

## Safeguarding Vulnerable Adults Policy and Procedure

**Reviewed:** January 2024

**Key:** Team Members = Staff, volunteers, trustees and students on placement

DSL = Designated Safeguarding Lead

SSL = Strategic Safeguarding Lead

CMS = Case Management System

### Overview

SATEDA is committed to safeguarding and protecting the welfare of all team members, and all who use its service. SATEDA recognises that it has a responsibility, along with others, to protect the welfare of vulnerable adults through its support.

SATEDA aims to ensure a consistent approach and commitment to high standards of practice in safeguarding the welfare of vulnerable adults. SATEDA has no statutory remit or role to investigate abuse of vulnerable adults but acknowledges its responsibility to pass on to the appropriate statutory agency concerns in relation to the safety or welfare of a vulnerable adult so that these concerns can be assessed.

The action we take to promote the welfare of vulnerable adults and protect them from harm is everyone's responsibility. Everyone who comes into contact with vulnerable adults has a role to play.

This Policy applies to SATEDA's team members and organisations providing services on behalf SATEDA. It seeks to ensure that team members have a good understanding of safeguarding guidelines and good practice.

SATEDA believes that everyone has the right to live a life that is free from harm and abuse.

- » SATEDA is committed to keeping clients, staff and volunteers safe and free from harm and believes that everyone has a duty to ensure the welfare of service users. Concerns about their safety or wellbeing will not be ignored.
- » SATEDA is committed to the principles outlined in the KMASB's Policies & Procedures in the areas in which SATEDA provides services.
- » SATEDA understands that they have the responsibility to follow the 6 safeguarding principles enshrined in the Care Act 2014 that underpin all adult safeguarding work. These are:
  - » **Empowerment** –Ensuring people are supported and encouraged to make their own decisions based on informed consent;
  - » **Prevention** –To take action before harm occurs;



- »» **Proportionality**-Taking the least intrusive appropriate response to the risk;
- »» **Protection**- Support and representation for those in greatest need;
- »» **Partnership**- Forming partnership to develop local solutions through working with local services;
- »» **Accountability**- Ensuring accountability and transparency in safeguarding practice.

## Related Policies and Procedures

This policy should be read in conjunction with,

- »» Kent and Medway Adults' Safeguarding Board (KMSAB) policies and procedures at <https://www.kmsab.org.uk/professionals/kmsab-policies> alongside:
- »» SATEDA's staff handbook (containing organisational policies);
- »» Case management policy;
- »» Children and Young People Safeguarding Policy;
- »» GDPR Policy.

## Roles, Responsibilities and Duties

### The Board

The Board of Trustees has a legal responsibility and moral duty to ensure that vulnerable adults are safeguarded from all forms of abuse whilst representing SATEDA, or in receipt of SATEDA's services and support.

They will ensure that:

- »» The Board will nominate one Trustee as the Board's Safeguarding Lead.
- »» Safeguarding incidents or failures are regularly reported to the Board.
- »» Safeguarding arrangements within SATEDA are regularly monitored, reviewed and reported to the Board.
- »» Risk is identified and managed and changes are reported to the Board.
- »» All trustees and all those involved in the delivery of services are subject to vetting through the Disclosure and Barring Service (DBS) or police checks appropriate to their role as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- »» All trustees, staff and volunteers are provided with appropriate, effective and regular training enabling them to recognise, respond to and report safeguarding concerns.
- »» Ensure that records and reports are stored securely and in accordance with relevant legislation.
- »» Will report to the Charity Commission if:



- A beneficiary has been, or is alleged to have been, abused or mistreated by someone employed by or closely connected with SATEDA.
- There has been an incident where someone was abused or mistreated, and this was related to the activities of SATEDA.
- There has a breach of procedures which put a beneficiary at risk, including the failure to carry out criminal record checks which would have identified an individual who was prohibited from working with children or vulnerable adults.

### Chief Executive Officer

The CEO of SATEDA is responsible for the implementation of SATEDA's Adult Safeguarding Policy and Procedure. The CEO may delegate duties and responsibilities to Managers to ensure full implementation of the policy within their respective areas.

The CEO will ensure that:

- »» Safeguarding systems are established and maintained to report safeguarding concerns.
- »» Effective training is identified and carried out regularly.
- »» Persons designated with specific responsibilities for safeguarding are trained and competent and are provided with the resources to ensure the implementation of this policy.
- »» They are personally aware of their safeguarding duties and responsibilities not only as the CEO, but as a manager and employee and that these obligations are fulfilled.
- »» They alert the trustees and/or commissioners to any safeguarding allegations relating to employees, volunteers, patrons or anyone closely connected with the activities of SATEDA.
- »» They alert trustees if there is a breach of procedures which puts beneficiaries at risk, including a failure to carry out criminal record checks which would have identified an individual that was prohibited from working with children or vulnerable adults.

### Strategic Safeguarding Lead (SSL)

The Head of Support Services is SATEDA's Strategic Safeguarding Lead whose responsibility it is to:

- »» Ensure this policy and procedure is available to all team members and it is integrated into practice
- »» Take the lead for dealing with safeguarding, providing information, advice and support to the DSLs at Managers Meetings/Safeguarding Sub Group
- »» Liaise with the CEO and trustees around allegations of abuse against team members
- »» Identify and liaise with a local specialist safeguarding advisor

### Designated Safeguarding Leads (DSL)

SATEDA has appointed Project/Programme Leads as our DSLs. These are, the CEO; Head of Support Services; Communities Team Manager; S2C Project Lead; IRIS Project Lead; Senior Outreach Support Worker



who:

- »» Take the designated responsibility for safeguarding issues raised by team members and enable them to refer on
- »» Inform SATEDA's SSL of concerns at Managers Meetings/Safeguarding Sub-Group
- »» Ensure safeguarding concerns and issues are progressed with relevant agencies
- »» Liaise with the relevant agencies, in accordance with SATEDA's confidentiality procedure
- »» Liaise with the SSL where there are allegations against team members
- »» Ensure all safeguarding concerns are reported
- »» Ensure all concerns are recorded on the safe guarding log(Log document: [Safeguarding Log](#))

## Managers

Managers are responsible for ensuring that safeguarding concerns are reported appropriately within their designated projects and will ensure that the safeguarding of vulnerable adults is recognised as everyone's business.

Managers will ensure:

- »» That all Team Members are provided with necessary and appropriate information, instruction, training and supervision to ensure that they are able to effectively safeguarding vulnerable adults.
- »» That all Team Members follow adult safeguarding arrangements and procedures.
- »» Undertake effective reporting and appropriate level of investigation into any safeguarding incidents and allegations, ensuring appropriate action and follow up.
- »» That all Team Members are aware of their safeguarding responsibilities and duties as individuals and SATEDA representatives
- »» That any breach of procedure or allegation against a Team Member is reported to the CEO.

## Team Members

All Team Members have an obligation to help safeguard vulnerable adults.

They should:

- »» Ensure they are familiar with all safeguarding procedures.
- »» Follow all safeguarding processes and instructions.
- »» Report all incidents and concerns in accordance with this policy.
- »» Advise their manager of any incidents and concerns in accordance with this policy.
- »» Attend and participate in any training courses and updates arranged for them.

## General

Everyone involved in the delivery of services at SATEDA, including trustees, staff and volunteers has a duty to disclose to the CEO / Chair any safeguarding alerts that have been raised about them. This includes cases where criminal investigations are taking place.



## Definition of Adult Safeguarding – what it is and why it matters

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1> Chapter 14 replaces previous 'No Secrets' guidance.

The safeguarding duties apply to an adult who:

- » has needs for care and support (whether or not the local authority is meeting any of those needs)
- » is experiencing, or at risk of, abuse or neglect
- » as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

14.7 Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

SATEDA recognises that vulnerability is not 'fixed' and that individuals can become vulnerable due to the actions of others or due to a change in their condition or circumstances. Being a victim of domestic abuse does not necessarily mean a person is vulnerable and requires safeguarding procedures to be initiated, however domestic abuse can increase risk where other vulnerabilities exist.

A key concept in adult safeguarding work is 'Significant Harm'. The impact of harm upon a person will be individual and depend upon each person's circumstances and the severity, degree and impact or effect of this upon that person. The concept of "Significant Harm" is therefore relative to each individual concerned.

It is important to understand that a vulnerable adult may be abused by another vulnerable adult.

## Forms of Abuse (not an exhaustive list)

### Physical Abuse

- » Physical abuse occurs when somebody inflicts injuries or knowingly does not prevent them.
- » Examples of physical abuse include hitting, shaking, kicking, throwing, smacking, hair pulling, burning, biting, choking, poisoning, mutilating, suffocating, drowning, restraint or inappropriate physical sanctions.

### Sexual Abuse



- »» Sexual abuse involves forcing or encouraging someone to take part in sexual activities or sexual acts to which they have not consented. Sexual abuse typically involves a misuse of power that may be based on differences in age, intellect, physical strength or understanding and may involve bribes and threats.
- »» Sexual abuse may include inappropriate touching or genital stimulation as well as penetrative acts such as rape, anal rape or digital penetration.

## Psychological Abuse

Deliberate or unintentional actions or lack of action which cause emotional harm or distress to the vulnerable adult. This could include:

- »» threats of harm or abandonment,
- »» intentionally ignoring someone
- »» threats
- »» deprivation of contact, humiliation,
- »» blaming,
- »» controlling,
- »» intimidation,
- »» coercion,
- »» harassment,
- »» verbal abuse and
- »» unjustified withdrawal of services or supportive networks

## Exploitation

- »» Either opportunistically or premeditated unfairly manipulating someone for profit or gain. This could be criminal or sexual exploitation in exchange for drugs, food, shelter, protection or money.
- »» **Vulnerable adults can be exploited through 'Cuckooing'** Cuckooing is when professional criminals target the homes of vulnerable adults so they can use the property for drug-dealing and other criminal activities. These criminals are very selective about who they target as 'cuckoo' victims often choosing the most vulnerable, taking over their homes and in some cases forcing the victim to leave.

## Neglect (and acts of omission)

- »» Neglect is the severe or persistent failure to meet the essential needs of a vulnerable adult including ignoring medical or physical care needs. For example; not obtaining hearing, walking or other aids when a person needs them
- »» Failure to provide access to appropriate stimuli, health care, support and educational services
- »» The withholding of medication, not providing adequate nutrition, failing to provide sufficient food or drink or adequate heating etc.

## Financial or Material Abuse



- »» Includes theft, fraud, exploitation or coercion in relation to an adult's financial affairs and arrangements including in connection with wills, property inheritance or financial transactions, or the misuse or misappropriation of property benefits or possessions.
- »» Financial abuse also includes limiting access to money or other resources, or by forcing all financial responsibility onto their victim while limiting their ability to provide this.
- »» Financial abuse is an aspect of 'coercive control' – a pattern of controlling, threatening and degrading behaviour that restricts a victim's freedom.
- »» Financial abuse may continue after a relationship has ended.

### Discriminatory Abuse

- »» Discriminatory abuse is about treating someone unfairly because they are different.
- »» The abuse may be linked to a person's age, culture, gender, sexual orientation or disability
- »» Discriminatory abuse may be classed as a **Hate Crime**. A Hate Crime is any incident motivated by the hostility or prejudice, based upon one or more identifying factors which may be perceived or real. Read <https://www.gov.uk/discrimination-your-rights/types-of-discrimination> for further information.

### Institutional or Organisational Abuse

- »» This includes neglect and poor practice in care settings.
- »» It can come from rules, norms, routines and cultural practices which have an adverse effect on the care and wellbeing of people it is often connected to other types of abuse.
- »» This is not to be confused with Deprivation of Liberty Safeguards (DoLS) which is soon to be replaced by Liberty Protection Safeguards (LPS). DoLS/LPSs are the procedures prescribed in law when it is necessary to deprive a person of their liberty due to the individual lacking capacity to consent to care or treatment in order to them safe from harm. DoLS can only be used when an individual is in hospital or a care home – LPS which will replace DoLS will widen this to cover care at home too.  
<https://www.gov.uk/government/publications/liberty-protection-safeguards-factsheets/liberty-protection-safeguards-what-they-are>

### Child/Adolescent to Parent Violence and Abuse (CAPVA)

- »» Child/Adolescent to Parent Violence and Abuse is sometimes referred to as Adolescent to Parent Violence (APV) or Child to Parent Violence (CPV). There is currently no legal definition of Child/Adolescent to Parent Violence and Abuse (CAPVA) however, it is increasingly recognised
- »» Children or young people may display physical violence towards their parent or carer and several other types of abusive behaviour, including damage to property, emotional abuse, and economic/ financial abuse.
- »» If the young person is above the age of 16 it would come under the Government's definition of domestic abuse.
- »» CAPVA is both an adult and child safeguarding concern. Not only is the parent at risk of harm caused by violence and abuse, their capacity to "parent" may be compromised



leaving the child or young person at risk of other forms of harm. There may also be other at risk children in the household.

### Honour Based Violence/Forced Marriage (HBV/FM)

- »» HBV is a crime or incident, which is committed or instigated by family or community members who claim that the behaviour or actions of the victim has caused 'dishonour'. It is sometimes referred to in the context of "Izzat" which means dignity, honour and respect.
- »» Violence or abuse is motivated by the perceived need to restore status in a community which is presumed to have been lost by the actions or behaviour of the victim. HBV has the potential to be both a domestic abuse incident and a child abuse and is a safeguarding concern.
- »» A forced marriage, which is a form of HBV, is where one, or both people do not, or in cases of people with learning disabilities, cannot, consent to the marriage, and pressure or abuse is used to force the union.
- »» Forced marriage is recognised in the UK as a form of abuse and a serious abuse of human rights.
- »» A forced marriage should not be confused with an arranged marriage. An arranged marriage is one where the prospective spouses may choose whether they wish to accept the union or not and no pressure is applied to persuade either party.

### Female Genital Mutilation

- »» The World Health Organisation defines Female Genital Mutilation (FGM) as "all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons.
- »» FGM is a form of abuse and violence against women and girls, a serious public health risk and a human rights issue. It is illegal in the UK to subject a girl or woman to FGM.

### Extremism and Radicalisation

- »» Radicalisation is the process by which an individual or group adopt extreme political, religious or societal views and is associated with hate crime and terrorism.
- »» Protecting vulnerable adults from the risk of radicalisation forms part of our wider safeguarding duty.

### Human Trafficking and Modern Day Slavery

- »» Human trafficking is the modern day form of slavery. It is the illegal movement and trade of people for sexual or criminal exploitation, domestic servitude.
- »» Although human trafficking often involves an international cross border element, it is becoming more common in the UK, with vulnerable adults being transported from one location to another for the purpose of exploitation
- »» forced labour and domestic servitude.





- »» traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Read [Modern slavery: how the UK is leading the fight](#) (PDF. 543KB) for further information.

### Criminal Exploitation: County Lines

- »» County lines is a major cross cutting issue involving drugs, gangs, violence criminal and sexual exploitation, modern slavery and missing persons.
- »» County Lines is the term used to describe gangs and organised criminal networks involved in exporting illegal drugs from one location to another.
- »» The gangs and criminal networks exploit children and vulnerable adults to move and store the drugs and money using coercion, intimidation, violence.

### Mate Crime/Hate Crime

- »» Mate crime is the grooming of vulnerable people.
- »» It is a form of disability hate crime in which a vulnerable person is manipulated or abused by someone they believe to be their friend.

### Internet abuse

- »» Internet abuse involves the use of information technology to intimidate and bully.
- »» Cyber bullying is any form of bullying which takes place online or through smartphones and tablets, social media sites, messaging apps, gaming sites and chat rooms such as Facebook, Xbox Live, Instagram, YouTube, Snapchat etc.

### Spirit possession or witchcraft

- »» The belief in “possession” or “witchcraft” is not confined to religions, cultures or communities. Nor is it confined to the immigrant communities in this country.
- »» The term possession means that an evil force has entered the person and is controlling them. This means there is a belief that the “possessed” person is able to use that evil force to harm others. In some faiths the term may be used to indicate the possession by good spirits for example, the Holy Spirit.
- »» Three common ways that are believed to rid a person of evil spirits are praying for the person, deliverance or exorcism.
- »» There is a range of behaviour associated with exorcism, praying for the person while they are not there or beating the evil out of the person when they are present.  
Exorcism may include:
  - Severe beating
  - Burning
  - Starvation
  - Cutting or stabbing

This usually occurs in the household where the person lives and could be used as an “excuse”



for domestic abuse.

## Fulfilling SATEDA's Safeguarding Obligations

It is the responsibility of all Team Members to report all concerns about abuse to their line manager/project lead/DSL.

All incidents of alleged poor practice, misconduct or abuse will be taken seriously and responded to swiftly and appropriately.

Where there are concerns about the safety or welfare of a vulnerable adult this policy and procedures herein will be followed and information will be shared with the relevant agencies to protect the vulnerable adult.

SATEDA will take all possible steps to ensure that vulnerable adults are kept safe through:

- »» Clear procedure for raising concerns and information sharing processes
- »» Safe recruitment processes including the obtaining of DBS checks for all team members
- »» Induction providing clear guidance and advice on safeguarding procedures and the action to take in the event of concerns with Level 1 training to be undertaken within 6 weeks
- »» Procedures to manage any allegations of abuse against team members.
- »» Training and support for team members to ensure they are aware of and understand the importance of this policy and the related procedures.
- »» Named designated safeguarding leads (DSL)

## Training

All team members must complete Level 1 Induction to Safeguarding during their induction. Staff who have unsupervised contact with vulnerable adults are required to undertake Level 2 Safeguarding Adults and Children during their probationary period. These modules, and training relating to the above forms of abuse, can be found on Kent Safeguarding Children Multi-Agency Partnership (KSCMP) training: [Me Learning](#).

Line Managers should undertake Level 3 DSL Adults and Children.

Team members will have regular training on safeguarding matters. This includes an annual awareness refresher session.

Team members must accept and be able to recognise their responsibilities with regard to their own good practice and the reporting of signs of suspected abuse or neglect to either the Police or Kent County Council's Central Duty Team, and understand SATEDA's obligation to ensure confirmation is received from the County Council that any referrals made are being actively dealt with.

Training needs and opportunities relating to vulnerable adult safeguarding and protection issues will be identified and addressed through SATEDA's Induction Procedure and in



response to any changes in legislation.

Training may include internal courses/workshops, externally accredited courses/seminars or workshops organised by relevant agencies.

Line Managers will keep a record of all staff training on Bright and volunteer co-ordinators will keep a record of volunteers who have received training.

### Safe Recruitment Practices

SATEDA ensures safe recruitment practices are in place to reduce the likelihood of recruiting staff who may present a risk. This includes ensuring that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials including reference to regular DBS checks and ongoing training.

Satisfactory explanations for any gaps in employment will be sought. References will always be obtained direct from the referee, never through the applicant. Appropriate levels of Disclosure and Barring Service checks will be obtained.

### Disclosure and Barring Service (DBS)

The CEO, in consultation with The Board of Trustees, is responsible for deciding which roles require an enhanced DBS check, and Line Managers ensure that DBS checks are revised every two years.

SATEDA requires team members to have an enhanced DBS check if they have unsupervised contact with vulnerable adults.

### Safeguarding Process

KMASB procedures can be found at: <https://www.kmsab.org.uk/p/worried-about-an-adult/report-abuse>

Team members with concerns about a vulnerable adult must raise those concerns and inform the DSL within 48 hours.

If a vulnerable adult discloses that they are being, or have been abused this information must be taken seriously and the information must be passed to the DSL within 48 hours of the information coming to light.

The first priority should always be the safety of vulnerable adults and it is the responsibility of all to act on suspicion or evidence of abuse or neglect.

A record of the concerns and the action taken will be passed to the relevant agencies by the team member within 5 working days.



If an adult is at risk of immediate harm, the team member will inform the appropriate agency immediately; this may involve calling the police on 999 or 101, or contacting out of hours social services. All action and reason for action is to be recorded within the clients record and the DSL consulted and advised.

Failure to report concerns may lead to suspension pending investigation, and for staff, disciplinary action.

All safeguarding concerns are to be recorded by the DSL on the Teams safeguarding log. This data will be shared regularly with the board.

If a team member is alleged to have put the welfare or safety of a vulnerable adult at risk, the DSL will inform the appropriate agency and cooperate fully.

### Disclosure of Information

General Data Protection Regulations, Data Protection Act 2018 and human rights laws are not barriers to justified information sharing of information but provide a framework to ensure that personal information is shared appropriately.

[Myth-busting guide to information sharing - Kent Safeguarding Children Multi-Agency Partnership \(kscmp.org.uk\)](https://www.kscmp.org.uk)

- » Team members must be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
- » Team members must seek advice from other practitioners, and more specifically DSL if they are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible;
- » Where possible, team members must share with consent and respect the wishes of those who do not consent to having their information shared. Under GDPR and Data Protection Act 2018 information can be shared without consent if, it is judged, a lawful reason to do so, such as where safety may be at risk. Team Members will need to base their judgment on the facts of the case.
- » Team members must consider safety and well-being of individuals concerned: They must base their information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions;
- » Information sharing must be necessary, proportionate, relevant, accurate, timely and secure. Team members must ensure that that the information they share is necessary for the purpose for which it is shared. Is shared only with those people who need to have it, is accurate and up-to-date, securely, in a timely fashion (Practitioners must follow their organisation's policy on security for handling personal information). When sharing or requesting personal information, team members must be clear why this is necessary.
- » Where there is no consent, team members must be mindful that an individual might



not expect information to be shared.

- » Staff must make a record of their decision and the reasons for it - whether it is to share information or not and record on SATEDA's CMS. If a decision is made to share, then a record what has been shared, with whom and for what purpose will be recorded on SATEDA's CMS.
- » If the concern is about a team member the DSL will record in a secure database.

### Allegations against team members

Concerns for the welfare of a vulnerable adult arising from abuse or harassment by a team member should be reported immediately to the DSL and an incident form completed – see Appendix I.

Concerns about poor practice should also be reported to the DSL (if the concerns are relating to the DSL it must be reported to the CEO or board of trustees).

Where there are allegations of abuse or concerns about poor practice of team members there are three strands of investigation as follows:

- » Vulnerable adult protection investigation (externally led)
- » Criminal investigation (externally led by the Police Authority) A disciplinary investigation (internally led)

Employees may be suspended with pay or a volunteer asked to cease volunteering pending the outcome of the investigation.

### Use of photography

SATEDA will ensure that photographs taken of clients participating in events will not be used for publicity purposes unless express written permission has been agreed with the client. An exception will be at community events which are open to all, and where it is therefore not possible to get prior consent. In such instances highly-visible signs will be put up advising the public the photographs are being taken that could be used for publicity purposes.

### Retention of Records

A factual, dated record of concerns about a vulnerable adult will be kept in line with SATEDA's record keeping and procedures.

All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Records kept by team members about vulnerable adults should only include contacts made, referrals made including date, time and reason, and referral agency.



## Appendix I Incident Report

### SAFEGUARDING INCIDENT REPORT FORM

This form is to be used to record basic information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern.

Completing this record should not delay contacting Police or Social Services in the event of an emergency or urgent safeguarding incident.

Date and time of completing this form:	
Reporter's Name	
Reporter's contact details	Phone Email
Your position or relationship to who your safeguarding concern is about	
Details of who report refers to	
Name	
Client Number	
Contact details	Address Phone Email
DOB	
Details of parent/carer/appropriate adult	
Details of the allegations/suspicions	
Are you recording: Disclosure made directly to you by the child? Disclosure or suspicions from a third party? Your suspicions or concerns?	
Date and time of any incident/disclosure:	
Details of the allegation/suspicions: <i>State exactly what you were told/observed and what was said. Use the person's own words as much as possible.</i>	
Actions taken so far	
Onward referral	
Police - 999      yes/no	Name and contact number:  Details of advice received:
	If yes - which:



Social services yes/ no	Name and contact number: Details of advice received:
Local Authority yes/no	If yes - which: Name and contact number: Details of advice received:
Other (e.g. NSPCC, NGB, OFSTED?)	Which: Name and contact number: Details of advice received:

Signature of reporting team member	
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A copy of this form should be sent to the relevant DSL and added to the CMS. Do not discuss this incident with anyone other than those who need to know.

Follow up actions	
Further actions completed after submitting initial Cause for Concern form: <i>Use this space to record discussions with DSL, family/carers, schools, social worker, EH, police etc. Remember to date each action, and record if there is a CMS note.</i>	
Action	Date

