

Safeguarding Children and Young People Policy and Procedures

Contents

1. Introduction and Background.....	3
2. Purpose.....	3
3. Scope.....	4
4. Policy Statement.....	4
5. Terminology and Clarifications.....	5
5.1 Definitions.....	5
5.2 Six Principles of Safeguarding.....	6
5.3 Forms of abuse.....	6
5.4 Early identification.....	6
5.5 The Abuser.....	7
5.6 Settings of Abuse.....	7
6. Responsibilities.....	8
7. Principles of Reporting Concerns (the 5 Rs).....	8
8. Values for Safeguarding Children and Young People.....	9
9. Preventing Opportunities for Harm.....	9
10. Safer Recruitment.....	10
10.1 Disclosure and Barring Service Checks.....	10
11. Safer Practice in Direct Work.....	11
12. Support through Training.....	11
13. Reporting Abuse or Suspected Abuse.....	12
14. Abuse by another young person or child at risk.....	13
15. Monitoring and Review.....	14
16. Policy Implementation.....	14
17. Version Control.....	14
18. Related Policies.....	15
19. Appendices.....	16
Appendix 1 - Definitions of Types of Abuse.....	16
Appendix 2 - Other Agency Contact Details.....	18
Appendix 3 - Preserving Evidence.....	19
Appendix 4 - Responding to allegations procedure.....	21
Appendix 5 - Referrers Checklist.....	22

1. Introduction and Background

Every child and young person deserves to be safe and secure in their activities. Their parents or carers (if they have them) need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep a child or young person safe from harm (including abuse, injury and neglect).

In England in addition to the Children's Act (2004), the Department for Education (DfE) provides the key statutory guidance for anyone working with children and young people: Working together to safeguard children (DfE, 2018). This sets out how organisations should work together to keep children safe. Sections 57 – 62 set out the requirements for voluntary, charity, social enterprise, faith-based organisations and private sectors.

The DfE has also published a voluntary code of practice for out-of-school settings. It includes advice on safeguarding and child protection, staff suitability, and governance (DfE, 2020).

The Nottinghamshire Safeguarding Children Partnership provides the safeguarding arrangements under which statutory health and social care bodies and relevant agencies in Nottinghamshire work together to coordinate their safeguarding services, identify and respond to the needs of children, commission and publish local child safeguarding practice reviews and provide scrutiny to ensure the effectiveness of the arrangements. Nottinghamshire Mind follows guidance produced by the NSCP and the Nottinghamshire Multi-Agency Safeguarding Hub (MASH) in respect of safeguarding.

As a registered charity, Nottinghamshire Mind also follows the Charity Commission's guidance on safeguarding.

2. Purpose

Everybody has the right to be safe and to thrive no matter who they are or what their circumstances. Nottinghamshire Mind's approach to safeguarding includes the concept of a 'culture of care' which supports and promotes wellbeing and encourages resilience and the prevention of harm.

Nottinghamshire Mind is committed to safeguarding the welfare of anyone who uses or visit our services. As an organisation specialising in work with adults and young people who may be at risk of abuse, we are particularly conscious of our responsibility to safeguard them and others whom we perceive as at risk minimising the potential for

abuse to occur. We recognise the need to work in partnership with other organisations in order to achieve this.

3. Scope

This policy is specifically in relation to Children and Young People.

Nottinghamshire Mind provides services to young people from the age of 16 and we have a responsibility to safeguard these individuals. In addition, we have a responsibility to safeguard children and young people with whom we may come into contact with through the provision of our services to adults – e.g. their parents, adult siblings, grandparents etc.

This policy applies to all staff, trustees and volunteers engaged in the work of Nottinghamshire Mind, in any capacity and any setting.

Nottinghamshire Mind requires that our partners, current or in future, share our commitment to safeguarding.

This policy relates specifically to the Safeguarding of Children and Young People. Please refer to our [Safeguarding Adults policy](#) for information regarding those aged 18+.

4. Policy Statement

Nottinghamshire Mind believes everyone has a responsibility with respect to safeguarding. We believe it is important to actively promote the welfare of all children and young people, to keep them safe from harm and to practise in a way that protects them. We have a responsibility and duty of care to take action if we know, or suspect, that a child or young person is at risk of harm.

Nottinghamshire Mind has put in place safeguards to protect children, young people at risk. We have also put in place safeguards to avoid putting our staff, volunteers and trustees in positions where harm might be alleged, and to ensure that all staff, volunteers and trustees know exactly what to do should harm be suspected.

All individuals have an equal right to protection from abuse and neglect, regardless of their age, ability, gender, disability, nationality, racial heritage, faith, sexual orientation, identity or any other additional vulnerability.

Nottinghamshire Mind recognises that some children and young people, for example those with disabilities or from minority ethnic backgrounds, may have additional needs due to the barriers they face. We are committed to ensuring that all children and young

people that access our services, or whom we come into contact with, feel safe and supported.

5. Terminology and Clarifications

Safeguarding and promoting the welfare of children and young people is about:

- Protecting individuals from maltreatment;
- preventing harm to health or development;
- ensuring children grow up with the safe and effective care;
- taking action to enable individuals to have the best outcomes.

5.1 Definitions

- **A Child** is legally defined as a person under the age of 18. However, in some contexts, for example child protection orders, a child is defined as a person under 16 years of age. In this policy the wording 'child or young person' is used to distinguish between children under the age of 14 and those aged 14-18.
- **An Adult at Risk** is any person who is aged 18 years or over and who is at risk of abuse or neglect because of their needs for care and support (Care Act 2014).
- **Abuse** is a violation of an individual's human and civil rights by any other person or persons. It can be at many levels, from poor practice at one end of the spectrum to gross physical abuse at the other; it can involve one person or many, and one perpetrator or several; it can be a single act or a persistent pattern. See [Appendix 1](#) for information about the different forms of abuse.
- **Child protection** - Refers to the activity that is undertaken to protect specific children or young people who are suffering, or at risk of suffering, significant harm.
- **Significant harm** - Is the threshold which justifies compulsory intervention in the best interests of the child or young person. This may refer to a single traumatic event or, more often, the cumulative effect of incidents and/or behaviours over time which significantly impairs an individual's physical and psychological development.

5.2 Six Principles of Safeguarding¹

First introduced by the Department of Health in 2011, but now embedded in the Care Act, these six principles apply to all health and care settings.

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent
- **Prevention** - It is better to take action before harm occurs.
- **Proportionality** - The least intrusive response appropriate to the risk presented.
- **Protection** - Support and representation for those in greatest need.
- **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** - Accountability and transparency in safeguarding practice.

5.3 Forms of abuse

Abuse can take many forms as listed below:

- Physical
- Domestic Violence
- Sexual
- Psychological/ Emotional
- Financial- including
 - a) having money or other property stolen,
 - b) being defrauded,
 - c) being put under pressure in relation to money or other property, and
 - d) having money or other property misused.
- Modern Slavery
- Discriminatory
- Institutional
- Neglect
- Self neglect

5.4 Early identification

Statutory guidance stresses the importance of children and young people having the opportunity of early help and support in order to avoid child or young person's

¹ Social Care Institute for Excellence.

Mind Nottinghamshire Safeguarding Children and Young People Policy, 15 June 2022, Version 1.1

protection intervention at a later time. Warning signs may be a combination of the following:

- Alteration in appearance
- Being clingy
- Being anxious/ watchful/ jumpy
- Overly compliant, passive, withdrawn
- Extreme mood swings/ aggression
- Disturbed sleep
- Wetting bed
- Lacks social skills/ Poor relationships particularly with carer/ parent/s
- Reluctance to change in front of others
- Being secretive
- Tries to avoid going home
- Going missing
- Self-harming
- Poor mental health
- Knowledge of adult issues inappropriate for their age
- Obsessive behaviour
- Being underdeveloped
- Turning to drugs
- Run in with the police

5.5 The Abuser

Nottinghamshire Mind recognises that a child or young person may be at risk of harm or abuse from a variety of individuals.

- Is often well known to their victims but can be strangers.
- Might be a relative, partner, son or daughter, friend, or neighbour, a paid or voluntary worker, or a health or social care worker.
- Could be another vulnerable adult, child, young person, or service user.
May not realise they are abusing and can sometimes act out of character and abuse because of the stress of caring.

5.6 Settings of Abuse

Nottinghamshire Mind also acknowledges that abuse can occur anywhere and at any time, such as:

- The child's own home
- A carer's home
- A day centre

- A care home
- A hospital
- The workplace
- Educational institutions

6. Responsibilities

Nottinghamshire Mind believes that safeguarding is everyone's responsibility.

Nottinghamshire Mind has identified roles and responsibilities, to ensure that concerns or allegations are handled appropriately:

The nominated Safeguarding Lead will be the CEO. They will ensure that regular reports on safeguarding issues are received and, if necessary, acted upon by the Board of Trustees.

Line Managers are the first point of contact for staff reporting or requiring safeguarding advice or support and are responsible for supporting and encouraging staff and volunteers to follow all appropriate safeguarding procedures.

Staff are responsible for ensuring they know and adhere to safeguarding procedures as outlined in this policy and other related policies and procedures. They must raise any safeguarding concern immediately with their Line Manager (or in their absence Service Lead, Service Manager or CEO).

Volunteers are responsible for raising any concerns immediately with their supervisor (or in their absence Service Lead, Service Manager or CEO).

All staff and volunteers must complete the mandatory safeguarding training required for their role.

7. Principles of Reporting Concerns (the 5 Rs)

1. **Recognise** concerns that a child or young person is being harmed or might be at risk of harm
2. **Respond** appropriately to a child or young person who is telling you what is happening to them
3. **Refer** the concerns, if appropriate, to children's social care or the police
4. **Record** the concerns appropriately and any subsequent action taken; ensure there is no delay in passing on concerns. Timescales noted are the

maximum allowed and nothing should prevent a more speedy response if this is required

5. **Resolution** and escalation – take responsibility to ensure that referrals made are followed up and take further action if not satisfied with the response.

8. Values for Safeguarding Children and Young People

All children and young people have the right to a friendly, secure, caring and safe environment whilst with Nottinghamshire Mind.

The best interests of the child/young person of concern are paramount in all considerations about their welfare and protection.

Responsibility for safeguarding children and young people must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.

Nottinghamshire Mind has a responsibility to promote non-abusive relationships and create anti-abusive environments.

People have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those with a 'need to know' should be privy to it.

Nottinghamshire Mind has a responsibility to inform organisations we work with and children and young people at risk, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm when disclosed or observed.

9. Preventing Opportunities for Harm

Nottinghamshire Mind will:

- ensure we practice safe recruitment in checking the suitability of appropriate staff and volunteers to work with children and young people inline with our [DBS Checking Policy](#).
- ensure that safeguarding is embedded within induction, mandatory training and our supervision practices.

- maintain personal and sensitive information according to our own [Confidentiality Policy](#) and the Data Protection Act.
- ensure that any organisation that we partner with to deliver services to children and young people has appropriate safeguarding policies and procedures.
- develop and then implement procedures for identifying and reporting cases, or suspected cases, of harm.
- make our safeguarding policy and procedures available.

10. Safer Recruitment

Nottinghamshire Mind's [recruitment policy](#) stipulates that all paid staff will have to complete an application form, detailing past work history and references. Individuals are then interviewed, and references requested. Only on receipt of two satisfactory references will a formal offer of employment be made.

10.1 Disclosure and Baring Service Checks

In the recruitment of volunteers, including trustees and work/student placements, Nottinghamshire Mind will undertake interviews to ascertain suitability for the role and provisional offers will be made on condition of two satisfactory references and a satisfactory DBS check being completed. Volunteers cannot commence in role until these have been received. See our [Volunteer Management Policy](#) and [DBS Checking Policy](#) for further information.

Those working (including volunteers) directly and having regular, sustained contact with children or young people are required to have an Enhanced DBS Check through the Disclosure and Baring Service before any commencement of work which involves substantial client contact. If the activity is classed as 'regulated' then a check of the Barred Lists will also be required. Refer to our [DBS Checking Policy](#) for further information on DBS Checks and an explanation of 'regulated activity'.

Staff can undergo training and induction whilst waiting for the checks to clear but cannot undertake any unsupervised face-to-face work with service users until satisfactory checks have been received.

If Nottinghamshire Mind carries out direct work with children or young people at risk that would require an Enhanced check, then we will carry out similar checks of line managers and may do so for trustees.

If Nottinghamshire Mind is delivering a service specifically to children or young people at risk through another organisation, or in partnership, then we will ask for proof that the organisation has an appropriate policy and procedures in place.

11. Safer Practice in Direct Work

Nottinghamshire Mind has a **Professional Boundaries Policy** governing the behaviour expected of its staff and volunteers. It describes the nature and limits of the relationships we expect those working on behalf of Nottinghamshire Mind to have with young people and children with whom they come into contact.

Members of staff employed in a role which is specifically engaged in direct working with children and young people must ensure that they keep a contemporaneous record of all unsupervised face-to-face contact with their clients.

No member of staff, volunteer or trustee who is not specifically engaged in a role requiring direct working with children or young people, should be alone with a child or young person without alerting others to the reason. In the first instance this should be their line manager (in the case of trustees the Chief Executive or Chair), or if not immediately available another appropriate manager or member of staff.

Parent, carer or next of kin consent (where appropriate) and contact details will be recorded for all children or young people at risk using Nottinghamshire Mind services if unaccompanied.

All Nottinghamshire Mind staff and volunteers have a duty to protect vulnerable children and young people with whom they come in to contact with in their work and must take steps to ensure that the potential for abuse to occur is minimised.

In addition to this staff and volunteers have a particular responsibility towards people experiencing a mental health problem. The vulnerabilities and risks likely to be faced by people using our services form part of the basic mental health awareness training which our staff and volunteers undergo.

All allegations of abuse against staff, volunteers or trustees, however minor, are reported to the Safeguarding Lead.

If any allegation is made against a member of Nottinghamshire Mind staff, volunteer or trustee concerning alleged harm of a child or young person at risk the procedure to be followed will be in line with the Nottinghamshire MASH.

12. Support through Training

As part of the induction process and / or training programme, all staff and volunteers must be made aware of the Safeguarding Policy and Procedures. It must be made clear to them that they have an individual responsibility to raise concerns over suspected or

known cases of abuse. They must also understand that they can expect the organisation to support them if they are acting in good faith.

During one-to-one supervision Line Managers will ensure that staff and volunteers feel confident to raise any concerns. When doubts and / or concerns regarding a situation are raised the person making the report must not be belittled or suffer punitive measures as a result. It is important that concerns are recognised and taken seriously.

During regular supervision or through additional contact, Managers will offer support in dealing with the impact on staff members themselves of dealing with abuse, and the impact on other people using the service. They will also offer support in working with both the victims and the perpetrators of abuse.

13. Reporting Abuse or Suspected Abuse

Members of staff must report any known or suspected abuse at once to their Line Manager. If that person is not available, they should contact the CEO.

Volunteers should speak to any member of staff, who will then be responsible for taking action. If none are available, they should contact the service's Line Manager or CEO.

Although any staff or volunteer can make a referral to children's social care and the Nottinghamshire Multi-Agency Safeguarding Hub (MASH) (see [Appendix 2](#) for contact details) especially where a young person or child is identified as being in immediate danger, we advocate contact and further discussion with their Line Manager or CEO in accordance with the procedure set out above and without delay. We also ensure that all our staff and volunteers are clear that whilst they should discuss and agree any actions to be taken, they are able to escalate their concerns and contact MASH or social care to seek support if, despite having had those discussions, the concern remains.

Known or suspected instances of abuse perpetrated by members of Nottinghamshire Mind's staff can be reported directly to the CEO if the circumstances require.

When a case of abuse or suspected abuse is raised, whether by a member of staff, volunteer, service user or anyone else, it is vital for the staff member or manager receiving the report to record every word and the informant should verify accuracy and sign accordingly.

In a situation relating to suspected criminal actions, the police must be informed. In any instance of suspected abuse staff and volunteers must therefore take account of the need to preserve evidence and keep detailed records (Appendix 2). The person receiving the report must take action as quickly as possible and always during the same working day, following the guidance in the flowchart: Responding to Allegations of Abuse

Procedure (Appendix 3). There is a checklist of information to have at hand when making a referral (Appendix 4).

Personal information about children and families is subject to a legal duty of confidentiality under the Data Protection Act 1998. While we should endeavour to seek consent before sharing information with other agencies/ professionals, there are circumstances when confidentiality will be waived such as when the child's physical and mental health seems to be affected; they might be exposed to harm; parental needs are affecting the wellbeing of the child, preventing them from being looked after properly.

Personal material/documentation should be kept in a secure place with limited and agreed access. For investigations that involve service users, all information will be held on their client record. Details of abuse allegations that involve staff will be held at Head Office.

The Manager receiving the report is responsible for ensuring that the incident is entered on the Safeguarding Central Log held at Head Office, and that it is updated and outcomes recorded. Information from this Log is reported to meetings of the Nottinghamshire Mind's Board of Trustees and to the relevant commissioning and contracting authorities, in accordance with service specifications and contracts.

If the organisation is felt to be responsible for failing to protect a vulnerable young person or child then the [Complaints Procedure](#) must be followed.

14. Abuse by another young person or child at risk

Where the person causing the harm is also a young person or child at risk, the safety of the person who may have been abused is paramount. Nottinghamshire Mind may also have responsibilities towards the person causing the harm, and certainly will if that person is someone who is in receipt of our services. In this situation it is important that the needs of the young person or child at risk who is the alleged victim are addressed separately from the needs of the person allegedly causing harm.

It may be necessary to reassess the adult, young person or child allegedly causing the harm. This will involve a meeting where the following could be addressed:

- the extent to which the person causing the harm is able to understand his or her actions
- the extent to which the abuse or neglect reflects the needs of the person causing the harm not being met (e.g. risk assessment recommendations not being met)

- the likelihood that the person causing the harm will further abuse the victim or others
- the principles and responsibilities of reporting a crime apply regardless of whether the person causing harm is deemed to be an adult, young person or child at risk.

15. Monitoring and Review

The implementation and effectiveness of this policy will be monitored by the Board of Trustees through regular Safeguarding Reports.

It will be reviewed annually.

16. Policy Implementation

This policy will be made available on our website and to all members of staff and volunteers through our online shared document facility (Sharepoint / DropBox). Staff and volunteers will be made aware of changes to the policy and/or procedures through email dissemination, team meetings and supervision.

17. Version Control

Version Number	Purpose/Change	Author/ Owner	Date	Review
1.0	Initial draft	Katie Freeman, Volunteer Coordinator	22/10/2021	03/05/2022
1.1	Reviewed by external source; suggestions updated.	Martin Coyle, MQM Assessor; Rosie Dorontic, Project Support to CEO	05/05/22/ 18/05/22	23/05/2022

Date adopted by Trustees	15/06/2022	Date published	20/06/2022	Date for next review	15/06/2023
---------------------------------	------------	-----------------------	------------	-----------------------------	------------

18. Related Policies

- Comments, compliments and complaints Policy
- Confidentiality Policy
- Data Protection Policy
- DBS Checking Policy
- Managing Positive DBS Disclosures Policy
- Privacy Policy
- Professional Boundaries Policy
- Recruitment Policy
- Safeguarding Adults at Risk Policy and Procedures
- Volunteer Management Policy

Approved

19. Appendices

Appendix 1 - Definitions of Types of Abuse

Physical abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, misuse of medication, being locked in a room, force-feeding, unlawfully depriving a person of their liberty, unlawful or inappropriate restraint or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

Domestic Abuse: ‘any incident or pattern of incidents of physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological, emotional or other abuse between those aged 16 and over and personally connected to each other²’.

Neglect and acts of omission

Includes careless as well as deliberate poor care; ignoring their medical or care needs, for example: withholding assistance to use the toilet or failure to keep a vulnerable person or child warm, comfortable, and safe from harm inflicted upon themselves by others or themselves (self-harm), inadequate provision of food, or isolation against the will of the vulnerable individual or child

Psychological / emotional abuse

This can be verbal and non-verbal harassment, ridicule or treating with contempt; it can include threats of harm or abandonment or humiliation, intimidation, or verbal abuse.

Sexual abuse

Including any sexual activity that the vulnerable person or child does not want, understand, or agree to.

Sexual exploitation

A form of abuse by which a child or young person is coerced or manipulated to engage in sexual activities either in return for something or for the profit of others.

² Domestic Abuse Act 2021

Financial or material exploitation

Includes misappropriation of money, benefits or possessions, neglect or physical abuse to obtain money, denying someone access to their money, abuse of legal rights or pressure to obtain legal powers over finance or inheritance.

Discriminatory abuse

Racist, sexist, homophobic and other remarks, or actions, including those relating to age, disability religion or illness.

Institutional abuse

Institutional abuse is the mistreatment, abuse or neglect of a child or young person by a regime or individuals in a setting or service where the person lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights. Institutional abuse can occur in any setting providing health or social care.

Other types of abuse

Below is a list of other types of abuse that staff and volunteers should be aware of and where Nottinghamshire Mind may have a duty to act if we become aware of them:

- hate crime
- domestic abuse
- honour-based violence
- female genital mutilation
- forced marriage
- human trafficking
- modern slavery
- exploitation by radicalisers who promote violence.

Further reading

[Indicators of possible child abuse \(green card\)](#) provides indicators of physical abuse, sexual abuse, neglect and emotional abuse.

[What to do if you're worried a child is being abused: advice for practitioners](#) Government guidance to help practitioners identify the signs of child abuse and neglect and understand what action to take.

Appendix 2 - Other Agency Contact Details

Nottinghamshire Multi-Agency Safeguarding Hub – 0300 500 80 80

The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns.

Opening hours:

Monday, Tuesday, Thursday: 8:30am to 5pm

Wednesday 10:30am to 5pm

Friday: 8:30am to 4:30pm

In an emergency outside of these hours, contact the Emergency Duty Team on 0300 456 4546.

Please note, in the last 30 minutes of these opening hours each day, the MASH can only address urgent safeguarding referrals that require a Social Worker to visit the child or young person that evening. If the referral is not urgent, you will be asked to call back the next working day or complete an online form which will be read the next working day. This is because of the hand-over to the Emergency Duty Team.

Online form: [concerned about a child](#)

www.nottinghamshire.gov.uk/MASH

Appendix 3 - Preserving Evidence

Whilst your first concern will be the immediate wellbeing of the victim, your efforts to preserve evidence are vital.

To enable the Police to investigate effectively, it is imperative that evidence is preserved. For the short time before the Police arrive, what you do or do not do can make a crucial difference. What follows is a checklist which may help to ensure that evidence is not destroyed.

In cases of alleged sexual abuse the entire following list applies:

- **Do not wash or bath** the victim.
- **Physical contact** with the victim or alleged perpetrator **should be avoided** as cross contamination can destroy evidence. Explain why you are not giving a hug, if this would be something you would usually do when the person is upset.
- Preserve bedding where appropriate. Note and preserve any bloody items. Do not handle without disposable gloves.
- Preserve any used condoms.

For all other cases:

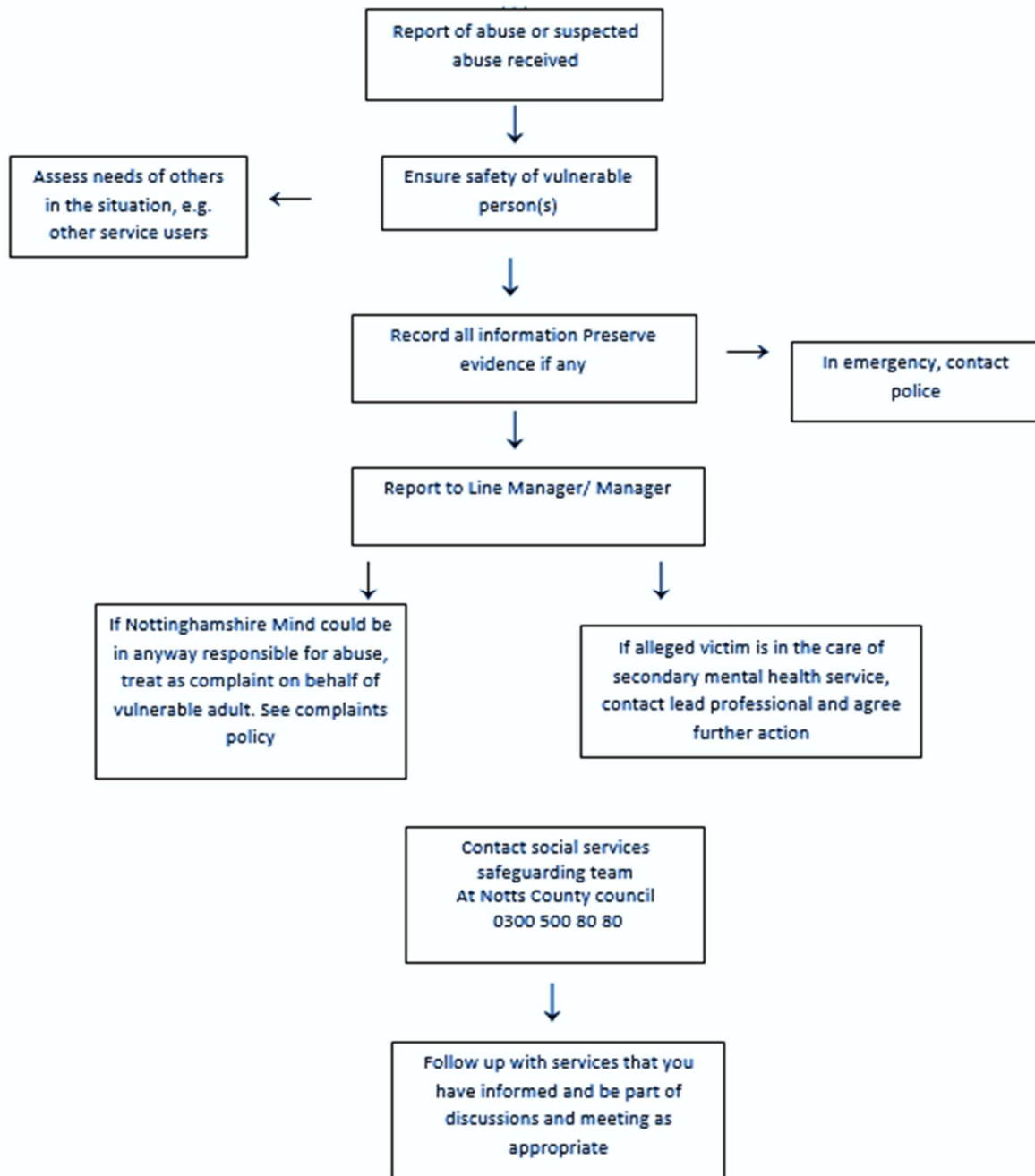
1. Where possible, leave things as and where they are. If anything has to be handled, keep this to a minimum. **Do not clean up.** Do not touch what you do not have to.
2. If you have been given items of possible interest e.g. a weapon, avoid handling them wherever possible. Keep in a safe, dry place until the police are able to collect.
3. Preserve the clothing and footwear of the victim. Handle these as little as possible.
4. Preserve anything used to comfort or warm the victim – e.g. a blanket.
5. Note in writing the state of the clothing of both alleged victim and alleged perpetrator.
6. Note injuries in writing.
7. Make full written notes on the conditions and attitudes of the people involved in the incident. Make these as factual as possible, rather than interpretive, e.g. “her/his voice was high pitched, shaky, barely audible” rather than “s/he sounded afraid”.

8. Note and preserve any obvious evidence such as footprints or fingerprints.
9. Secure the room and do not allow anyone to enter until the police arrive.

In any instance where a victim is seriously injured and is taken to hospital ask that a sample of blood be taken before any transfusion is given, as a transfusion will invalidate evidence in relation to blood.

Approved

Appendix 4 - Responding to allegations procedure



Appendix 5 - Referrers Checklist

This checklist will assist in making sure you have adequate information when making a referral to the Multi-Agency Safeguarding Hub (MASH) - 0300 500 80 80.

	Essential	Desirable
Name of Alerter		√
Contact details of Alerter		√
Relationship to victim		√
Organisation of Alerter		√
Name (of Vulnerable Adult)	√	
Address of Vulnerable Adult	√	
Address, if different, of place of alleged abuse	√	
Contact details of vulnerable	√	
Contact details of vulnerability (older, frail, Mental health, learning difficulties etc.)	√	
Date of birth or age		√
Gender		√
Ethnicity		√
Religion		√
Capacity and understanding		√
Communication needs (sensory loss language other)		√
Name of Alleged perpetrator		√
Address of Alleged perpetrator		√
Date of Birth of Alleged perpetrator		√
Details of referral- You need to consider the following so that the person taking the referral can gain adequate information		
Nature of abuse/incident	√	
When did it happen?	√	
Where did it happen?	√	
Was anyone else involved?		√
Was the incident witnessed?		√
Have you had previous concerns regarding this person? If so what?		√
Does the vulnerable adult know you are making this referral?	√	
Have you done anything to assist the vulnerable adult at this time? (what actions have been taken?)	√	
How do you want to be contacted in the future?	√	

END