



# Safeguarding People Policy

## Section 1: Details of the Organisation

Charity for Action on Spiritual Abuse

24 Nun Street, St David's, Haverfordwest. Pembrokeshire. SA62 6NT

[inbox@actiononspiritualabuse.org.uk](mailto:inbox@actiononspiritualabuse.org.uk)

Tel No: 07746 153 703

Registered Charity Number: 1195846

Insurance Company: Ansvar

### Designated Lead Contact details

Designated Lead: Simon Plant

Telephone: 07746 153 703

[safeguarding@actiononspiritualabuse.org.uk](mailto:safeguarding@actiononspiritualabuse.org.uk)

Deputy Designated Lead: Ruth Appleton (hereafter the "Deputy")

Telephone: 07833747682

[safeguarding@actiononspiritualabuse.org.uk](mailto:safeguarding@actiononspiritualabuse.org.uk)

### What Charity for Action on Spiritual Abuse Does

The charitable objects of the Charity for Action on Spiritual Abuse are:

1. To protect and preserve the physical and mental health and relieve the needs of people who have suffered abuse and trauma, including spiritual abuse, within a religious context, through the provision of support and practical advice.
2. To advance the education of the public on the subject of abuse, trauma and spiritual abuse within religious contexts, and to promote research for the public benefit in all aspects of that subject and to disseminate the useful results.

For the purpose of these objects 'spiritual abuse' is a form of emotional and psychological abuse characterised by a systematic pattern of coercive and controlling behaviour in a religious context

## Section 2 Policy Statement

Who this policy applies to

This policy applies to all trustees, staff and volunteers.

All beneficiaries will be informed of the policy and procedures for Safeguarding and Complaints upon their first contact with the Charity for Action on Spiritual Abuse and will then subsequently be reminded at regular intervals.

Where safeguarding issues arise or cause for complaint arise, the beneficiary will be given a copy of the relevant policy or procedure.

Whilst we do not work with children or young people, it is recognised that clients may be parents or carers. It is recognised that information may be shared by clients that may demonstrate risk of harm to children and young people. Examples of this include:

- A client discloses something about a Person in a Position of Trust<sup>1</sup> with responsibility for children and young people. This demonstrates a direct or transferable risk of harm. (Readers should note the differences in guidance around Positions of Trust for England, Northern Ireland Scotland and Wales as outlined at ....)
- A support volunteer becomes aware of a child within the household where Domestic Abuse is occurring.

All staff, volunteers and trustees will also be given a copy of the whistleblowing policy upon induction and will be reminded annually of the whistleblowing policy. Where staff raise issues that fall under the whistleblowing policy they will be given a copy of the policy at this time.

Further Specific Guidance around Safeguarding and Domestic Abuse is given for the Support Service. This guidance can be found here: [Safeguarding and Domestic Abuse Guidance for Volunteers: Support Services](#)

#### Our commitment

As an organisation, we recognise the need to provide a safe and caring environment for our beneficiaries. We recognise that this need extends indirectly to Children and Young people where we become aware of harm or risk of harm to them. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As a Leadership we have therefore adopted the procedures set out in this safeguarding

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<sup>1</sup> (Readers should note the differences in guidance around Positions of Trust for England, Northern Ireland Scotland and Wales as outlined at Section 6 d and e)

policy in accordance with statutory guidance and best practice. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Trustees and Leadership undertake to:

- endorse and follow all national and local safeguarding legislation and procedures (see Appendix 1), in addition to the international conventions outlined above.
- endorse and follow trauma informed principles in relation to safeguarding practice. (See Section 5)
- provide on-going safeguarding training for all its workers, volunteers and Trustees and will regularly review the operational guidelines for each service.
- ensure that the premises meet the requirements of the Equality Act 2010 and equivalent UK jurisdictional legislation, and that it is welcoming and inclusive.
- support the Safeguarding Lead(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.

## Section 3 Legal and Regulatory Framework Across the UK

This policy recognises that safeguarding legislation and guidance differ across the four nations of the United Kingdom. (see Appendix 1). The organisation is committed to complying with the relevant legal and regulatory requirements in each jurisdiction where we operate:

- England: Care Act 2014; Working Together to Safeguard Children
- Wales: Social Services and Well-being (Wales) Act 2014
- Scotland: Adult Support and Protection (Scotland) Act 2007; Children (Scotland) Act 1995 and 2020 updates
- Northern Ireland: Safeguarding Board Act (NI) 2011; Adult Safeguarding Prevention and Protection in Partnership key documents (2015),: Co-operating to Safeguard Children and Young People in Northern Ireland (2024)

Where activities span more than one nation, the organisation will apply the legislation for the relevant jurisdictions taking into differing legal positions for example on the defence reasonable chastisement and mandatory reporting..

## Section 4 Prevention

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard all who have contact with our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse.

Article 19 states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, signs and indicators of abuse, as well as how to respond to a disclosure

of abuse, are included here in our policy.

### Safer Recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post (or role profile for volunteers)
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

### Safeguarding training

The organisation is committed to on-going safeguarding training and development opportunities for all Trustees, workers and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our Trustees, workers and volunteers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

### Management of Workers and Volunteers – Codes of Conduct

As an organisation we are committed to supporting all Trustees, workers and volunteers, and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct towards children, young people and adults with care and support needs.

### Management of Online Forums

As a Leadership we are committed to ensuring that the online forums, whatever their focus, are safe spaces for all. There are clear arrangements for moderation, review and action. All

members of the forum are provided with a copy of the code of conduct which outlines the expected behaviour and conduct within the online forums. This document also outlines the arrangements for reporting, moderation and review along with the options for action to be taken. Where there are safeguarding concerns reported or identified they will be treated as safeguarding concerns and this policy will be followed.

## Section 5 Key Principles

As an organisation working with adults with care and support needs and indirectly with children and young people they may come into contact with, we wish to operate and promote good working practice. This will enable workers to deliver Services safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers, volunteers and Trustees we also have specific good practice guidelines for every service we deliver. These are available on request.

### Working in Partnership

The diversity of organisations and settings we work with means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

### Information Sharing and Confidentiality

Where a safeguarding concern relates to an adult, staff should seek the adult's informed consent to share information wherever possible and explain clearly what will be shared, with whom, and why. However, consent may be overridden where there is reason to believe that the adult or another person is at risk of serious harm, where a child may be at risk, where a serious crime has been committed or may be prevented, where the alleged person causing harm is in a position of trust<sup>2</sup>, where coercion, undue influence or duress may be affecting the adult's decision, or where the adult lacks the mental capacity to make the relevant decision. In such cases, information should be shared on a need-to-know basis, recorded with reasons, and handled in line with legal duties, safeguarding procedures and data protection law.

Mental capacity should always be considered where there is doubt about an adult's ability to understand, retain, use or weigh relevant information and communicate their decision about sharing safeguarding concerns. Capacity is decision-specific and must not be assumed to be absent simply because a person appears distressed, has a mental health condition, learning disability, cognitive impairment, or communicates in a different way. Staff should take all practicable steps to support the adult to make their own decision. In England Wales and Scotland where the adult is assessed as lacking capacity for that specific decision, information

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<sup>2</sup> (Readers should note the differences in guidance around Positions of Trust for England, Northern Ireland Scotland and Wales as outlined at Section 6 d and e)

may be shared in their best interests, on a proportionate and need-to-know basis, with a clear record of the reasons for the decision and any consultation undertaken. In Northern Ireland Mental Capacity assessment can only legally be undertaken by doctors.

Staff should also be alert to situations where an adult appears to refuse consent, or appears to consent, but their decision may be affected by coercive control, undue influence, fear, dependency, trauma or spiritual abuse. In such circumstances, apparent agreement or refusal may not reflect the adult's free and informed wishes. This should prompt careful professional curiosity, consultation with the Designated Safeguarding Lead or Deputy, and consideration of whether information needs to be shared in order to reduce risk and protect the adult or others. The Caldicott Principles will be used to guide decision making in this area.

If there is any uncertainty regarding consent or mental capacity then advice should be sought from the Designated Safeguarding Lead, the Deputy or the WCVA Safeguarding helpline or the equivalent safeguarding helpline for Northern Ireland, England or Scotland.

### Reporting Safeguarding Concerns Across the UK

Staff and volunteers must report safeguarding concerns to the appropriate authority depending on location:

- England: Local Authority Safeguarding Teams / NSPCC or Police
- Wales: Local Safeguarding Children Boards / Adult Protection Teams or Police
- Scotland: Local Council Social Work Departments / Police Scotland
- Northern Ireland: HSCT Gateway Services / PSNI

A directory of current contact details for each nation is maintained and regularly updated.

### Northern Ireland: Duty to Report Information About Crime

In Northern Ireland, there are legal obligations relating to the reporting of serious crime. Under the Criminal Law Act (Northern Ireland) 1967, it may be an offence for a person to fail, without reasonable excuse, to disclose information to the police which they know or believe might assist in:

- Preventing the commission of a serious arrestable offence, or
- Securing the apprehension, prosecution, or conviction of an offender

This means that individuals, including staff and volunteers, should be aware that withholding relevant information about serious harm or criminal activity may have legal consequences.

While there is not a blanket requirement to report all concerns directly to a police constable, safeguarding matters that involve:

- Serious harm or risk of harm
- Criminal conduct

- Immediate danger

should be reported promptly to the Police Service of Northern Ireland (PSNI) or appropriate safeguarding authorities, in line with this policy.

Where people do not feel safe to report directly to the PSNI, they can also report anonymously through Crimestoppers on 0800 555 111

### Equitable Safeguarding Provision

The organisation is committed to ensuring that individuals across all four nations:

- Receive equal protection and support
- Have access to appropriate local services
- Are not disadvantaged by geographical differences in safeguarding systems

### Multi-Jurisdictional Safeguarding

Where safeguarding concerns involve individuals in different UK nations:

- The organisation will liaise with relevant authorities in each jurisdiction
- It is recognised that in Northern Ireland there may be a need for cross border working with the Republic of Ireland.
- Information sharing will comply with the strictest applicable data protection and safeguarding requirements
- A lead safeguarding authority will be identified where appropriate

### Cultural, Religious and National Contexts

The organisation recognises that experiences and expressions of spiritual or religious practice may differ across the four nations of the UK. Safeguarding responses will:

- Be culturally informed and sensitive to regional differences
- Respect devolved governance structures and local practices
- Ensure individuals are not disadvantaged due to location or cultural context

The organisation recognises that spiritual abuse may present differently depending on regional religious demographics and faith, requiring locally informed and faith informed responses.

The organisation expects all staff and volunteers to:

- Share safeguarding concerns in good faith, based on genuine concern for a person's safety or wellbeing, and report what they know or reasonably believe without delay.
- Follow internal reporting procedures without delay
- Escalate concerns to statutory authorities where appropriate

Where there is any doubt, individuals should err on the side of reporting concerns taking into

consideration the guidance on Information Sharing and Confidentiality included in this policy to ensure the safety and protection of those at risk.

## Section 6 Responding to Safeguarding Concerns

### a). Practice Guidance

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Anyone with safeguarding concerns should follow procedures as outlined below:

#### Report

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Designated Safeguarding Lead

Name: Simon Plant

Tel: 07746153703

Email: [safeguarding@actiononspiritualabuse.org.uk](mailto:safeguarding@actiononspiritualabuse.org.uk)

The above is nominated by the Board of Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter onto statutory authorities.

In the absence of the Designated Safeguarding Lead there should be no delay in reporting, the report should be made to:

Deputy Designated Safeguarding Lead:

Ruth Appleton (hereafter the "Deputy")

Tel: +44114 704 0420

Email: [safeguarding@actiononspiritualabuse.org.uk](mailto:safeguarding@actiononspiritualabuse.org.uk)

If the suspicions implicate the Designated Safeguarding Lead or the Deputy, then the report should be made in the first instance to:

Chair of Trustees:

Leigh McFarlane

[leigh.mcfarlane@actiononspiritualabuse.org.uk](mailto:leigh.mcfarlane@actiononspiritualabuse.org.uk)

Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Lead, the absence of the Designated Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from WCVA Safeguarding Helpline.

#### Record

A written record of the concerns should be made in accordance with these procedures and kept

in a secure place.

The Safeguarding Concerns Record (Appendix 2) should be used in all written records. These should be shared with the Designated Safeguarding Lead, the Deputy or the Chair as appropriate. These records will be stored electronically in a secure, password protected file on Sharepoint.

Permissions to access individual Safeguarding Concerns Records will only be granted to the relevant people. The password will be shared via a secure password manager and never written down outside of that. All users will have multi-factor authentication enabled. These records will be stored in line with our GDPR and data retention policies.

## Refer

The Designated Safeguarding Lead should contact the appropriate agency or they may first ring the WCVA Safeguarding helpline for advice. They should then contact social services in the area the child or adult lives.

The Designated Safeguarding Lead and Deputy will work within the safeguarding legal framework and procedures of the relevant nation.

The Designated Safeguarding Lead may need to refer to others depending on the circumstances and/or nature of the concern

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) (England and Wales) Gateway Services (Northern Ireland) or Children's Social Work Services (Scotland) will be consulted if the allegation concerns a worker or volunteer working with someone under 18.

The role of the Designated Safeguarding Lead/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

The Leadership will support the Designated Safeguarding Lead/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from the WCVA Safeguarding Helpline, although the Leadership hope that Trustees, staff, volunteers and clients will use this procedure.

If, however, the individual with the concern feels that the Designated Safeguarding Lead/Deputy has not responded appropriately, or where they have a disagreement with the Designated Safeguarding Lead/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct.

## b). Detailed procedures where there is a concern about a child:

It will be unusual for any Trustee, Worker or Volunteer to have any direct contact with a child. It

is more likely that Safeguarding concerns may arise in relation to children and young people in the household of the adult we are supporting or around risk of harm by those who are in Positions of Trust.

It should be noted that even though we do not work directly with Children and Young People there may be occasions where we receive information about risk of harm to children and young people indirectly. Outlined below are detailed procedure in response to Safeguarding Concerns raised through indirect contact with Children and Young People.

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Designated Safeguarding Lead/Deputy will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- If we have the address of the client seek medical help through 999 if needed urgently, informing the call handler of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer options and signposting for someone to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services or Gateway Services in Northern Ireland directly for advice.
- Seek and follow advice given by the WCVA Safeguarding Helpline (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Lead/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. (England and Wales)

Contact Gateway services or PSNI on 101/999 (Northern Ireland)

Contact 101/99 (Scotland)

They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by WCVA safeguarding helpline if for any reason they are unsure whether or not to contact Children's Social Services/Police. WCVA Safeguarding Helpline will confirm its advice in writing for future reference.

The above procedures will be undertaken in line with relevant key principles outlined in section 5.

c). Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Designated Safeguarding Lead/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the relevant legislation for the UK nation (see Appendix 1) to investigate allegations of abuse. Alternatively the WCVA Safeguarding Helpline can be contacted for advice.

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Designated Safeguarding Lead/Deputy will:

- Identify support services for the victim i.e. counselling or other Mental Health support
- Contact the WCVA Safeguarding Helpline and in discussion with them will consider appropriate action with regards to the scale of the concern.

The above procedures will be undertaken in line with relevant key principles outlined in section 5.

#### d). Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Designated Safeguarding Lead/Deputy, in accordance with national/regional/local procedures will:

- Liaise with Children's Social Services or Gateway Services in Northern Ireland in regards to the suspension of the worker
- If in England or Wales make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the allegation is made against a worker (paid or volunteer) at CASA the charity will be responsible for engaging in multi-agency investigation and decision making. CASA will undertake appropriate actions, as agreed on a multi-agency basis, including making a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs.

#### e). Allegations of abuse against a person who works with adults with care and support needs

The Designated Safeguarding Lead/Deputy will:

- Liaise with Adult Social Services in regards the suspension of the worker
- In Wales Refer to LADO who has responsibility for Professional Concerns around those working with Adults with Care and Support Needs
- In England and Scotland refer to Adult Social Services who have responsibility for Professional Concerns around those working with Adults with Care and Support Needs
- In Northern Ireland refer to Adult Gateway Services
- Make a referral to the DBS following the advice of Adult Social Services, LADO in Wales or Adult Gateway Services in Northern Ireland
- If there is transferable risk to Children and Young People, discuss this with the Local Designated Officer in England and Wales, Children's Gateway Services in Northern Ireland and Children's Social Services in Scotland

All UK legislation across the four nations (see Appendix 1) places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not the organisation.

# Appendix 1: Safeguarding Contacts, Legislation and Guidance Across the UK

## 1. Purpose of this Appendix

This appendix provides key safeguarding contacts, legislation summaries, and guidance relevant to the four nations of the United Kingdom (England, Wales, Scotland, and Northern Ireland). It supports staff and volunteers in identifying appropriate reporting pathways and understanding the legal context of safeguarding.

## 2. Key Safeguarding Contacts by Nation

### England

- Local Authority Safeguarding Teams (via local council)
- NSPCC Helpline: 0808 800 5000 | [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Emergency: 999 | Police (non-emergency): 101

### Wales

- Local Authority Social Services (Safeguarding)
- NSPCC Helpline: 0808 800 5000 | [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Emergency: 999 | Police: 101

### Scotland

- Local Council Social Work Departments
- Police Scotland: 101
- Children's Reporter (SCRA): [www.scra.gov.uk](http://www.scra.gov.uk)
- Emergency: 999

### Northern Ireland

- Health and Social Care Trusts: [www.hscni.net](http://www.hscni.net)
- PSNI: 101
- Emergency: 999
- NSPCC Helpline: 0808 800 5000 | [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## 3. Summary of Key Legislation

### England

- Care Act 2014
- Children Act 1989 and 2004
- Working Together to Safeguard Children

### Wales

- Social Services and Well-being (Wales) Act 2014

- Wales Safeguarding Procedures

## Scotland

- Adult Support and Protection (Scotland) Act 2007
- Children (Scotland) Act 1995 (as amended 2020)
- National Guidance for Child Protection in Scotland

## Northern Ireland

- Safeguarding Board Act (NI) 2011
- Children (NI) Order 1995
- Adult Safeguarding Prevention and Protection Framework (2015)
- Co-operating to Safeguard Children and Young People (2024)

## 4. Key National Safeguarding Guidance

- England: Working Together to Safeguard Children
- Wales: Wales Safeguarding Procedures
- Scotland: National Guidance for Child Protection in Scotland
- Northern Ireland:

## 5. Cross-Border Safeguarding

Where concerns involve more than one UK nation:

- Liaise with relevant authorities in each jurisdiction
- Identify a lead safeguarding authority where appropriate
- Share information in line with data protection law
- Apply the highest safeguarding standard where differences exist

## 6. Emergency and Immediate Risk

If an individual is in immediate danger:

- Call 999 immediately
- Inform the Designated Safeguarding Lead (DSL) as soon as possible

## 7. Maintenance of this Appendix

- Reviewed annually
- Contact details checked and updated regularly
- Reflects changes in legislation and safeguarding structures

## Appendix 2: Safeguarding Concerns Referral Form

Use this form to record any safeguarding concern, disclosure, allegation, suspicion, or incident. Complete it as soon as possible, record facts accurately, distinguish clearly between what was seen, heard and reported, and pass it promptly to the Designated Safeguarding Lead, Deputy, or Chair of Trustees as appropriate.

|                                                                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Date and time form completed                                                                                                                                      |  |
| 2. Name and role of person completing form                                                                                                                           |  |
| 3. Contact details of person completing form                                                                                                                         |  |
| 4. Name of person at risk / subject of concern                                                                                                                       |  |
| 5. Date of birth / age (if known)                                                                                                                                    |  |
| 6. Address / location (if known)                                                                                                                                     |  |
| 7. Does the concern relate to a child, young person, or adult with care and support needs? If Domestic Abuse – are there children and young people in the household? |  |
| 8. Nature of concern / type of abuse or harm                                                                                                                         |  |
| 9. Date, time and location of incident / disclosure / concern                                                                                                        |  |
| 10. What happened? Include what was seen, heard, disclosed or observed. Use the person's own words where possible.                                                   |  |
| 11. Immediate risks identified and any immediate action taken                                                                                                        |  |
| 12. Were emergency services contacted? If yes, give details.                                                                                                         |  |
| 13. Was consent sought to share the concern? If yes / no, record details and reasons.                                                                                |  |

|                                                                                 |  |
|---------------------------------------------------------------------------------|--|
| 14. Were there any concerns about mental capacity, coercion or undue influence? |  |
| 15. Details of alleged person causing harm (if known)                           |  |
| 16. Are they in a Position of Trust <sup>3</sup> ?                              |  |
| 17. Witnesses or others present (if any)                                        |  |
| 18. Date shared with DSL / Deputy / Chair                                       |  |
| 19. Was Wellbeing Support offered?                                              |  |
| Signature / name of person completing form                                      |  |

### Actions taken by DSL/Deputy/Chair

|                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| 20. Was advice and Support sought? If so from whom, and what advice and support was given?     |  |
| 21. Was the concern referred externally? If yes, record agency, contact person, date and time. |  |
| 22. Reference numbers / crime number / social care reference (if any)                          |  |
| 23. Follow-up actions required                                                                 |  |
| 24. Was Wellbeing Support offered?                                                             |  |
| Signature / name of person completing form                                                     |  |

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<sup>3</sup> (Readers should note the differences in guidance around Positions of Trust for England, Northern Ireland Scotland and Wales as outlined at Section 6 d and e)

## Appendix 3 Caldicott Principles

The Caldicott Principles are a set of guidelines used in the UK to ensure that personal and sensitive information is handled safely and appropriately, especially within health and social care.

They emphasise that:

- Personal information should only be used when justified and necessary
- Only the minimum required data should be shared
- Access should be on a strict need-to-know basis
- Everyone handling information must understand their responsibilities
- Data should be shared lawfully and securely
- The duty to protect confidentiality is balanced with the duty to share information where it benefits the individual's care or safety

In essence, the principles aim to protect confidentiality while enabling appropriate information sharing for effective support and safeguarding.

## Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually

Signed by:  Position: Chair of Trustees

Signed by:  Position: Designated Safeguarding Lead

Date: 4<sup>th</sup> June 2026

A copy of this policy is also lodged with: the Charity Commission for England and Wales