



SAFEGUARDING POLICY AND PROCEDURE FOR CHILDREN

1. Introduction

This policy:

- Applies to all workers: paid staff, locum workers, agency workers, sessional workers, students on placement, senior managers and the Board of Trustees
- Has been written to comply with the prevailing legislation including the Children Acts, 1989 and 2004, together with subsequent legislation and associated guidelines, particularly the 2018 Working Together guidance. For more information on relevant legislation, please refer to the end of this policy

Housing Justice rarely work with children in our projects. However, occasionally guests in our Hosting project have children. Usually they will not live with them, although they will have access to them. On occasion it is possible that children will live with a parent in a host's home.

Safeguarding means:

- Protecting from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable the person to have the best outcomes

Child Protection is defined as the process of:

- Protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect
- Responding to circumstances that arise

Safeguarding children and child protection guidance and legislation applies to all children up to the age of 18, at this age parental responsibility for the child ceases.

The law recognises that children and adults are different and should be treated differently. Children, by definition, are dependent on their parents or carers in a way in which adults are not. They are vulnerable by virtue of their lack of understanding and autonomy and their welfare is primarily the responsibility of their parents or carers. They lack the capacity to make decisions about their own lives so rely on adults to make such decisions for them.

Where there is a possible child protection issue, priority should be given to ensuring safety and well-being of the child - even if this is at the expense of an adult

The Every Child Matters Agenda, states that all children should:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

We aim to create a safe environment within which children and young people can thrive and adults can work with the security of clear guidance.

Housing Justice will ensure that:

- Children and young people are listened to, valued and respected
- Staff are aware of the need to be alert to the signs of abuse and know what to do with their concerns
- All paid and unpaid staff are subject to rigorous recruitment procedures
- All paid and unpaid staff are given appropriate support and training

Section 2 Responsibilities

All workers: paid staff, locum workers, agency workers, sessional workers, students on placement, will:

- Ensure that their own practice is in line with the principles of effective service provision
- Be alert to signs and indicators that a child may be at risk of, or experiencing abuse
- Work with guests, hosts and other partners to prevent or minimise circumstances which can increase the risk of abuse e.g. isolation, unhealthy relationships, poverty
- Empower guests hosts and other partners to have open conversations about safeguarding, equality or radicalisation
- Challenge appropriately unacceptable views, attitudes or behaviours
- Offer guests, hosts and other partners opportunities to provide feedback on our services e.g. email, phone, face to face, written surveys, internal/external quality audit reviews
- Maintain clear and comprehensive records in client files as required by the job role
- Keep risk management plans and support plans up to date as required by the job role
- Communicate **any safeguarding concerns** to your Manager or Safeguarding Lead
- Contribute towards whatever actions are needed to safeguard and promote the wellbeing of the guest/individual including completing incident forms and attending/contributing at meetings
- Promote awareness of abuse and provide support and guidance to the adults they work with including discussing safeguarding in guest liaison meetings
- Engage openly and fully in training and supervision

Project Co-ordinators will additionally:

- Identify and report safeguarding risks in their individual projects
- Ensure this procedure is implemented and reporting structures are used and followed within the project they co-ordinate
- Ensure they are aware of the service's local contact for Prevent and know how to refer concerns about radicalisation to the appropriate Prevent Channel

Managers will additionally:

- Induct all workers in the safeguarding policy
- Ensure that all workers receive relevant training, including refresher training
- Monitor the reporting and recording of safeguarding internally/externally, ensuring it is accurate, timely and centred around the individual concerned, liaising with the safeguarding Lead as appropriate
- Support and advice their team regarding safeguarding matters, ensuring safeguarding is discussed in team meetings and during supervision
- Be familiar with the local authorities child protection procedures for reporting
- Ensure requests from the local authority and the process for challenging lack of action or disagreement with the local authority (often called the escalation or dissent procedure) is actioned in a timely manner
- Liaise with external professionals as appropriate
- Participate fully and with candour during safeguarding enquiries/investigations
- Ensure all cases are managed in accordance with good practice and this policy
- Create an open and supportive culture for their team

Volunteer Services Manager will additionally:

- Produce a safeguarding policy and procedure for all volunteers, updated every 3 years, as a minimum
- Produce a volunteer handbook which includes guidance on safeguarding and professional boundaries
- Produce training and written guidance for workers who manage volunteers on local volunteer induction and volunteer supervision, to include reference to safeguarding
- Deliver volunteer safeguarding training
- Ensure all workers and volunteers are kept updated regarding safeguarding issues as required

The Safeguarding Leads will additionally:

- Review safeguarding incident reports
- Provide advice and support through the line management structure when safeguarding matters occur
- Support staff to make referrals to appropriate agencies, including the local authority
- Support staff to work constructively with partners, including local authorities, Police, NHS and other providers

- Monitor the quality of responses from services
- Conduct a six monthly review of all medium-high rated safeguarding incidents and provide a summary report to the Board of Trustees's safeguarding lead.
- Produce an annual safeguarding report for the Board of Trustees to review
- Represent the organisation at external reviews

The Safeguarding Lead for Children is:

Jacob Quagliozzi, Director for England

Telephone number: 0203 544 8094

If not available, speak to another senior member of staff as a matter of urgency

In an emergency situation, contact either: Children & Families Social Services Duty Desk or, out of office hours: The Emergency Duty Team, - Your Local Authority can give you this information

NSPCC Helpline - 0808 800 500

The Chief Executive Officer will:

- Be responsible for ensuring the organisation is well-led
- Line manage the Safeguarding Lead for Children
- Ensure good governance, highlight incidents reportable to the Charity Commission to the Board of Trustees and, where directed by them, to make the report

The Board of Trustees will:

- Fulfil the Charity Commissions expectations around duty of care to take necessary steps to safeguard and take responsibility for children at risk, acting in their best interests and ensuring all reasonable steps are taken to prevent harm
- Assess the risks that arise from the charity's activities and operations involving children
- Ensure that appropriate safeguarding policies and procedures are in place
- Monitor to ensure that these safeguards are being effectively implemented in practice e.g. reviewing the annual safeguarding report and challenge as appropriate
- Ensure reportable incidents are made to the Charity Commission
- Appoint a safeguarding lead
- Monitor the role of the CEO in carrying out their responsibilities

NB The Trustee Safeguarding Lead is Brian O'Doherty (Vice Chair of the Board of Trustees)

3. Forms of Abuse

Working Together to Safeguard Children (2018) recognises that children may be vulnerable to neglect and abuse or exploitation from within their family and from

individuals they come across in their day-to-day lives. Threats can take a variety of different forms, including:

Physical Abuse: Deliberately hurting a child, causing injuries such as bruises, broken bones, burns or cuts. Physical abuse isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FII).

Possible Indicators: Bruising in or around the mouth, on the back, buttocks or rectal area, finger mark bruising or grasp marks on the limbs or chest of a small child, bites, burn and scald marks; small round burns that could be caused by a cigarette, fractures to arms, legs or ribs in a small child, large numbers of scars of different sizes or ages.

Emotional Abuse: The ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are often suffering another type of abuse or neglect at the same time – but this isn't always the case.

Possible Indicators: Excessively clingy, attention-seeking behaviour, very low self esteem, excessive self-criticism, excessively withdrawn behaviour, fearfulness; a 'frozen watchfulness', despondency, lack of appropriate boundaries with strangers e.g. too eager to please, eating disorders.

Sexual Abuse: A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online. Sometimes the child won't understand that what's happening to them is abuse. They may not even understand that it's wrong. They may be afraid to speak out. Under the Sexual Offences Act 2003, any sexual activity –contact or non-contact – with a child under the age of 13 is a crime.

Possible Indicators: Allegations or disclosure, genital soreness, injuries or discomfort, sexually transmitted diseases; urinary infections, excessive preoccupation with sexual matters; inappropriately sexualised, play, words or drawing, sexually provocative behaviour or language, repeated sleep disturbances through nightmares and/or wetting. Older children and young people may additionally exhibit: depression, drug and/or alcohol abuse, eating disorders; obsessive behaviours, self mutilation; suicide attempts. school/peer/relationship problems.

Child Sexual Exploitation: Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young

people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Domestic Abuse: Witnessing domestic abuse is really distressing and scary for a child, and causes serious harm. Children living in a home where domestic abuse is happening are at risk of other types of abuse too. Children can experience domestic abuse or violence in lots of different ways. They might: see the abuse, hear the abuse from another room; see a parent's injuries or distress afterwards; be hurt by being nearby or trying to stop the abuse. Domestic Abuse also includes:

- **Forced Marriages:** No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults. A young person cannot legally marry or have a sexual relationship until they are 16 years old or more in the UK
- **Honour based violence:** (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is not just physical violence; the harm can also be emotional
- **Female Genital Mutilation** (please refer to section below)

Possible Indicators: Aggression, anti-social behaviour, depression, anxiety, stress, nervousness, poor performance at school, low self esteem

Female Genital Mutilation (FGM): The partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Possible Indicators: Communities traditionally affected by FGM and who are less integrated into the UK may be at greater risk of carrying out FGM, if a child's mother or her older sister has undergone FGM, then the risk increases. A child may be withdrawn from personal, social and health education or personal and social education so that she remains uninformed about the procedure and her rights. The child may talk of having a long holiday to their country of origin where the practice is prevalent or refer to a "special procedure" or having a ceremony to "become a woman". They may be taken out of the country for an extended visit or make reference to FGM or they may tell you that a senior female family member is in the country, particularly if she is visiting from their country of origin. Indicators that FGM may have already taken place include: bladder and menstrual problems and reluctance to receive medical attention or participate in physical activities.

Neglect: The ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not

protected from physical or emotional harm. They may not get the love, care and attention they need from their parents. A child experiencing neglect will often suffer from other forms of abuse too. Neglect is dangerous and can cause serious, long-term damage - even death.

Possible Indicators: Inadequate supervision; being left alone for long periods of time, lack of stimulation, social contact or education, inadequate nutrition, leading to ill-health, constant hunger; stealing or gorging food, failure to seek or to follow medical advice such that a child's life or development is endangered or wear inappropriate clothing for the conditions.

On-Line Abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children can be at risk of online abuse from people they know as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming) or only happen online (for example, persuading children to take part in sexual activity online). Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms. Images and videos can be stored by the abuser and shared with other people.

Possible Indicators: appears nervous when receiving a text, instant message, or email, seems uneasy about going to school or pretends to be ill, unwillingness to share information about online activity, unexplained anger or depression, especially after going online, abruptly shutting off or walking away from the computer mid-use, withdrawing from friends and family in real life, unexplained stomach aches or headaches, trouble sleeping at night, unexplained weight loss or gain, suicidal thoughts or suicide attempts.

Exploitation by Radicalisation: Comparable to other forms of exploitation, such as grooming and Child Sexual Exploitation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Possible Indicators: Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include: isolating themselves from family and friends, talking as if from a scripted speech, unwillingness or inability to discuss their views, a sudden disrespectful attitude towards others, increased levels of anger, increased secretiveness, especially around internet use. Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. These signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong. **If these indicators are noted they must be recorded and escalated to the Safeguarding Children Lead.**

Section 4: Confidentiality, Information Sharing and Consent

There is no such thing as complete confidentiality only conditional confidentiality

Information given to a Housing Justice worker belongs to Housing Justice NOT to the individual worker; guests must be advised of this in advance

Our Whistle-Blowing Policy underlines our responsibility to report any concerns in relation to a colleague's actions that might be considered abusive, unethical or out of bounds

(You can use the email: whistleblowing@housingjustice.org.uk)

There are a number of principles that guide our response in this area:

- When a child discloses that they may be at risk or are experiencing abuse they must be made aware that you cannot keep this to yourself
- Anything the child tells you must be disclosed to your Manager (Caveat: if the disclosure is regarding the manager then only the Safeguarding Lead must be made aware)
- You have a duty to record any and all conversations: safeguarding incident report form, case notes, updating of the support and risk management plans as appropriate

If the alleged person of concern (perpetrator) is a guest, host or worker then advice must be sought from the Safeguarding Lead regarding what can be shared, with whom and why. No information may be shared until this discussion has taken place.

Section 5 Responding to a Concern

When you have a safeguarding concern and the situation requires immediate action and/or you need advice or guidance then you must telephone your Manager or the Safeguarding Lead straight away

Every time you have a concern or are informed of abuse/risk of abuse you must complete a safeguarding incident report form (see Appendix A) - even if you have made a telephone report. This must be sent immediately to your manager and/or the Safeguarding Lead - no later than 4 hours after the disclosure was made

This report may be used in court and must therefore be an accurate and unbiased record of questions and statements. The record must be factual, and if it does contain the workers opinion or assessment, this should be backed up with factual evidence. Opinion should be stated as such, and facts differentiated from hearsay

Concern generated through discussion

If you receive a report either directly from the child or from anyone else, please follow these guidelines:

Do

- Thank the person for talking with you and listen carefully
- Reassure them that they have done the right thing and that they will be taken seriously
- Remain calm
- Ensure that the child is not in immediate danger and, if they are, take steps to protect them
- Seek immediate medical assistance if required
- Immediately inform your Manager or in their absence the Safeguarding Lead
- Call the Police immediately in cases of serious assault, indecent assault or rape.
- Listen carefully: summarise and reflect back to ensure understanding of the facts they have provided
- Ask if there is anything else that they would like to tell you
- Take action to protect any evidence that might assist the Police e.g. clothing, the environment within which the abuse occurred
- Explain that you will write up notes of the conversation
- Explain that you will share what they have said in line with this policy and explain what will happen next

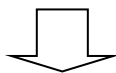
Do Not

- Ignore the child/adult
- Give promises that you will not share the information
- Respond by looking horrified or giving your opinions of what has been said
- Jump to conclusions - stick to the facts as they are given to you
- Ask detailed questions about what you are told
- Share this information with other workers or anyone other than your Manager/the Safeguarding Lead unless you have been given express permission to do so
- Confront the alleged person of concern (perpetrator)
- If the matter relates to an employee/volunteer do not record in the case records or anywhere else that could be read by the person concerned
- Disturb the evidence e.g. suggest that the person may want to have a shower, put their clothes in the washing, clean up their room, clean their wounds

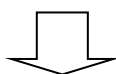
Follow the Incident Management Flow Chart located on the next page

INCIDENT MANAGEMENT FOLLOWING ALLEGATION OF ABUSE

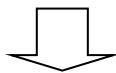
Inform your Manager by telephone **immediately** you have a concern
(do not investigate or wait until you have evidence)
Complete & email Safeguarding Incident Report Form **within 4 hours** to your Manager
(in the absence of your Manager contact the Safeguarding Lead)



Agree with your Manager any immediate steps to be taken to safeguard the individual that have not already been taken (see Managers' Responsibilities listed above)

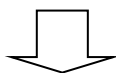


Manager immediately to inform the Safeguarding Lead and review the Safeguarding Incident Form with them to agree immediate actions

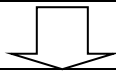


Safeguarding Lead to inform:

- Local Authority via telephone, followed up with LA Safeguarding Concern Form
- Police: if the matter is criminal
- HR Partner, Real People (if the matter relates to a worker - to discuss possible options e.g. redeployment, suspension etc)



Manager and Safeguarding Lead to consider who else is aware of the incident e.g. staff/other guests etc and put in place action plan to reassure (with due regard to information sharing)
Alternative accommodation for a guest may be considered in order to keep either the guest or the host safe



All workers to participate in on-going enquiry, meetings etc with the Local Authority, Police etc to ensure that the needs of the individual are met and best practice followed.

Manager's Responsibilities

- Deal with any immediate needs, ensuring that the child is safe
- Ensure that emergency medical treatment has been arranged as appropriate.
- Ensure that appropriate steps have been taken so that no evidence is lost
- Ensure, if the alleged person of concern is another service user that their needs are met and that their social worker is informed
- Ensure no-one else is at risk
- Review the safeguarding concern report form and where necessary ensure it is updated
- Report the matter to the Safeguarding Lead
- Ensure any contract requirements are fulfilled
- Ensure that all documentation is protected so that the enquiry process/investigation has integrity
- Consider immediate risk and ensure that the risk management plan is updated as appropriate
- Take account of the child's wishes and feelings regarding the matter (their desired outcomes)
- Work openly and collaboratively with the organisation and local authority throughout the safeguarding process

Alerting Outside of Housing Justice

Where the concern is deemed serious enough, the Local Authority Safeguarding Concern Form should be completed and sent to the local Safeguarding Team within 24 hours of the incident/disclosure. Usually it will be the Safeguarding Lead who makes this decision in liaison with the Manager. The Local Authorities referral procedures should be used and a referral form may need to be completed following an initial telephone call or discussion.

Further Action

It is the Local Authority's Child Protection Lead who decides how to investigate the alert/take further action. Once a decision has been made Housing Justice will be informed of their role in the process. Every worker is required to participate fully and transparently in this process.

Where the concern involves an employee/volunteer

In addition to ensuring that the safeguarding concern form is completed a Manager must always inform the Safeguarding Lead where a worker is alleged to have carried out the abuse. The safeguarding Lead will then ensure that the local borough's LADO is contacted for advice. If it is decided by the Safeguarding Lead that the person must be suspended this will be carried out in accordance with Housing Justice's disciplinary policy with advice from Real People.

What happens once an enquiry is made?

The relevant Safeguarding Manager at the local authority may decide to hold a strategy discussion or meeting involving all agencies which are supporting the guest. The purpose will be to agree a multi-agency plan to investigate the allegations and assess the concerns to the safety of the child who is being harmed, and address any immediate needs to coordinate the collection of information about the abuse or neglect. This may involve continuing the enquiry, or triggering a referral to other processes, such as a criminal enquiry. A continuing enquiry may result in a case conference and a protection plan which will be regularly reviewed.

Closing a concern

A concern is closed when relevant action has been taken to address the abuse, even if the abuse is ongoing. It will typically be closed after the process of reporting, external referral, case conferences and creating an action plan has taken place.

If the allegation is unfounded then the issue should be recorded in the guest's records. It may be that the guest made the allegation because they didn't like the member of staff, volunteer or host or was unhappy with something the worker did. They may need support around expressing their needs and/or dissatisfaction in more appropriate ways. If the allegation was made about their host it may be appropriate to discontinue the hosting placement.

Supporting a child who makes repeated allegations

A child who makes repeated allegations that have been investigated and are unfounded should be treated without prejudice. Each allegation must be responded to under these procedures. A Safety and Wellbeing Plan must be completed in full and measures taken to protect staff and others and a case conference convened, where appropriate. Each incident must be recorded.

What to do if a safeguarding enquiry is closed with no further action

- Ask for full explanation, in writing, on why the safeguarding enquiry has been closed with no further action being taken
- Review the information in the enquiry for completeness and clarity. Was there something important which was omitted and were concerns about the child's safety explicitly stated?
- Did the Safeguarding Team have a full and proper understanding of the safety concerns involved?
- pass any further relevant information to the team such as information missing from the original enquiry or additional information which is now available
- Review the Safeguarding Team's practice and decision against relevant local procedures (often called threshold and/or criteria documents). These are usually published online with the rest of the local authority's procedures or staff should request a copy. Are they working in accordance with these procedures or is there is a gap between what their procedures require and what they have done?
- Challenge the decision on the above basis and, if the disagreement remains unresolved, make a complaint to the relevant local authority complaints officer

Staff Training and Support

All workers will receive safeguarding and boundaries induction training within 3 months of joining the organisation and refresher training every **2** years as a minimum. Persistent failure to attend such training will be treated as a conduct issue and addressed through the disciplinary procedure.

Managers must attend appropriate training in relation to their safeguarding role and safe recruitment practice. Managers will ensure also that Safeguarding is addressed during supervision and at team meetings and will operate an open door policy so that staff can discuss concerns and receive ongoing support. Additional support is provided via the Safeguarding Lead.

Relevant Legislation and Guidelines

- The Children's Acts, 1989 and 2004
- Public Interest Disclosure Act 1998
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Borders, Citizenship and Immigration Act 2009
- Equality Act, 2010
- Care Act 2014
- Counter Terrorism and Security Act, 2015
- Making Safeguarding Personal: A Toolkit for Responses. Local Government Association, 2015
- Criminal Justice and Courts Act, 2015
- Children and Social Work Act 2017
- Working Together to Safeguard Children, 2018
- Data Protection 2018, incorporating the General Data Protection Regulations 2016

Associated Policies and Procedures

- Preventing Radicalisation and Extremism Policy
- Whistleblowing Policy
- Data Protection and Confidentiality Policy and Procedure
- Equality and Diversity Policy and Procedure
- Recruitment and Selection Policy and Procedure
- Criminal Records Disclosure Policy and Procedure
- Harassment Policy and Procedure

Date:

Policy Review Date:

Appendix A

Please use the following form to record and report an incident or disclosure. Please send it to your Manager within 4 hours of the incident

Safeguarding Incident Report Form	
Your Details:	
• Name:	
• Job Role	
• Date	
• Contact Details (Phone and e-mail)	
Details of Incident / disclosure	
• Date of initial raising of concern / incident	
• Who raised the concern? ○ Name ○ Contact details	
○ Who is the adult at risk/child at risk? ○ Name ○ Age (if applicable in the case of Under 18) ○ Contact details ○ Why are you concerned (please make reference to level of vulnerability etc as appropriate)	
• Where did the incident occur?	
• When did the incident occur?	

○ Date and time	
• What is the nature of your safeguarding concern?	
• What happened?	
• Were there witnesses? ○ Name ○ Age (if applicable in the case of Under 18s) ○ Contact details	
After the incident/ disclosure	
• If you discussed the incident with the person concerned or the witnesses, please give full details of what was said/by whom	
• Who have you discussed this incident with outside of those immediately involved? • Please provide details of what was said/by whom ○ Name ○ Contact details	
Reviewed by Manager on: _____ Signed: _____ Follow up actions agreed (please state what and by whom)	
Reviewed by Safeguarding Lead on: _____ Signed: _____ Please list any advice given, action taken etc	

