# Safeguarding Policy

**November 2026**

**To be reviewed November 2027**

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# Section 1

## Details of the organisation

| | |
|---|---|
| Name of Organisation: | Springs Family Centre CIO |
| Address: | The Life Centre, 9 Tower Street, Northampton NN1 2SN |
| Tel No: | 01604 630457 |
| General Email address: | hello@springsfamily.org.uk |
| Senior Leader and Safeguarding Lead: | Louise De Chiara |
| Senior Leader and Safeguarding Lead Contact Telephone / Email: | louise@springsfamily.org.uk 07955 202817 |
| Deputy Safeguarding Lead: | Dimz Malatji |
| Deputy Safeguarding Lead Contact Telephone / Email: | dimz@springsfamily.org.uk 07922 160851 |
| Safeguarding Trustee: | Lee Smart |
| Safeguarding Trustee Contact Telephone / Email: | leesmart@nlcn.org.uk 07800 573683 |
| Membership of: | Northamptonshire Association of Youth Clubs https://naycacuk.co.uk/ 01604 499699 nayc@nayc.org |
| Charity Number: | 1184510 |
| Regulators: | Charity Commission |
| Insurance Company: | Victor Insurance – Public Liability and Employers Liability |

External Agencies:

| | |
|---|---|
| **Police:** | 999 (emergency) 101 (non emergency) |
| Thirtyone:eight Safeguarding line: | 0303 003 1111 (9am to 5pm) |
| NSPCC: | 0808 800 5000 |
| West Northamptonshire Council Adults Social Care | 0300 126 7000 https://www.westnorthants.gov.uk/adult-social-care-and-wellbeing/reporting-concern-about-adult |
| Northamptonshire Children's Trust Children's Social Care – Multi Agency Safeguarding Hub and out of hours | 0300 126 7000 https://nctrust.co.uk/report-a-concern-or-request-support/ |

## What we do

Springs Family Centre exists to further or benefit the residents of Spring Boroughs, Castle Ward and Northampton, without distinction of sex, sexual orientation, race or of political, religious or other opinions.

We work with residents and partner agencies in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time.

Our objective is to improve the conditions of life for the residents.

We run a community centre and undertake activities to:

- Relieve unemployment
- Support children and young people (up to age 25) to develop their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals
- Provide leisure and recreational facilities and activities to those in need, including children, young people and adults with care and support needs.

We carry out our objectives within a Christian ethos.

# Section 2: Governance and Culture

## Our Commitment

We are committed to providing a safe and caring place for children, young people and adults.

We know that people can experience harm, abuse and neglect.

We believe everyone should be treated fairly and with respect. We support the UN Universal Declaration of Human Rights and the International Covenant on Human Rights. These say that everyone should have equal rights and freedoms, whoever they are and whatever their circumstances.

We also support the Convention on the Rights of the Child. This says that every child should be safe, protected from harm and supported to reach their full potential.

This is why Springs Family Centre follows the safeguarding procedures in this policy, in line with law and guidance.

We are committed to working with statutory and voluntary agencies to help keep children, young people and adults safe.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (Our Ten standards | Thirtyone:eight).

## Governance

Springs Family Centre has a Board of Trustees with legal responsibility for the organisation. The Board helps make important decisions and makes sure the organisation follows the law and good practice.

The Board also helps create the organisation's culture. Culture means "the way we do things around here". It includes our values, behaviours and how people treat one another. A good culture helps keep people safe.

The Board of Trustees has overall responsibility for safeguarding. This includes making sure:

- safeguarding is taken seriously
- people know how to report concerns
- workers are trained
- policies are followed
- risks are managed
- legal duties are met
- concerns are reported to the Charity Commission when required How to report a serious incident in your charity - GOV.UK

This Safeguarding Policy and Safeguarding Statement are designed to help create a safe environment and a positive culture where:

- leaders set a good example
- safeguarding is everyone's responsibility
- workers and volunteers are recruited safely
- workers receive the training they need
- people are accountable for their actions
- workers follow the Code of Conduct
- the organisation's values are seen in everyday actions and behaviour
- people feel able to speak openly about concerns

# Section 3: Awareness and Prevention

## Understanding Harm, Abuse and Neglect

Safeguarding means taking steps to prevent and respond to harm, abuse and neglect.

Anyone can experience harm or abuse. It can happen to children, young people and adults. Harm and abuse can happen in many places, including:

- at home
- in the community
- in schools, churches and other organisations
- online
- in places where people live or receive care

Harm and abuse can be caused by:

- a family member
- a friend
- someone in a Position of Trust
- a carer
- a stranger
- another child or adult

Everyone has the right to live free from harm, abuse and neglect. UK law gives extra protection to children and some adults who may be at greater risk of harm.

For the purposes of this policy, a child is anyone under 18 years old.

An adult at risk of harm will be defined as follows:

The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

• Has care and support needs.

• Is experiencing, or is at risk of, abuse or neglect.

• Is unable to protect themselves because of their care and support needs.

We follow the UN Convention on the Rights of the Child (UNCRC). Article 19 says that children should be protected from all forms of violence, abuse, neglect and exploitation.

We also support the UN Universal Declaration of Human Rights. Article 5 states that nobody should experience cruel, inhuman or degrading treatment or punishment.

This policy follows the safeguarding laws and statutory guidance that apply where the organisation operates.

In England, the following categories of abuse relate to children:

- Physical
- Sexual
- Emotional
- Neglect

The following categories of abuse relate to adults:

- Physical
- Sexual
- Emotional
- Financial
- Organisational
- Domestic
- Modern slavery
- Discriminatory
- Neglect
- Self-neglect

Further information about:

- types of harm and abuse
- signs and indicators of harm and abuse can be found in **Appendix 2**

## Organisational Awareness

We want everyone who comes into contact with Springs Family Centre to know that safeguarding is important. We will make sure people know how to get help, raise concerns and find information about safeguarding.

We will share our safeguarding message in the following ways:

- We will publish this policy on our website.
- We will display posters and safeguarding information in our buildings.
- Safeguarding will be discussed at relevant meetings.
- We will include safeguarding information in newsletters and other communications.
- We will remind workers, volunteers and service users how to report concerns.

Springs Family Centre will also make sure that children and adults at risk of harm know where to get help if they are worried about:

- abuse
- harm
- neglect
- bullying
- discrimination
- exploitation
- any other concern affecting their safety or wellbeing.

We believe that safeguarding information should be easy to find, easy to understand and available to everyone who needs it.

## Safeguarding Training

Springs Family Centre is committed to providing safeguarding training for all workers and volunteers. Training helps people understand their responsibilities and know what to do if they have a safeguarding concern.

We want everyone in the organisation to understand:

- what safeguarding is
- how to recognise signs of harm, abuse and neglect
- how to respond to concerns
- how to report concerns
- their role in keeping people safe.

All workers and volunteers will receive safeguarding training that is appropriate for their role. This will include induction training when they start and refresher training at agreed intervals.

Workers may also attend any inter-agency training provided by the local authority or other organisations in our area.

Training requirements will be set for:

- Trustees **(Every 3 Years)**
- Safeguarding Lead **(Every 2 Years)**
- Deputy Safeguarding Lead **(Every 2 Years)**
- Safeguarding Team members **(Every 3 Years)**
- Senior Leaders **(Every 3 Years)**
- Children's Workers **(Every 3 Years)**
- Workers who support Adults at Risk of Harm **(Every 3 Years)**
- Other Workers and Volunteers. **(Every 3 Years)**

The organisation will keep records of safeguarding training and make sure people complete the training needed for their role.

Safeguarding training is an important part of creating a culture where people are aware of safeguarding issues and know how to help keep others safe.

## Safer Recruitment

**Springs Family Centre** is committed to recruiting workers and volunteers safely. We will follow government guidance and safer recruitment practices to help protect children, young people and adults at risk of harm.

Before someone starts work or volunteering with us, we will make sure that:

- there is a written role profile, job description or person specification for the role
- applicants complete an application form
- suitable applicants are interviewed

- safeguarding is discussed during the recruitment process
- references are obtained and checked where appropriate
- relevant criminal records checks are completed, where required for the role
- qualifications are checked where these are needed for the role
- a suitable induction and training programme is provided
- any probationary period is completed successfully
- the worker or volunteer receives a copy of the safeguarding policy and knows how to report concerns.

When carrying out criminal records checks, we will follow the relevant Code of Practice and handle information fairly, securely and lawfully.

Safer recruitment helps us make informed decisions about who works and volunteers in our organisation. It is an important part of our commitment to safeguarding.

## Managing Those Who May Pose a Risk

Sometimes a person who attends the organisation may be known to pose a risk to children or adults at risk of harm. When this happens, Springs Family Centre will take steps to help keep everyone safe.

The Leadership will:

- assess the risks involved
- seek advice from appropriate agencies and professionals where needed
- put appropriate safeguarding measures in place
- clearly explain any boundaries that must be followed
- monitor the situation to help ensure those boundaries are kept
- offer wellbeing support or pastoral care where appropriate.

Any boundaries or restrictions will be based on:

- a risk assessment
- the needs of those who may be at risk
- advice from relevant external agencies and professionals. Our priority is to protect children and adults at risk of harm while treating all people fairly and with dignity.

# Section 4: Management of Workers

## Practice Guidelines

As an organisation that works with children, young people and adults at risk of harm, we are committed to good practice. Good practice helps us:

- keep people safe
- run activities safely
- build positive relationships
- reduce the risk of harm, abuse and neglect
- reduce the risk of misunderstandings or false allegations.
- We have practice guidelines for the activities we run. These guidelines explain how activities should be planned and delivered safely.

We will use risk assessments where needed to identify and manage risks.

We will also use consent forms when they are needed for an activity.

For youth activities we will use risk assessments and consent forms in line with Northamptonshire Association of Youth Clubs guidelines

All workers and volunteers are expected to follow the practice guidelines that apply to their role and activities.

Good practice helps us create a safe, positive and supportive environment for everyone involved in our organisation.

## Code of Conduct

Springs Family Centre is committed to supporting all workers and volunteers. We will provide support, supervision and training to help people carry out their role safely and well.

All workers and volunteers will receive a Code of Conduct. This explains the standards of behaviour expected when working with children, young people and adults at risk of harm.

The Code of Conduct helps workers and volunteers:

- understand their responsibilities
- act safely and professionally
- maintain appropriate boundaries
- protect the people they work with
- protect themselves from misunderstandings or unfounded allegations.
- All workers and volunteers are expected to:
- follow the Code of Conduct
- act in ways that support safeguarding
- treat people with dignity and respect
- follow organisational policies and procedures
- seek advice if they are unsure what to do.

The Code of Conduct applies both during organisational activities and, where relevant, outside of those activities when a person's behaviour could affect their role, the safety of others and the reputation of the organisation.

Additional training and support will be provided where needed to help workers and volunteers understand and follow the Code of Conduct.

**Springs Family Centre Code of Conduct can be found in Appendix 3**

## Positions of Trust

All adults who work with children, young people or adults at risk are in a **Position of Trust**. This means people place trust in them because of their role and responsibilities.

People in a Position of Trust have a responsibility to use their role safely and appropriately. They must always act in the best interests of the people they support.

Workers and volunteers must:

- maintain professional boundaries
- treat people with dignity and respect
- act in a safe and appropriate way
- avoid behaviour that could be misunderstood
- never misuse their position, influence or authority.
- People in Positions of Trust should be aware that the power they hold can affect the people they support. Because of this, they must take extra care in how they behave and interact with others.

Any behaviour that exploits, manipulates or harms another person is unacceptable and may result in safeguarding action being taken.

**It is illegal in England, Wales and Northern Ireland for a person in a Position of Trust within a faith setting or sports coaches or supervisors to engage in sexual activity with a 16- or 17-year-old who is under their care or supervision.**

All workers and volunteers are expected to understand the responsibilities that come with being in a Position of Trust and to act in a way that supports safeguarding at all times.

## Whistleblowing / Raising a concern

Springs Family Centre wants people to feel safe speaking up about concerns. We encourage workers, volunteers and others to report anything that may put people at risk or go against our values.

We are committed to:

- promoting an open and honest culture
- creating a safe environment where concerns can be raised
- listening to concerns carefully
- responding fairly and appropriately
- taking concerns seriously

- protecting people who raise concerns from unfair treatment, retaliation or mistreatment.

Workers and volunteers should report concerns if they believe:

- someone may be at risk of harm
- safeguarding procedures are not being followed
- there has been misconduct or poor practice
- behaviour is putting people or the organisation at risk
- something does not feel right and needs to be checked.
- People who raise concerns in good faith will be supported. They will not be treated unfairly because they reported a genuine concern.
- All concerns will be considered carefully and managed in line with organisational policies and procedures.

**Our Whistleblowing Policy can be found in Appendix 4 and should be read alongside this policy.**

# Section 5: Partnership Working

We work with a range of organisations and groups. We know that safeguarding practices may differ between organisations, so it is important that everyone understands our safeguarding expectations.

When we work in partnership with others, we will:

- discuss safeguarding arrangements
- share our safeguarding expectations
- agree how concerns will be reported and managed
- work together to help keep people safe.

Where appropriate, we will use a safeguarding partnership agreement.

**Please see Appendix 5**

Any organisation that uses our premises must have its own safeguarding policy that meets our safeguarding standards. This applies as part of any letting or hire agreement.

We expect all partner organisations to:

- take safeguarding seriously
- follow relevant safeguarding laws and guidance
- respond appropriately to concerns
- provide a safe environment for children and adults at risk of harm.

Springs Family Centre has the following regular partnership arrangements:

- Other organisations using the building via lettings with New Life Church

  *Organisations will be required to have their own safeguarding polices, procedures and lead in place and they will hold responsibility for the sessions they run.*

- Other organisations delivering sessions in partnership with us

  *A memorandum of understanding will be agreed with the partner organisation/s confirming which organisation/s safeguarding policy and procedures will be followed and who the safeguarding lead/s is for the sessions.*

Good partnership working helps us create safer environments and provide better support for children, young people and adults at risk of harm.

# Section 6: Responding to Concerns

Never investigate a safeguarding concern yourself. If someone tells you about harm, abuse or neglect, your role is to listen, record the information and report it.

All safeguarding concerns must be recorded using the organisation's safeguarding reporting form.

**A copy of the form can be found in Appendix 6**

If a worker or volunteer receives a disclosure, allegation or concern about harm, abuse or neglect, they should report it as soon as possible to the Safeguarding Lead in person, by phone or email highlighted as confidential.

**Safeguarding Lead**

**Name:** **Louise De Chiara**
**Telephone:** 07955 202817
**Email:** louise@springsfamily.org.uk

The Safeguarding Lead has been appointed by the trustees or leadership team to manage safeguarding concerns and make referrals to statutory authorities when needed.

**Deputy Safeguarding Lead**

If the Safeguarding Lead is unavailable, or if the concern involves the Safeguarding Lead, the concern should be reported to the Deputy Safeguarding Lead.

**Name:** **Dimz Malatji**
**Telephone:** 07922 160851
**Email:** dimz@springsfamily.org.uk

**Safeguarding Trustee**

If the concern involves both the Safeguarding Lead and the Deputy Safeguarding Lead, the concern should be reported to the Safeguarding Trustee.

**Name:** **Lee Smart**
**Telephone:** 07800 573683
**Email:** leesmart@nlcn.org.uk

**Support From Thirtyone:eight**

Springs Family Centre is a member of Thirtyone:eight; the Safeguarding Lead or other authorised workers may contact the Thirtyone:eight Safeguarding Helpline for advice. Telephone: **0303 003 1111 (Option 2)**

## Recording Concerns

The worker or volunteer should:

1. listen carefully
2. take the concern seriously
3. record the information accurately
4. complete the safeguarding reporting form

5. share the information with the Safeguarding Lead, Deputy Safeguarding Lead or Safeguarding Trustee as soon as possible.

Concerns should only be shared with people who need to know. All records must be stored securely.

## Getting Advice and Making Referrals

The Safeguarding Lead may need to seek advice or share information with other organisations.

Depending on the concern, this may include:

- the Chair of Trustees
- the trustee responsible for safeguarding
- the organisation's insurer
- the relevant charity regulator
- local safeguarding professionals
- statutory agencies.

This may include referrals to:

West Northamptonshire Council Adults Social Care 0300 126 7000
https://www.westnorthants.gov.uk/adult-social-care-and-wellbeing/reporting-concern-about-adult

Northamptonshire Children's Trust Children's Social Care – Multi Agency Safeguarding Hub and out of hours 0300 126 7000

https://nctrust.co.uk/report-a-concern-or-request-support/

Police: 101 or 999 if person at is at risk of harm

If there is an allegation about a person who works with children, the Safeguarding Lead may need to inform the Local Authority Designated Officer (LADO) using the online form available here https://northamptonshirescp.org.uk/working-with-children-professionals/designated-officer-lado

The Chair of Trustees or trustee responsible for safeguarding may need to contact the insurance company or the Charity Commission for England and Wales to report a serious incident/raise a concern**.** https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity

### If the Safeguarding Lead Is Unavailable

The absence of the Safeguarding Lead or Deputy Safeguarding Lead should never delay action to protect someone from harm.

If there is an immediate risk, contact the relevant statutory service, emergency service or police without delay.

### Making a Referral Yourself

Anyone can make a referral to safeguarding agencies as a citizen. However, we encourage workers and volunteers to follow this policy wherever possible.

If someone believes a concern has not been managed appropriately, or disagrees with a decision about a referral, they may contact an external agency directly.

### The Role of the Safeguarding Lead

The Safeguarding Lead and Deputy Safeguarding Lead do not investigate safeguarding concerns themselves.

Their role is to:

- gather information about the concern
- make sure concerns are recorded properly
- seek advice where needed
- share information with relevant agencies
- make referrals when appropriate
- support safe decision-making.

Statutory agencies have the legal responsibility to investigate safeguarding concerns.

## Detailed Procedures Where There Is a Concern About a Child

### Concerns About Physical Injury, Neglect or Emotional Abuse

If there are concerns that a child may have experienced physical injury, neglect or emotional abuse, the Safeguarding Lead or Deputy Safeguarding Lead will take appropriate action.

They will:

- make sure the concern is recorded
- consider the child's immediate safety
- seek advice from the appropriate safeguarding services where needed
- make referrals when required.

If the child needs urgent medical help, emergency or medical services should be contacted straight away. Medical staff should be told about any safeguarding concerns.

The Safeguarding Lead may contact:

- Children's Social Care
- Thirtyone:eight for advice.

If the concern involves a parent or carer, they should not be informed unless safeguarding professionals advise that it is safe and appropriate to do so.

For lower-level concerns, such as concerns about parenting, families should be encouraged to seek support where this does not place the child at risk.

If there is uncertainty about whether a referral is needed, advice should be sought from safeguarding professionals or Thirtyone:eight.

### Concerns About Sexual Abuse

If there is a disclosure, allegation or concern about sexual abuse, the Safeguarding Lead or Deputy Safeguarding Lead will act without delay.

They will:

- contact the relevant children's safeguarding service
- contact the police, Police Scotland or the Police Service of Northern Ireland (PSNI), where appropriate
- seek advice from Thirtyone:eight if needed.

The child's safety and wellbeing will always be the main priority.

The Safeguarding Lead will consider whether parents or carers should be informed and will seek advice if they are unsure.

## Detailed Procedures Where There Is a Concern About an Adult at Risk

Concerns may involve:

- Physical harm or abuse
- Sexual harm or abuse
- Organisational abuse
- Financial harm or abuse
- Discriminatory abuse
- Neglect
- Self-neglect
- Exploitation
- Forced marriage
- Modern slavery and human trafficking
- Domestic abuse
- other forms of harm.

If there are concerns about an adult at risk, the Safeguarding Lead or Deputy Safeguarding Lead will take action to help protect them from harm.

If the person is in immediate danger or has been seriously injured, emergency services should be contacted on **999**.

Where possible, the adult should be involved in decisions about safeguarding concerns. Their views, wishes and consent should be considered before making a referral.

However, a referral may still be made without consent if:

- the person cannot understand the risk
- the person cannot protect themselves
- others may also be at risk
- there is a legal duty to share information.

## Referrals for Adults at Risk

The Safeguarding Lead may contact:

- Adult Social Care
- Thirtyone:eight for advice.

## Concerns About Spiritual Abuse

If there is a concern about spiritual abuse, the Safeguarding Lead will:

- make sure the concern is recorded
- identify appropriate support for the victim-survivor
- consider counselling, wellbeing support or pastoral support
- seek advice from Thirtyone:eight
- consider what safeguarding action may be needed.

## Allegations Against Workers Who Work With Children

If a concern involves a worker or volunteer who works with children or young people, the Safeguarding Lead will:

- make a referral to the Local Authority Designated Officer (LADO)
- share information with safeguarding agencies as required
- contact the police when appropriate
- consider whether a referral should be made to the Disclosure and Barring Service (DBS) or Disclosure Scotland. The organisation will cooperate fully with any safeguarding investigation.

## Allegations Against Workers Who Work with Adults at Risk

If a concern involves a worker or volunteer who works with adults at risk, the Safeguarding Lead will:

- liaise with the relevant adult safeguarding service
- follow safeguarding advice received
- consider making a referral to the DBS
- share information with the police where appropriate.

Safeguarding investigations are the responsibility of the relevant statutory agencies, not the organisation.

## Allegations of Non-Recent Sexual Abuse

If an adult discloses non-recent sexual abuse, the Safeguarding Lead will:

- listen carefully and take the disclosure seriously

- offer support to the victim-survivor
- explain their options
- offer the opportunity to report the matter to the police.

If the person does not wish to report the abuse, information about the alleged perpetrator may still be shared where there are safeguarding concerns, but the identity of the victim-survivor should be protected wherever possible.

If the alleged perpetrator currently works with children or adults at risk, the Safeguarding Lead will contact the relevant safeguarding agencies and seek advice about further action.

# Section 7 – Supporting Victim-Survivors

## Supporting Those Affected by Harm and Abuse

Springs Family Centre is committed to supporting people who have experienced harm, abuse or neglect. We recognise that abuse can have a lasting impact on people and those around them.

We will treat all victim-survivors with:

- dignity
- respect
- compassion
- sensitivity
- fairness.

Where appropriate, we will:

- listen to people and take their concerns seriously
- provide wellbeing support or pastoral care
- help people access specialist support services
- work alongside statutory agencies
- support people through safeguarding processes where appropriate.
- We understand that every person's experience is different. Support will be offered in a way that respects the person's wishes, needs and circumstances wherever possible.

Support should never replace the work of safeguarding agencies, healthcare professionals or other specialist services. However, we will do what we can to help people feel safe, supported and listened to.

The person responsible for wellbeing support or pastoral care is:

**Name:** Louise De Chiara
**Tel:** 07955 202817
**Email:** louise@springsfamily.org.uk

# Adoption of the Policy

This policy has been approved by the leadership of Springs Family Centre

The policy will be reviewed every year to make sure it:

- remains up to date
- reflects current safeguarding guidance
- reflects changes in legislation
- continues to meet the needs of the organisation.

**Review Date:** November 2027

**Name:** Paul Worth
**Position:** Chair of Trustees

**Name:** Louise De Chiara
**Position:** Development Manager

**Date:** 30th October 2026

A copy of this policy is also lodged with:

Springs Family Centre, The Life Centre, 9 Tower Street, Northampton NN1 2SN

# APPENDIX 1

## Safeguarding Statement

**PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT**

**Springs Family Centre**

**Date Agreed: November 2026**

- This place of organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

  We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.

- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.

- We believe all people should enjoy and have access to Springs Family Centre

- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.

- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

**We are committed to:**

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that all workers will work within the agreed procedure of our safeguarding policy.

- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2026, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.

- Supporting, resourcing and training those who undertake this work.

- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Springs Family Centre

- Supporting anyone at Springs Family Centre affected by abuse.

**We recognise:**

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has

lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

- Safeguarding is everyone's responsibility.

**We will review this statement and our policy annually.**

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Louise De Chiara, Safeguarding Co-Ordinator

Dimz Malatji, Deputy Safeguarding Co-Ordinator

A copy of Springs Family Centre policy can be seen at https://springsfamily.org.uk/ and Springs Family Centre, The Life Centre, 9 Tower Street, Northampton NN1 2SN

Approved by:

Paul Worth, Chair of Trustees

Louise De Chiara, Development Manager

30th October 2026

# APPENDIX 2

## Signs and Indicators of harm and abuse – children and adults

### Physical abuse- **The deliberate use of physical force by one person against another with the intent to cause harm.**

It includes actions such as:

- hitting, slapping, kicking, shaking, throwing
- burning or scalding
- poisoning
- misuse of medication
- inappropriate or unlawful use of restraint
- involuntary isolation or confinement
- forcible feeding or withholding food
- fabricated or induced illness.

**Possible signs and indicators:**

- visible injuries and bruising.
- unexplained cuts, marks or scars.
- injuries that don't match the explanation given.
- getting injured often
- unexplained falls
- subdued or changed behaviour
- changes in weight, being excessively under or overweight or malnourished.
- failing to get medical treatment or changing doctors often.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows.

Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.

**Relevant Legislation:**

Adults - Care Act 2014

Children: Children Act 1989, the Children Act 2004 and Working Together to Safeguard Children

### Sexual abuse **- Any behaviour perceived to be of a sexual nature that is unwanted or happens without consent or understanding. The abuse may involve physical contact and touching or non-contact activities.**

This includes, but is not limited to:

- forcing or enticing a child to take part in sexual activities
- rape
- sexual harassment
- indecent exposure
- sexual assault
- sexual photography
- inappropriate looking, touching, or sexual teasing

Consent is a critical factor for those of legal age and must be freely given, with full understanding and capacity. Abuse may occur physically, emotionally, or digitally, and can be perpetrated by adults or other children.

**Possible signs and indicators:**

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- Sexually transmitted diseases or infections.
- Pregnancy in a woman who is unable to consent to sex.
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

**Relevant Legislation:**

Adults - Care Act 2014, Sexual Offences Act 2003

Children - Children Act 2004

## Emotional abuse **- or psychological harm and abuse refers to ongoing emotional mistreatment that can lead to serious and lasting harm to a person's emotional development. Some level of emotional abuse is always an aspect of all other types of abuse and harm, but it can also happen on its own.**

It typically involves actions or behaviours such as:

- making someone feel worthless, unloved, or inadequate
- repeatedly causing fear or humiliation

- threatening harm or abandonment
- using coercion or intimidation
- isolating someone from others
- harassing or bullying, including online (cyberbullying)

**Relevant Legislation:**

- Adults - Care Act 2014
- Children: Children Act 1989, the Children Act 2004 and Working Together to Safeguard Children

## Neglect - **When a person's basic needs are not met, either deliberately or through failure to act, and this causes harm or puts them at serious risk.**

It can affect both children and adults and may involve:

- not providing enough food, clothing, or shelter
- not keeping someone safe or properly supervised
- not giving access to medical care or treatment
- ignoring emotional needs or failing to offer support
- not helping with education, learning, or development
- failing to respect someone's identity, culture, or beliefs
- leaving someone in unsafe or unhygienic conditions
- a parent or carer fails to protect a child from harm or danger
- For adults - failing to provide necessary care such as help with hygiene, nutrition, or health needs and ignoring someone's emotional or psychological needs.

Neglect can happen in families, care settings, or institutions. It may be ongoing or happen in isolated incidents, and it often builds up over time. The impact can be serious and long-lasting, affecting physical health, emotional well-being, and life chances.

Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action, whether deliberate or not.

In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.

Neglect is the most common form of child abuse in the UK. Neglect can begin before birth, such as when a pregnant person misuses substances.

The law highlights that neglect often builds up over time and can cause lasting harm, even if it's not immediately obvious.

**Relevant legislation:**

- Adults - **Care Act 2014**

- Children - **Children Act 2004**

**Possible signs and indicators:**

- Poor appearance or hygiene e.g. being smelly or dirty
- Living in an unsuitable home environment e.g. having no heating
- Inappropriate or inadequate clothing
- Signs of malnutrition or not being given enough food
- Having frequent and untreated medical issues or an accumulation of untaken medication.
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills
- Being left alone for a long time
- Being withdrawn, depressed or anxious
- Tiredness or finding it hard to concentrate or take part in activities
- Self-soothing behaviours such as drug or alcohol misuse and self-harm.
- Poor school attendance or performance

## Other areas of concern in relation to safeguarding children:

- Child on child abuse
- Child criminal exploitation (CCE)
- Radicalisation
- Domestic abuse
- Bullying

## Other areas of concern in relation to safeguarding adults:

- Extremism and radicalisation
- Cuckooing
- Mate crime
- Hate crime
- Stalking/harassment
- Romance fraud

## Adults specific definitions of abuse together with signs and indicators

Financial- The unauthorised, improper, or exploitative use of an individual's money, property, possessions, or benefits.

It includes:

- theft, burglary, or fraud (including internet scamming).
- exploitation and embezzlement.
- coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).
- misuse or misappropriation of property, possessions or benefits.
- withholding pension or other benefits.

**Possible signs and indicators:**

- unusual financial activity such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account.
- sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature.
- reluctance or anxiety by a person when discussing their finances.
- a substantial gift to a carer or other third party.
- a sudden interest by a relative or other third party in the welfare of the person.
- bills remaining unpaid.
- complaints that personal property is missing.
- signs of coercive control or neglect

**Relevant legislation:**

- Care Act 2014
- Domestic Abuse Act 2021

# Other types of abuse

Child abuse linked to faith or belief**- abuse that arises from beliefs in witchcraft, spirit possession, or other supernatural forces. It includes harmful practices such as:**

- accusations of being possessed or a witch
- ritualistic abuse (physical, emotional, or sexual)
- exorcism attempts involving violence
- use of fear of the supernatural to control or exploit children (e.g., trafficking)

**Possible indicators include:**

- unexplained injuries or neglect
- withdrawal or fearfulness, especially around family or community members

- sudden changes in behaviour or school performance
- ritualistic behaviour or language
- isolation from peers or community
- pressure to undergo exorcisms or spiritual ‘cleansing’

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

This may be done:

- in exchange for something the child needs or wants
- for the financial advantage or increased status of the perpetrator or facilitator.
- it can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.
- the victim may have been sexually exploited even if the sexual activity appears consensual.
- child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Complex abuse **or organised/multiple abuse is abuse that involves one or more abusers and several related or non-related abused children. Such abuse is profoundly traumatic for the children who are involved, and the most important consideration should be their safety and wellbeing.**

The abusers concerned may be acting together to abuse children, sometimes on their own, or may be using an institution or position of authority to recruit children for abuse. Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. It often includes a level of organisation on the part of the adult(s) involved.

Discriminatory abuse - **is when a person is treated unfairly, bullied, or abused because of a particular characteristic:** age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation

**Discriminatory abuse can include:**

- unequal treatment
- verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- physical abuse or emotional abuse based on a protected characteristic
- denying access to communication aids, not allowing access to an interpreter etc.

- harassment or deliberate exclusion on the grounds of a protected characteristic
- denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- substandard service provision relating to a protected characteristic

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person based on certain characteristics.

## Fabricated or induced illness - **a form of abuse where a parent or carer either makes up or causes health problems in a child**.

This can include:

- claiming the child is unwell when they're not.
- exaggerating real symptoms.
- causing actual harm to make the child appear sick.
- pushing for unnecessary medical treatment.
- Even if the parent or carer doesn't mean to cause harm, their actions can have serious consequences. The child might:
- go through painful or unnecessary tests.
- miss out on school or social activities.
- start to believe they're ill when they're not.

**Possible signs and indicators:**

- the child only seems unwell when the parent or carer is around.
- the symptoms don't quite add up—for example, a child said to be very ill but still active and alert.
- the child doesn't seem to get better with treatment.
- their daily life is more restricted than it should be (e.g. not allowed to go to school or play outside).

**A Parent or Carer may display the following signs or indicators:**

- be the only one who reports the symptoms.
- won't let professionals speak to the child alone.
- speak for the child, or the child looks to them before answering.
- keeps changing doctors or hospitals.

- doesn't accept medical advice and pushes for more tests or treatments.
- seems unusually keen for the child to have medical procedures.

Female Genital Mutilation (FGM)i**s a serious form of abuse and a criminal offence in the UK. It involves procedures that intentionally alter or injure the female genital organs for non-medical reasons. This can include partial or total removal, stitching, or other forms of harm. While it's sometimes referred to as "female circumcision," this term can downplay the severity of the practice. Many women and girls are more familiar with the phrase "being cut."**

FGM is usually carried out on girls between infancy and age 15, often before puberty, or sometimes just before marriage or pregnancy. It's most commonly performed outside the UK, often during extended family visits abroad. The procedure is extremely painful, medically unnecessary, and can lead to long-term physical and emotional harm. Some girls and women tragically die as a result—either from blood loss, infection, or complications during childbirth later in life.

Although FGM is often linked to cultural or traditional beliefs, it's important to remember that no religion condones the practice. It's a harmful tradition, not a religious requirement. In some communities, it may be seen as a rite of passage or a way to preserve family honour, but it is a violation of human rights and a form of child abuse. In the UK, it is illegal to carry out FGM, to help arrange for it to be done, or to take someone abroad for the procedure—even if it's legal in the country where it's performed. This includes aiding, abetting, or encouraging someone else to do it.

Forced Marriage**- is when one or both people don't or can't consent to marriage and pressure or abuse is used to force them to marry.**

Forced marriage is illegal in the UK. It is a form of domestic abuse. Forced marriage affects both men and women. However, many reported cases involve girls and women aged between 16 and 25 years. It can affect people who don't have the mental capacity to consent to marriage and also those who do. Pressure can include physical threats of violence or sexual violence, or emotional and psychological pressure, such as being made to feel like they are bringing shame on their family.

Forced marriage is different from arranged marriage, where families of both spouses are involved but the choice to accept the arrangement remains with the individuals. The legal age for marriage in England is 18. That law states that doing anything to cause a child to marry before they are 18 is forced marriage, whether or not coercion is used. Using pressure or coercion to force someone of any age to marry is illegal across the UK.

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuse, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism (Oakley and Humphreys, 2019).

# APPENDIX 3

# SPRINGS FAMILY CENTRE EMPLOYEE AND VOLUNTEER CODE OF CONDUCT

## Policy brief & purpose

Our **Employee and Volunteer Code of Conduct charity policy** outlines our expectations regarding employees' and volunteers' behaviour towards their colleagues, supervisors and overall organisation.

We promote freedom of expression and open communication. But we expect all employees and volunteers to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

## Scope

This policy applies to all our employees and volunteers regardless of employment status or rank.

## Policy elements

**What are the components of an Employee Code of Conduct Policy?**

Charity employees and volunteers are bound by their contract to follow our Employee and Volunteer Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

**Compliance with law**
All employees and volunteers must protect our charity's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees and volunteers to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

**Respect in the workplace**
All employees and volunteers should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees and volunteers should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

**Protection of Company Property**
All employees and volunteers should treat our charity's property, whether material or intangible, with respect and care.

Employees and volunteers:

- Shouldn't misuse **company equipment** or use it frivolously.

Employees and volunteers should protect company facilities and other material property (e.g.computers) from damage and vandalism, whenever possible.

**Professionalism**
All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees and volunteers must dress appropriately for the session they are leading.

- **Corruption**

We discourage employees and volunteers from accepting gifts from service users with some exceptions where the service user wants to offer a gift out of real gratitude. (Any gift of value £50 or above must be declared to line manager).

- **Job duties and authority**

All employees and volunteers should fulfill their job duties with integrity and respect toward service users and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout the charity.

- **Absenteeism and tardiness**

Employees and volunteers should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees and volunteers to be punctual when coming to work so as not to let colleagues or service users down.

- **Conflict of interest**

We expect employees and volunteers to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees and volunteers should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees and volunteers must be open for communication with their colleagues, supervisors or team members.

- **Benefits**

We expect employees and volunteers to not abuse their employment benefits. This can refer to time off, insurance, facilities, or other benefits our charity offers.

- **Policies**

All employees and volunteers should read and follow our charity policies. If they have any questions, they should ask their line manager.

## Disciplinary actions

Our charity may have to take disciplinary action against employees or volunteers who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Reprimand.
- Suspension or termination for more serious offences.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

# APPENDIX 4

## Springs Family Centre Whistleblowing Policy

**Introduction**

By actively developing a healthy culture of openness Springs Family Centre wants to encourage employees to raise issues which concern them at work. As an organisation we want to observe high standards of business and personal ethics within the conduct of staff duties and responsibilities. A healthy culture is one where we practice honesty and integrity in fulfilling our responsibilities and we comply with all applicable laws and regulations. We endeavour to train our all workers and volunteers in Whistleblowing law and the organisation's policies.

**Whistleblowing definition:**

According to ACAS, Whistleblowing constitutes:

*"By law, there are several issues you can whistle blow about. These are called 'qualifying disclosures'.*

*Qualifying disclosures include:*

- *a criminal offence – for example, an employer has been trying to bribe people*
- *the breach of a legal obligation by an organisation – for example, an employer has neglected their duty of care towards children in a care home*
- *a miscarriage of justice – for example, a member of staff has been dismissed for something that turned out to be a computer error*

- *someone's health and safety being in danger – for example, an employer has forced staff to serve contaminated food*
- *damage to the environment – for example, an employer has been regularly polluting local rivers*

*You can also whistle blow about someone trying to cover up information about any of these issues."*

Personal grievances (e.g. bullying, harassment, discrimination) are not covered by whistleblowing law, unless it is in the public's interest. These would be addressed through the complaint's procedure.

**How does the whistleblowing process work?**

- If an employee is concerned about any form of malpractice, they should normally first raise the issue with their line manager. This can be done at any time, either verbally or in writing.
- If they feel they cannot tell their line manager, for whatever reason (e.g. the malpractice issue the employee wishes to raise may involve their line manager or the matter is so serious it should be brought to the attention of Trustees) they should raise the issue with their line manager's manager, or a Trustee, or the Charity Commission
- The whistleblower does not need to provide evidence to support their concern.
- You can whistle blow anonymously (using the organisation's process); however, Springs Family Centre might not be able to take the claim any further, if there isn't enough information to follow.

**Our Response**

- After an employee has raised a concern, Springs Family Centre will decide how to respond in a responsible and appropriate manner. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised. External investigators may be brought in where necessary. Springs Family Centre will endeavour to complete investigations within a reasonable time, which will be communicated at each stage of the investigation.
- Springs Family Centre will keep the employee informed of the progress of the investigation carried out and when it is completed. Springs Family Centre will not be able to inform them of any matters which would infringe the duty of confidentiality owed to others; however, Springs Family Centre will take reasonable steps to maintain the confidentiality of the whistleblower, where requested (unless required by law to break that confidentiality).
- If the whistleblower is anonymous, Springs Family Centre cannot guarantee feedback can be given and the action of looking into a concern could be limited.

- Employees will not be opening themselves up to detrimental treatment, retribution or risking their job security by whistleblowing, and all staff have organisational protection if they raise concerns in the right way. Any person who victimises a bona fide whistleblower will be liable to disciplinary action and liable to an employment tribunal claim (which may include liability for unlimited damages) brought by the whistleblower against them personally. To ensure the protection of all our employees, those who maliciously make an allegation, they do not reasonably believe to be true and/or made in the public interest, may also be liable to disciplinary action.

If you are not happy with how Springs Family Centre handles the whistleblowing, you can contact:

Protect - Speak up stop harm - Whistleblowing Homepage

Work and employment law advice | Acas

Charity Commission report serious wrongdoing at a charity as a worker or volunteer

**Guidance on Whistleblowing:**

Whistleblowing for employees: What is a whistleblower - GOV.UK

What someone can whistleblow about - Whistleblowing at work - Acas)

NSPCC whistleblowing line on 0800 028 0285 or email help@nspcc.org.uk.

# APPENDIX 5

## Springs Family Centre Safeguarding Partnership Agreement

**This Document constitutes a Safeguarding assurance agreement for the purposes of our Third Party Provision of Services.**

I/We can confirm that all the required recruitment and vetting checks as listed below have been completed for all workers who undertake paid or voluntary work within the organisations.

This is written assurance in accordance that all our staff and volunteers:

- Have completed an application form and self-declaration form
- Written references have been obtained and followed up where appropriate
- Relevant criminal records checks have been completed

- Have completed an Overseas criminal records check (if necessary)
- Qualifications where relevant have been verified
- Have completed a suitable training period and signed a Code of Conduct
- Is aware of our safeguarding policies and procedures

In addition, I/we confirm that all reasonable steps have been taken by our organisation to ensure we comply with other statutory obligations set out in other legislation for example Modern Slavery Act.( *state those relevant to your organisation*)

Our full vetting and induction procedures can be found …….(*provide a link to your safer recruitment/safeguarding policy*).

Signed:

Name Printed:

Position:

Date:

# APPENDIX 6

## Springs Family Centre Safeguarding Concern Reporting Form

**Part 1: Record of concern about a child/adult's safety and welfare**

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)[1, 2, 3]

| | | |
|---|---|---|
| Child/Adult's name (subject of concern): | Date of birth/age:<br><br>Child/Adult: | Address: |
| Date & time of incident: | Date & time<br>(of writing): | |
| Your Name (print): ..... Role/Job title:<br>Signature: ..... | | |
| Other members of the household[4]: | | |

| | |
|---|---|
| Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. *(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)* | |
| How did the concern come to light? | |
| What is the child/adult saying about what has happened[4]? | |
| Any other relevant information. Previous concerns etc. | |
| Date and time of discussion with Safeguarding Lead[5]: _____ | |

Check to make sure your report is clear to someone else reading it.

**Please pass this form to your Safeguarding Lead without delay**

**<u>Guidance notes for Form 1 (volunteers/staff only):</u>**

Following are some helpful pointers in completing the above form:

1. As a registered body Springs Family Centre is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2026 and the Care Act, 2014 and the Springs Family Centre Safeguarding Policy
2. Essential principles of recording the information received/disclosed/observed:
    a. Remember: do not investigate or ask any leading questions
    b. make notes within the first one hour of receiving the disclosure or observing the incident
    c. be clear and factual in your recording of the incident or disclosure
    d. avoid giving your opinion or feelings on the matter

e. aim to record using the 4 W's and 1 H: When, where, what, why and how

f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.

g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.

4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

6. ***Passing information to the Safeguarding Lead*** – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

**Part 2: Record of concern about a child/adult's safety and welfare**

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

| | | | |
|---|---|---|---|
| Information received by SC: | Date: | Time completed: | From whom: |
| Any advice **sought**, if applicable | Date: | Time completed: | Source of advice: name/organisation: |

<table>
<tr><td></td><td colspan="5">Advice received:<br><br>Advice received about informing parents or in the case of adults, seeking consent/capacity[1]:</td></tr>
<tr><td>Initial Assessment of concern following advice[2]</td><td colspan="5"></td></tr>
<tr><td rowspan="5">Action taken with reasons recorded<br><br>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</td><td colspan="2">Date:</td><td>Time completed:</td><td colspan="2">By whom:</td></tr>
<tr><td colspan="3">Referral</td><td colspan="2">To whom</td></tr>
<tr><td colspan="5">Signposting to other community resources</td></tr>
<tr><td colspan="5">Pastoral Care and other support from church</td></tr>
<tr><td colspan="5">Ongoing Monitoring</td></tr>
<tr><td rowspan="2">Parent/carer informed?</td><td>Y</td><td>Who spoken to:</td><td>Date:</td><td>Time:</td><td>By whom:</td></tr>
<tr><td>N</td><td colspan="4">Detail reason:</td></tr>
</table>

| | | | |
|---|---|---|---|
| Any other relevant information | | | |
| Name of Safeguarding Lead: | | Signature: | |

**OVERVIEW OF ACTIONS[3]:**

| S.No. | Date | Outcome (if known) | Service currently involved | Ongoing support offered by church (this can include monitoring)- include dates |
|---|---|---|---|---|
| **1.** | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Guidance notes for Form 2:**

Following are some helpful pointers in completing the above form(s)

1. ***Importance of consent from parents/carer or adults (in the light of mental capacity)*** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2. ***Initial assessment-*** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?

3. ***Overview of actions -*** Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.