

Garon Park Organisation (GPO)

Safeguarding Policy

Approved by GP Board January 2022

Last Review Date: February 2025

Next Review Date: February 2026

Purpose

GP Organisations (GPO) is the collective term for:

Garon Park CIC (GP CIC), Garon Park Bar Ltd (GP) and Wellbeing at Garon Park (WBGP)

GP Organisations are committed to ensuring all who organise, work at or visit our facilities and programmes are treated with respect and dignity and protected from abuse and exploitation. We recognise our duty of care to the beneficiaries of our work and those who come into contact with or are affected by the work of our organisation. We are committed to promoting a safeguarding culture within our organisation and ensuring that staff can work in a safe and secure environment. This policy lays out the measures we have put in place to ensure employees, trustees, contractors, volunteers, beneficiaries of our work (particularly children and vulnerable adults) and all those who come into contact with our organisation are protected from abuse and maltreatment and how we respond to concerns. The policy also informs employees, trustees, contractors and volunteers of their responsibilities in relation to safeguarding. In doing so we aim to:

- Create a healthy and safe environment for all.
- Ensure all parties are aware of their rights and responsibilities and are listened to, given a sense of belonging and kept safe from harm.
- Support and encourage all parties to voice their opinions regarding their welfare and the welfare of others.
- Ensure those who are involved in working with children and vulnerable adults are supported and protected.

Exclusions: This policy does not cover sexual harassment in the workplace, this is covered in our Anti-Bullying and Harassment Policy. The policy does not cover safeguarding concerns in the wider community unrelated to the actions or activities of GPO and its employees, trustees, contractors and volunteers.

Defining Safeguarding

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when concerns arise or harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centered and also protect those accused until proven guilty.

GPO is committed to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Further Definitions

<i>Beneficiaries</i>	are any person or group of people who participate / engage in one or more of GPO's activities / programmes.
<i>Partners Organisation</i>	relates specifically to User / Member Organisations and its employees, interns and volunteers.
<i>Abuse</i>	is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: physical abuse; sexual abuse; sexual exploitation; emotional abuse; bullying; neglect and financial (or material) abuse; and criminal exploitation (e.g. county lines. Please See Appendix A for greater detail and further definitions.
<i>Child</i>	is any person under the age of 18 (as defined in the United Nations convention on the Rights of a Child).
<i>Vulnerable Adult</i>	a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who is elderly and frail; has a mental illness including dementia; has a physical or sensory disability; has a learning disability; has a severe physical illness; a substance misuser; is homeless or is in need through circumstances.
<i>Survivor</i>	the person who has been abused or exploited. The term survivor is used in preference to victim recognising the strength, resilience and capacity to survive that those who have lived through abuse and/or exploitation have. However, we recognise survivors own right to define how they wish to identify themselves.
<i>Safeguarding Lead</i>	the person with responsibility for ensuring the safeguarding policy is properly enacted
<i>GPO Staff</i>	includes all employees, Trustees, Directors, contractors, interns and volunteers.
<i>Volunteers</i>	includes individuals or groups of individuals who elect to volunteer with GPO.

Prevention

GPO wants to ensure that all people who come into contact with us are protected and kept safe from harm whilst engaged in any activities organised by GPO and delivered by its staff and volunteers or otherwise engaging with our staff.

Disclosure and Baring Service Checks (DBS – Criminal Record Check)

All GPO staff and representatives of member organisations attending GPO's wellbeing activities and programmes must have been appropriately checked before being allowed on GPO site.

GPO will:

1. Ensure we practice safe recruitment by checking the suitability of staff and volunteers to work with and around children and vulnerable people. GPO has a separate Safe Recruitment Policy.
2. Check that UK Partners practice safe recruitment by ensuring all their staff, with whom we work, are DBS checked and have 2 references that have been checked. Confirmation of this must be received prior to engagement.

3. In the event of a voluntary disclosure during the application process, GPO will assess the applicant's suitability for the role, and only if the suitability is confirmed, will the process will continue.
4. In the event that a DBS disclosure is received, GPO will assess the applicant's suitability for the role and if suitability is not confirmed the applicant will be informed and dropped from the recruitment process.
5. Check that our Local Partners undertake suitable safe recruitment checks including where available Police checks and character references.
6. Ensure all GPO staff have access to, are familiar with and know their responsibilities within this policy
7. Specifically cover safeguarding in the induction process for staff/volunteers. New staff/volunteers will be introduced to the safeguarding policy and procedures and provided with time to review it and ask any questions. Other relevant policies will also be discussed, and the new staff member/volunteer will be provided with the name of the Safeguarding Lead and with a blank copy of the safeguarding reporting form
8. Provide **annual** internal refresher safeguarding training for GPO operational staff and Designated Safeguarding Leads and external safeguarding training to Designated Safeguarding Leads every 2 years (unless there are changes to either legislation or GPO activities) to ensure GPO staff are equipped to deal with issues if/as they arise.
9. Ensure we have a Designated Safeguarding Lead
 - o The Safeguarding Lead is, Mark Stanley – Operations Manager
10. Ensure all GPO Staff, Partner Organisations and Volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated Safeguarding Lead.
11. Ensure Partners Organisations have appropriate safeguarding policies in place.
12. Ensure GPO staff, trustees, contractors and volunteers know the names of the designated senior person responsible for safeguarding within GPO.
13. Ensure staff, volunteers, interns and beneficiaries know the name of the designated senior person responsible for safeguarding within our Partner Organisations.
14. Ensure Partner Organisation staff, volunteers and Interns have appropriate DBS checks before attending site.
15. Ensure staff know the name of the designated senior person responsible for safeguarding within Partners Organisations and what to do should a safeguarding concern arise relating to a Partner Organisation.
16. Develop, implement and regularly reviewing procedures for identifying and reporting cases, or suspected cases, of abuse.
17. Follow up on reports of safeguarding concerns promptly and according to the procedures laid out in our Procedures for Dealing with and Recording Safeguarding Reports.
18. Notify the relevant authorities if there is an issue raised in connection with the welfare of a child or vulnerable person.
19. Design and undertake all programmes and activities in a way that protects people from risks of harm that may arise from coming into contact with our organisations.
20. Ensure all staff, trustees and volunteers review and sign the code of conduct.
21. Ensure sufficient resources (time and money) are allocated to ensure the policy can be effectively implemented.

GPO employee, trustee, contractor and volunteer responsibilities

GPO employees, trustees, contractors and volunteers will not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children, vulnerable adults or any person who comes into contact with the organisation.
- Subject a child, vulnerable adult or any person who comes into contact with the organisation to physical, emotional or psychological abuse or neglect.
- Engage in any commercially exploitative activities with children, vulnerable adults or those who come into contact with our programmes or activities as an organisation, including child labour or trafficking.
- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to our beneficiaries.
- Engage in any sexual relationships with beneficiaries since they are based on inherently unequal power dynamics.

All employees, trustees, contractors and volunteers will be expected to review and sign the GPO code of conduct.

GPO expects their employees, trustees, contractors and volunteers to contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the safeguarding policy. GPO employees, trustees, contractors and volunteers are also expected to report any concerns or suspicions regarding safeguarding violations by a fellow representative of GPO or members of Partner Organisations to the designated Safeguarding Lead.

Reporting

Whilst different cultures may have different levels of tolerance, GPO will not tolerate what it considers to be abuse or exploitation in any form, which goes against the values and aims of the organisation. It is the responsibility of all who represent GPO, in whatever capacity, to raise their concerns regarding possible abuse or exploitation.

Enabling reports

GPO will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are made available to individuals and the communities we work with.

Staff and volunteers should follow the procedures outlined below and in our *'Procedures for dealing with and recording safeguarding reports'*

Any staff reporting concerns will be protected from any negative repercussions as per the Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

GPO will also accept complaints from external sources such as members of the public, partner organisations and official bodies. Our Safeguarding Policy is available on our website providing the public with information about who to contact if they have a safeguarding concern related to the activities of GPO.

Employees, trustees, contractors and volunteers must report their concerns if;

- They witness an incident where beneficiaries are abused or mistreated whilst taking part in one of our programmes.
- They witness abuse or mistreatment perpetrated by someone associated with GPO (employee, trustee, contractors or volunteer).

- An incident occurs where someone is abused or mistreated, and this is connected with the activities of GPO.
- An allegation is made that an incident has occurred, regardless of when the alleged abuse or mistreatment occurred.
- They receive a direct disclosure from a community member, child or vulnerable adult

If in doubt it's always best to talk to the Safeguarding Lead.

Prevent

Prevent is designed to stop people from becoming radicalised or supporting terrorism. The objectives of the strategy are to:

1. Respond to the ideological challenge of terrorism and the threat we face from those who promote it.
2. Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
3. Work with sectors and institutions where there are risks of radicalisation which we need to address.

A professional group of agencies, The Channel Panel, identify those at risk of being drawn into terrorism or violent extremism and to provide them with community-based safeguarding strategies and interventions.

Any Employee, Trustee, Volunteer, Contractor or member of the public can make a referral to Channel. Employees need to consider however, their local safeguarding procedures in the first instance and whenever a vulnerable to radicalisation risk is of concern, they should consult with the Prevent/Safeguarding Leads within their organisation.

Prevent/Safeguarding Leads should support in making the decision as to whether a referral to Channel Panel is needed and if this is the appropriate route. Referrals should be made without delay, where there are concerns about significant harm or directly to the Police on 999 if there is an imminent risk of harm. A referral form, which is also known as person vulnerable to radicalisation (VTR), can be requested from your local Prevent contacts

How to report a safeguarding concern

GPO employees, Directors, contractors and volunteers who have a complaint or concern relating to safeguarding should report it immediately to the appropriate Safeguarding Officer. Contact details for the Safeguarding Officer and alternate contact are below.

If the staff member/member of the public does not feel comfortable reporting to the Safeguarding Officer (for example if they feel that the report will not be taken seriously or if that person is implicated in the concern) they may report to the Safeguarding Lead or any other member of the trustee board whose contact details can be obtained from the office.

	Safeguarding Officer
Name:	Anna Sims
Job/Role:	Safeguarding Officer
Contact email	anna.sims@garonparkcic.com
	Safeguarding Lead
Name:	Mark Stanley
Job/Role:	Operations Manager
Contact email	mark.stanley@garonparkcic.com

Clive Shiret, has overall responsibility for safeguarding and can be contact through the details below.

	Responsible Person GPO
Name:	Clive Shiret
Job/Role:	Director and Trustee
Contact email	clive@garonparkcic.com

Responding to safeguarding concerns

If you have a safeguarding concern, witness an incident where you suspect abuse, or a person has made a direct disclosure to you it is not your responsibility to decide whether or not abuse has occurred but it is your responsibility to report the incident to the appropriate parties. GPO is committed to following up on safeguarding reports and concerns according to our policy and procedure and legal and statutory obligations.

You must ensure that information on suspected or alleged incidents of abuse is recorded, reported and followed up.

GPO will apply appropriate disciplinary measures to staff found to be in breach of this policy.

GPO will offer support to survivors of harm caused by staff or associated personnel, regardless of whether formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor and taken under the guidance of appropriate parties as necessary.

Please see our “Procedures for dealing with and recording safeguarding reports” for further information on reporting procedures.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared only on a ‘need-to-know’ basis and records should be kept securely at all times. The legal principle that "the welfare of

the individual is paramount" means that confidentiality should not override the right of the individual to be protected from harm.

Associated Policies

- Procedures for dealing with and recording safeguarding reports
- Code of Conduct for employees, trustees, contractors and volunteers
- Complaints Procedure
- Anti-Bullying and Harassment Policy
- Safe Recruitment Policy
- Disclosure of Malpractice in the Workplace (Whistle-blower) Policy
- E-Safety Policy

GPO Statement of Commitment

Safeguarding is a key value of the charity. We aim to ensure the highest standards of safety and ethical behaviour to protect all those who come into contact with our work. Consistent with this value, our philosophy, detailed in induction materials for employees, trustees, contractors and volunteers, is to ensure the safety and well-being of every individual in, or associated with, our programmes. This means that the environment is friendly and that clear procedures are in place for reporting concerns.

GPO have documented reporting procedures, approved by the Board of Trustees. These must be included in pre-employment training for staff, delivery partners and volunteers and in written orientation/handover materials.

Wherever possible, the child's family is to be informed if their child is reported to state authorities as a suspected child at risk.

The trustees are committed to;

- Ensuring safe recruitment practices are being followed, including DBS checks and references for new staff
- Ensuring that a register is kept of training undertaken by employees, trustees, contractors and volunteers on child/adult protection and safeguarding
- Reviewing safeguarding reports that arise and ensuring appropriate actions were taken and lessons learnt incorporated into GPO's practice going forward
- Monitoring the reporting of serious incidents to the relevant authorities
- Reviewing GPO's safeguarding policies and procedures annually
- Ensuring that the designated Safeguarding Lead is in post and operating effectively

GPO Trustees will review this policy annually at the AGM and update it as required.

Safeguarding Policy Approved by GP Board January 2022

Last Review Date: January 2025

Next Review Date: January 2026

Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Associated Policies for GPO.

Please complete the below and return a scan of this page to mark.stanley@garonparkcic.com

Name: _____

Signature: _____

Date: _____

Appendix A

Abuse is a term used to describe ways in which people are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a person's physical or mental health. People can be abused within or outside their family, at school in the sports environment and elsewhere. Abuse can take many forms:

Physical Abuse - where people:

- Physically hurt or injure an individual (such as hitting, shaking, squeezing, biting, scolding or otherwise causing physical harm to a child).
- Give children, vulnerable adults - alcohol, inappropriate drugs or poison.
- Attempt to suffocate or drown an individual.

Sexual Abuse – sexual abuse means

- the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This could include:
 - Full sexual intercourse, masturbation, oral sex, fondling.
 - Showing pornographic books, photographs or videos, and sexual exploitation including taking pictures of individuals for pornographic purposes.
 - Grooming people for sexual purposes and/or making inappropriate sexual comments.

Sexual exploitation – sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, professionally or politically from the sexual exploitation of another. This includes human trafficking and modern slavery.

Emotional Abuse and Psychological Harm – persistent emotional or psychological harm to a person that causes a **severe** long-lasting impact on their emotional development this can occur in a number of ways. For example, where:

- There is constant overprotection that prevents an individual from socialising.
- People being frequently shouted at or taunted, including name calling
- There is neglect, physical or sexual abuse.
- Witnessing or hearing domestic violence.
- Humiliating or degrading treatment
- Constant criticism
- Persistent shaming
- Isolation

Neglect – where parents or guardians persistently fail to meet a person's basic needs such as food, clothing, shelter.

People with Disabilities

People with disabilities may be more vulnerable because:

- They may have greater difficulty in communicating.
- They may have less mobility than individuals without disabilities.
- They often receive as part of their daily life, intimate physical care, which may provide greater opportunity for potential abusers.
- They may have a greater number of providers of care than individuals without disabilities.
- Their behaviour may be more challenging, which may put them at greater risk.

Child Criminal Exploitation:

County Lines: Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have

been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered.

Domestic Abuse:

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

Honour-Based' Abuse (HBA):

HBA encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation, Forced Marriage and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators.

Female Genital Mutilation (FGM):

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Peer on Peer Abuse:

Children can abuse other children (often referred to as peer on peer abuse) both inside and outside of school and online, and even if there are no reports does not mean it is not happening, it may be the case that it is just not being reported. All staff should challenge inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Sexting:

The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

Appendix B

Initial Concern or Nagging Doubt

Name of Child _____

Year / Class _____

Date of Birth _____

Nature of concern:

Source of information:

Time and Date of Report		Name of Reporting Professional		Signed	
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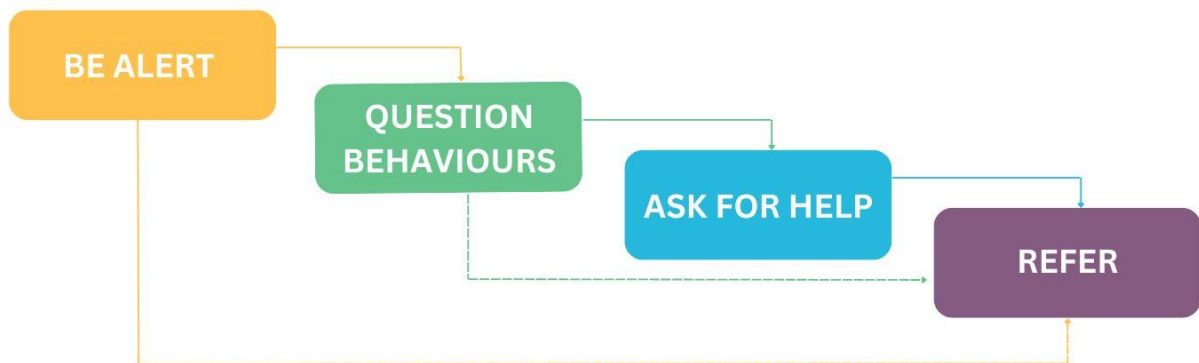
Action Taken: *To be completed by a designated person*

Time and Date of Report		Name of Reporting Professional		Signed	
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Appendix C



What to do if you are worried a child is being abused



Our designated people for Safeguarding Children are:

Mark Stanley DSL / Anna Sims DSO

To make a referral you can contact:
the Southend Children's Single Point of Contact Team
on 01702 215007 (during working hours).

Out of hours please call 0345 606 1212.

This will need to be supported by an email with a completed
request for service form from the same day to C-
SPOC@southend.gov.uk

If you have a concern that is not an immediate safeguarding risk, and
wish to make a report without being identified, you can use the
anonymous reporting form on our website

Appendix D

Local Safeguarding Contact Details

For children

Southend Children's Single Point of Contact Team 01702 215007 (during working hours).

Out of hours please call 0345 606 1212.

This will need to be supported by an email with a completed request for service form from the same day to C-SPOC@southend.gov.uk

For Adults

By Email:

Secure email only: accessteam@southend.gcsx.gov.uk

Please note you can only send emails to the secure address if you are sending from a secure email

Non Secure email: accessteam@southend.gov.uk

Making a referral/enquiry by telephone: Access Team: 01702 215008 (option 1)

Out of hours Referrals:

General Public - 0845 606 1212

Statutory Agencies - 0300 123 0778

Appendix E

Procedures for dealing with and recording safeguarding reports

If an Employee, Trustee, Volunteer or Contractor determines that a service user is at imminent risk or faces a crisis situation, they will contact the Police and will seek medical attention, if this is required, after which a referral will be made to the local safeguarding team.

If no immediate intervention is required, a referral will be made to the local safeguarding team: this involves the completion of:

For children: A **Children's Single Point of Contact Request for Service** (form below)

For adults: A **SET SAF** (form below)

Following the submission of these forms to the local safeguarding team an investigation will be carried out in line with the procedures as set down in the safeguarding guidelines.

If no immediate intervention is required and no one incident is recorded, but a referral will be made to the local safeguarding: this involves filling in a Cause for Concern form below (further copies in the office), which give details of the cause for concern, which may or may not lead to an investigation by the local safeguarding team.

Children’s Single Point of Contact Request for Service

Guidance and notes

This form is to be used to make a referral about a child, or family for either Supporting Families or Children’s Social Care Services.

The C-SPOC Request for Service form should be completed when child/ren and their family may benefit from accessing more support than can be accessed via Universal Services at Level 1 or Early Help at level 2 (see threshold document). We will ask you to send supporting information about the services/interventions already offered and why this has not met the child/ family’s needs.

Where you have safeguarding concerns for a child please consider the following:

- Is the child at immediate risk of serious harm or injury? If so call 999 and ask for the Police.
- If you have an urgent safeguarding concern, please contact us by telephone (01702 215007 option 1) immediately, do not wait to send the form.
- All telephone referrals should be followed up in writing immediately by the completion of this form. If your referral is a request for Children with Disability Assessment, please ensure that the EHCP plan is attached to avoid further delays.

Supporting Families services can be considered in the following areas:

<ul style="list-style-type: none">• Getting a Good Education	<ul style="list-style-type: none">• Children are safe from abuse and exploitation
<ul style="list-style-type: none">• Good Early Years Development	<ul style="list-style-type: none">• Children are safe from domestic abuse
<ul style="list-style-type: none">• Physical and Emotional Health concerns	<ul style="list-style-type: none">• Secure housing and financial security
<ul style="list-style-type: none">• Improved Family relationships	<ul style="list-style-type: none">• Preventing and tackling crime

Which service are you requesting?

Family Support requests will require Appendix A to be completed (*see below*).

Name of service	Please Select
Children's Social Care	<input type="checkbox"/> Yes
Intensive Supporting Families	<input type="checkbox"/> Yes
Parenting Programmes	<input type="checkbox"/> Yes
Adolescent Intervention Prevention Team (Level 3)	<input type="checkbox"/> Yes

All C-SPOC Requests for Service for Supporting Families will be reviewed within 48 hours.

- All C-SPOC Requests for Service for Social Care indicating safeguarding issues will be reviewed within 24 hours.
- All C-SPOC contacts which are not correctly completed will be returned to the referrer to be updated and resubmitted.

You will be informed of the outcome of your referral.

Completed form should clearly indicate which service you are requesting (Supporting Families or Safeguarding) and then be emailed to: C-SPOC@southend.gov.uk

Informing the family about your referral

CONSENT: Agencies who are making enquiries and/or making referrals about a child(ren) should inform the parents/carers or those with parental responsibility that they are making a request for service to Children Services, unless to do so would mean that the child or young person is at greater risk of suffering harm.

- You **should** inform the family that you have made a request for service and that we may contact them.
- You **should not** inform the family if it could endanger the child or prejudice a criminal investigation.
- You **should** understand the views of the family regarding the request for service unless this could endanger the child or prejudice a criminal investigation.

Please complete:

Have you informed the child, parent or carer that you have made a request for service to Children Services?	<input type="checkbox"/> Yes , I have informed the child <input type="checkbox"/> Yes , I have informed the parent/carer .
What are the family's views on this request for support? Include if family members agree or disagree with this request and the reasons why.	
If any family member has not agreed to the request for service being made what is their reason?	
If you have not discussed this request for service with the parent/carer (or child, please state why?	

Date of request for service:	Enter a date.
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Referring agency details:

Name of Referrer/ Lead professional:		Job Title:	
Agency:		Address:	
Tel/Mobile:		Email:	

Has the request for service been discussed with your agency safeguarding lead?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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(SAFEGUARDING REFERRAL ONLY AND PLEASE DO NOT DELAY MAKING A REFERRAL)

Name of Lead: (Mash only)	
Email / Phone:	

Family composition and details

Include all those living in the family home

Childs name	DOB	Education Provision	Gender	Ethnic origin
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
Parents/Carers name	DOB	Relationship to child	Parental responsibility?	Ethnic origin
				Choose an item.
				Choose an item.
				Choose an item.
Family address (including postcode)				
Email address				
Phone number(s) <i>Please list all numbers and whose number it is.</i>				

Details of any significant people not living in family home		
Name	Relationship	Address (including postcode)

Further information about the family			
Child's first language		Parent's first language <i>Is an interpreter required? If so, what language is preferred?</i>	
Family Immigration Status			
Religion			
Details of any disability in the family			
Do any of the children have a caring responsibility	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Please list all children with caring responsibilities			
Has community-based support been explored	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Please list community support explored			
Where there is a concern about neglect has a Graded Care Profile 2 been completed?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
If 'Yes', please send a copy with this referral			
Have any Early Help, Team around the Family (TAF) meetings been held and if so, please attach a copy of the plan and outcomes.			

Assessment Information

<p>What are you worried about?</p> <p><i>What is the history/sequence of events that has led up to your request? What further document(s) or agency chronology could you submit? Is there actual harm? What action is causing the harm? What is the factual information and evidence base specific to your concern?</i></p> <p><i>What are the future risks for this child(ren)/family should this concern not be addressed? What are the complicating factors for this child(ren) and/or family that make the concerns more difficult to deal with? What are the views of the child(ren), or their family?</i></p>
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For Children With Disabilities (CWD) referrals please outline the concerns including details of impact at home and in school? Please attach any relevant reports or plans.

What is going well for this family and what resources/services are already in place?

What is going well? Who is providing support to the family, (family, friends, professionals) and what does this support look like? What are the views of the child(ren), and/or their family?

What needs to change to make things better/safer for this child(ren)?

How can professionals working with the family, extended family members and their wider community support change? What does the family think would support them to reduce these concerns and what are they most worried about? What do you think would help to reduce the concerns and risks to this child(ren), family?

Privacy Statement – how we will handle the information you share.

You are making a request for service to a multi-agency single point of contact, we may share information in this form with our partners including the Police, to ensure we provide the right service to the child or family. We do this in accordance with our statutory duties under the Children’s Act 2004. We will handle the information you have provided in line with the provisions and requirements of the General Data Protection Regulation and the Data Protection Act 2018. We hold all personal information in confidence with only the necessary people able to see or use it. Full details on how Southend City processes information is available at www.southend.gov.uk/privacynotice

Appendix A

If the referral is for Family Support - areas of need MUST be fully completed with detail:

What would the family like support with:			
Getting a good education			
Need to be addressed	Is support needed in this area	Person who needs this support	Details of support needed - If 'Yes' has been selected you must complete this section fully
School attendance (ED1/2)	Yes No		
Engagement with education (<i>motivation, behaviour, suitability of home education, NEET etc.</i>) (ED3)	Yes No		
SEN needs not being met (ED4)	Yes No		
Good Early Years Development			
Expectant or new parent who needs support (EY1)	Yes No		
Child (0-5) physical health needs not met (e.g., immunisations not up to date, concerning accidental injuries, dental hygiene) (EY2)	Yes No		
Child's (0-5) developmental needs not being met (<i>e.g., communication skills/speech and language, problem-solving, school readiness, personal, social and emotional development</i>) (EY3)	Yes No		
Mental and Physical Health			

Young person/child needs support with their mental health (MH1/2)	Yes	No		
Adult needs support with their mental health (MH3/4)	Yes	No		
Adult or child that needs support with learning disabilities and/or a physical health condition that affects the family (MH5)	Yes	No		
Substance Misuse				
Adult that has a drug or alcohol problem (SM1)	Yes	No		
Child/young person that has a drug or alcohol problem (SM2)	Yes	No		
Family Relationships				
Parenting support required (FR1)	Yes	No		
Parental conflict (FR2)	Yes	No		
Child/young person violent or abusive in the home (FR3)	Yes	No		
Unsupported young carer (FR4)	Yes	No		
Abuse and exploitation				
Emotional, physical, sexual abuse or neglect, historic or current, within the household (CS1)	Yes	No		
Young person/child going missing from home (CS2)	Yes	No		

Young person/child at risk or experiencing sexual exploitation (CS3)	Yes	No		
Young person/child at risk or experiencing criminal exploitation (CS4)	Yes	No		
Child experiencing harm outside of the family (e.g., peer to peer abuse, bullying, online harassment, sexual harassment/offences) (CS5)	Yes	No		
Young person identified as at risk of, or being affected by radicalisation (CS6)	Yes	No		
Tackling Crime				
Adult over 18 involved in crime or ASB (<i>at least 1 offence/arrest in the last 12 months</i>) (CR1)	Yes	No		
Person under the age of 18 at risk of criminal behaviour (<i>gangs, carrying weapons etc.</i>) (CR2)	Yes	No		
Person under the age of 18 involved in crime (<i>at least 1 offence/arrest in the last 12 months</i>) (CR2)	Yes	No		
Safe from Domestic Abuse				
Family affected by domestic abuse or inter-personal violence – current or historic (DA1)	Yes	No		

Adult in the family is a perpetrator of domestic abuse (DA2)	Yes	No		
Child affected currently or historically by domestic abuse (DA3)	Yes	No		
Secure Housing				
Family in LA temporary housing that are at risk of losing their home (SH1)	Yes	No		
Family not in suitable housing/ threatened with eviction/risk of homelessness (SH2)	Yes	No		
Young people ages 16/17 at risk of or have been excluded from the family home (SH3)	Yes	No		
Financial Stability				
Adult in the family is workless (FS0.5)	Yes	No		
Family require support with finances or have unmanageable debt (FS1)	Yes	No		
Young person (16-18yrs) who is NEET (FS2)	Yes	No		

SAFEGUARDING ADULT CONCERN FORM - SET SAF

Adult reference no: (Swift/PRN/NHS - if known)	Date form completed:
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Please complete as much of the form as possible, if a question is not known put N/K

1. Tell us if the concern is for an adult or an organisation	
Name of adult you are concerned about:	
Organisation:	
Address of adult:	
Gender:	Ethnic origin and/or nationality:
Age:	DOB:
Telephone No:	
Is it safe to make contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please give details of how contact could be made safely.	
Safe time of day? / Would it be safe for the GP or another organisation to make contact?	
Does the adult have any communication needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give brief details:	
Are they aware of this concern? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, why not?	
Have they agreed to this concern being raised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, why not?	
Is the adult in receipt of any social or health care services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give brief details:	

2. Current situation and details of the incident/concern(s) being raised	
Does the adult continue to be at risk of harm? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there other adults who may be at risk of harm? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the answer to either of the above is yes, please describe the risk that remains and the names of any others potentially at risk. A referral to children services should also take place if there is a child at risk in the household.	

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3. Details of the concern(s) being raised
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Time of incident:	Date of incident:
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Location of incident:

Concern:

What would the adult like as the outcome of the enquiry?
--

Brief factual details of the incident. <i>Include a clear factual outline of the concern with details of times, dates, people and places. Please continue on separate sheet if required.</i>
--

If injuries are present please give a brief/factual description:
Has a body chart been completed? <i>Please attach or forward as soon as possible.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

Details of any medical attention sought:
--

Doctor informed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes include name of doctor and include date and time of information given.</i>

Actions taken to date to safeguard the adult:

Are other professionals aware in this alert?
--

Police involved?

If yes, please state the crime incident number.

4. Relative/name of main carer

Name:	Relationship to adult:
Is relative/carer aware of this concern being raised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	
County:	Postcode:
Telephone No:	Mobile No:
Email:	

5. Details of person(s) alleged to have caused harm If self-neglect please move on to Q6.

Name:	
Gender:	D.O.B.
Address:	
Do they live with the adult? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, in what capacity e.g. spouse, fellow resident, carer:	
What is the relationship between the person(s) alleged to have caused harm and the adult who is the subject of the concern?	
What is the occupation of the person alleged to have caused harm?	
Does this person hold any position of trust (paid or voluntary)?	

6. Details of the person raising the alert (for professionals this information can only remain confidential in exceptional circumstances).

Can your details be shared with third parties? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you live with the adult you are concerned about? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I would prefer to remain anonymous? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give your reasons for remaining anonymous:	
Name:	Date:
Job title and/or relationship to adult referred:	
Organisation (if applicable):	
Address:	

County:	Postcode:
Telephone No:	Mobile No:
Email:	

7. Details of person completing the form (add only if different to box 6)

Name:	Date:
Job title and/or relationship to adult referred:	
Organisation (if applicable):	
Address:	
County:	Postcode:
Telephone No:	Mobile No:
Email:	
Name of safeguarding lead in your organisation:	
Email of safeguarding lead:	

Where appropriate have you informed your safeguarding lead of this concern?

For health staff only – Have you completed your local incident form prior to sending this form?

8. Please tick which form of abuse you suspect

<input type="checkbox"/> Physical	<input type="checkbox"/> Organisational	<input type="checkbox"/> Self-neglect
<input type="checkbox"/> Sexual	<input type="checkbox"/> Modern slavery	<input type="checkbox"/> Domestic abuse
<input type="checkbox"/> Psychological	<input type="checkbox"/> Neglect	<input type="checkbox"/> Not determined
<input type="checkbox"/> Financial or material	<input type="checkbox"/> Discriminatory	<input type="checkbox"/> Vulnerable to radicalisation

Completed forms should be sent to your relevant Local Authority.

<p><u>Southend</u></p> <p>Email: acessteam@southend.gov.uk</p>	<p>Raising a concern/enquiry by phone: 01702 215008 (option 1)</p> <p>Out of hours:</p> <ul style="list-style-type: none"> • General public - 0845 606 1212 • Statutory organisations – 0300 123 0778
<p><u>Essex</u></p> <p>Email: Socialcaredirect@essex.gov.uk</p>	<p>Raising a concern/enquiry by phone: 0845 603 7630</p> <p>Out of hours:</p> <ul style="list-style-type: none"> • General public - 0845 606 1212 • Statutory organisations – 0300 123 0778 <p>By post to: Social Care Connect, Essex House, 200 The Crescent, Colchester, Essex, CO4 9YQ</p>