

THE UMBRELLA CAFE CIC

SAFEGUARDING POLICY

POLICY STATEMENT

The Umbrella Cafe CIC is a community cafe, within a community centre based in the heart of Whitstable. We work with and help train students with supported learning needs and work closely with the Supported Learning Department at Canterbury College. We also work with The Working Out Scheme at Stamford Hill and train serving offenders. We host community based groups within the space and run a pay it forward scheme, which allows disadvantaged people to buy food and drinks from us without needing to pay. Our customer base is from a wide socio-economic base, including lone older adults and families. We also work with a wide number of community partners within the East Kent area.

We, therefore, take the subject of Safeguarding very seriously and support our partnership organisations to report and deal with any safeguarding issues in relation to young people or vulnerable adults, including students.

This policy applies to all directors, staff, volunteers and customers of The Umbrella Cafe and is based on guidance taken from the Kent and Medway Multi-Agency Safeguarding Vulnerable Adults, Adult Protection Policy, Protocols and Guidance (2005), Working together to Safeguard Children (DCSF, 2010), Care Act 2014 and Kent Safeguarding Children Board (KSCB) guidance.

PRINCIPLES

Every individual has a right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equality. The Umbrella Cafe recognises the responsibility of protecting vulnerable groups and individuals from exploitation and harm.

The Umbrella Cafe believes that it is always unacceptable for any child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them

WE RECOGNISE THAT:

the welfare of young people and vulnerable adults is paramount

all young people and vulnerable adults, protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, gender, sexual orientation or identity have the right to equal protection from all types of harm or abuse

Working in partnership with is essential in promoting a vulnerable individuals welfare.

THE PURPOSE OF THE POLICY IS:

To provide protection for the young people and vulnerable adults who receive The Umbrella Cafe's services and training, including the children of adult service users.

to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all staff, including volunteers, students or anyone working on behalf of The Umbrella Cafe.

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WE WILL SEEK TO SAFEGUARD CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS BY:

- valuing them, listening to and respecting them
- adopting child and adult protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about safeguarding and good practice
- sharing information about concerns with agencies who need to know, and
- involving family members and vulnerable adults as appropriate
- providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

THE UMBRELLA CAFÉ'S RESPONSIBILITIES ARE TO:

- Have its own Safeguarding procedure in place which is complementary to the Kent & Medway Multi-Agency Adult Protection Policy, Working Together to Safeguard Children (DCSF, 2010) and Kent Safeguarding Children's Board Protocols and Guidance.
- Have a Whistle Blowing policy
- Have effective employment and recruitment practices
- Develop individual learning plans and risk assessments to identify how we would meet identified needs
- Encourage good communication
- Record complaints and respond to them in a positive manner
- Have efficient reporting and recording systems in place
- Ensure that staff receive the appropriate training

DEFINITION

"Abuse is a violation of an individual's human and civil rights by any other person or persons." (No Secrets – Department of Health, March 2000).

Abuse of a vulnerable person may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate tasks. It may be an act of neglect or omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual.

WHO IS INCLUDED UNDER THE HEADINGS 'CHILD OR YOUNG PERSON'

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier"

England, Wales, Northern Ireland and Scotland each have their own guidance setting out the duties and responsibilities of organisations to keep children safe, but they agree that a child is anyone who has not yet reached their 18th birthday.

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Working Together to Safeguard Children (DCSF, 2010) states that

“Everybody who works or has contact with children, parents and other adults in contact with children should be able to recognise, and know how to act upon, evidence that a child’s health or development is or may be being impaired – especially when they are suffering, or likely to suffer, significant harm”.

WHO IS INCLUDED UNDER THE HEADING ‘VULNERABLE ADULT’?

An adult (a person aged 18 or over) who “is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation” (Definition from “No Secrets” Department of Health, March 2000).

Abuse should be taken to include not only ill-treatment (including sexual abuse and forms of ill treatment which are not physical) but also the impairment of, or an avoidable deterioration in physical or mental health, and the impairment of physical, intellectual, emotional, social or behavioural development.

The Umbrella Cafe operates within a no restraint or physical intervention policy. Physical restraint is defined as “the positive application of force with the intention of overpowering the adult in order to protect him/her from harming themselves or others or seriously damaging property”

The Umbrella Cafe staff must remove themselves from such a challenging situation, or, if the learner or service user is in danger or distress, call the appropriate emergency service. Then follow the Reporting and Recording procedures.

RECOGNISING ABUSE

Child abuse is defined as:

when someone is ill-treating a child, causing damage to the child's health or personal development. A child can be suffering abuse if they:

- have been physically injured
- are suffering from sexual abuse
- are suffering from emotional abuse
- are being neglected

A definition of adult abuse is in the following statement:

“Abuse is a violation of an individual’s human and civil rights by any other person or persons.”

Kent and Medway Multi-Agency Adult Protection Policy

Abuse and neglect has been found in all social and economic strata, in rural and urban settings, in all religious groups and in all races.

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However, abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological; it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Abuse does not have to be extreme or obvious. It can be unintentional, insidious and the cumulative result of on-going bad practice.

THE DIFFERENT FORMS OF ABUSE INCLUDE:

Physical Abuse, including hitting, slapping, pushing, kicking, burning, pulling hair and knocking over, may also occur if someone is simply handled roughly or in a way which causes unnecessary pain, restraint or inappropriate sanctions, for example tying or strapping someone to a chair, bed, lavatory or commode against their will, locking someone into a confined space or using drugs simply to keep someone quiet.

Sexual Abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting to. Sexual abuse may also occur if someone is not provided with privacy when bathing, undressing or going to the toilet, is laughed at when displaying themselves inappropriately or is lifted or handled in a way that involves unnecessary touching of intimate bodily areas.

Psychological Abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks, shouting at someone, speaking in an intimidating way, speaking rudely without consideration for feeling, talking disrespectfully about someone, ignoring someone who is reasonably trying to attract attention and saying something too quickly or quietly to be understood.

Financial or Material Abuse, including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

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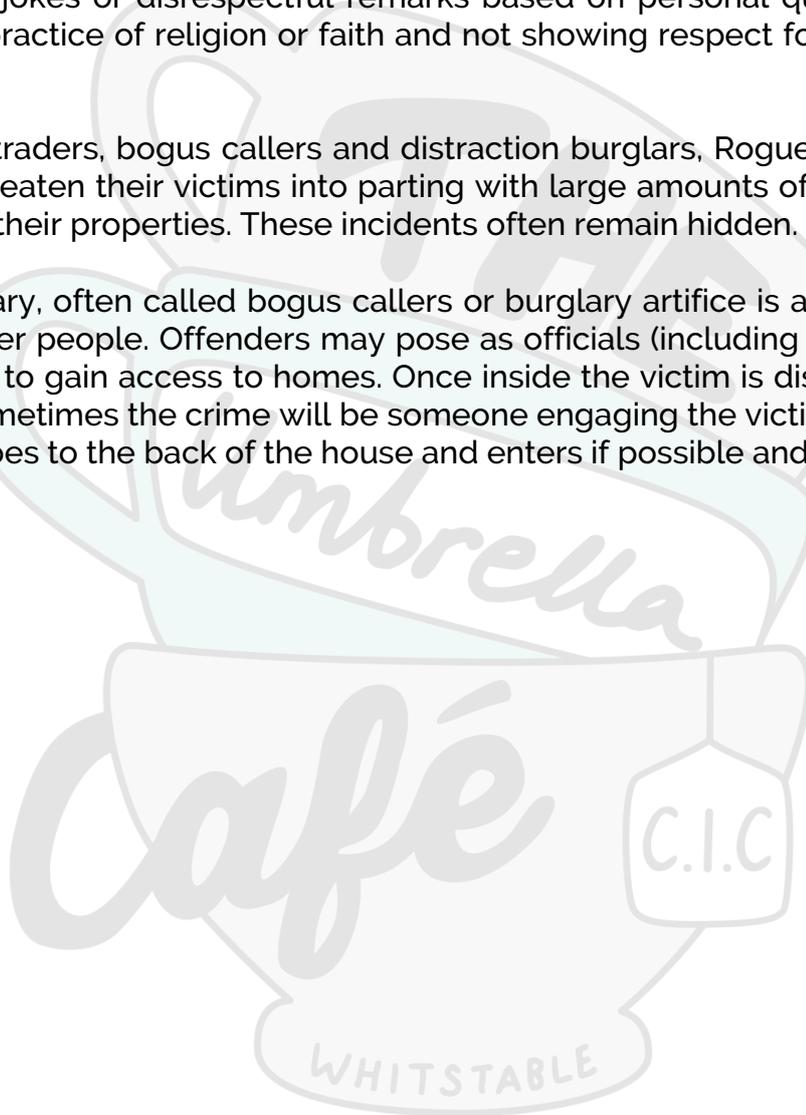
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Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating or not helping to provide exercise appropriate to needs.

Discriminatory abuse, including hate crimes, discrimination based on disability, race, colour, language, language, culture, religion, politics, age or sexual orientation. Making unfavourable remarks, making jokes or disrespectful remarks based on personal qualities, failing to provide facilities for the practice of religion or faith and not showing respect for deeply held or spiritual beliefs.

Abuse by rogue traders, bogus callers and distraction burglars, Rogue traders often intimidate, manipulate or threaten their victims into parting with large amounts of cash and in some cases, into signing over their properties. These incidents often remain hidden.

Distraction burglary, often called bogus callers or burglary artifice is a crime primarily targeted at vulnerable older people. Offenders may pose as officials (including council, police and utility workers) in order to gain access to homes. Once inside the victim is distracted and the burglary is committed. Sometimes the crime will be someone engaging the victim at the front door whilst an accomplice goes to the back of the house and enters if possible and commits the burglary.



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Indicators of:

PHYSICAL ABUSE

A history of unexplained falls or minor injuries especially at different stages of healing.
Unexplained bruising, welts or injuries of any sort on face, lips, mouth, torso, arms, back, buttocks, thighs in various stages of healing, clusters forming regular patterns, reflecting the shape of an article or on several different surfaces.
Burn marks of unusual type, e.g. burns caused by cigarettes, rope burns and immersion burns
Unexplained lacerations or abrasions to mouth, lips, gums, eyes or external genitalia.
Unexplained fractures to any part of the body in various stages of healing; multiple or spinal injuries.
History of frequent changing of general practitioners (GPs) or reluctance toward General

SEXUAL ABUSE

Sexual activity, which an adult client cannot or has not, consented to or has been pressured into.
Sexual activity which takes place when the adult client is unaware of the consequences and risks involved.
Unexplained changes in the demeanor and behaviour of the adult.
Tendency to withdraw and spend time in isolation.
Expression of explicit sexual behaviour and/or language by the vulnerable adult which is out of character.
Irregular and disturbed sleep pattern.
Bruising or bleeding in the rectal or genital areas.
Bruising to thighs or upper arms.
Torn or stained underclothing especially with blood or semen.
Sexually transmitted disease or pregnancy where individual cannot give consent to sexual acts.
Urinary tract/vaginal infections.

PSYCHOLOGICAL ABUSE

Inability to sleep or tendency to spend long periods in bed.
Loss of appetite or overeating at inappropriate times.
Anxiety, confusion, general resignation, deference, passivity or ambivalence.
Tendency towards social withdrawal and isolation.
Vulnerable adult appears fearful and shows signs of loss of self-esteem and avoids looking at caregiver or flinching on approach of another.
The vulnerable adult uncharacteristically becomes manipulative, uncooperative and aggressive.

FINANCIAL ABUSE

Unexplained inability to pay for household shopping or bills, etc.
Withdrawal of large sums of money, which cannot be explained.
Personal possessions go missing from home.
Living conditions substandard and unsatisfactory in contrast to adult's apparent financial position.
Unusual and extraordinary interest and involvement by the family/carer or friend in vulnerable adult's assets.
Recent change of deeds or title of house.
Person managing financial affairs is evasive or uncooperative.

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NEGLECT AND ACTS OF OMISSION

Inadequate heating, lighting, food or fluids.

Poor physical condition of the vulnerable person, e.g. ulcers, bed sores.

Malnutrition.

Person's clothing unkempt and poor personal hygiene.

Inappropriate clothing.

Failure to give prescribed medication or obtains appropriate medical care.

Apparently unexplained weight loss.

Failure to provide appropriate privacy and decency,

Carers reluctant to accept contact from health or social care professionals.

Refusal to arrange access to visitors.

Inappropriate or inadequate clothing or being kept in night clothes during the day.

Sensory deprivation, not allowed glasses, hearing aids, etc.

Vulnerable adult has no method of calling for assistance

Urinary or faecal incontinence.

Accumulation of medicine, which has been prescribed for the client but not administered.

Rapid or continuous weight loss, no evidence of food; dehydration; complaints of hunger

Signs of medication misuse (over- or under- medication).

DISCRIMINATORY ABUSE

Tendency to withdrawal and isolation.

Fearfulness and anxiety.

Being refused access to services or being excluded inappropriately.

Loss of self-esteem.

Resistance or refusal to access services that are required to meet needs.

Expressions of anger and frustration.

ABUSE BY ROGUE TRADERS, BOGUS CALLERS AND DISTRACTION BURGLARS

The effects are often devastating for the victim. They may not have told anyone about what has happened to them. Indicators include:

unexplained inability to pay for household shopping or bills

large unexplained withdrawals of money

possessions may have gone missing

living conditions deteriorate

victim may become withdrawn, isolated, reclusive and fear going out or speaking to anyone

eating patterns or spending habits change

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The reporting process needs to be followed to enable social services to be able to consider a range of options to provide environmental safeguards or alternative support to enable the victim to remain with their family or in their own home.

WHO MAY BE THE ABUSER?

Children, young people and vulnerable adults may be abused by a wide range of people, including relatives and family members, professional staff, teachers, paid care workers, volunteers, other learners, service users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

IN WHAT CIRCUMSTANCES MAY ABUSE OCCUR?

Abuse can take place in any context. It may occur within nursery, school, church, club, nursing, residential or day care settings, in hospitals, custodial solutions, support services into people's own homes and other places previously assumed safe, or in public places.

PATTERNS OF ABUSE

Patterns of abuse vary and reflect very different dynamics:

- Serial abusing when the perpetrator seeks out and 'grooms' vulnerable individuals, e.g. sexual abuse.
- Long term abuse in the context of an ongoing family relationship, e.g. domestic violence.
- Opportunistic abuse, e.g. theft occurring because money is visible.
- Situational abuse, which arises because pressures have built up and/or because of difficult or challenging behaviour.
- Neglect of a person's needs because pressures have built up and/or because of difficult or challenging behaviour.
- Neglect of a person's needs because those around him or her are not able to be responsible for their care, for example if the learner has difficulties attributable to such issues as debt, alcohol or mental health problems.
- 1. Institutional abuse which features poor care standards, lack of positive responses to complex needs, rigid routines, inadequate staffing and an insufficient knowledge base within the service.
- Unacceptable treatments or programmes which include sanctions or punishment such as withholding of food and drink, seclusion, unnecessary and unauthorised use of control and restraint or over-medication.
- Failure of agencies to ensure staff receive appropriate guidance includes anti-racist and anti-discriminatory practice.
- Failure to access key services such as health care, dentistry, prosthesis, optical or auditory services.
- Misappropriation of benefits and/or use of the person's money by other members of the household, including stealing, pressure to borrow and overcharging for goods.
- Fraud or intimidation in connection with wills, property or other assets.

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RISK FACTORS WHICH MAY LEAD TO ADULT ABUSE

The following factors may be relevant to any vulnerable adult in any learning environment:

- An unequal power relationship, whether physical, emotional or financial, generally exists between the abused and the abuser.
- Children, young people and vulnerable adult with learning disabilities, mental health problems, or chronic progressive, disabling illness that create caring needs which exceeds the learner's ability to meet them.
- Children, young people and vulnerable adults living with other family members who are physically, emotionally and/or financially dependent on them.
- A personal or family history of violent behaviour, alcoholism, substance misuse or mental illness.
- The emotional and social isolation of the parent, family member or learner.
- Minimal or no communication between the dependent and the parent, family member or learner either through choice, incapacity or poor relationship.
- Financial difficulties often leading to substandard living conditions.
- Parents and/or learners not in receipt of any practical and/or emotional support from other family members or professionals.

REPORTING ABUSE

Responding to initial disclosures of abuse:

Although staff are encouraged to be alert to the signs and signals which may indicate that someone in their care is being abused, many incidents will only come to light because the person discloses this themselves.

The person to whom this disclosure is made will not necessarily be the person to take forward any investigation of the matter. If someone tells you about abuse, your role is to respond sensitively to the student or client and pass the information on to a director within The Umbrella Cafe, unless you suspect that they may be implicated in the abuse, you should then report your concerns directly to social services or to the police.

Disclosure may take place many years after a traumatic event or when someone has left a setting in which they were afraid. This delay should not, in itself, cast doubt on its truthfulness.

It is vital to recognise abuse as early as possible and to take action.

Each situation must be dealt with in a serious and appropriate way. This means referring suspicions to Social Services. The Umbrella Café will not try to investigate suspicions ourselves.

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In line with Kent & Medway Multi-Agency and KSCB Protocols, we are expected to:

- Report any allegations or suspicions of abuse.
- Report directly to the Social Services if you have reason to believe your manager is colluding in abuse; or follow your employer's Whistle Blowing procedures.
- Call appropriate emergency services if the vulnerable adult is in danger.
- Attend to the learner or service users' needs if they are the alleged abuser in order to reduce the risk of abuse to others.
- Record details (as above), on the client's contact sheet.
- Use the service's disciplinary procedures and discuss actions with the regulatory authority if the alleged abuser is a member of staff. The Safeguarding of Vulnerable Groups Act (2006) places a duty on us as employers to refer a trainer or assessor to the Disclosure and Barring Service for possible inclusion on the list, if through misconduct, they harmed or placed at risk of harm a child, young person or vulnerable adult.

If someone discloses abuse to you:

DO

- Stay calm and try not to show shock or disbelief
- Reassure the individual that they have done the right thing by telling you
- Listen carefully to what they are saying. Make a note of the date, time and setting of the alleged abuse or the event witnessed and of anyone else that was there at the time.
- Record what was said using the words of the person making the disclosure. Separate factual information from any opinions expressed.
- Be sympathetic ('I am sorry this has happened to you')
- Date and sign your report. Remember that your report may be required as part of any legal action or disciplinary proceedings.
- Report to your supervisor, social services agency or the police.

DO NOT

- Press the person for more details or ask leading questions
- Be judgmental
- Contact the alleged abuser
- Ask leading questions that could be interpreted as putting words or suggestions to vulnerable adults
- Make a promise you cannot keep (such as 'this will never happen to you again')
- Promise to keep secrets. Explain about confidentiality and that you cannot keep this information confidential.

When reporting any safeguarding concerns you must speak immediately to a director. They may report to KCC, CQC and/or OfSTED where necessary.

The Umbrella Café CIC will co-operate fully in any child or adult protection investigation and comply with any recommendations or a protection plan. We will also, where appropriate, refer to the Independent Safeguarding Authority.

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OPERATIONAL RESPONSIBILITIES

The Umbrella Cafe CIC in the shape of its Directors, staff and volunteers will:

- Accept the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of children and adults at risk engaged in any way in any activity over which it has supervision or control.
- Appoint a designated Safeguarding Lead who will handle safeguarding concerns and regularly provide information to the board of Directors about the number of safeguarding concerns raised and how quickly they were reported to the appropriate authorities.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Undertake recruitment procedures that take account of the need to protect children and vulnerable adults.
- If appropriate and with guidance from the Disclosure and Barring Services (DBS), volunteers and staff will be asked to complete a basic DBS check - an enhanced check must only be carried out if the volunteer is undertaking 'Regulated Activity' (Department of Health, 2011).
- Obtain two character references for all staff and volunteers who apply to work at the Umbrella Cafe CIC.
- Train and supervise its employees and volunteers to adopt best practice to safeguard and protect children and adults at risk and reduce the likelihood of allegations of abuse against themselves. All staff will undertake safeguarding training when coming into post and will take refresher training every two years.
- Require all staff and volunteers to adopt and abide by this Policy and Procedure.
- Ensure that any partner it works with or commissions work from has a suitable safeguarding protection policy and procedure in place.
- Always receive written consent to take and use images of children and vulnerable adults prior to the taking of photographs or video. Parents/carers and adults at risk will be made aware of when, where and how the images may be used so that they can make an informed decision regarding consent.
- All staff and volunteers working outside of the Umbrella Cafe CIC to work in accordance with the Lone Working Policy and to make staff or a person of contact aware of any home visits they are carrying out, being sure to give details of the address and time of visit so that their whereabouts is known and traceable at all times whilst working with/for the Umbrella Cafe CIC.

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PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE

The following procedure must be followed whenever an allegation is made that a child or adult at risk has been abused, or when there is suspicion of abuse.

- It is not the responsibility of anyone representing The Umbrella Cafe CIC to take individual responsibility for deciding whether or not abuse or poor practice is actually taking place. However, it is the responsibility of everyone representing the Umbrella Cafe CIC to report concern in order that appropriate agencies can then make enquiries and take any necessary action.
- All complaints, allegations or suspicions must be taken seriously and investigated. The procedure for making an allegation should be explained in full.
- Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of those at risk.
- If the complainant is the child or adult at risk questions should be kept to the minimum necessary to understand what is being alleged. Leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.
- Any suspicion, allegation or incident of abuse must be reported to the Safeguarding Lead. If they are not available, the incident must be reported to a Cafe Director.
- If the individual discloses that they have suffered sexual abuse or severe harm that required medical attention the police must be contacted immediately on 999.
- The designated Safeguarding Lead will, together with whoever reported the allegation, write up an initial report within 24 hours- see appendix 1.
- The Safeguarding Lead will then report the matter to Kent and Medway Social Services Duty Social Worker by telephone. A verbal referral should be made by contacting 03000 41 61 61 or 03000 41 91 91 (out of office hours).
- A written note of the date and time of the contact will be made and include the name and position of the person with whom the matter was discussed along with an agreed action plan. The telephone contact will be confirmed in writing to the Kent and Medway Social Services department within 48 hours.
- All information received and discussed will be treated in confidence and only shared in a professional context with individuals who need to be involved in resolving the situation.

ALLEGATIONS AGAINST TUC STAFF AND VOLUNTEERS

Any concerns for the welfare of a child or adult at risk arising from abuse or poor practice by a member of staff or volunteer working for The Umbrella Cafe CIC must be dealt with according to the safeguarding procedure outlined in this policy and must be reported immediately to the designated Safeguarding Officer.

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- If the allegation is about the designated Safeguarding Officer, the report should be made to a Cafe Director. The procedure listed under Section 6 above will then be followed and the issue referred to Social Services.

Where there is a complaint of abuse against a director, member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary

TUC's disciplinary investigation will take into account all relevant information, including the results of any police and Social Services investigation, and those of other partners. In accordance with the disciplinary procedure any individual accused abuse would normally be suspended, pending further police and Social Services enquiries.

CONFIDENTIALITY AND SHARING INFORMATION

While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, it is essential that any Directors, staff or volunteers respond quickly where they have concerns or suspicions of abuse. Any concerns about confidentiality should not override the rights of children and/or vulnerable adults at risk of, or suffering harm. TUC's responsibility for protecting children and adults at risk means that, where necessary to protect welfare, it will breach confidentiality to raise concerns. Information sharing must be done in a way that is compliant with the General Data Protection Regulation and Data Protection Act 2018, the Human Rights Act 1998 and the common law duty of confidentiality.

However, a concern for confidentiality must never be used as a justification for withholding information when it would be in the child or adult at risk's best interests to share information.

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SAFEGUARDING CHILDREN INCIDENT REPORTING FORM

Please complete this form as fully as possible and hand to your designated safeguarding lead officer or in their absence to a Cafe Director who will be able to support you in following procedures to ensure the child you are concerned about is safeguarded effectively and that you as a member of staff or volunteer are supported. The Safeguarding Lead is also responsible for the storage and monitoring of confidential information in line with data protection guidelines.

Name of child:

Age:

Home address:

Ethnicity:

Date of birth:

First language:

Additional needs or special factors of note:

Are you reporting your own concerns or passing on those of somebody else?

Brief description of what has prompted the concerns: include dates, times etc of any specific events

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have any other witnesses spoken to you?

Has anyone been named as the alleged abuser?

Have you consulted anybody else?

Your name and position:

To whom reported and date of reporting:

Name, role and signature of member of staff reporting concerns:

Date today:

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SAFEGUARDING ADULT AT RISK INCIDENT REPORTING FORM

APPENDIX

Please complete this form as fully as possible and hand to your designated safeguarding lead officer or in their absence to a Cafe Director who will be able to support you in following procedures to ensure the child you are concerned about is safeguarded effectively and that you as a member of staff or volunteer are supported. The Safeguarding Lead is also responsible for the storage and monitoring of confidential information in line with data protection guidelines.

Name of adult at risk:

Age:

Home address:

Ethnicity:

Date of birth:

First language:

Additional needs or special factors of note:

Are you reporting your own concerns or passing on those of somebody else?

Brief description of what has prompted the concerns: include dates, times etc of any specific events

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the adult at risk? If so, what was said?

Have any other witnesses spoken to you?

Has anyone been named as the alleged abuser?

Have you consulted anybody else?

Your name and position:

To whom reported and date of reporting: