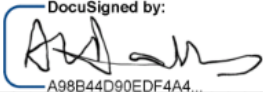


ecoACTIVE Safeguarding Children and Adults at Risk Policy

Signed on behalf of the board of trustees:  _____
Name: Andrew Halfpenny
Position: Trustee
Date: 03-07-2023
Date of new review: 02-07-2024

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1 Policy Statement

1.1 This policy is in accordance with legislation relevant to safeguarding and promoting the welfare of children, young people and vulnerable adults, (including the Children Act 2004, Education Act 2002 and the Children Act 1989) The Mental Capacity Act 2005, Health and Social Care Act 2008, the Care Standards

Act 2009, Statement of Government Policy on Adult Safeguarding 2013, The Care Act 2014 and Working Together to Safeguard Children: 2018; (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf). ecoACTIVE will adhere to the London Child Protection Procedures (<https://www.londoncp.co.uk/index.html>) and recommendations relating to safeguarding and child welfare issued by City and Hackney Safeguarding Children Partnership (for example, the Hackney Child Wellbeing Framework), and the London Multi-Agency Policy and Procedures to Safeguard Adults from Abuse (<https://londonadass.org.uk/wp-content/uploads/2019/05/2019.04.23-Review-of-the-Multi-Agency-Adult-Safeguarding-policy-and-procedures-2019-final-1-1.pdf>) and recommendations relating to adult safeguarding issued by City and Hackney Safeguarding Adults Board (CHSAB).

2 Introduction

2.1 ecoACTIVE is involved in providing services for a wide range of people including children, young people (aged 3 – 16), and adults. Some of these adults are likely to be vulnerable adults, also described as ‘adults at risk’ (see Appendix 1 for definitions).

2.2 ecoACTIVE has obligations to strive to promote welfare and protect children, young people and vulnerable adults whom we may believe to be being abused or at risk of abuse or neglect.

2.3 This policy and supporting procedures have been developed to assist staff and volunteers in acting on reported or suspected abuse.

2.4 Depending upon the nature of particular services or the requirements of particular partner agencies, the policy and procedures may be supplemented by local procedures. For example, if ecoACTIVE is working in partnership with another organisation, we would work under their Safeguarding Children Policy or Vulnerable Adult Policy and use their referral process.

3 Definitions and Categories of Abuse

3.1 For definitions and categories of abuse, see Appendix 1a and 1b.

4 Responsibilities of Staff and Volunteers

4.1 Staff (including our freelance session workers) and volunteers have a responsibility to be aware and alert to signs that all is not well with a child, young person or vulnerable adults. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse.

4.2 ecoACTIVE staff and volunteers work mainly with supervised groups (e.g. at a setting managed by another organisation). If we have concerns about a child, young person or vulnerable adult’s welfare, we would first refer to those supervising staff and follow up any requests or enquiries made to them about our concerns, following the steps set out below in section 8. However, if the child, young person or vulnerable adult is not supervised by another organisation, the ecoACTIVE Director and staff Team are responsible for dealing with concerns, with support from the ecoACTIVE Trustee responsible for safeguarding, as set out in section 8.

4.3 We have a clear commitment to protecting the child, young person or vulnerable adult and promoting their welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the Designated Safeguarding Lead (DSL) or the Trustee responsible for safeguarding (see Appendix 7 for

contact details). An ecoACTIVE worker who blows the whistle about a failure to uphold this policy will be protected under our Whistleblowing Policy, if the disclosure is made in good faith.

5 Disclosure of Abuse

5.1 If a child, young person or vulnerable adult discloses that they are being abused or any service user discloses that they are involved in abuse of a child, young person or vulnerable adult, action should continue as in Section 8. All action must proceed urgently and without delay.

6 Suspicion of Abuse

6.1 There may be circumstances when a volunteer or member of staff suspects that a child, young person or vulnerable adult is being abused or neglected.

6.2 It is vital that anyone who suspects a child, young person or vulnerable adult is being abused or neglected discusses the situation immediately with the Designated Safeguarding Lead, or their Deputy, or the Trustee responsible for Safeguarding. Action should continue as in Section 8.

7 Areas of Responsibility for ecoACTIVE's Designated Safeguarding Lead (DSL) for Safeguarding

7.1 At an operational level, the DSL's responsibilities, with regards to protecting children, young people and vulnerable adults include:

7.1.1 Ensuring that ecoACTIVE's safeguarding procedures are easily accessible to all staff (including self-employed sessional workers) and volunteers.

7.1.2 Keeping the Trustee responsible for Safeguarding and all staff updated with current procedure and practice, ensuring all new and temporary staff receive the necessary training to familiarise them with their safeguarding responsibilities.

7.1.3 Referring any concerns as soon as they arise to Hackney's Children's Social Care and Hackney's Safeguarding Adults Team, in line with the procedures outlined in Section 8.

7.1.4 Maintaining accurate and secure records for any issues relating to children, young people and vulnerable adults.

7.1.5 Being a source of advice and expertise on child, young person and vulnerable adult safeguarding matters to all staff and volunteers at the point of need.

7.1.6 Promoting good practice and effective communication internally between different members of staff/volunteers, and externally between agencies, on all matters relating to the protection of children, young people and vulnerable adults.

7.1.7 Ensuring there are effective auditing systems to monitor the application of agreed standards for protecting children, young people and vulnerable adults.

7.2 The DSL will undertake training plus constant up-dating on child, young person and vulnerable adults safeguarding issues, and be the first point of contact for advice and support if such an issue is to arise. This person has knowledge of reporting procedures for incidents should they occur.

7.3 A Safeguarding role has been created within the board of trustees who will provide professional supervision for the DSL in carrying out their duties under this policy. The Trustee with responsibility for safeguarding is listed in Appendix 7.

7.4 The DSL will inform The Trustee with responsibility for safeguarding in advance if the DSL and Deputy DSL are on leave at the same time, so that they can be available to support the staff team if there is a disclosure made, or a suspicion of abuse. If they are not available, then staff should contact the Chair of the Trustees, or the next most senior Trustee.

8 Referral Procedures

8.1 The DSL will refer cases of suspected abuse or allegations to the relevant investigating agencies, including any historic unreported concern or disclosure. In most cases, it is likely that ecoACTIVE would refer a suspected case of abuse or neglect to the appropriate DSL at the centre or institution where we are delivering activities. When delivering a workshop in a school/youth centre or other setting where there are likely to be Adults at Risk, e.g. a care home, ecoACTIVE staff will ensure that names and contact details for the DSL are collected prior to visiting the institution as part of our booking process.

8.2 Refer to Appendix 3, for procedures for what to do in the case of a disclosure, or suspicion of abuse.

9 Support to Staff and Volunteers

9.1 The ecoACTIVE DSL will offer support to any staff and volunteers who have received a disclosure or have reported a suspicion of abuse (unless the allegation refers to the DSL). If the Child Safeguarding or Safeguarding Adults Team needs further involvement from ecoACTIVE staff or volunteers following a referral, ecoACTIVE's DSL and/or the member of the board of trustees responsible for safeguarding will support them throughout their involvement in the case.

10 Allegation of Abuse Made Against a Staff Member or Volunteer

10.1 Staff and volunteers may be subject to abuse allegations. ecoACTIVE will offer support to staff members and volunteers in these circumstances, but the Local Authority Designated Officer will be assisted in their investigation and disciplinary procedures may be implemented. See Appendix 4 for information on how to respond to allegations of abuse against a member of staff or volunteer.

10.2 If an allegation is made against a member of staff or volunteer who doesn't work for ecoACTIVE, then the person witnessing or receiving information about the allegation will report the information to ecoACTIVE's DSL (following steps provided in Appendix 4). The DSL will contact the Local Authority Designated Officer and get advice about how to inform the school or organisation where the member of staff or volunteer is based.

11 Confidentiality

11.1 ecoACTIVE will comply with all current data protection regulations.

11.2 ecoACTIVE recognises that all matters relating to protecting children, young people and vulnerable adults are confidential, and shows respect for child/parent/staff privacy.

11.2 The DSL will only disclose any information about a child, young person or vulnerable adult to other members of staff on a need to know basis.

11.3 All staff members are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young people or vulnerable adults.

11.4 All staff and volunteers are made aware that they cannot promise to keep a child, young person, or vulnerable adult disclosure secret.

12 Storage of Information

12.1 ecoACTIVE will comply with all current data protection regulations.

12.2 Confidential information about staff, session workers, volunteers and service users will be kept electronically in password protected folders or in locked filing cabinets in the ecoACTIVE office, and will only be accessible to those who need to have access.

12.2 Files or filing cabinet drawers bearing confidential information will be labelled 'confidential'.

12.3 ecoACTIVE's DSL will keep detailed, accurate, secure, written records of referrals and/or concerns, e.g. reporting records, logs of phone calls, actions etc. These records will be kept separately to other documents, in case they are needed at a later date.

13 Use of Photographic, Video Recording, Image Recording & Phone Camera Use

13.1 ecoACTIVE needs and welcomes positive publicity. Photographs of our work add colour, life and interest to materials and articles promoting our activities and initiatives. In order to respect people's (children, young people, vulnerable adults and adults) rights of privacy and because of potential child protection issues, photographs must be used in a responsible way.

13.2 Under the terms of the Data Protection Act 1998 images of children, young people, vulnerable adults and adults must not be displayed in a public place without consent (see example photo consent form in Appendix 6).

13.3 Completed permission forms will be archived by the responsible ecoACTIVE project manager and photos of children, young people, vulnerable adults and adults will not be saved using their name.

13.4 ecoACTIVE staff may only use ecoACTIVE's cameras, recording equipment and memory cards to take images during sessions. Only ecoACTIVE issued work phones will be used to take pictures of children, young people, vulnerable adults and other participants during sessions - no personal phones will be used for this purpose.

14 Preventing Abuse by Staff and Volunteers

14.1 It is important that any staff or volunteers who are likely to be working with children, young people or vulnerable adults are thoroughly vetted before being employed. At ecoACTIVE this means as well as references being checked there will also be a requirement for offences to be declared and a Disclosure and Barring Service (DBS) check undertaken.

14.2 It should be noted that having a criminal record does not prevent someone from being recruited as a staff member or volunteer in all circumstances. Staff should seek the advice of their manager in cases of doubt.

14.3 It may be very hard for a worker to report a concern about a colleague to a line manager but, as with all the other difficulties people will come across, the safety and protection of a child, young person or vulnerable adult must be the priority in any decision that is made. An ecoACTIVE worker, who blows the whistle about a concern regarding another colleague, will be protected under our Whistleblowing Policy, if the disclosure is made in good faith.

15 Training and Raising Awareness

EcoACTIVE's DSL will:

15.1 Attend a training course for designated safeguarding leads approved by City and Hackney Safeguarding Children Board and Safeguarding Adults Partnership Board at least once every two years.

15.2 Ensure staff, volunteers and committee members are trained to appropriate levels, including during their induction, to ensure they know how to identify signs of abuse and are able to recognise and report any concerns immediately as they arise, using the steps set out in section 8 above.

15.3 Explain the need for DBS checks as protection for staff and volunteers to prospective candidates.

15.4 Ensure that all staff and volunteers receive refresher safeguarding training at least once every two years.

15.5 Review safeguarding procedures and standard documents at least annually .

15.6 Ensure ecoACTIVE's Safeguarding Children/Vulnerable Adults policy is updated and reviewed annually and work with the Trustee responsible for Safeguarding and the wider board of trustees regarding this.

15.7 Lodge a copy of this Safeguarding Children and Adults at Risk policy in ecoACTIVE's staff handbook and make it publicly available, via the ecoACTIVE website.

16 Safeguarding Children/Vulnerable Adults Policy and ecoACTIVE Recruitment Procedures

16.1 Our Equality, Diversity and Inclusion policy, and recruitment procedures, together with the Safeguarding Children/Vulnerable Adults policy, ensure that appropriate selection and checking procedures are in place. These include:

16.1.1 All job person specifications include awareness of safeguarding issues.

16.1.2 All job descriptions, session worker and volunteer agreements include awareness and implementation of the Safeguarding Children/Vulnerable Adults policy.

16.1.3 Seeing evidence of identity and any relevant qualifications.

16.1.4 If a DBS check is returned containing information about convictions or cautions, there will be a proper risk assessment of the information in line with the Recruitment of Ex-Offenders policy see (Appendix 11)

16.2 ecoACTIVE will follow City and Hackney Safeguarding Children Partnership's (CHSCP) Minimum Expectations for Safe Recruitment

(<http://www.chscb.org.uk/wp-content/uploads/2015/09/CHSCB-safer-recruitment-minimum-standards.pdf>)

17 Checking Procedures

17.1 Personal and employer references are followed up before staff and volunteers are appointed.

17.2 The ecoACTIVE delivery team, session workers and volunteers, have completed enhanced DBS (Disclosure and Barring Service) checks before starting work with children, young people and vulnerable adults.

18 Contact Details

18.1 Refer to Appendix 7 for important contact information.

19 Review

This policy will be reviewed annually unless deficiencies or weaknesses are identified, in which case it will be remedied immediately.

Definitions and Categories of Abuse - Children

Categories of Abuse (Children Act 1989 and 2004)

Any of these forms of abuse can be either deliberate or be the result of ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

Abuse is defined as a violation of a person's human rights or dignity by someone else.

Categories of Abuse:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including Female Genital Mutilation (FGM). Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 of Sexual Offences Act 2003.

In addition; Sexual abuse includes abuse of children through **sexual exploitation** (see below for further information about exploitation).

Neglect

Neglect is the persistent failure to meet a child'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 maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

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

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

Domestic Abuse

Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic violence. Research analysing Serious Case Reviews has demonstrated a significant prevalence of **domestic abuse** in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships (see below for information on peer-on-peer abuse).

The Home Office definition of Domestic violence and abuse was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Exploitation

Exploitation is abuse, and can include:

- | | |
|---|-------------------------|
| - Child Sexual Exploitation (CSE)* | - Forced labour |
| - Criminalisation (e.g. County Lines)** | - Benefit fraud |
| - Radicalisation*** | - Forced marriage |
| - Domestic servitude | - Trade of human organs |

*CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity...

a) in exchange for something the victim needs or wants, and/or

b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. Can affect any child or young person under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex, but most often happens to females age 12 - 15 years.

**** Criminal Exploitation**

- e.g. County Lines

Urban gangs setting up operations to transport and sell drugs in more suburban areas. Creates a wider footprint to sell drugs. 30-50,000 young people could be affected.

*****Radicalisation**

- Terrorists and extremists will try and recruit vulnerable people in person or through the internet and social media.
- They will attempt to infiltrate vulnerable institutions to reach out to vulnerable people.

Peer-on-peer Abuse

Peer-on-peer sexual abuse is sexual abuse that happens between children of a similar age or stage of development. It can happen between any number of children, and can affect any age group (Department for Education (DfE), 2018). It can be harmful to the children who display it as well as those who experience it.

- *The Boyfriend Model*

This model has become increasingly evident in relation to transient drug dealers exploiting teenagers both sexually and criminally with the exploited party trafficking drugs on behalf of the dealers.

- *The Party Model*

Older males orchestrating situations where drugs and alcohol are provided to vulnerable young people and sexual offences and CSE take place.

Grooming often takes place via the internet with 'peer on peer' incidents. Particularly notable in cyber enabled CSE offences where there are higher levels of young people communicating.

Cyber bullying is impossible for young people to escape from, with abusers having access to victims via the internet 24/7. Problems like 'sexting' and 'sextortion' can be carried out via online platforms. Anyone could be an online predator - looks can be misleading. Victims can be groomed and abusers can condition adults into accepting and allowing abuse to occur.

Guidance on our Approach to Peer-on-Peer abuse

Abuse is abuse, and will never be tolerated or passed off as 'normal behaviours' for certain groups of people.

If a child experiences peer-on-peer sexual abuse or there are concerns a child might be displaying harmful sexual behaviour, you need to take child protection action, following the same reporting procedures laid out in Appendix 3.

Protecting all the children involved

You should balance the duty to safeguard the child who has experienced abuse with the need to support the child who has displayed harmful sexual behaviour.

Children who witnessed the abuse or are friends of those involved may also be affected and need support.

Each incident of or concern about peer-on-peer abuse will be different: you should gather all the facts, assess any risks and make decisions on a case-by-case basis. This will help you understand who needs to be involved to make sure all children are appropriately protected and supported.

Definitions and Categories of Abuse - Vulnerable Adults

The Care Act statutory guidance identifies different types of abuse of an adult at risk as follows:

Physical abuse

Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence

Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

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.

Psychological abuse

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Neglect and acts of omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

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

Financial or material abuse

Including 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.

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.

Discriminatory abuse

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse

Including 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.

Any of these forms of abuse can be either deliberate or be the result of ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

Who is a Child; Who is an Adult at Risk; Who May Carry Out Abuse; Signs of Abuse

Who is a child / young person?

Safeguarding children and child protection guidance and legislation applies to all children up to the age of 18.

Safeguarding Children procedures must be implemented for 16 – 18 year olds. However Transition Services must be actively involved in the process as these individuals will be moving into adulthood imminently.

In some circumstances there will be adults – people aged over 18 years of age, still appropriately using a Children's service. For example: Young adults can remain in a residential special school, children's home whilst they finish their education if they have a "statement".

Some individuals may be more vulnerable to abuse, for example disabled children and young people.

Who is an adult at risk?

The Care Act 2014 defines an adult at risk as a person who has care and support needs and is, or is at risk of, being abused or neglected and unable to protect themselves against the abuse or neglect or risk of it because of those needs.

Who may carry out abuse?

The person who is responsible for the abuse is often well known to the person abused and could be:

- Relatives and family members
- Professional staff
- Paid care workers
- Volunteers
- Other service users
- Neighbours
- Friends, peers and associates
- Strangers

What are the signs of abuse?

Some of the signs to look for are:

- Multiple bruising or finger marks
- Injuries the child, young person or vulnerable adult cannot give a good reason for, or that are inconsistent with the explanation given
- Deterioration of health for no apparent reason
- Loss of weight
- Inappropriate or inadequate clothing
- Poor physical hygiene
- Difficulty forming relationships
- Asking for food or money
- Self harming
- Poor concentration, withdrawal, sleep disturbance
- Failure to seek medical treatment or frequent changes of GP
- Unexplained falls
- Fear of outside intervention
- Low self-esteem
- Unexplained lack of money or inability to maintain lifestyle
- Always wearing the same clothes
- Inappropriate sexual or sexualised behaviour
- Withdrawal or mood changes
- A parent or carer who is unwilling to allow access to the person
- An individual who is unwilling to be alone with a particular adult or carer
- Unexplained gifts
- Poor attendance/ truancy
- Unexplained shortage of money

Procedures for what to do in the case of a disclosure, allegation or suspicion of abuse

If you have a concern that a child, young person or vulnerable adult may be being abused, or if you have received a disclosure from a child, young person or vulnerable adult -

You Should:

- report it to ecoACTIVE'S DSL as soon as possible, however trivial it may seem;
- make a signed and dated written record of your concerns, observations or the information you have received to pass on to the DSL;

You Should Not:

- attempt to deal with the situation yourself;
- keep the information to yourself or promise confidentiality;
- take any action that might undermine any future investigation, such as interviewing the alleged victim or potential witnesses, or take any photographs.

Procedures for what to do in the case of a disclosure, allegation or suspicion of abuse

In the case of a disclosure or suspicion of abuse, or an allegation being made **when delivering services in partnership with another provider (e.g. a school, youth club, care home or similar setting)**, ecoACTIVE staff members, session workers or volunteers will be trained and prepared to take the following steps:

1. Never delay emergency action to protect a child, young person, or vulnerable adult. In an emergency, please call 999.
2. If the situation is not an emergency, make a written record of the concern using ecoACTIVE's agreed template **before** leaving the site, or as soon as reasonably practicable. If the template is not available, record details of the concern in writing.
3. Make a photocopy of the document for ecoACTIVE records, or create two copies, if it isn't possible to make a photocopy.
4. Physically find the partner organisation's DSL or the Deputy DSL (or in extreme circumstances another senior member of staff) and hand it to them and verbalise the concerns. If the allegation of abuse concerns the DSL or their Deputy, then report to a more senior manager.
5. Make a note on the photocopy of the document the date, time, person and venue where the concern was handed over.
6. Phone, or make personal contact with the DSL at ecoACTIVE and explain the details. If the DSL is not available, then contact ecoACTIVE's Deputy DSL. If they are also not available, then speak to the Trustee responsible for Safeguarding. See contact details in Appendix 7.
7. Come back to the ecoACTIVE office (ideally that day or as soon as possible) and pass the copy of the document to ecoACTIVE's DSL or Deputy. If the DSL or Deputy is working from home, then they should be contacted by phone to discuss the situation. If urgent, then the Trustee responsible for Safeguarding can be reached to receive the copy of the record.
8. ecoACTIVE's DSL is then responsible for following up with the DSL at the partner organisation, regarding the actions taken. If not satisfied with the response, ecoACTIVE will pursue it with the DSL at the partner organisation (or a senior manager, if the allegation concerns the DSL). Finally, if still unhappy, ecoACTIVE will refer the matter directly to Hackney Children's Social Care or Hackney's Safeguarding Adult's Team (or other appropriate team if working in another area), having alerted the partner setting.

9. If at any point it is felt that the actions, inactions or decisions made by any other agencies do not adequately safeguard a child, young person or vulnerable adult, professional differences should be resolved following the City and Hackney Safeguarding Partnership's Escalation Policy (<http://www.chscb.org.uk/escalation-of-concerns/> for children, or CHSAB's Escalation Protocol <https://drive.google.com/file/d/1yMApVa7Tpi4N-4kqnSrKAXhBsorRFD7/view?usp=sharing> for adults).

10. The ecoACTIVE DSL will inform the member of staff or volunteer who reported the concern, of the outcome / actions taken. If the DSL does not do this the member of staff or volunteer should pursue the matter with the DSL.

In the case of a disclosure or suspicion of abuse, or an allegation being made **relating to an event or session directly delivered by ecoACTIVE (i.e. not in partnership with another organisation)** ecoACTIVE staff members, session workers or volunteers will be trained and prepared to take the following steps:

1. Never delay emergency action to protect a child, young person or vulnerable adult. In an emergency, please call 999.
2. If the situation is not an emergency, make a written record of the concern using ecoACTIVE's agreed template **before** leaving the site, or as soon as reasonably practicable. If a drop-in session (i.e. no formal paperwork completed), the member of staff should attempt to find out the name of the child, young person, or vulnerable adult, and the name of their school (where appropriate), as long as it doesn't put the person in further danger to do so.
3. Make a photocopy of the document for ecoACTIVE records.
4. Phone, or make personal contact with the DSL at ecoACTIVE and explain the details. If the DSL is not available, then contact ecoACTIVE's Deputy DSL. If they are also not available, then speak to the Trustee responsible for Safeguarding. See contact details in Appendix 7.
5. Come back to the ecoACTIVE office (ideally that day or as soon as possible) and pass the copy of the document to ecoACTIVE's DSL or Deputy. If the DSL or Deputy is working from home, then they should be contacted by phone to discuss the situation. If urgent, then the Trustee responsible for Safeguarding can be reached to receive the copy of the record.
6. Before making a referral to the Child/Safeguarding Adults Team, the DSL will seek appropriate advice from ecoACTIVE's Trustee responsible for safeguarding. If they are not available (or considers that more specialist advice is needed), the DSL will contact the Child/Adult Safeguarding Team at Hackney (or other relevant borough) to discuss whether a referral is appropriate.
7. ecoACTIVE's DSL is then responsible for deciding whether to make a referral to Hackney Children's Social Care, Hackney's Safeguarding Adults Team (or other appropriate team if working in another area) or some other action. A referral to the Child Safeguarding Team or Safeguarding Adults Team must be made if there is a reasonable cause to suspect that a child, young person or vulnerable adult is suffering or is likely to suffer abuse (see Appendix 1 for definitions and categories of abuse).
8. At the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken and record this decision.
9. If a phone referral is made, this should be followed up with a written referral (using the Local Authority's referral form). For contact details of the Child Safeguarding Team or Safeguarding Adults Team and other important contact numbers, see Appendix 7.
- 9.1 Managers should work within the following timescales for referring allegations or suspicions of abuse:

- **Immediate** if the child, young person or vulnerable adult is at risk of serious physical harm, or a serious criminal act has taken place, and evidence will need to be kept safe.
- **Within 24 Hours** if it relates to a specific incident which is, or may be still going on, or may happen again
- **Within 7 Days** if it is a more general concern, which does not indicate immediate harm.

10. If a referral is not made, the concerns should be recorded in a secure file for the child, young person or vulnerable adult in question, including recording in writing any discussions held about a child or young person or vulnerable adult's welfare.

11. If at any point it is felt that the actions, inactions or decisions made by any other agencies do not adequately safeguard a child, young person or vulnerable adult, professional differences should be resolved following the City and Hackney Safeguarding Partnership's Escalation Policy (<http://www.chscb.org.uk/escalation-of-concerns/>) for children, or CHSAB's Escalation Protocol (https://drive.google.com/file/d/1yMApVa7Tpi4N-4kqnSrKAXkHbsorRFD7/view?usp=sharing_for_adults).

12. The ecoACTIVE DSL will inform the member of staff or volunteer who reported the concern, of the outcome / actions taken. If the DSL does not do this the member of staff or volunteer should pursue the matter with the DSL.

13. In circumstances where a service user declines to disclose, despite some work having been done towards disclosing, it may be necessary to report the alleged abuse without the service user's agreement. In these circumstances, a service user must be notified in advance of the decision to report to the Child/Adult Safeguarding Team.

Procedure for Responding to Allegations of Abuse Against a Member of Staff or Volunteer

(Taken from https://www.londoncp.co.uk/alleg_staff.html)

Definition of an allegation

For the purpose of this procedure, an allegation is where an adult working with or on behalf of children, young person or vulnerable adult has:

- Behaved in a way that has harmed, or may have harmed a child, young person or vulnerable adult or
- Possibly committed a criminal offence against or related to a child, young person or vulnerable adult or
- Behaved towards a child/children, young person or vulnerable adult in a way that indicates unsuitability to work with children.

Initial action by person receiving or identifying an allegation or concern

1. If you have a concern that a person may have behaved inappropriately or you have received information that may constitute an allegation

You Should:

- report it to ecoACTIVES DSL as soon as possible, however trivial it may seem;
- make a signed and dated written record of your concerns, observations or the information you have received to pass on to the DSL;
- maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols

You Should Not:

- attempt to deal with the situation yourself;
- make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents;
- keep the information to yourself or promise confidentiality;
- take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers.

Initial action by ecoACTIVE's DSL

2. When informed of a concern or allegation, ecoACTIVE's DSL (or Deputy) should not investigate the matter or interview the member of staff, child, young person or vulnerable adult concerned or potential witnesses. They should:

- a. Obtain written details of the concern / allegation, signed and dated by the person receiving (not the child / adult making the allegation);
- b. Approve and date the written details;
- c. Record any information about times, dates and location of incident/s and names of any potential witnesses;
- d. Record discussions about the child, young person or vulnerable adult, and/or member of staff, any decisions made, and the reasons for those decisions.

3. ecoACTIVE's DSL will then report the allegation against a professional, to the Local Authority Designated Officer (LADO) at LB Hackney – see Appendix 7 for contact details. The Designated Officer can also provide a consultation service, if the DSL (or Deputy) would like to discuss a situation further.

ecoACTIVE's DSL (or Deputy) must inform the Designated Officer within **one working day** when an allegation is made and prior to any further investigation taking place. If an allegation requires immediate attention, but is received outside normal office hours, the DSL should consult the LA children's social care emergency duty team or local police and inform the LA Designated Officer as soon as possible.

4. The Designated Officer will advise ecoACTIVE whether or not informing the parent/carer of the person involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, ecoACTIVE should inform the parent/s or carers. In some

circumstances, however, the parent/s or carers may need to be told straight away (e.g. if a child or vulnerable adult is injured and requires medical treatment).

The parent/s, or carer, and the child or vulnerable adult, if sufficiently mature, should be helped to understand the processes involved and be kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This will include the outcome of any disciplinary process, but not the deliberations of, or the information used in, a hearing.

5. ecoACTIVE should seek advice from the Designated Officer, the police and / or LA children's/adults social care about how much information should be disclosed to the accused person.

Subject to restrictions on the information that can be shared, the employer should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS or regulatory body).

The accused member of staff should:

- a. Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- b. Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process;
- c. If suspended, be kept up to date about events in the workplace.

6. Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, young person, vulnerable adult, parents and accused person (where this would not place the child at further risk) up to date with progress of the case, information should be restricted to those who have a need to know in order to protect children, young people and vulnerable adults, facilitate enquiries, manage related disciplinary or suitability processes.

7. When ecoACTIVE has been working directly with the child or vulnerable adult (i.e. not linking with a school or another organisation), ecoACTIVE, together with LA children's/adults social care and / or police, where they are involved, should consider the impact on the child/vulnerable adult concerned and provide support as appropriate. Liaison between the agencies should take place in order to ensure that the child/vulnerable adult's needs are addressed.

8. As soon as possible after an allegation has been received, the accused member of staff should be advised to contact their union or professional association (where available). Human resources support should be obtained at the earliest opportunity in order that appropriate support can be provided.

9. Suspension is a neutral act and it should not be automatic. It should be considered in any case where:

- a. There is cause to suspect a child/vulnerable adult has suffered, or is likely to suffer significant harm; or
- b. The allegation warrants investigation by the police; or
- c. The allegation is so serious that it might be grounds for dismissal.

10. The possible risk of harm to children or vulnerable adults should be evaluated and managed in respect of the child /vulnerable adult involved and any other children/vulnerable adults in the accused member of staff's home, work or community life.

11. If a strategy meeting / discussion is to be held or if the Local Authority children's/adult's social care or the police are to make enquiries, the Local Authority Designated Officer should canvass their views on suspension and inform ecoACTIVE. Only the employer, however, has the power to suspend an accused employee and they cannot be required to do so by a local authority or police.

12. If a suspended person is to return to work, ecoACTIVE should consider what help and support might be appropriate (e.g. a phased return to work and/or provision of a mentor), and also how best to manage the member of staff's contact with the child/vulnerable adult concerned, if still in the workplace.

13. Every effort should be made to reach a conclusion in all cases even if:
 - a. The individual refuses to cooperate, having been given a full opportunity to answer the allegation and make representations
 - b. It may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete.
14. Compromise agreements' must not be used (i.e. where a member of staff agrees to resign provided that disciplinary action is not taken and that a future reference is agreed).
15. Historical allegations should be responded to in the same way as contemporary concerns. It will be important to ascertain if the person is currently working with children and if that is the case, to consider whether the current employer should be informed.
16. All staff should be made aware of the organisation's whistle-blowing policy and feel confident to voice concerns about the attitude or actions of colleagues.
17. If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by their organisation, they should report the matter to the Local Authority Designated Officer.

Allegations against staff in their personal lives

18. If an allegation or concern arises about a member of staff, outside of their work with children or vulnerable adults, and this may present a risk of harm to children/vulnerable adults for whom the member of staff is responsible, the general principles outlined in these procedures will still apply.

Disciplinary or suitability process and investigations

19. Please refer to ecoACTIVE's disciplinary procedure, for further details

Record keeping

20. Employers should keep a clear and comprehensive summary of the case record on a person's confidential personnel file and give a copy to the individual. The record should include details of how the allegation was followed up and resolved, the decisions reached and the action taken. It should be kept at least until the person reaches normal retirement age or for 10 years if longer.
21. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification where a future DBS request reveals non convicted information, and will help to prevent unnecessary reinvestigation if an allegation re surfaces after a period of time. In this sense it may serve as a protector to the individual themselves, as well as in cases where substantiated allegations need to be known about to safeguard future children, young people or vulnerable adults.
22. Details of allegations that are found to be malicious should be removed from personnel records.

Substantiated allegations

23. There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child or vulnerable adult; or if a person otherwise poses a risk of harm to a child, young person or vulnerable adult.
24. As a 'regulated activity' supplier, ecoACTIVE has a legal duty to refer information to the DBS
25. If a referral is to be made; it should be submitted within one month of the allegation being substantiated.

Code of Behaviour for ecoACTIVE Staff and Volunteers

(Produced using guidance from NSPCC -

<https://learning.nspcc.org.uk/research-resources/templates/behaviour-codes-adults-children>)

1. Purpose

This behaviour code outlines the conduct ecoACTIVE expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code aims to help us protect children, young people, and vulnerable adults from abuse and reduce the possibility of unfounded allegations being made. ecoACTIVE is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

2. The role of staff and volunteers

In your role at ecoACTIVE you are acting in a position of authority and have a duty of care towards the children, young people and vulnerable adults we work with. You are likely to be seen as a role model and are expected to act appropriately.

3. Responsibility

You are responsible for:

- a. prioritising the welfare of children, young people and vulnerable adults
- b. providing a safe environment for children, young people and vulnerable adults
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- c. following our principles, policies and procedures
 - including our policies and procedures for safeguarding, whistleblowing and online safety
- d. staying within the law at all times
- e. modelling good behaviour for children, young people and vulnerable adults to follow
- f. challenging all unacceptable behaviour and reporting any breaches of the behaviour code to ecoACTIVE's Designated Safeguarding Lead (see Appendix 7 for contact details)
- g. reporting all concerns about abusive behaviour, following our safeguarding and child/vulnerable adults protection procedures
 - this includes behaviour being displayed by an adult or child and directed at anybody of any age.

4. Rights

You should:

- a. treat children, young people and vulnerable adults fairly and without prejudice or discrimination
- h. understand that children, young people and vulnerable adults are individuals with individual needs
- b. respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- c. challenge discrimination and prejudice
- d. encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

5. Relationships

You should:

- a. promote relationships that are based on openness, honesty, trust and respect
- b. avoid favouritism
- c. be patient with others
- d. exercise caution when you are discussing sensitive issues with children, young people or vulnerable adults
- i. ensure your contact with children, young people and vulnerable adults is appropriate and relevant to the work of the project you are involved in

- j. ensure that whenever possible, there is more than one adult present during activities with children, young people and vulnerable adults
 - if a situation arises where you are alone with a child, young person, or vulnerable adult ensure that you are within sight or hearing of other adults.
 - if a child or vulnerable adult specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child/vulnerable adult are.
- e. only provide personal care in an emergency and make sure there is more than one adult present if possible (unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely)

6. Respect

You should:

- a. listen to and respect children, young people and vulnerable adults at all times
- b. value and take children and vulnerable adult's contributions seriously, actively involving them in planning activities wherever possible
- c. respect a child/young person/vulnerable adult's right to personal privacy as far as possible.
 - if you need to break confidentiality in order to follow child protection/adult safeguarding procedures, it is important to explain this to the child, young person or vulnerable adult at the earliest opportunity.

7. Unacceptable behaviour

When working with children, young people and vulnerable adults you must not:

- a. allow concerns or allegations to go unreported
- b. take unnecessary risks
- c. smoke, consume alcohol or use illegal substances
- k. develop inappropriate relationships with children, young people and vulnerable adults
- l. make inappropriate promises to children, young people and vulnerable adults
- d. engage in behaviour that is in any way abusive
- m. including having any form of sexual contact with children, young person and vulnerable adults
- n. let children, young people and vulnerable adults have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- e. act in a way that can be perceived as threatening or intrusive
- o. patronise or belittle children, young people and vulnerable adults
- p. make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people and vulnerable adults.

8. Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave ecoACTIVE. We may also make a report to statutory agencies such as the police and/or the local authority child protection/vulnerable adults services.

If you become aware of any breaches of this code, you must report them to ecoACTIVE's DSL or Trustee responsible for safeguarding. If necessary you should follow our whistleblowing procedure and safeguarding and child protection/vulnerable adults procedures.

Example Photography Consent Form

Dear Parent / Carer,

We would like to capture positive images of children and young people involved in our workshops for our website, publicity materials, and for monitoring purposes. To comply with the Data Protection Act 2018, we need your permission before we can photograph your child.

Please read our policy and sign the slip below if you agree to us photographing your child, and using the photos for our website, publicity and for monitoring purposes. If you have any questions, please contact us at the above address.

ecoACTIVE Photography Policy

Any photographs, video or film footage which we take during activities and workshops can be useful for our publicity and as evidence of the work we are carrying out. Our policy is to ensure that we only use images used in publications:

a. _____ which are composed so that recognition of individual young people's faces is impossible;

or

b. _____ for which individual permission has been obtained for the photograph/film to be published in the agreed formats and for specified purposes

Completed permissions forms are archived by the responsible ecoACTIVE project manager.

In addition,

- We will not use the personal details or names (which means first name and surname) of any child or adult in a photograph on our website or in any of our printed publications.
- We will not include personal e-mail, postal addresses or telephone numbers on our website or in printed publications.
- If we use photographs of individual children, we will not use the name of that child to accompany the article.
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

For Office use Only:	Document number:
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I have read and understood the conditions of use. I am happy for you to take photographs of my child, to be included in reports for funders, published on the ecoACTIVE website, or used in printed publicity material.

Event / Session title:

Date.....

Parent or guardian name (in block capitals).....

Parent or guardian signature:

Child(ren)'s name(s):

.....
 Eco ACTIVE processes your personal data only with your consent and to assist in the running of our business for specified purposes. We will not share your personal data with third parties without your consent unless the law requires us to. For further details of our policy please visit www.ecoACTIVE.org.uk. We may contact you again at the end of the project to get feedback. Please tick this box if you DO NOT wish to be contacted.

I consent to the collection of my personal data on this form.

Signed: _____

Date: _____

Important Contact Numbers

ecoACTIVE

ecoACTIVE's DSL responsible for overseeing safeguarding issues is:
Jessica Dolan, ecoACTIVE Director 020 8510 0113

ecoACTIVE's Deputy DSLs in case of absence of above person:
Catia Squarcia, Programme Manager, 020 8510 0113
Hannah van Rossum, Project Manager, 0208 510 0113

Trustee with responsibility for safeguarding: Toni McSherry - chair@ecoactive.org.uk

Contacting Hackney Children and Young People's Access and Assessment Social Work Service (if working in another Borough or area – find out details of relevant bodies to refer to concerns to, via council websites, or contact the NSPCC on 0808 800 5000).

If you are concerned about a child in Hackney, contact the Hackney Children and Families Services Multi Agency Safeguarding Hub (MASH) :

Tel: 020 8356 5500 / 4844
(Duty Line Mon to Fri 9am-5pm)
Fax: 020 8356 5516
Email: MASH@hackney.gov.uk (referral forms are to be emailed here)

Tel: 020 8356 2710
(Emergency Out of Hours Team)
Email: emergency.duty@hackney.gov.uk

Address: Hackney Service Centre, 1 Hillman Street, E8 1DY
Board Tel: 0208 356 4183

If you are making a referral in a professional capacity, it should initially be made by telephone to the Multi Agency Safeguarding Hub (MASH) and followed by completing a multi-agency referral form available online at
<https://docs.google.com/forms/d/e/1FAIpQLSdnw7KDUUp6nwbbbyrVmeg8D3JGFe0GjIYbBM1qlaUtHo9q-Ilg/viewform>

The CSC referral form can be emailed to FRT on cscreferrals@hackney.gov.uk
Secure versions of this email address are
cscreferrals@hackney.gov.uk.cjism.net and cscreferrals@hackney.gcsx.gov.uk

If you think a child may need enhanced support then please refer to the new Hackney Child Well-being Framework
https://drive.google.com/file/d/1-H_N2p1-i8KdGMsjLhUU3jxRFx7CHnoo/view?usp=sharing

Hackney Allegations against Professionals or Volunteers

Contact Hackney's Local Authority Designated Officer (the LADO).
Phone: Tel: 0208 356 4569.
E-mail: lado@hackney.gov.uk

Further details on the management of allegations made against those who work or volunteer with children and young people can be found at <http://www.chscb.org.uk/allegations-against-professionals/> and at http://www.londoncp.co.uk/alleg_staff.html (please also see Appendix 4 for procedure for responding to an allegation of abuse against a member of staff /vol).

City and Hackney Safeguarding Children Partnership

For other safeguarding information, advice and guidance, please visit CHSCP's website www.chscp.org.uk

The CHSCP Team
4th Floor, Hackney Learning Trust
1 Reading Lane,
Hackney E8 1GQ
0208 3564183
chscp@hackney.gov.uk

Safeguarding Risk Assessment

This risk assessment has been put together using information from <https://learning.nspcc.org.uk/news/2019/october/managing-safeguarding-risks-when-planning-activities>)

Safeguarding Risk Assessment

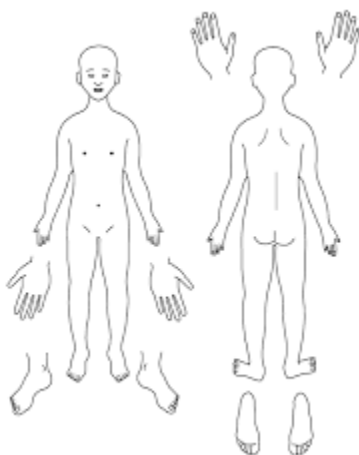
Risk <i>(Insert new rows for each risk)</i>	Probability <i>(Assess as High Medium Low)</i>	Who is at Risk?	Action to reduce probability &/or impact
Staff and volunteers involved in delivering activities are not properly trained in safeguarding (includes ecoACTIVE staff and vols, and any external organisations we work with)	medium	children, young people & vulnerable adults	<ul style="list-style-type: none"> • Ensure all staff and volunteers receive an induction which includes safeguarding training, and receive regular safeguarding refresher training • Request information from external partner organisations about their safeguarding policies, procedures and training.
Necessary vetting and barring checks haven't been undertaken for staff and volunteers working with children, young people and vulnerable adults (includes ecoACTIVE staff and vols, and any external organisations we work with)	low	children, young people & vulnerable adults	<ul style="list-style-type: none"> • Ensure enhanced DBS checks are carried out for any staff working directly with children, young people and vulnerable adults, and that they are checked against appropriate barred lists. • Ask for DBS details for staff or volunteers from any partner organisations, prior to them being involved in ecoACTIVE sessions
Staff and volunteers are unclear about their own roles and responsibilities and, crucially, what to do if they have any concerns about a child's, young person's or vulnerable adult's welfare	medium	children, young people & vulnerable adults	<ul style="list-style-type: none"> • Ensure that staff and volunteers have access to, and fully understand ecoACTIVE's safeguarding procedures, and are clear about their role and what they should do if they are concerned about a child, young person or vulnerable adult.
<p>Incorrect level of supervision in place for the group of children, young people or vulnerable adults we are working with.</p> <p>Adults involved aren't suitable to undertake the various tasks required during the session.</p>	low	children, young people & vulnerable adults	<ul style="list-style-type: none"> • Ensure there are enough staff or volunteers to supervise children, young people and vulnerable adults in any session • Ensure that these adults are suitable to undertake the various tasks, and have appropriate training. • How many adults you'll need depends on factors including the type and location of activities, the skills of your staff and volunteers and any special requirements such as medical needs or equipment. • When organising special events it's also a good idea to build in some contingency in case of staff or volunteer illness or other unexpected events.
Lack of facilities available for toilets, washing and changing (if needed)	low	children, young people & vulnerable adults	<ul style="list-style-type: none"> • Let school/community group leaders know about availability of facilities during sessions. • If running an event for families or vulnerable adults (without involving a partner organisation), let people know in advance where the nearest facilities are, and whether they are shared with members of the public.

Location of session accessible to the public.	high	children, young people & vulnerable adults	<ul style="list-style-type: none"> • Consider whether you need to put any measures in place, particularly when thinking about access to toilets or changing rooms? • Speak to the managers of the venue about any risks and what measures can be put in place to minimise these.
Children, young people and volunteers don't know or understand the ground rules for the activity, and why they are there.	medium	children, young people & vulnerable adults	<ul style="list-style-type: none"> • At the start of any session or project, the session leader will clearly explain our expectations, behaviour code and ground rules, to help ensure that all participants, staff and volunteers remain safe.
Children, young people or vulnerable adults form an inappropriate relationship with a staff member or volunteer (overfamiliarity)	low	children, young people & vulnerable adults	<ul style="list-style-type: none"> • Staff and volunteers receive training about appropriate behaviour when working with children, young people and vulnerable adults and how to deal with someone showing overfamiliarity with them.

PART 1: EcoACTIVE Template for Disclosures, Allegations or Suspected Abuse

Your name:	Your contact details (phone or email):
Who else was present during the disclosure?	Today's date:
Location of disclosure (e.g. which room?):	Date and time of disclosure:
Name of child, young person or vulnerable adult concerned (full name if possible)	Child, young person's school, class, year group, or club etc. or vulnerable adult's address?

Please complete only relevant boxes

<p>What was said by the child, young person or vulnerable adult? <i>(Try and record the exact words said)</i></p>
<p>Describe their emotional and physical condition (please use the diagram below to mark on the location of any injuries that you have seen, if relevant):</p> <div style="text-align: center;">  </div> <p>N.B. please DO NOT take any photos</p>
<p>Why were you concerned? Please say what it was that concerned you. <i>If you include your opinion here, please make sure it is substantiated</i></p>

What did you say back to the child, young person or vulnerable adult? <i>(Try and record the exact words you used)</i>	
Your signature:	Date and time:

Name and job title of the School's / Centre's Designated Safeguarding Lead:	Date and Time that the documents were handed over:	Where were you when you handed the document to the School's / Centre's DSL?
Feedback / information provided by the School's / Centre's Designated Safeguarding Lead when handover took place?		

Session leader actions

NOW

1. If you believe the child or vulnerable adult is in immediate danger, you must contact 999 straight away (police/ambulance depending on help required)
2. Notify the ecoACTIVE DSL by phone, to inform them of the situation.
3. Physically find the school's / centre's DSL (unless the DSL is the person against whom the allegation has been made, if that is the case find another senior member of staff) and hand this document to them in person and verbalise your concerns (names of DSL is provided on the session booking letter). Do not leave the original of this report (i.e. make a photocopy).
4. Give this report to the ecoACTIVE DSL or Deputy as soon as practicable.

PART 2: Record for Disclosures or Suspected Abuse
(TO BE COMPLETED BY ECOACTIVE’S DSL OR DEPUTY)

DSL responsibilities and actions

ecoACTIVE DSL/deputy is responsible for:

- completing Part 1 if information is not complete,
- ensuring a copy of Part 1 is sent to the DPL of the school or centre at which the incident was observed, if this has not been done by the session leader
- completing Part 2 of the Report (see information required below) and keeping it updated,
- notifying the Board member with safeguarding responsibility within 1 working day, that an incident has been reported to a school DSL and keeping the Board member updated on progress,
- following up the incident notification with the DSL of the school or centre,
- establishing what (if any) action has been taken by the DSL of the school or centre and other agencies and noting this. There may be multiple entries. Each separate entry should be dated,
- reporting the incident to the next Board meeting,
- carrying out any actions which the Board may advise,
- maintaining a record of the incident for future reference.

Information required for completion of Part 2:

- confirmation that named school or centre DSL responsible for ongoing action has been notified;
- date of follow-up enquiry to school or centre;
- action taken by school or centre, date of follow-up enquiry establishing this information . May be multiple entries; each should be initialled by the DSL.
- any other action, notes, concerns; to be updated as necessary

For office use only			
Address of child or vulnerable adult:	Parent/ guardian/ carer name:	Address of parent/guardian/carers (if different from address of child/vulnerable adult):	
Date of birth of the child, young person or vulnerable adult:	Are there other agencies involved with this family or person? E.g. social services	Have the parents/ guardians agreed to be referred?	
Actions taken	By who?	Date	Initials of DPL

Disclosure followed up on _____ (date) with _____ (competent authority)

What action has been reported by others following ecoACTIVE’s report?

EcoACTIVE actions complete:

DSL/Deputy signature: _____ Date: _____

DBS Disclosure Risk Assessment form

Name	
Position applied for	

An applicant’s criminal record should be assessed in terms of the role they are to perform and the offences they have committed. Please note that all decisions on whether to appoint/not to appoint an applicant who has a criminal conviction should be approved by the Board of Trustees.

The DBS advises that employers should consider the following points in deciding the relevance of the offences and the risks they may pose to a particular post.

The job:

- Does the post involve one-to-one contact with children or vulnerable adults?
- What level of supervision will the post holder receive?
- Does the post involve direct responsibility for finance or items of value?
- Does the post involve direct contact with the public?
- Will the nature of the job present any opportunities for the post holder to re-offend in the course of work?

The Job	Agree	Disagree
The role involves one to one contact with children or vulnerable adults.		
The post holder will have a low level of supervision.		
The post involves direct responsibility for finances or items of value.		
The post involves direct contact with the public.		
The nature of the job may present an opportunity for re-offending.		

The offence(s):

- The seriousness of the offence and its relevance to the safety of other employees, members, customers or property.
- The length of time since the offence occurred.
- Whether the offence was a one off or part of a history of offending.
- Whether the applicant’s circumstances have changed since the offence was committed, making re-offending less likely.
- Whether the offence has been de-criminalised by Parliament.

- The country in which the offence was committed. Some activities are offences in Scotland and not in England and Wales, and vice-versa.
- The DBS also encourages employers to look at any mitigating factors, the degree of remorse shown and changes that the individual has made to their lives, which makes them less likely to offend again. Caution should be used when taking such factors into account.

The Offence(s)		
Brief comments on the circumstances behind the offence (e.g. for possession of drugs offence)		
	Agree	Disagree
It was related to children and / or vulnerable adults.		
It was a contact offence (i.e. it involved contact with a victim).		
The offence occurred recently e.g. in the past 5 years		
The offence is not yet considered 'spent' under the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013)		
The applicant did not declare the matters on the application from, the DBS disclosure form or at interview		
The applicant has not given an explanation of the offence or expressed regret or a change of attitude towards the matter(s) now		
The applicant's situation has not changed since the offence was committed e.g. location, friends, partner, education		
The applicant has not provided any mitigation e.g. peer pressure, financial need, lack of judgement		
The offence has not been decriminalised by parliament.		
The offence is part of a history of offending		
The applicant can demonstrate any efforts not to re-offend e.g. Rehabilitation course		
Safeguards to remove/reduce the risk cannot be implemented e.g. no unsupervised contact		
The nature of the post presents realistic opportunities for re-offending		
The offence(s) resulted in a fine.		
The offence(s) resulted in a custodial sentence.		
The offence(s) resulted in a suspended sentence.		
The offence(s) resulted in a probation order / community sentence.		
The offence(s) resulted in an unconditional discharge.		

Comments

Assessment of the risk	Please tick
The offence is relevant to the role applied for and may present a high risk.	

