;
- You are concerned that a child, young person or vulnerable adult is becoming attracted to another member of staff, volunteer or Trustee who has regular contact with them;
- You are concerned that a child, young person or vulnerable adult is developing a relationship with an adult, whether or not affiliated with Calderdale Valley of Sanctuary, who is in a position of power over them, such as a teacher, social worker or care worker;
- You have been required to physically intervene to prevent a child, young person or vulnerable adult from harming themselves or another or from causing significant damage to property;
- You receive an allegation of abuse regarding a member of staff, volunteer or Trustee of Calderdale Valley of Sanctuary or of a partner organisation;
- You become aware that a child, young person or vulnerable adult is being recruited or is recruiting into a criminal organisation.

## **12. Responding to an Allegation**

12.1 If a child, young person or vulnerable adult says or indicates that he or she is being abused, or information is obtained which gives concern that they are being abused, the person receiving this information should:

- Ensure the immediate safety of the child, young person or vulnerable adult;
- If the child, young person or vulnerable adult needs immediate medical treatment, call for an ambulance, informing the call centre that this is a safeguarding issue;
- Reassure the child, young person or vulnerable adult and tell them what you will do next;
- Not promise to keep secrets and remind the child, young person or vulnerable adult that what they have disclosed will need to be shared with, and only with, the necessary statutory services, such as the police or medical personnel;
- React in a calm and considered way so as not to frighten or deter the child, young person or vulnerable adult;
- Believe what the child, young person or vulnerable adult is telling them and respond

appropriately;

- If appropriate, reassure the child, young person or vulnerable adult that they are not to blame for what has happened and that they were right to share this information;
- Take what the child, young person or vulnerable adult says seriously, recognising the difficulties inherent in interpreting what is said by a child, young person or vulnerable adult who has differences in speech, communication or language;
- Keep any questions to the minimum required to clarify the concern and ensure a clear and accurate understanding of what has been said, using only open questions;
- Refrain from asking leading questions or making suggestions about what may have happened;
- Listen without interrupting if the child, young person or vulnerable adult is recounting significant events;
- Record the details of the concern, incident and/or what the child, young person or vulnerable adult has disclosed as soon as possible and before leaving a Calderdale Valley of Sanctuary session, including details of who this information has been shared with and when, using the recording form attached to this policy;
- Always date and sign any records;
- Discuss with the Designated Safeguarding Lead or the Deputy Safeguarding Lead without delay – this must always be a same day discussion. See section 6.7 of this policy for details of what to do should it be impossible or inappropriate to contact either the Designated Safeguarding Lead or the Deputy Safeguarding Lead.

#### **12.2 *The person receiving the disclosure should NOT:***

- Panic;
- Allow any shock or distaste to show;
- Promise to keep the disclosed information secret;
- Show disbelief or fail to take the allegations seriously;
- Ask questions other than to clarify that they have enough information to act;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Fail to take responsibility for reporting the concern;
- Investigate the concern.

12.3 Ideally, where the child, young person or vulnerable adult has made a disclosure, a verbatim record of their account of what occurred in their own words should be recorded. The record should include details of the nature of the allegation or concern and a description of any injuries (you must not remove clothing to inspect any injuries or take photographs). Times, dates, places and any other detail should be included.

12.4 The Designated Safeguarding Lead will telephone the referral into Children's Social Care, Adult Social Care and/or the police, as appropriate. In the case of children and young people they will normally advise parents/carers that this is being done, unless to do so would constitute a safeguarding concern. They will also ensure that the appropriate referral form for external agencies is completed within 24 hours. The Designated Safeguarding Lead will keep a record of the name and designation of the Children's/Adult Social Care member of staff or Police Officer to whom concerns were passed and record the time and date of the call-in case any follow-up is needed

12.5 The Designated Safeguarding Lead will keep all original notes as these may be needed later. They will also inform the Chair of Trustees in writing within 24 hours that a referral has been made.

### **13. Reporting concerns about abuse or any other poor practice taking place within the organisation**

13.1 Concerns, incidents or allegations relating to abuse, bullying or any other poor practice taking place at the hands of staff, volunteers or Trustees of Calderdale Valley of Sanctuary or its partner organisations should always be reported as quickly as possible to the Designated



Safeguarding Lead, who will decide whether a referral to the statutory agencies is required or whether the concern can, at least initially, be managed internally. All decisions will be recorded and the Chair of Trustees will be informed in writing within 24 hours.

- 13.2 All concerns and allegations relating to potential abuse of children, young people or vulnerable adults, or to any other criminal activity, will be referred externally as quickly as possible to ensure that those with the correct expertise undertake any subsequent investigation, as this is **NOT** the responsibility of Calderdale Valley of Sanctuary.
- 13.3 The Chair of Trustees will meet with the member of staff, volunteer or Trustee to inform them that an allegation has been made against them and explain the course of action that needs to be taken. This meeting should take place as soon as possible after any relevant discussions between Calderdale Valley of Sanctuary and statutory agencies such as Children's Social Care, Adult Social Care or the police has taken place. It should be clear to the member of staff, volunteer or Trustee that the meeting is not an investigatory meeting nor a disciplinary hearing.
- 13.4 The possible outcomes from the above action may include the following:
- The member of staff, volunteer or Trustee may be suspended from all or part of Calderdale Valley of Sanctuary activities, such as a temporary ban from all public-facing activities, pending the results of internal and/or external investigations;
  - Once all relevant investigations have been completed, the member of staff, volunteer or Trustee may be restored to their full duties, have their duties modified or have their contract terminated, depending on the outcome of the investigations.
- 13.5 Calderdale Valley of Sanctuary will conduct an internal investigation. However, any investigation by the police, child or adult protection agencies will take priority and any internal processes will be held pending the outcome of these. Calderdale Valley of Sanctuary will keep the investigation of all complaints and the records relating to the matter confidential.

#### **14. Safe use of media and safe communication**

- 14.1 Pictures, videos and audio recordings of children and young people taking part in Calderdale Valley of Sanctuary activities will be taken and/or circulated only with the prior written consent of parents/guardians. Where an adult taking part in Calderdale Valley of Sanctuary activities lacks the mental capacity to give their informed consent to having pictures, videos or audio recording of themselves taken, as per the criteria set out in the Mental Capacity Act (2005), the prior written consent of their carer/guardian will be required.
- 14.2 Any and all pictures of children, young people or vulnerable adults taken by staff, volunteers or Trustees of Calderdale Valley of Sanctuary must be transferred to an appropriately secure storage system and deleted from the device used as soon as possible, and always within 28 days.
- 14.3 Members of staff, volunteers and Trustees of Calderdale Valley of Sanctuary will communicate with all service users and partner organisations using email addresses, mobile phones and social media accounts belonging to Calderdale Valley of Sanctuary wherever possible.
- 14.4 Where communication is necessary with a child or young person, the parent or guardian should be contacted in the first instance. Direct communication with a child or young person will only take place with the prior written consent of a parent or guardian, unless the communication is of an urgent nature and it has been impossible to successfully communicate with a parent or guardian.
- 14.5 No communication is allowed to take place between a Calderdale Valley of Sanctuary staff member, volunteer and Trustee and a child or young person outside of the core working hours of 9 am to 5 pm Monday to Friday, unless the communication is of an urgent nature.

- 14.6 Social media accounts should only be used to communicate with children, young people and vulnerable adults where the communication is of an urgent nature and it has been impossible to successfully communicate using emails or phone calls.
- 14.7 When communicating with any service user using phones or online means, members of staff, volunteers and Trustees of Calderdale Valley of Sanctuary will observe the same rules of behaviour as if speaking or interacting with them in person. Communication should be open for others to see if necessary. There should always be a record of phone or online communication that can be checked if necessary.
- 14.8 Members of staff, volunteers and Trustees of Calderdale Valley of Sanctuary are not permitted to discuss children, young people, vulnerable adults or their families on any social media networking site.

## **15. Review of Calderdale Valley of Sanctuary Safeguarding Policy and Procedures**

- 15.1 Calderdale Valley of Sanctuary Policy and Procedures for Safeguarding Children, Young People and Vulnerable Adults will be monitored and evaluated on an annual basis by the Designated Safeguarding Lead to ensure Calderdale Valley of Sanctuary remains up-to-date in terms of legislation, local and national guidance and reflects learning from practice and any significant incident or concern.

**Approved by the Board of Trustees, 8 March 2024**

## **Appendix 1 – Child Protection Incident Recording Form**

Explanation should be as detailed as possible, use short sentences and simple words.

Describe the incident or disclosure clearly, using direct quotes wherever possible.

### **Section 1**

This section is to be completed by any employee, trustee or volunteer who belongs to the organisation, or is inside the organisation's premises who receives a disclosure and/or allegation of abuse and/or is concerned regarding suspicion of abuse.

Name of child or young person:

Date of birth:

Home address and telephone number:

Name and address of parent/s or person/s with parental responsibility:

Is this the concern of the person who makes the report?

Yes                  No

Are you passing on somebody else's concerns?      Yes                  No

If so, please provide details accordingly (name, address, phone number)

What caused your concerns? Please specify date, time and circumstances

Has the child/young person been spoken to? If so, what was said?

Is anyone named in the allegation? Please provide details.

This record must be passed initially to the Designated Safeguarding Lead.

Please provide details who/where the record has been passed to.

Any additional consultation regarding this incident?

Please provide details.

Please record any further action and information.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_ / \_\_ / \_\_\_\_

**Section 2** This section needs to be completed by the Designated Safeguarding Lead or Deputy Safeguarding Lead.

Please provide the following information:

Has there been a referral to the relevant agency?      Yes   No

Name and contact details for agency:

If the answer is "No", please explain why and provide clear information.

Any follow-up actions/information, including dates and names:

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_ / \_\_ / \_\_\_\_

## **Appendix 2 – Adult Safeguarding Incident Record Form**

Explanation should be as detailed as possible, use short sentences and simple words.

Describe the incident or disclosure clearly, using direct quotes wherever possible.

### **Section 1**

This section is to be completed by any employee, trustee or volunteer who belongs to the organisation, or is inside the organisation's premises who receives a disclosure and/or allegation of abuse and/or is concerned regarding suspicion of abuse.

Name of person:

Date of birth:

Home address and telephone number:

Name and address of legal guardian / person with lasting power of attorney, if applicable:

Is this the concern of the person who makes the report?

Yes                  No

Are you passing on somebody else's concerns?      Yes                  No

If so, please provide details accordingly (name, address, phone number)

What caused your concerns? Please specify date, time and circumstances

Has the person been spoken to? If so, what was said?



Is anyone named in the allegation? Please provide details.

This record must be passed initially to the Designated Safeguarding Lead.

Please provide details who/where the record has been passed to.

Any additional consultation regarding this incident?

Please provide details.

Please record any further action and information.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_ / \_\_ / \_\_\_\_

**Section 2** This section needs to be completed by the Designated Safeguarding Lead or Deputy Safeguarding Lead.

Please provide the following information:

Has there been a referral to the relevant agency?      Yes   No

Name and contact details for agency:

If the answer is "No", please explain why and provide clear information.

Any follow-up actions/information, including dates and names:

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_ / \_\_ / \_\_\_\_