

## Safeguarding Children and Young People 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 who use its service and recognises that it has a responsibility, along with others, to protect the welfare of children and young people through its support for them and their families. SATEDA aims to ensure a consistent approach and commitment to high standards of practice in safeguarding children and young people

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

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

### Related Guidance

- »» SATEDA's staff handbook (containing organisational policies);
- »» Case management policy;
- »» GDPR Policy.

## Roles, Responsibilities and Duties

### The Board

The Board of Trustees has a legal responsibility and moral duty to ensure that children and young people are safeguarded from all forms of abuse whilst in receipt of SATEDA's services and support.

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 Children's 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, programmed 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 safeguarding concerns are recorded (Log document: [Safeguarding Log - Non clients](#))

## Managers

Managers are responsible for ensuring that safeguarding concerns are reported appropriately within their designated projects and will ensure that the safeguarding of children and young people 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 safeguard the children and young people that they support.
- »» That all Team Members follow children's safeguarding arrangements and procedures.
- »» Undertake effective reporting and appropriate level of investigation into any safeguarding incidents and allegations, ensuring appropriate action and follow up.
- »» 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 children and young people.

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.



## Definitions

### Safeguarding children

For the purposes of the Safeguarding Policy the term 'child' or 'children' applies to children and young people under 18 years of age and stated (‘vulnerable’) young people under the age of 25.

Safeguarding and promoting the welfare of children is defined by “Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, March 2018”

(available at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>) as:

- » Protecting children from maltreatment;
- » Preventing impairment of children's health or development;
- » Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- » Acting to enable all children to have the best outcomes.

### Definition of abuse

The definitions of abuse set out below are taken from the Department of Education document “Working Together to Safeguard Children” (2013)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> and the Department of Health document <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1> (Chapter 14 replaces the previous ‘No Secrets’ guidance)

Abuse is “a violation of an individual’s human and civil rights by any other person or persons’ and can be perpetrated by, and to, anyone, regardless of age, gender, class or ethnicity”. Abuse may be a single act or repeated over a period of time. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, in an institutional or community setting, by those known to them or, more rarely, by a stranger.

It is important to understand that a child or young person may be abused by another child or young person.

Living in a household where domestic abuse takes place can cause serious harm to a child in different ways. Harm can be caused to children who see the abuse, who are caught in the “cross fire” trying to protect a parent; who hear what’s going on from another room or see the parent’s injuries or distress. Failing to protect children from harm caused by witnessing domestic abuse is a safeguarding concern.

The Domestic Abuse Act 2021 recognises children witnessing domestic abuse as victims

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1089015/Domestic\\_Abuse\\_Act\\_2021\\_Statutory\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1089015/Domestic_Abuse_Act_2021_Statutory_Guidance.pdf)



Research has consistently shown that a high proportion of children living in households where domestic abuse takes place are themselves being abused by the same perpetrator. According to Women's Aid, the estimates of children affected vary between 30 and 60% depending on the study consulted, with three quarters of children known to social care agencies, living in households where domestic abuse is occurring.

The following sections provide information about different types of abuse and highlight circumstances or situations where there are safeguarding concerns or where child abuse can take place. These definitions are not exhaustive or mutually exclusive.

### Physical Abuse

- » Physical abuse occurs when somebody inflicts injuries on a child or knowingly does not prevent them.
- » Examples of physical abuse include: hitting, shaking, kicking, throwing, smacking, hair pulling, burning, biting, choking, poisoning, mutilating, suffocating or drowning.
- » Abuse can also be a result from excessive physical punishment or discipline.

### Sexual Abuse

- » Sexual abuse involves forcing or encouraging someone under the age of 18 to take part in sexual activities. 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 as well as penetrative acts such as rape, anal rape or digital penetration. It can also include forcing or enticing a child to witness sexual acts, involving a child in pornography or encouraging a child to behave in sexually inappropriate ways.
- » Forms of abuse that appear to be less severe (e.g. inappropriate touching while playing games) may be used to groom a child for future sexual exploitation or may indicate that other forms of sexual abuse are already occurring.
- » Sexual abuse can occur between children and young people. There is a distinction between what is deemed developmentally appropriate behaviour and abusive or harmful sexual behaviour (HSB). In the case of HSB, power and control are the major factors. Children who display harmful sexual behaviour have often been abused themselves.

### Child Sexual Exploitation

- » Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity either in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator.
- » The victim may have been sexually exploited even if the sexual activity appears consensual.
- » Child sexual exploitation does not always involve physical contact; it can occur through the use of technology. This may include a child being persuaded to have pictures taken or post sexual or sexualised images of themselves on the internet. In all cases those



exploiting children have power over them by virtue of their age, gender, intellect, physical strength or economic resources.

#### Child 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.
- »» Count 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.

#### Emotional Abuse

Emotional abuse is the repeated emotional ill treatment of a child. Examples include:

- »» Causing a child to frequently feel frightened or in danger (e.g. threatening physical injury or abandonment);
- »» Exclusion;
- »» Verbal abuse;
- »» Racial abuse;
- »» Humiliation (such as repeatedly telling the child that s/he is useless or inadequate);
- »» Forcing a child to witness or hear violence, shouting, swearing, threatening or imposing expectations that are inappropriate for the child's age or development.

All other forms of abuse usually involve an element of emotional abuse.

#### Neglect

- »» Neglect is the severe or persistent failure to meet the essential needs of a child or to protect the child from danger.
- »» The persistent failure to attend to the physical and developmental needs of the child may include failing to provide warmth, clothing, food or consistent care or failing to meet their educational or medical needs.
- »» A lack of supervision may also expose a child to danger (such as a fall or traffic accident).
- »» Severe neglect can result in the significant impairment of the child's health or development, including failure to thrive.

#### Peer on Peer Abuse/Teenage Relationship Abuse

- »» Children and young people can engage in bullying and abusive behaviours in their friendship groups and in their intimate relationships. Bullying behaviour includes physical assault, teasing, threats and the misuse of technology to undermine or belittle someone. Bullying tends to be repeated, targeted and often aimed at certain groups.
- »» Although the definition of domestic abuse refers to those who are over the age of 16, abuse in teenage intimate relationships is common and takes similar forms to abuse in adult relationships including physical, emotional, financial, psychological or sexual violence or abuse.

#### Adolescent to Parent Violence and Abuse (APVA)



- »» Child/Adolescent to Parent Abuse is often referred to as Adolescent to Parent Violence and Abuse (APVA). There is currently no legal definition of APVA, 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.
- »» APVA is both a child and adult 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.
- »» Children and young people who abuse parents or carers may also present a risk to other children in the household either psychologically, emotionally or physically.

### 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 often occurs to girls under the age of 10.
- »» FGM is a form of child 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 or take a child abroad to undergo FGM.

### Extremism and Radicalisation

- »» Radicalisation is the process by which children or young people adopt extreme political, religious or societal views and is associated with hate crime and terrorism.
- »» Protecting children from the risk of radicalisation forms part of our wider safeguarding duty and is similar in nature to protecting children from other harms e.g. drugs, gangs, neglect, sexual exploitation.





## Human Trafficking and Modern Day Slavery

- » Human trafficking is the modern day form of slavery. It is the illegal movement and trade of people including children 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 children and young people being transported from one location to another for the purpose of exploitation.

## 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 child this policy and procedures herein will be followed and information will be shared with the relevant agencies to protect the child.

SATEDA will take all possible steps to ensure that children 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

As a minimum, SATEDA ensure that the expectations of KSCMP - that "A staff member/volunteer must know" the following:

1. How to respond to CP concerns.
2. Who in their organisation can offer support and guidance.
3. When and how to make a referral to children's social care under the Referral Procedure or to the police if necessary.
4. What other services are available locally and how to gain access to them.
5. How to access and receive appropriate training.

The presence of a number of Designated Safeguarding Leads within SATEDA ensures that KSCB expectations can be fulfilled as and when a disclosure or identification of risk/harm is received.

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 safeguarding and protection issues will be identified and addressed through SATEDA's Induction Procedure, 121s, case management 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; volunteer co-ordinators will keep a record of volunteers who have received training.

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

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

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

All Team Members must complete Level 1 Induction to Safeguarding during their induction. Team Members who have unsupervised contact with children and young people 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.

### **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) Check Policy**

SATEDA requires team members to have an enhanced DBS check if they have unsupervised contact with children or young people. 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.

## Procedure

KSCMP procedures can be found at: <https://www.kscmp.org.uk/guidance/worried-about-a-child>

Team members with concerns about a child or young person must raise those concerns and inform the DSL within 24 hours. If a child or young person 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 24 hours of the information coming to light.

The first priority should always be the safety of child or young person 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 a child or young person is at risk of immediate harm, the team member will inform the appropriate agency **immediately**; this may require calling the police on 999, or making an immediate referral to Children's Safeguarding <https://www.kscmp.org.uk/guidance/worried-about-a-child>.

All action and reason for action is to be recorded within the clients record and the DSL advised. The DSL will record all safeguarding concerns on the safeguarding reporting log whether further action is taken or not.

KSCMP's defines specific levels of needs and support on its website <https://www.kscmp.org.uk/guidance/kent-support-levels-guidance> : [https://www.kscmp.org.uk/\\_data/assets/pdf\\_file/0019/115615/SLG-Sheet-July-2021.pdf](https://www.kscmp.org.uk/_data/assets/pdf_file/0019/115615/SLG-Sheet-July-2021.pdf)  
Referrals to Children's Safeguarding should be made at <https://www.kscmp.org.uk/guidance/worried-about-a-child>

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

If a team member is alleged to have put the welfare or safety of a child or young person 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 \(kscmp.org.uk\)](#)

- » 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 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 of 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 child or young person 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:

- » Child 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

parent/guardian/carer. 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 that photographs are being taken that could be used for publicity purposes.

### **Retention of Records**

A factual, dated record of concerns about a child or young person will be kept in line with SATEDA's record keeping procedures.

Records kept by employees about safeguarding matters should only include contacts made, referrals made including date, time and reason, and referral agency.

This policy will be reviewed annually and more regularly if appropriate.

## 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/suspicious	
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/suspicious: <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 whether there is a CMS note.</i>	
Action	Date

