



Safeguarding policy and procedures

Owner	Chief Operating Officer
Approved by (role) and date	Board of Trustees – 4 October 2022

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1. What safeguarding means

Safeguarding at Forum means protecting people in our organisation or people we come into contact with who could be **vulnerable at some point or in some situations** (see definitions below) from inappropriate behaviour, neglect, abuse, exploitation or financial harm. As a not-for-profit organisation that aims to have a meaningful impact in society, we aim to raise standards by acting as model employer and partner organisation. While the scale of risk in our organisation may be less than in others, as Forum's work does not normally entail direct contact with children or vulnerable adults, we nevertheless have responsibility for assessing the safeguarding risk that our activities present. Our approach to safeguarding is rooted in this risk assessment and should be proportionate to the risk presented. This means we have to think about safeguarding in recruitment, supervision, workshop delivery, and in everything we do.

We also have to ensure that people in our organisation know how to raise concerns or complaints. Forum promotes a fair, open and positive culture to ensure all involved feel safe and able to report concerns, confident that they will be heard and responded to.

2. Scope of policy

The policy applies to all staff, including senior managers, Trustees, paid staff, volunteers, interns, casual workers, agency staff, affiliates and anyone working on behalf of Forum.

Due to the nature of Forum's work and working environment, it is very unlikely that Forum staff, volunteers, affiliates or Trustees will ever be alone with children or vulnerable adults and the safeguarding policy and actions will reflect that.

However, at times, we or our partners may deliver educational or other programmes to or with children or vulnerable adults. We are committed to ensuring we identify risks from our work and put in place measures to prevent any harm to them arising in connection with our work or from people connected with us. We also must ensure that appropriate due diligence is carried out on these third-party organisations, ensuring that they have appropriate systems of control in place, including adequate safeguarding policies and procedures. We will ensure that our partners provide the same, or a higher, level of protection for children and vulnerable adults provided for in this policy in accordance with applicable law, regulation and best practice. Therefore, partners must either have their own Safeguarding Policy or equivalent (which provides the same or a higher level of protection than this policy, in full compliance with local law and best practice) or abide by our Safeguarding Policy for the duration of the partnership agreement/arrangement.

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Examples of Forum activities that may be more likely to involve children and vulnerable adults or which are more likely to involve one-on-one contact where safeguarding issues could more likely arise are:

- research activities, e.g. via focus groups or stakeholder dialogue
- teaching activities in relation to our School of System Change
- events and workshops organised by Forum which are aimed at broader public audiences
- internal formal and informal activities which may involve work experience students (who may be under eighteen), volunteers and staff who may be considered vulnerable

3. Safeguarding principles

These principles underpin our commitment to safeguarding:

- Everyone at Forum has responsibility for safeguarding
- We will do no harm
- We have a safeguarding duty of care to staff and volunteers, and to any beneficiaries (for example, activity or event participants), including where partners are part of delivery
- We will act with integrity, be transparent and accountable
- All our activity will be done in the best interests of the child or vulnerable adult

4. Definitions

For the purposes of this policy, the following terms and definitions apply:

Child: A child is defined as someone under the age of 18 regardless of the age of majority/consent in country. The fact that a young person has reached the age of 16, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody does not change their entitlement to protection.

Vulnerable adult/adult at risk: Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. This could be, for example, if an adult:

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- is receiving or may need community care services because of learning, physical or mental disability, age, or illness
- has physical or mental ill-health or a disability (chronic or otherwise, including an addiction to alcohol or drugs)
- is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation
- is detained in custody
- is living in a shelter or residential care home or refugee camp

However, it is important to note that people who meet one or more of the criteria above may not be vulnerable at all, or all of the time. It may not always be possible to identify whether vulnerability exists in relation to the individual adult unless a member of Forum has direct contact with such individual.

For the purposes of this policy, a vulnerable adult is defined as such if they meet one or more of the above criteria.

Abuse: Types of abuse vary. A person can be abused verbally, physically, psychologically or financially. It can happen as a result of an action, or as a result of a failure to act. It can happen when an adult at risk is wrongly influenced to carry out a financial or sexual exchange that they do not consent to, or aren't able to consent to. Abuse can lead to a violation of a person's human and civil rights and can occur in any relationship or environment. It may result in a person being hurt or exploited. Sometimes the abuse is illegal and the adult at risk is protected by the law, as is everybody else. Abuse can happen offline, online or a combination of both.

Abuse is a wrongful use of power and can come in any of the following forms:

Psychological e.g. emotional abuse or depriving a person of contact with another

Sexual e.g. inappropriate looking or touching, taking sexual photos or rape

Physical e.g. hitting, restraining or pushing

Financial e.g. theft or putting pressure on somebody about their financial arrangements

Modern Slavery e.g. forced labour

Discriminatory e.g. harassment or insults because of a person's race, gender or identity

Neglect e.g. ignoring emotional or physical needs

Self-neglect e.g. a person not caring for their own personal hygiene or health

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Please note that the above are intended only as examples and not an exhaustive list. It is recognised that some instances of abuse may not fit neatly into these categories. If you have reason to believe somebody is being abused or neglected you must act in line with this policy.

An abuser can be anybody - a person abusing an adult at risk might be at risk themselves. This is still abuse and should be dealt with in line with this policy.

Abuse of a position of trust: When working with children and vulnerable adults on behalf of Forum, staff, volunteers and affiliates/consultants are considered to be acting in a position of trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for, and the responsibility they must exercise as a consequence of this relationship.

5. Policy aims

This document sets out Forum's policy on preventing and reducing harm to children and vulnerable adults when they are in contact with the above listed categories of people working on behalf of Forum.

The policy aims to:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults across all of Forum's work, in whatever setting it may take place
- Provide assurance to our partners, funders and beneficiaries that Forum takes steps to identify and manage risks to keep these vulnerable groups safe
- Ensure that all staff have access to and are familiar with the relevant guidance on working with vulnerable groups (appendix one)
- Prevent the employment of individuals where they would be expected to regularly work with these groups of people, where they have been barred for such work by the governmental /state organisations with the responsibility for the prevention of criminal behaviour in each of the countries where we are registered (for example, the Disclosure and Barring Service (DBS) for England and Wales, or the Criminal Record Office in Singapore, local or federal police in India or the USA) or are deemed by Forum to pose an unacceptable risk to vulnerable groups

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- Ensure that appropriate action is taken in the event of any allegations or suspicions of harm to vulnerable groups arising from contact with Forum staff, volunteers, affiliates or Trustees, on Forum's premises or elsewhere.

6. Related policies and procedures

This policy deals with safeguarding as it applies to children and vulnerable people. Forum's other policies and procedures deal with safeguarding in any wider meaning of this word and therefore Forum staff should read this policy in conjunction with internal staff policies.

7. Procedure for raising and dealing with concerns

a. Forum's safeguarding contacts

Chief Operating Officer is Forum's main Safeguarding Contact (SC). If a member of staff needs to report a safeguarding issue as detailed in this policy, or need further information, they should contact the COO by email which they can find in the Global Address Directory in Outlook.

How to report a safeguarding concern – people other than staff (e.g. programme participants)

Programme participants and members of the public who have a complaint or concern relating to safeguarding should contact safeguarding@forumforthefuture.org in the first instance. This email account is monitored by the Chief Operating Officer. Where the complaint or concern relates to the Chief Operating Officer, the reporting procedures outlined in the Whistleblowing Policy should be followed. Members of the public should contact f.whistleblowing@forumforthefuture.org.

b. Undertaking a risk assessment

The project lead or the line manager, with involvement from HR if concerning staff or volunteers, should undertake a safeguarding risk assessment in the following cases:

- (re)design and delivery of a project, event or activity which may involve directly working with children or vulnerable adults
- recruitment to a post within Forum which involves working directly with children or vulnerable adults

The risk assessment should:

- identify the nature, length and frequency of the contact and if it would be supervised or unsupervised
- consider if there will be children or vulnerable adults who are particularly at risk, or who may have allergies, are on medication have any disabilities, or behavioural difficulties
- identify any potential areas of harm
- determine actions to prevent harm occurring, which might include consideration of alternative working practices and ensuring that these are implemented
- identify those situations that would require a criminal records check or a disclosure in accordance with the regulatory framework of the respective governments where Forum is registered
- document decisions and a monitoring plan.

c. Raising concerns

Concerns for the safety and wellbeing of children and vulnerable adults could arise in a variety of ways or situations. For example, individuals may report or show signs of abuse, someone may witness abuse or hint about a risk of abuse, or that a colleague is an alleged abuser. It is not always easy to recognise a situation where abuse may occur or has taken place and Forum staff are not experts at such recognition. However, **each staff member, volunteer, affiliate or Trustee has a responsibility to act if they have any concerns about someone's behaviour towards a child or vulnerable adult.**

Where an individual suspects or is informed that a child or vulnerable adult has been, is being or could be harmed as a result of taking place in a Forum activity/event or through contact with Forum staff, volunteers, affiliates or Trustees, it is not the responsibility of that person to decide whether abuse has taken place. Instead, the individual aware of these suspicions or allegations **must contact immediately where possible, but at least within 24 hours, the relevant project lead, designated Safeguarding Contact, line manager, SMT member or HR Manager for guidance and assistance on the action that must be taken.** This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS and/or the other relevant safeguarding bodies as required. Not all concerns justify a notification to official government bodies but must still be recorded.

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Staff who are concerned about child abuse are encouraged to speak with an appropriate agency for further advice (for example, the NSPCC Child Protection Helpline or Childline in the UK, or equivalent agency in Singapore, India or the US, for example, Child Help USA - see their list of [State child abuse and neglect reporting numbers](#)).

In emergency circumstances (for example, where there is certain immediate and significant danger to an individual or a criminal act has been witnessed), staff should make referrals to the police, social services or other appropriate authorities themselves prior to consulting with the Safeguarding Contact or HR. In such cases, a criminal investigation may follow. Where this is necessary, the Safeguarding Contact or HR should be informed immediately afterwards.

At all stages, only those people who need to be made aware of an incident or concern, whether internal or external to Forum, will be informed.

d. Dealing with reported suspicions and allegations

Appendix three details the key steps to be taken in recording and reporting safeguarding concerns.

Where a complaint of abuse is reported, it is important that the individual about whom a complaint or accusation of such abuse is made, is not automatically judged or presumed guilty until they have been given a fair opportunity to respond to accusations. The relevant project lead or manager must carefully consider the information available and decide on the appropriate course of action. It may be necessary to invoke Forum's disciplinary procedures. **Such situations may also require contact with the relevant external agencies (including social services, the DBS or other relevant authority and the police) for them to investigate the matter and determine any necessary action.**

Forum UK has a legal duty to refer UK based individuals to the DBS if they have been removed from working in regulated activity with children or vulnerable adults because they caused harm or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection.

The UK Board of Trustees will also report all serious incidents to the Charity Commission (England and Wales), for example, if:

- Someone is mistreated or abused (allegedly or actually) in connection with the activities of the charity, or by someone connected with the charity, including staff, volunteers or Trustees.

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- There has been a breach of Forum's policies and procedures which has put a child or vulnerable adult at risk, including a failure to carry out checks which would have identified that a person is disqualified from working with children or vulnerable adults under the safeguarding legislation.

Further guidance about the Trustees' reporting responsibilities is detailed on the government website at <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>. Trustees may also have a responsibility to report to donors under the terms of the donor funding agreement.

e. Storage of data and records

Forum complies with the principles of the GDPR in the way it collects, holds and disposes of personal data.

Whenever safeguarding concerns or allegations are raised, a detailed record of the allegations and response should be made and securely stored in accordance with the General Data Protection Regulations (GDPR) for any future investigations. However, it is impossible to promise confidentiality when a concern is raised or an accusation made. This is because Forum owes a duty of care to its staff, and the individuals, organisations and communities that it works with that cannot be fulfilled unless Forum takes action on the basis of information that may have been provided in confidence. The duty of confidentiality must be weighed against the duty of care, in case of potential or actual harm to an individual.

Information about any allegations or suspicions of abuse will be shared only on a need-to-know basis and documentation about these will be stored in a secure place only accessible to those with appropriate knowledge of these allegations/suspicions. Completed risk assessments relating to activities involving children/vulnerable adults will be retained while an activity/event is ongoing and for a minimum of five years after it has ceased (or the risk assessment has been superseded).

Details of relevant training (such as on safeguarding or working with children/ vulnerable adults) will be retained for a minimum of five years after the training is completed.

Personal files of all staff (including those who have contact with children/vulnerable adults) and any documentation related to allegations or suspicions of abuse will be retained for a minimum of six years after the individual concerned leaves Forum. In addition, Forum will record lists of the individuals (staff, volunteers, affiliates, Trustees and children/vulnerable adult participants) involved in activities/events for children/vulnerable adults and retain them securely for a minimum of six years after the activity/event.

Where it is necessary for staff, volunteers etc. to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents/guardians in the case of a child) before these images are taken, in order to comply with the GDPR.

8. Roles and responsibilities

Trustees are responsible overall for ensuring that safeguarding policies and procedures are in place and that they are being implemented, even if certain aspects of the work are delegated to the Chief Executive and other staff. They should proactively promote the well-being and welfare of Forum's staff and volunteers and others who come into contact with the charity. This is a key governance priority.

Trustees and senior managers must regularly review the risks Forum faces, including those relating to safeguarding.

The Chief Operating Officer (COO), as Forum's designated Safeguarding Contact, takes overall ownership of the policy, promoting the importance of safeguarding within Forum.

The day-to-day operation and promotion of the policy and its procedures will be the responsibility of other managers / project leaders where these may involve children or vulnerable adults, including ensuring:

- all their staff are familiar with the policy during their inductions
- relevant staff follow the risk assessment process under the policy

All individuals to whom this policy applies (i.e. people who carry out activities on behalf of Forum, as defined above) are responsible for reading and understanding the policy and procedure and acting promptly and appropriately to safeguarding concerns. **Every individual who becomes aware of any suspicions or allegations of harm is required to report this immediately to the relevant person as set out above.**

9. Raising awareness and training

All new members of staff, volunteers, Trustees and affiliates must be made aware of this policy and given the opportunity to read it during their induction period. Line managers must ensure that their new starters are allocated sufficient time for this part of induction. Regular training and guidance will be provided to existing staff. Critical to training outcomes is that everyone should always know to whom to report concerns.

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Project leaders must ensure that partners are aware of Forum's approach to safeguarding. Forum's standard contracts contain safeguarding clauses and any deviation from the standard contract should ensure that these, or similar, clauses are included

10. Monitoring of compliance

An annual incident report (including any instances raised and how these have been dealt with) will be presented to the Audit & Assurance Committee. The HR manager will periodically (expected every six months) review any instances of work with children and vulnerable adults to identify whether the policy has been enacted.

11. Procedure and timing for the review of this policy

This policy will be reviewed as a minimum every two years. Comments or suggestions on how this policy is operating should be sent to the Chief Operating Officer.

Review Date	Changes	Name
08/09/2022	Amendments to email addresses and list and links to associated policies removed from this list as internal policies. Email addresses and access updated due to changes in personnel.	Heather Yaxley HR Manager

Appendix one: guidance on working with vulnerable groups

When working with children and vulnerable adults, Forum staff, volunteers, affiliates and Trustees are expected to take account of the guidance below in the way that they conduct themselves.

- consider the wellbeing and safety of activity or event participants in advance through proper planning and development of safe methods of working
- always put the welfare of each child, young person or adult at risk first, before achieving goals
- wherever possible, work in an open environment with children where they can be seen by others
- avoid unnecessary physical contact
- in situations where you are alone with a child/vulnerable adult, make sure others can clearly observe you
- set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their performance/behaviour
- ask participants to take reasonable steps to ensure their own safety and that of others and to report any inappropriate behaviour they experience/witness or any concerns they may have
- abide by the rules set down in the Social Media policy as they relate to appropriate behaviour over the telephone, email, social media and other internet channels. Avoid social media communication with children/vulnerable adults which is not in the open public domain and avoid colloquial language /abbreviations which may be misinterpreted
- avoid showing favouritism towards particular participants
- report incidents of alleged abuse, and ensure that any allegations are recorded
- report any concerns about poor practice or breaches of policy
- avoid personal relationships with a child/vulnerable adult
- it is not appropriate for staff to have a physically or emotionally intimate relationship with a young person under the age of 18. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which created a new criminal offence of abuse of 'a position of trust'

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- do not make suggestive or inappropriate remarks to or about a child/vulnerable adult even in fun, as this could be misinterpreted
- participate in training available to you to support you in your work with children/vulnerable adults
- first aid treatment should be given with more than one adult present unless a delay would be life-threatening
- do not take children/vulnerable adults to your home or place where you are staying or office premises where you would be alone
- maintain confidentiality about sensitive information
- where it is necessary for you to take photos or video images of children / vulnerable adults, prior written consent must be sought (from a parent/guardian in the case of a child)

Appendix two: code of safer working practice

Our delivery partners are expected to ensure that they:

- consider the wellbeing and safety of event participants in advance through proper planning and development of safe methods of working/activities
- treat all children, young people and vulnerable adults with respect and dignity, keeping their own language, attitude and body language respectful
- actively communicate with children, young people and vulnerable adults and where possible involve them in planning and running of activities
- develop a culture where staff, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other
- make it plain to whom someone can speak about a personal concern, and be proactive in addressing concerns and allegations
- keep physical contact specific to the needs of the activity and always seek permission from the person first
- never use rough play, sexually provocative words and games or any forms of physical punishment
- never scapegoat, ridicule or reject a child or vulnerable adult, or allow others to do so
- avoid one-to-one access with children and young people; make sure that others can clearly observe the person delivering workshops
- avoid personal relationships with a child or vulnerable adult
- obtain appropriate (e.g. parental/guardian) consent for any photographs/videos to be taken, shown or displayed
- remember that inappropriate behaviour can also occur over the telephone, email, social media or internet – communication through social media should only be on public pages and avoid colloquial language/abbreviations which may be misinterpreted e.g. LOL
- report incidents of alleged abuse.

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You will be expected to comply with Data Protection Legislation. Data Protection Legislation shall mean (i) unless and until the General Data Protection Regulation ((EU) 2016/679) ('GDPR') is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998.

You agree to comply with all laws and this will include but without limitation compliance with all charity law, the protection of children, young people and adults at risk legislation, employment legislation, equality legislation, planning, health and safety requirements and procurement legislation and you will obtain all relevant legal or regulatory approvals, copyright and other consents and licences necessary for the Activity to be delivered. In particular, but without limitation, you will ensure that all staff or volunteers involved in the delivery of specialist activities that involve children or vulnerable adults are professionally trained and fully and appropriately qualified and insured.

If the project involves direct work with children or vulnerable adults we will expect you to take all reasonable steps to ensure their safety. In particular, we expect you have a written policy and set of procedures in place at all times to safeguard individuals and ensure that your staff have the relevant DBS or equivalent clearance. You agree to provide us with details of any instances relating to safeguarding in the previous two year period.

Appendix three: key procedural steps in safeguarding

Our role in safeguarding

Forum recognises that from time to time, our work or the work of our partners may involve children and vulnerable adults. Therefore, we will:

Prevent:

- Forum's risk assessment will be regularly reviewed and will include an assessment of safeguarding for children and vulnerable adults, including mitigation strategies
- All Forum staff and volunteers will be carefully recruited and references and criminal record checks (DBS in England and Wales or equivalent in other jurisdictions) will be carried out for any paid or unpaid member of Forum workforce working unsupervised and directly with children/adults at risk
- All new staff and volunteers will be given an induction that covers safeguarding procedures including reading and understanding this policy
- The project / activity lead will ensure that no child or adult at risk is left alone with any person working on behalf of Forum at any time unless they have had the relevant checks and training
- Forum will always ensure recorded information is stored safely and securely and is accessible only to those who need the information in the protection of children/adults at risk.

Report:

Although every effort will be made to prevent instances of abuse, if you do witness an incident, or have a concern about an adult at risk you should:

- Take ALL suspicions or allegations of abuse seriously
- Take all the relevant details following the format as provided in the reporting form template (appended to this document), leaving nothing out
- Submit your report to the Safeguarding Contact (SC) with no delay.
- If you think the matter is serious and person may be being, or have been harmed, do not wait to find a SC or another manager. Phone the police.

Responding to a child or adult protection emergency

In an emergency situation where a child or adult at risk has been seriously hurt or is in imminent danger of being harmed, staff/volunteers must:

- Ring 999 and ask for the emergency service required - police and/or ambulance
- Inform the SC immediately after taking this action
- If the SC is not present, then inform the HR Manager or another senior manager
- Complete the safeguarding incident reporting form – see appendix four
- Seek support from the SC if required
- Never try to resolve a serious allegation of abuse or neglect themselves. It could make things worse

In case of an allegation or incident which is not considered an emergency, on receipt of a completed reporting form, the SC will:

- Seek help from the Local Authority's Adult Social Care department, the NSPCC Child Protection Helpline or Childline in the UK or equivalent agency, Singapore, India or the US, for example, Child Help USA - see their list of [State child abuse and neglect reporting numbers](#)).
- If the SC thinks a crime is being committed they will call the police immediately
- If the concern is considered minor and a child/vulnerable adult has brought a worry about another member of Forum's workforce to the SC's attention, they will discuss options with the relevant people to ensure that all efforts are in place to protect the person i.e. they are supervised or the activities are in large groups.

Remember, a child or adult at risk should never be left alone with an untrained person who has not had the relevant checks.

Record:

When making a record of the allegation, or when you witness any incident of abuse, you must:

Do:

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- Listen carefully, giving full attention and never directly questioning the child/adult at risk unless the report comes from them in person
- Allow the reporter to provide a spontaneous account, never interrupting to ask something when the person is recalling events
- Make an accurate record of the information, taking care not to miss any details, however insignificant they may feel at the time
- Use the reporter's own words where possible
- Explain that they cannot promise to not share this information with other appropriately selected people – never offering false confidentiality
- Reassure the reporter that they did the right thing by raising the issue
- Explain what they will do next and that they will need to get help to keep the child/adult at risk safe

Do not:

- React strongly – for instance saying 'that's terrible'
- Jump to conclusions especially about the abuser
- Tell him/her you will keep this a secret
- Ask leading questions
- Make promises you cannot keep
- Stop him/her from speaking freely
- Tell him/her to stop talking so that you can fetch the SC
- Ask the reporter to repeat their account to anybody

If a child or adult at risk indicates either through what is said or their behaviour that s/he has concerns or a problem but is unwilling to discuss it with a member of staff or volunteer then give out the contact details for ChildLine or the Local Authority's Adult Social Care department where they can talk in confidence. Record the action taken.

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It is important that staff / volunteers recognise that the cultural norms of some people are incompatible with Forum's values and the laws in the countries we operate. Such behaviour, which is not exhaustive, might include attitudes toward: female genital mutilation, spiritual beliefs/possession, private fostering, forced marriage and "honour-based" violence. Forum staff / volunteers must guard against making a decision not to report such issues in the belief that they are protecting the person's cultural or religious beliefs, or through fear that their action might be interpreted as being prejudiced.

Historical / non-recent abuse

Any disclosure or concerns that relate to abuse that happened more than a year ago, whether involving anyone working at Forum or outside of it, must still be taken seriously and acted upon in line with the procedures outlined above. Many victims of abuse take many years to come forward due to shame and fear of being disbelieved. However, the alleged perpetrator may remain a risk to others and therefore all non-recent allegations have to be examined. Forum may work in partnership with local authorities and/or the police in such cases.

Online abuse

There is increasing concern about the distribution of abusive images of children or vulnerable adults via the internet. Such images should not be referred to as pornography. The use of such language acts to legitimise images which are not pornography, rather, they are permanent records of children or vulnerable adults being sexually exploited and as such should be referred to as sexual abuse images and immediately reported to the police.

Appendix four: Safeguarding incident reporting form

This form will be used to record disclosures or suspicions of abuse. The completed form will be used to report incidences to the relevant authorities.

How to complete the form

Ensure that you keep an accurate record of:

- the date and time of the incident/disclosure
- the date and time of the report
- the name and role of the person to whom the concern was originally reported and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses to an event
- what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed by the person making the report.

Your name:		Tel no:	
The child's or vulnerable adult's details			
Name:		Tel no:	
Address:			
D.O.B:			

Other relevant details about the adult, if known <i>e.g. home circumstances:</i>			
Carers details, if known:			
Details of the allegations/suspicious			
Are you recording: Disclosure made directly to you by the child/adult Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate) Disclosure or suspicions from a third party Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate) Your suspicions or concerns Yes: <input type="checkbox"/> No: <input type="checkbox"/> (tick as appropriate)			
Date and time of disclosure:			
Date and time of incident:			
Details of the allegation/suspicious. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible:</i>			
Action taken so far:			
Signed:		Date:	

Appendix five: ten safeguarding actions for charity Trustees

From the Charity Commission.

10 actions trustee boards need to take to ensure good safeguarding governance
Safeguarding should be a key governance priority for all charities

The infographic consists of two rows of five colored boxes each, held by two hands. The boxes contain the following text:

- Top Row:**
 - Blue box:** Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose.
 - Green dashed box:** Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon.
 - Red box:** Consider how to improve the safeguarding culture within your charity.
 - White dashed box:** Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern.
 - Yellow box:** Ensure people know how to raise a safeguarding concern.
- Bottom Row:**
 - White dashed box:** Regularly evaluate any safeguarding training provided, ensuring it is current and relevant.
 - Green box:** Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service.
 - White dashed box:** Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk.
 - Dark grey box:** Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'.
 - White dashed box:** If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation.

 **CHARITY COMMISSION**
FOR ENGLAND AND WALES