



**DANIEL
SPARGO
-MABBS**
foundation

The drug education charity

**Safeguarding children, young people
and vulnerable young adults**

Policy and Procedure

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Charity Number: 11589211 (CCEW) and SC052164 (OSCR)

Website: www.dsmfoundation.org.uk Facebook: www.facebook.com/danielspargomabbsfoundation Twitter: [@foundationdsm](https://twitter.com/foundationdsm)

The Daniel Spargo-Mabbs Foundation is a company limited by guarantee in England & Wales Company Reg No. 08863937

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'Supporting young people to make safer choices about drugs'

Introduction

The Daniel Spargo-Mabbs Foundation acknowledges its duty of care to safeguard and promote the welfare of children. We are committed to ensuring our safeguarding policies and procedures reflect statutory responsibilities, government guidance and comply with best practice to keep children safe and to respond to all child protection concerns.

Safeguarding is everyone's responsibility. This policy aims to provide all members of staff (paid and volunteers) with knowledge of their responsibilities in relation to child protection and safeguarding, and the practical steps they need to take should a disclosure be made. For the remainder of this document all references to staff encompasses paid staff and volunteers including trustees.

The Children's Act 1989 defines a child as being up to the age of 18 and up to 25 for children who have special needs.

This policy has been written using the legal and social care framework detailed in the following:

Children Act 1989 Sections 17 and 47

Children Act 2004 Section 11 Human Rights Act 1998

The Equality Act 2010

London Safeguarding Children Procedures (revised guidance April 2024)

Working Together to Safeguard Children 2023

It has also been written to reflect statutory guidance for schools and colleges, Keeping Children Safe in Education 2024.

It is important to acknowledge that whilst the DSMF is based in the UK, when working outside of the UK the organisation will comply with the national regulations where these differ, and best practice of the specific jurisdiction.

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the Foundation are transparent and safeguard and promote the welfare of all children, young people and vulnerable young adults.

If any parent/ carer or young person/child or vulnerable young adult has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with the Director who will be the Designated Safeguarding Lead for the purposes of this policy. If the concerns relate to the Director, the Designated Safeguarding Lead Trustee must be contacted.

Those people in positions of responsibility within the Foundation, including paid staff and volunteers, will work in accordance with the interests of children, young people and young adults and follow the policy outlined below. They will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

In cases where the young person/child or vulnerable young adult is working on behalf of the foundation in an organisation which has its own safeguarding policy, there will be a discussion between the safeguarding officers of the organisations concerned so that the action taken is cognisant of the policy requirements of each organisation. If a disclosure or concern is raised whilst in a school setting, the school and the DSM Foundation will agree who will make the referral, and the decision and action taken will be recorded and kept securely.

Policy statement - Children and young people

We are committed to promoting and supporting environments which:

- are youth-friendly and child-friendly and nurture their positive contribution and well-being
- enable children and young people to be active contributors to our work
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- everyone has a responsibility to promote the welfare of children and young people, to keep them safe and to practise in a way that protects them.

Policy statement - Vulnerable young adults

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- encourage adults who may be vulnerable to be active contributors to the community
- protect adults who may be vulnerable from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives
- all young adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of young adults who may be vulnerable can occur in all communities and is most likely to occur within families and by people known to them
- mental health problems can be an indicator that a young person has suffered abuse, neglect or exploitation
- working in partnership with young adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will endeavour to safeguard children and young people by:

In all our **activities:**

- valuing, listening to and respecting children and young people and vulnerable young adults
- appointing a nominated Designated Safeguarding Lead (DSL) for children, young people and vulnerable young adults, a deputy and a lead trustee for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct
- fostering and encouraging best practice by setting standards and boundaries for acceptable behaviour in working with children, young people and vulnerable young adults, in co-operation with statutory bodies, voluntary agencies and schools and other community groups
- where practical, taking care that staff, workers and volunteers are not alone with a child or vulnerable young adult without alerting others to the reason
- ensuring the physical world and virtual spaces used in DSM Foundation activities are safe and secure and promote enjoyable and positive experiences
- ensuring photographs of children will only be used with parental permission and will be stored/used in compliance with our data retention, privacy and social media policies
- ensuring at least 2 Disclosure and Barring Service (DBS) (or Protection of Vulnerable Groups (PVG) in Scotland) checked staff, workers or volunteers to be present during all direct work; when delivering in a school or other external organisation a DSMF staff member is always accompanied by a school (or other organisation) member of staff who remains in the room at all times to ensure appropriate behaviour and respect in accordance with the school and DSMF expectations
- ensuring that all allegations of abuse against a member of staff, worker or volunteer are taken seriously, however minor, and are reported to the DSL
- ensuring that, as well as understanding the Foundation's obligations regarding safeguarding, that all DSMF staff work within the context of the organisations with which we work and with their own safeguarding policies and leads
- building a safeguarding culture where staff, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

In our **recruitment** of paid staff and volunteers:

- ensuring careful selection and recruitment of voluntary workers and paid workers with children and young people and vulnerable young adults in line with safer recruitment principles and checks. We will require enhanced DBS/PVG check for those who work directly with children, young people and/or vulnerable adults and standard checks for those coming into contact with this group but who do not directly work with them
- we understand our “duty to refer” via the relevant Local Area Designated Officer (LADO) any concerns regarding the conduct or behaviour of our staff or volunteers towards children and young people.

In our **training** of paid staff and volunteers

- All staff will take part in basic child protection and safeguarding training every 2-3 years and annual refreshers of key points, policy and procedures. Induction of new staff will include awareness of responsibilities including data protection and confidentiality, and their duty to raise any concern about a child’s wellbeing with the Designated Safeguarding Lead and /or the school setting we are working with
- The Designated Safeguarding Leads (Chair of Trustees and Director) will take part in DSL safeguarding training once a year and keep up to date with safeguarding legislation and guidance
- All staff, volunteers and Trustees will annually read, the DMSF Safeguarding Policy and Procedures, Whistle Blowing Policy and Code of Conduct and Guidance for Safer Working Practices.

In our **management** of paid staff and volunteers:

- Managing staff effectively through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- Creating and maintaining an anti-bullying environment and ensuring staff are aware of our policy and procedure to help deal effectively with any bullying that does arise.

In our **management of data and confidentiality**

- Ensure that confidential records are kept of any concerns about a child or young person and of any conversation or referrals to statutory agencies
- Hard copies of records and any portable electronic equipment that holds or provides access to personal information will be stored securely and appropriate encryption used
- Understand our responsibilities in relation to confidentiality if we consider a child to be at risk.

In our **publicity**:

- sharing information about good safeguarding practice with children, parents, vulnerable young adults, their carers, and all those working with them.

When **concerns** are raised:

- responding without delay to every concern raised that a child or young person or vulnerable young adult may have been harmed, or be at risk from harm through abuse, harassment or bullying, or about the behaviour of an adult or child
- referring via the DSMF Safeguarding officer and /or the school setting
- if referral to a LADO was required we would follow the relevant local authority's point of contact. Our role is not to investigate but to record and refer via the local authority children's safeguarding team
- working with the appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of DSMF
- challenging any abuse of power, especially by anyone in a position of trust
- confirming in writing any child protection referral to a statutory agency within 48 hours.

Managing allegations of abuse made against an adult working or volunteering for the DSMF

All allegations of abuse of children by those who work with children must be taken seriously. Allegations against any person who works with children, whether in a paid or unpaid capacity, cover a wide range of circumstances.

This procedure should be applied when there is such an allegation or concern that a person who works with children, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

These behaviours should be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect). These include concerns relating to inappropriate relationships between members of staff and children or young people, for example:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (see ss16-19 Sexual Offences Act 2003);
- 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (see s15 Sexual Offences Act 2003);
- Other 'grooming' behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socialising etc);
- Possession of indecent photographs / pseudo-photographs of children.

If concerns arise about the person's behaviour to her/his own children, the Police and/or Social Services must consider informing the employer / organisation in order to assess whether there may be implications for children with whom the person has contact at work / in the organisation, in which case this procedure will apply.

Allegations of historical abuse should be responded to in the same way as contemporary concerns. In such cases, it is important to find out whether the person against whom the allegation is made is still

working with children and if so, to inform the person's current employer or voluntary organisation or refer their family for assessment.

The Nominated Safeguarding Lead must inform the local authority designated officer (LADO) within one working day when an allegation is made and prior to any further investigation taking place. (See disciplinary policy).

Managing allegations of abuse made against a child or young person involved with the DSMF

When a child or young person behaves inappropriately towards another child, a decision needs to be made about whether there is a child protection concern.

The DSL will make this decision in consultation with:

- the staff member who is responsible for the supervision/pastoral care of the children involved
- the DSL or senior manager or responsible for safeguarding within the school or organisation
- any other agencies you know are working with the child
- the local child protection services if necessary.

When an allegation is a child protection concern

An allegation becomes a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- there's an age difference of more than two years
- there's a significant difference in terms of size or level of ability
- the child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader)
- the child being abused is significantly more vulnerable than the other child or young person.

It is also a child protection concern when:

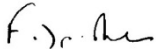
- the behaviour involves sexual assault or physical assault
- the child who has experienced the abusive behaviour has suffered significant harm
- the behaviour forms part of a pattern of concerning behaviour by the child or young person who is being abusive
- the child carrying out the abuse is displaying harmful sexual behaviour
- you are concerned that the child carrying out the abuse may be doing so because they have experienced abuse themselves.

The DSL will report this to the DSL or senior manager responsible for safeguarding within the school or organisation and discuss the matter with the local authority child protection services, and make appropriate referrals.

******ALWAYS PHONE 999 IF THE CHILD IS IN IMMEDIATE DANGER ******

We are committed to reviewing our policy and procedures annually.

Approval Date: September 2024

Signed by: 

Fiona Spargo-Mabbs, Director

Date of next Policy Review: 31 August 2025

Child Protection Procedures

Basic Principles

Individuals within the Foundation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of the Foundation.

The Foundation aims to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of the Foundation to respond to any suspected or actual abuse of a child in accordance with these procedures.

1. Immediate Action to Ensure Safety

Immediate action may be necessary at any stage in involvement with children and families. In all cases it is vital to take whatever action is needed to safeguard the child (ren) i.e.:

- If emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger, the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Orders.

2. Categories of Abuse or Neglect

Abuse or neglect of a child is caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated or induced illness by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to feel frightened

or in danger or the exploitation or corruption of children. It is now recognised as being underpinned by coercive control, removing the child or young person's self-worth and minimising their freedom of action. Some level of **Emotional Abuse** is involved in all types of maltreatment of children, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Identifying concerns

Disclosure

Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action.

Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

Mental health problems can be an indicator that a child has suffered abuse, neglect or exploitation.

It takes extraordinary courage for a child to go through the journey of disclosing abuse.

Not all disclosures will lead to a formal report of abuse or a case being made, or a case being taken to court, but all disclosures should be taken seriously.

It is vital that anyone who works with children and young people knows how to provide them with the support they need if they have experienced abuse.

How disclosure happens

Children and young people may disclose abuse in a variety of ways, including:

- directly– making specific verbal statements about what’s happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong
- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they’ve experienced, but not the whole picture. They may withhold some information because of:

- fear that they will get in trouble with or upset their family
- wanting to deflect blame in case of family difficulties as a result of the disclosure
- feelings of shame and guilt.

When children do speak out it is often many years after the abuse has taken place.

Barriers to disclosure

Some children and young people are reluctant to seek help because they feel they don’t have anyone to turn to for support.

They may have sought help in the past and had a negative experience, which makes them unlikely to do so again.

They may also:

- feel that they will not be taken seriously
- feel too embarrassed to talk to an adult about a private or personal problem
- worry about confidentiality
- lack trust in the people around them (including parents) and in the services provided to help them
- fear the consequences of asking for help
- worry they will be causing trouble and making the situation worse
- find formal procedures overwhelming

Spotting the signs of abuse

Children and young people who have been abused may want to tell someone, but not have the exact words to do so. They may attempt to disclose abuse by giving adults clues, through their actions and by using indirect words.

Adults need to be able to notice the signs that a child or young person might be distressed and ask them appropriate questions about what might have caused this.

[> Read the NSPCC factsheet on the definitions and signs of child abuse](#)

You should never wait until a child or young person tells you directly that they are being abused before taking action. Instead, ask the child if everything is OK, and discuss your concerns with the DSMF designated safeguarding lead and the DSL in the school or organisation. You can also speak to the NSPCC helpline (0808 800 5000) for advice.

Waiting for a child to be ready to speak about their experiences could mean that the abuse carries on and they, or another child, are put at further risk of significant harm.

Not taking appropriate action quickly can also affect the child's mental health. They may feel despairing and hopeless and wonder why no-one is helping them. This may discourage them from seeking help in the future and make them distrust adults.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, Foundation trustees, employees or volunteers must not discuss their concerns with parents/carers in the following circumstances:

- where sexual abuse is suspected
- where organised or multiple abuse is suspected
- where fictitious illness by proxy is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk.

Steps to follow if children talk to trustees, employees or volunteers about abuse or neglect

It is recognised that a child may seek trustees, employees or volunteers out to share information about abuse or neglect or talk spontaneously individually or in groups when they are present. In these situations, trustees, employees or volunteers must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information they have been given taking care to record the timing, setting and people present, the child's presentation as well as what was

said. Do not throw this away as it may later be needed as evidence.

- Use the child's own words where possible, keeping to facts and avoiding words indicating judgements or assumptions.
- Explain that they cannot promise not to speak to others about the information they have shared.
- Reassure the child that it is good that they have shared this information and that they have not done anything wrong by sharing their concerns; outline actions to be taken next.
- Explain that they will need to get help to keep the child safe.
- NOT ask the child to repeat his or her account of events to anyone.

3. Consulting about concerns

The purpose of consultation is to discuss concerns that trustees, employees or volunteers have in relation to a child and decide what action is necessary. Trustees, employees or volunteers may become concerned about a child who has not spoken to them, because of their observations of, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk. This practice can help clarify vague concerns and result in appropriate action.

If trustees, employees or volunteers are concerned about a child they must share their concerns. Initially they should talk to the DSL at the school or organisation and to the DSL or Chair of the Board of Trustees. If either of these is implicated in the concerns, they should speak to the other, and if they remain concerned they should discuss this directly with the local social services team. They should consult externally with the local social services team in the following circumstances:

- when they remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when they are unable to consult promptly or at all with your designated internal contact for child protection
- when the concerns relate to any member of the Board of Trustees.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

4. Making a referral

A referral involves giving Social Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action. In certain cases, the level of concern will lead straight to a referral without external consultation being necessary. Parents/carers should be informed if a referral is being made except in the

circumstances outlined earlier.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a decision made with Social Services about how and when the parents should be approached and by whom.

If the concern is about abuse or risk of abuse from someone not known to the child or child's family, a telephone referral must be made directly to the police and consultation with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, a telephone referral must be made to the local Social Services Office.

5. Information required

Trustees, employees or volunteers must be prepared to give as much of the following information as possible. (In emergency situations all of this information may not be available). Unavailability of some information should not stop a referral.

- Name, telephone number, position, and the same information should be requested of the person to whom they are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature and basis of the concern(s)..
- A professional opinion on whether the child may need urgent action to make them safe.
- A professional opinion of the needs of the child and family, if appropriate.
- Whether the consent of a parent or person with parental responsibility has been given to the referral being made.

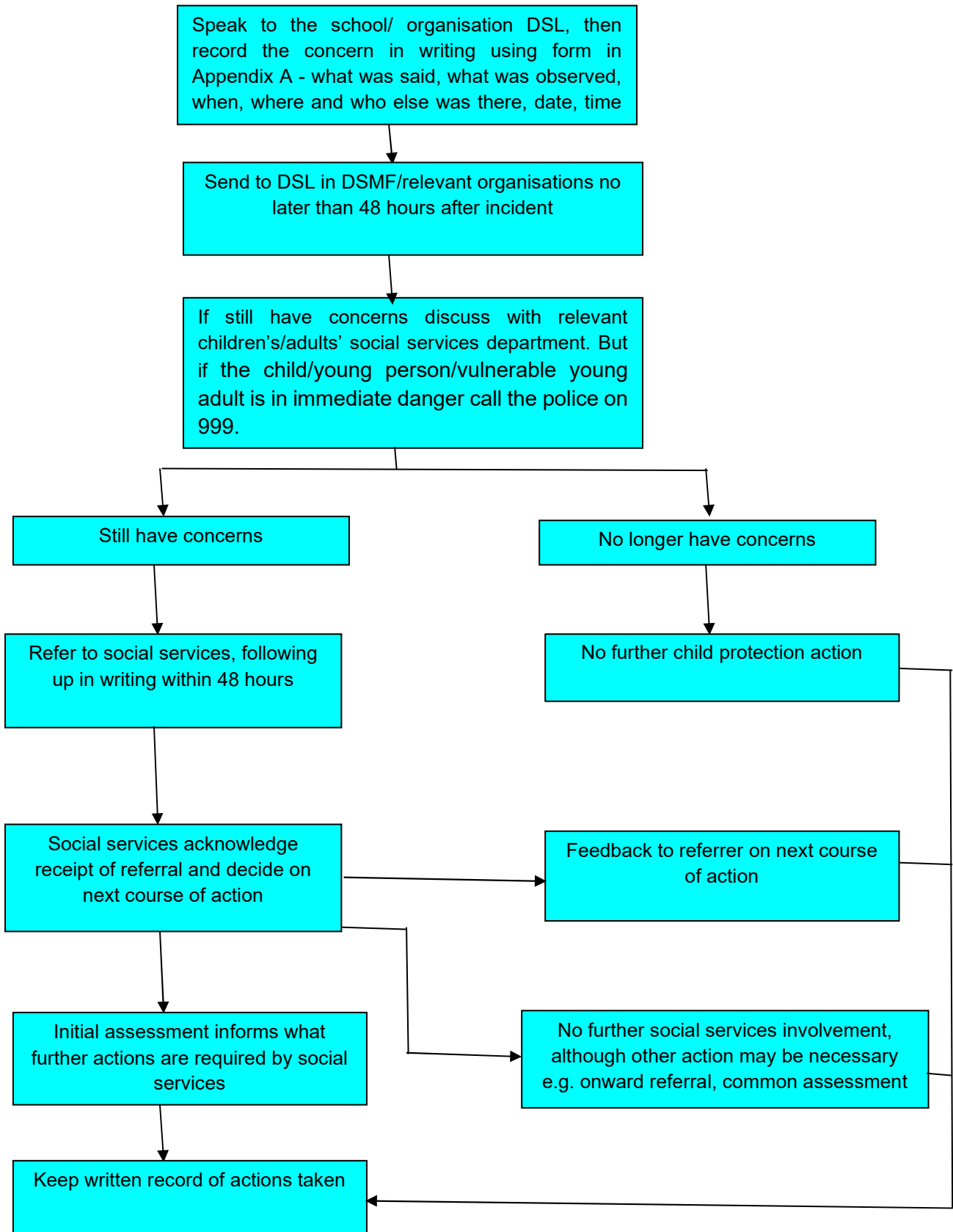
Action to be taken following the referral

- Ensure that an accurate record is kept of the concern(s) made at the time.
- Put the concerns in writing to Social Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

6. Confidentiality

The Foundation will ensure that any records made in relation to a referral are kept confidentially and in a secure place. Information in relation to child protection concerns will be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection.

What to do if you are concerned about a child's safety



Be prepared, if required, to attend, or produce a report for a Child Protection Conference.

Appendix A: Safeguarding Incident Reporting Form

When completing this form, record the facts; do not interpret what you have observed.

After completing the form, pass it on to the DSL immediately, by emailing an electronic copy password protected and a signed, original copy of this form. If your project has a partner organisation and you know their designated safeguarding officer, also pass this form on to them.

Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Address:</i>	
<i>Telephone numbers:</i>	<i>Postcode:</i>
	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male	
<input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	
<i>Telephone numbers:</i>	<i>Postcode:</i>
	<i>Email address:</i>
Have parents / carers been notified of this incident?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns	
<input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position within the organisation or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Day, date and times of incident:	
Location:	
Name of school/project/event:	
Details of the incident or concerns: <i>What prompted the concern? Please describe the incident and include any relevant background or contextual information.</i>	

(If possible, record any speech verbatim, including clarifying questions asked) Expand this box or use extra sheets if required. Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:
Name:

Position within the organisation or relationship to the child:

Date of birth (if child):

Address: *Postcode:*
Telephone number: *Email address:*

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:
Name:

Position within the organisation or relationship to the child:

Date of birth (if child):

Address: *Postcode:*
Telephone number: *Email address:*

Please provide details of action taken to date:

Has the incident been reported to any external agencies?
 Yes
 No

If YES please provide further details:
Name of organisation / agency:

Contact person:

Telephone numbers:

<i>Email address:</i>			
<i>Agreed action or advice given:</i>			
Your Signature:		Print name:	
Date:			
Name, of designated person form passed to			

Contact DSMF Designated Safeguarding Lead within 48 hours of incident

SECTION D: For use by designated person only			
Name			
Signature		Date form received	
Partner Organisation			
Is there a partner organisation		Yes/No	<i>If no, move to 'Actions Taken'</i>
Designated person at partner organisation		Name: Contact Details: Date form was sent to them:	

Action(s) taken	Date/Time	Outcome
Conversation with individual/people who filled in safeguarding report form		
Conversation with Safeguarding Officer at partner organisation (if applicable)		
If applicable, copy of form sent to designated officer at child's school and a conversation had with them		
Discussion had with parent/guardian/carer/next of kin		
Additional Actions		
If a referral was made, have you informed the individual concerned?		Yes/No