

Safeguarding Policy (Inc. Children and Vulnerable Adults)

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1. Introduction

The ADCH believes that all individuals have a right to live free from fear and harm and is committed to safeguarding the wellbeing of all those it comes into contact with, particularly children and vulnerable adults who by definition are at increased risk of potential harm and may not be able to protect themselves.

2. Purpose of this Policy:

The purpose of this policy is:

- 2.3** To ensure that the ADCH's activities take place in a safe and protective environment where the harm of children and vulnerable adults is prevented as far as reasonably possible and any issues arising are responded to effectively.
- 2.4** To ensure that all Parties are aware of the definition of safeguarding and the safeguarding behaviours they must enact during their work on ADCH business should they be presented with an individual at risk of harm.

This document provides the procedure and detail regarding Safeguarding. It is the responsibility of all Parties to be cognisant of the importance of safeguarding in the way they work and the way those around them work. The responsibilities of all Parties are set out in Figure 2.

Any and all Parties who work for, on behalf of, or is engaged by ADCH, either in a paid or unpaid capacity (who are, for the purposes of this policy, referred to 'Party' or 'Parties') must work in accordance with this Policy and report any safeguarding concerns to the Designated Safeguarding Officer (henceforth DSO), via the procedure detailed in this policy. If unable to report safeguarding concerns to the DSO then the individual must report to the Chair of Trustees, Vice Chair of Trustees and/or the Chair of the Governance Committee (see Figure IV).

3. Definitions of Key Terms

For the purposes of safeguarding at ADCH, the following definitions are referred to in this policy:

Figure I: Definition of Key Terms

Term	Definition	Notes
Safeguarding	Actions taken to protect children and vulnerable adults from harm.	See definition of 'harm' below.
Children	Any young person under the age of 18 years.	The ADCH does not employ Parties under the age of 18 in any capacity (neither paid nor unpaid). Any contact between a Party and children would be through visits to our Members.
Vulnerable Adults	Persons over the age of 18 who are at a higher risk of harm due to additional mental, physical, and/or support needs.	A vulnerable adult may (list not exhaustive): <ul style="list-style-type: none"> - have an illness affecting their mental or physical health - have a physical disability - have a learning disability - have a mental health condition - have drug or alcohol misuse problems - be an older person who is physically or mentally frail - be homeless, living in a sheltered or residential care home - lack the capacity to understand what is happening, the consequences of actions and therefore the capacity to make decisions - be unable, for any other reason, to protect themselves from harm
Harm	Umbrella term for abuse, harassment and/or neglect.	See definitions of 'abuse' and 'neglect' below.
Abuse	Acts where there is a misuse of power, in which an individual's civil and human rights are violated.	Abuse can take the form of: <ul style="list-style-type: none"> - Sexual abuse - Physical abuse - Psychological abuse - Domestic abuse - Financial abuse - Discriminatory abuse - Harassment/stalking - Failure to act
Neglect	Ongoing failure to meet the basic needs of a child or vulnerable adult.	Neglect can take the form of (list not exhaustive): <ul style="list-style-type: none"> - not being provided regular, nutritious meals - not being washed or given the opportunity/facilities to wash - not being able to wear clean, dry clothing - being prevented from seeking medical care - not being given medication when required
Designated Safeguarding Officer (DSO)	The individual at the organisation who has the duty to ensure the charity's safeguarding policy is followed by all members of staff and volunteers.	The ADCH's Designated Safeguarding Officer is the Executive Director, Rebecca Cooper (rebecca@adch.org.uk)
Safeguarding Children	To protect children from harm.	Examples of 'harm' listed above (list not exhaustive)
Safeguarding Vulnerable Adults	To protect vulnerable adults from harm.	Examples of 'harm' listed above (list not exhaustive)
Party/Parties	Paid staff, ADCH voluntary roles (e.g.: Trustee, Committee Member, Assessor*), temporary agency workers, consultant, contacts, customer supporters, high-profile friends, corporate	Role titles may be subject to change, although this policy will still apply.

	partners and anybody else who works for or is engaged by ADCH, either in a paid or unpaid capacity.	
Disclosure	The sharing of information linked to confirmed and/or potential safeguarding issues.	Disclosures may be made directly by the person at risk of harm to a Party, (e.g.: an Assessor is told by a volunteer at a Member rescue they are being abused). Disclosures may also be made by one Party to another (e.g. A staff member tells the DSO that they suspect abuse is occurring at a Member organisation).
Working	Any paid work by any and all Parties for, on behalf of, or engaged by the ADCH.	
Volunteering	Any unpaid work by any and all Parties for, on behalf of, or engaged by the ADCH.	
Member/s	Any organisation and/or individual with an ADCH Membership	This covers full, provisional, and affiliate Memberships.
Primary Point of Contact	The party that any stakeholder would generally go to in the first instance for a normal enquiry.	Primary Points of Contact are as follows: Staff members to go to Line Manager Trustees to go to Chair of the Board of Trustees Committee Members to go to Committee Chair Assessors to go to Training and Assessment Manager

4. Limitations of this policy

The scope of this policy is outlined below:

- 4.1** This policy is designed to protect children and vulnerable adults from harm. The ADCH does not employ Parties under the age of 18 but may have vulnerable adults working on behalf of the charity. It is therefore pertinent that individuals in line-management positions carefully monitor both the physical and mental health of their reports, as well as their general wellbeing to identify if they fall into the 'vulnerable adult' category. It is important to be aware that it is possible for a person to become a vulnerable adult, as well as no longer be a vulnerable adult, should their circumstances change. E.g.: a person is made homeless or develops an illness.
- 4.2** This policy does not fully cover the ADCH's commitment to prevent harm to organisations or individuals who are not in the children or vulnerable adult category. However, the ADCH believes that all Parties should be able to work in an environment where they are treated with respect and are not subjected to inappropriate behaviour. Where any such harm is suspected of occurring to or being caused by any Party in the course of their work, the procedures set out in this Policy, the Bullying & Harassment Policy, Whistleblowing Policy, Grievance Resolution Policy and other relevant policies should be followed, as appropriate.

The ADCH has a Framework for Raising Complaints and Concerns. Please refer to this Framework to help determine which policy is most appropriate to inform your complaint or concern.

- 4.3** The ADCH operates across multiple jurisdictions (England, Wales, Scotland, Northern Ireland, The Republic of Ireland, The Isle of Man, Jersey, and Guernsey). As an internal document this policy is designed to cover the procedure of reporting safeguarding concerns and disclosures witnessed by, disclosed to, about or concerning Parties who work for the organisation. Any external actions taken by external statutory, regulatory or legal authorities as a result of safeguarding reports, concerns or disclosures raised to the DSO at the ADCH will be subject to relevant statutory processes in the country where the safeguarding incident took place.

Internal processes at the ADCH to safeguard Parties and protect the charity from reputational risk remain unaffected by the statutory process in the country the safeguarding concern originates from.

5. Responsibilities of Parties at the ADCH

Figure II: Responsibilities of Parties at ADCH

Party	Responsibilities
All	<ul style="list-style-type: none"> - Reading, understanding this policy (if you have additional requirements to help you access this form, please contact the DSO) - Conducting themselves in a manner consistent with the requirements of this policy - Reporting safeguarding concerns and disclosures as soon as possible - Reporting any non-compliance with this policy to their Primary Point of Contact
Staff	<ul style="list-style-type: none"> - Ensuring all tools and documents related to safeguarding procedures are in good working order and can be accessed easily and promptly - Ensuring effective distribution of this policy to all Parties at the ADCH
Trustees	<ul style="list-style-type: none"> - Ensuring culture, working practices, policies and procedures are in place and up to date to protect children and vulnerable adults that come into contact with the ADCH. - Deputising in the event of the DSO's absence with a focus on the following key responsibilities: <ol style="list-style-type: none"> 1. Receiving and reviewing reports of safeguarding concerns 2. Managing the referral process to the DBS and Charity Commission and liaising with statutory and regulatory services as required 3. Overseeing any internal investigations into safeguarding concerns raised against any ADCH Party/Parties
Designated Safeguarding Officer (Executive Director of ADCH)	<ul style="list-style-type: none"> - Providing advice to the organisation about safeguarding - Ensuring appropriate training is provided to all relevant Parties - Ensuring safeguarding risks and controls are appropriately included in the organisational Risk Register - Receiving and reviewing reports of safeguarding concerns - Managing the referral process to the DBS and Charity Commission and liaising with statutory and regulatory services as required - Overseeing any internal investigations into safeguarding concerns raised against any ADCH Party/Parties - Reporting safeguarding incidents where appropriate to the ADCH Chair and to the Governance Committee. - Recording and storing safeguarding disclosures in accordance with GDPR and this Policy

6. Procedure for reporting safeguarding concerns and disclosures

In instances where a direct disclosure is made to a Party about a safeguarding concern, or a Party becomes aware of a safeguarding concern, the procedure in Figure III should be followed, unless the incident or disclosure concerns a Party of the ADCH, where the procedure in Figure IV takes precedent.

6.1 Reports of safeguarding concerns may result from the following events (not an exhaustive list – more detail on identifying harm and safeguarding concerns can be found in Appendix A):

- A direct disclosure made to a Party by an individual sharing knowledge of an incident or incidents in which harm has taken place.
- An indirect disclosure made to a Party by an individual making ambiguous statements which may imply that harm is taking place. E.g.: Showing knowledge of acts or behaviours which are not age appropriate.
- A Party witnesses harm taking place.
- A Party witnesses behaviour or signs which raise suspicions that harm may be taking place. E.g.: an individual has injuries which may be the result of harm, or a child draws a picture which shows harm taking place.

6.2 In addition to following the procedures detailed in Figures III and IV, if a disclosure is made to a Party directly Parties should follow the current guidance from the NSPCC (correct as of August 2023) on how to respond to a safeguarding disclosure:

Show you care, help them open up: Give your full attention to the individual making the disclosure and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as ‘you’ve shown such courage today’ help.

Take your time, slow down: Respect pauses and don’t interrupt – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what’s happened to them.

Show you understand, reflect back: Make it clear you’re interested in what is being told to tell you. Reflect back what they’ve said to check your understanding – and use their language to show it’s their experience.

Make sure you emphasise that the abuse is not their fault: It’s important to reassure the individual that they’ve done the right thing in telling you.

Never talk to the alleged perpetrator of the abuse: This could make the situation much worse. (NSPCC Website, August 2023, Available here: <https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse#skip-to-content>)

6.3 When completing the Safeguarding Incident Report Form, Parties should ensure that they only provide the facts of the disclosure or incident. As much detail should be included as possible, and all relevant evidence (e.g.: emails or photographs) should be attached to the form or submitted through encrypted channels as soon as possible following the submission of the form.

6.4 Both throughout the disclosure procedure and after the disclosure procedure any and all information related to the incident(s) should be kept strictly confidential. Parties are not to share the details of any safeguarding incident or concern with another Party or private individual other than the DSO (or deputised Trustee in their absence). If a Party is in need of support during the process, they can access the Employee Assistance Programme through MyBattersea.

Figures III and IV can be found overleaf.

Figure III: Safeguarding Incident Reporting Procedure

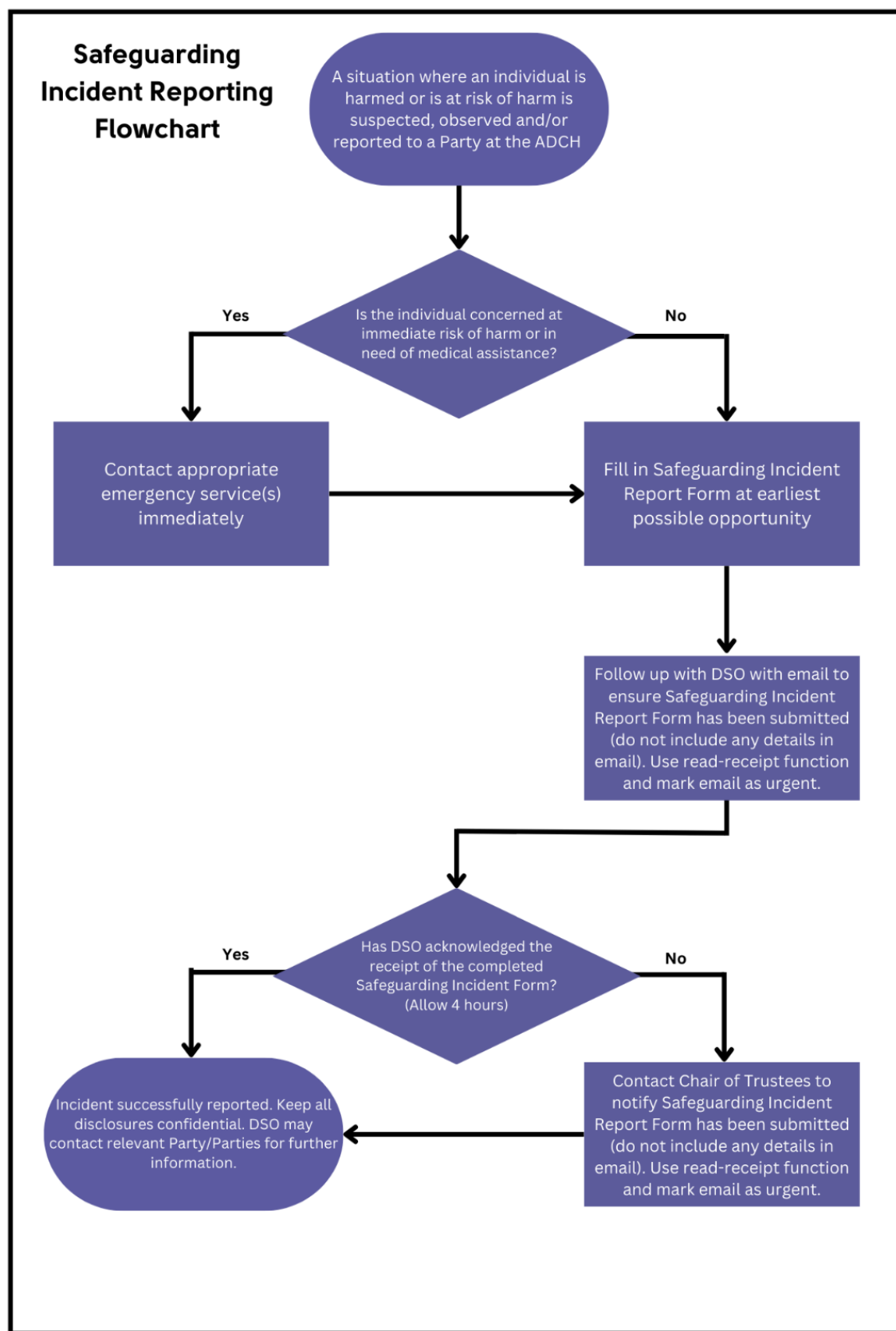
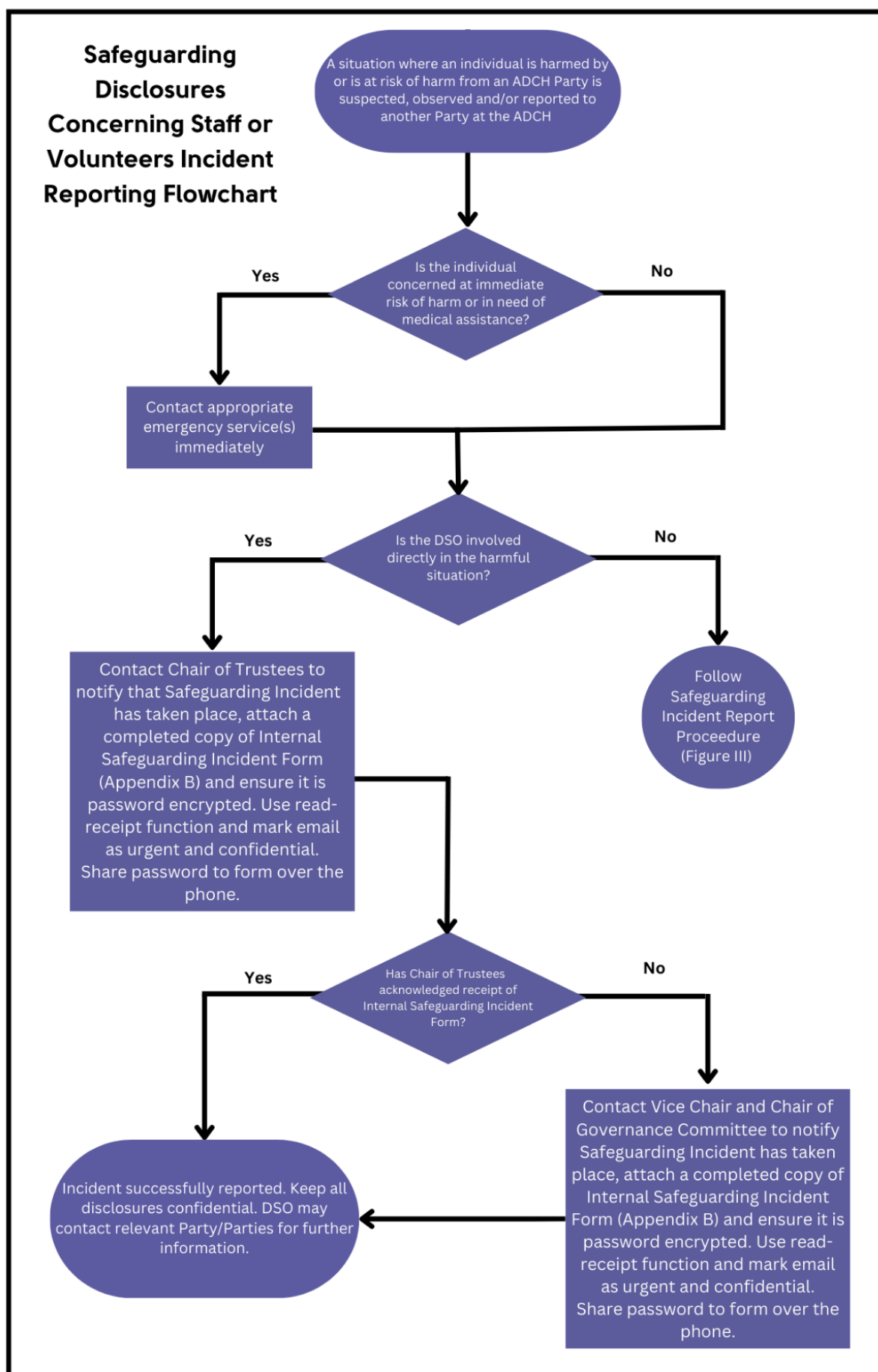


Figure IV: Safeguarding Incident Concerning Staff or Volunteers Reporting Procedure



- 6.5** Safeguarding Incident Report forms may be made confidentially, however, this will make the investigation into the incident more difficult and the ADCH may be restricted in the actions it is able to take.
- 6.6** The responsibilities of the DSO (or deputised Trustee in their absence) following receipt of a completed Safeguarding Incident Report form are detailed in Figure V below. Additional information on the storage and retention of data relating to safeguarding and child protection can be found in Appendix C.

7. ADCH Commitments to safeguarding

The ADCH takes all reasonable measures to ensure all children and vulnerable adults coming into contact with the charity through our work are protected from harm. This is demonstrated through its commitment to the following actions and commitments:

- 7.1** The ADCH treats any disclosure of a previous criminal conviction by a Party (or current legal action(s) taken against them) fairly and makes a decision on whether to appoint or allow them to continue in their current role based on an assessment of risk.
- 7.2** The ADCH requests two written references for all Parties and checks qualifications where relevant as part of our recruitment process.
- 7.3** The ADCH ensures all Parties understand and are aware of risks relating to safeguarding which are appropriate to the role Parties are undertaking and are clear about the procedures to follow in cases of safeguarding concern.
- 7.4** The ADCH ensures that all safeguarding risks are assessed and will put appropriate measures in place to minimise any identified risks. It will ensure safeguarding risks and controls are included in the organisational Risk Register where appropriate.
- 7.5** The ADCH follows the Fundraising Regulator and Institute of Fundraising guidance to ensure the protection of vulnerable donors when fundraising.
- 7.6** The ADCH has a Designated Safeguarding Officer who has organisational responsibility for monitoring safeguarding issues, receiving, and reviewing reports of safeguarding concerns, and overseeing investigations into allegations of abuse made against ADCH Parties. In the event of their absence or a conflict of interest, these responsibilities are deputised to the Trustee board (see Figure IV).
- 7.7** The ADCH will ensure that disclosures of safeguarding harm raised by or on behalf of children or vulnerable adults who encounter ADCH through our work are investigated in accordance with the relevant policies.
- 7.8** The ADCH will ensure that concerns of harm which affect ADCH Parties as a result of their work with us are investigated in accordance with our relevant policies.
- 7.9** The ADCH will report safeguarding concerns or incidents to external authorities, statutory services, and regulators, as appropriate. Any concerns in relation to data protection will not act as a barrier to reporting, although they will be carefully considered to ensure that the disclosure is made within the legal framework for so doing and appropriate legal advice will be sought on a case-by-case basis where this is necessary.
- 7.10** The ADCH will take appropriate and proportionate disciplinary action against any Parties involved if this Safeguarding Policy is not complied with.
- 7.11** The ADCH is committed to reporting all relevant safeguarding incidents to the Charity Commission via a Serious Incident Report and will also report safeguarding incidents to the police, and/or relevant safeguarding authorities where appropriate.
- 7.12** The ADCH will report any Party who works directly with children and/or vulnerable adults at the ADCH who are removed from volunteering or dismissed (or would have been if the person had not already left) as a result of a safeguarding incident to the Disclosure and Barring Service (DBS).
- 7.13** Reporting of safeguarding incidents to relevant external authorities will not be avoided on the basis that it may harm ADCH's reputation or give rise to litigation.
- 7.14** Any concerns in relation to data protection will not act as a barrier to reporting, although they will be carefully considered to ensure that the disclosure is made within the legal framework for so doing and appropriate legal advice will be sought on a case-by-case basis where this is necessary.
- 7.15** The Chair and Governance Committee will have oversight of safeguarding at ADCH and will receive regular reports of any significant safeguarding incidents from the Designated Safeguarding Officer. They will report any key concerns to Trustees via a regular update at Board Meetings. Personal data will not be disclosed in this meeting unless the DSO deems it relevant and necessary.

7.16 This Policy will be reviewed by the Governance Committee annually. It may be reviewed and amended more frequently if there is a change in UK law and/or best practice, if there are relevant changes in our working practices or when an incident occurs that highlights a need for change.

8. ADCH good practice for minimising safeguarding risks

Good practice reduces the risk of harm. The following guidelines are intended to be a common-sense approach that reduce opportunities for harm to children and vulnerable adults, as well as staff and volunteers. These guidelines will also protect Parties from potential false safeguarding allegations during their work with and for ADCH. Not following this guidance and the Safeguarding Policy may result in disciplinary action.

8.1 Whilst working with and for ADCH, Parties should:

- 8.1.1** Treat all children, vulnerable adults, and all other Parties with respect, and respect their right to personal privacy.
- 8.1.2** Work in accordance with this Safeguarding Policy.
- 8.1.3** If safe and appropriate to do so at the time, challenge unacceptable behaviour relating to the safeguarding of children or vulnerable adults or other Parties that you witness in the course of your work with and for ADCH and report any suspicions of harm to them to the Designated Safeguarding Officer as soon as possible.
- 8.1.4** Challenge any unacceptable behaviour towards yourself, or from other Parties relating to safeguarding concerns and report it to the Designated Safeguarding Officer as soon as possible.
- 8.1.5** Report all confirmed or suspected safeguarding concerns and incidents as soon as reasonably possible.

8.2 Whilst working with and for ADCH Parties should not:

- 8.2.1** Plan to/be alone with a child or vulnerable adult.
- 8.2.2** Meet with an unaccompanied child or vulnerable adult privately outside of ADCH organised activities.
- 8.2.3** Have unaccompanied children or vulnerable adults with you in your or any other private place.
- 8.2.4** Touch or restrain a child or vulnerable adult customer or supporter unless the restraint is to prevent physical injury of them or others.
- 8.2.5** Perform any action of a personal nature for a child or vulnerable adult (e.g.: assisting with toileting).
- 8.2.6** Make any direct and/or private contact with a child or private contact with vulnerable adult by phone, in writing, by email or any other forms of electronic media or communication.
- 8.2.7** Pursue or enter into a romantic relationship with a vulnerable adult related to the work of the ADCH
- 8.2.8** Possess or share sexual material relating to children, vulnerable adults or animals at any time
- 8.2.9** Show or share sexually explicit material with children, vulnerable adults or other Parties at any time using a personal or ADCH phone, email or any other forms of electronic media or communication.
- 8.2.10** Take photographs, videos or other images of a child or vulnerable adult without the written consent of their parent, guardian or carer who should be present.
- 8.2.11** Give a child or vulnerable adult a personal gift of any kind unless it forms part of a formal public awards ceremony presented during the course of ADCH's work.
- 8.2.12** Make persistent requests for donations, support or information from vulnerable adults
- 8.2.13** Make private contact (in person, by phone, in writing, personal email or other forms of electronic media or communication) with any Party which is unwanted.
- 8.2.14** Give unwanted personal attention (e.g.: physical contact, suggestive/intimate verbal comments or emails) to any Party in the course of your work or in a work setting such as a work party.
- 8.2.15** Engage in games with any Party which involves unwanted or inappropriate physical contact or place someone at risk of harming themselves or others.

- 8.2.16** Have inappropriate physical contact with a colleague in the course of your work
- 8.2.17** Enter into a relationship with a Party which might cause a conflict of interest and not declare it.
- 8.2.18** Ignore allegations, sexually suggestive comments, or inappropriate behaviour made towards any Party in the course of your work.
- 8.2.19** Not comply with the procedures, commitments and obligations as outlined in this Policy.
- 8.2.20** Prevent, postpone or hinder the reporting of safeguarding incidents, disclosures or suspicions for any reason.

It is not possible to provide an exhaustive list of safeguarding scenarios or indicators of harm, so Trustees, staff and volunteers are strongly encouraged to use their judgement in their interactions with others, and in determining when to report a safeguarding concern they have identified.

9. Contact details of key Parties

Figure V: Contact details of key Parties responsible for Safeguarding at ADCH

Safeguarding Incident Report Form:	https://form.jotform.com/232832798664370			
Contact:	Name:	Role:	Email Address:	Phone Number:
Designated Safeguarding Officer	Rebecca Cooper	ADCH Executive Director	rebecca@adch.org.uk	07759719802
Deputised DSO: Chair of Trustees	Giles Webber	ADCH Chair of Trustees	giles@adch.org.uk	07989013511
Second Deputised DSO: Chair of Governance Committee	Mike Elliot	ADCH Governance Committee Chair	mike@adch.org.uk	07843 696278

10. Appendices

The following documents are attached for reference:

Appendix A: Overview of How to Identify Safeguarding Risks

Appendix B: Internal Safeguarding Incident Report Form

Appendix C: Storage and Retention of Data Relating to Safeguarding Concerns

Appendix D: Examples of Potential Safeguarding Incidents at the ADCH

Appendix A: Overview of How to Identify Safeguarding Risks

Not all harm is immediately obvious; it is important that patterns, subtle signs and indicators of harm are recognised. The NSPCC provides the following examples of potential warning signs that harm is occurring. This is not an exhaustive list, but can provide an overview of some of the key indicators to look out for:

General Warning Signs that Harm May Be Occurring:	<p>Children, vulnerable adults who are experiencing harm may exhibit the following behaviours:</p> <ul style="list-style-type: none"> • Withdrawing suddenly or seems depressed • appearing anxious • becoming clingy • acts in an aggressive manner • displaying obsessive behaviour • showing signs of self-harm • is particularly tired • finding it hard to concentrate or participate in activities • is showing changes in eating habits • missing school or poor work attendance • starting to use drugs or alcohol • poor or declining work performance
Potential Signs of Neglect	<ul style="list-style-type: none"> • Living in an unsuitable home environment, for example in a house that isn't heated throughout winter • Being left alone for a long time • Being smelly or dirty • Wearing clothing that hasn't been washed and/or is inadequate (for example, not having a winter coat) • Seeming particularly hungry, seem not to have eaten breakfast or have no packed lunch/lunch money. • Having untreated illnesses, injuries and/or medical and dental issues. • Isn't taken to brought to medical appointments such as vaccinations or check-ups. • Has poor language, communication or social skills
Potential Signs of Physical Abuse	<ul style="list-style-type: none"> • Bruises • Broken bones • Cuts • Burns/scalds • Vomiting/diarrhoea (potential poisoning or head injury) • Bite marks • Hair loss • Dental damage • fear of specific individuals • flinching when approached or touched • reluctance to get changed in front of others or wearing long sleeves or trousers in hot weather
Potential Signs of Sexual Abuse	<ul style="list-style-type: none"> • Bruising • Bleeding • Discharge • Unplanned pregnancy or pregnancy at a young age • Pain or soreness in the genital or anal area • Sexually transmitted infections • Age-inappropriate romantic and/or sexual relationships • Romantic and/or sexual relationships with power imbalance • Knowledge or awareness of sexual acts which is not age-appropriate • Receiving expensive gifts (potential grooming)
Potential Signs of Domestic Abuse	<ul style="list-style-type: none"> • Victim withdraws from social situations/becomes more isolated • Physical symptoms • Controlling behaviour (by alleged perpetrator) • Personality changes in victim • Poor attendance at work • Poor/declining work performance • Overheard arguments/aggressive communications • Staying late at work or school/finding reasons not to go home

Potential Signs of Financial Abuse	<ul style="list-style-type: none"> • Stress or anxiety over money related matters • Withdrawal from social situations • Borrowing money from friends/family • Unusual or unexplained borrowing of money in the form of loans or credit cards • Sudden, unusual, or unexplained transfer of assets • Sudden, unusual, or unexplained changes to wills • Suddenly quitting a job without explanation • Unclean clothing, poor hygiene, dishevelled appearance
Potential Signs of Psychological/Emotional Abuse	<ul style="list-style-type: none"> • lacking confidence and having low self-esteem • being withdrawn and very quiet • experiencing mental health issues • having a language delay • struggling to focus and concentrate on tasks • struggling to make or maintain relationships • displaying behaviour perceived to be aggressive or hostile • being emotionally turbulent and having strong mood swings or outbursts of emotion • seeming isolated from their parents, carers and peers • lacking social skills or having few, if any, friends.
Potential Signs of Harassment/Stalking	<ul style="list-style-type: none"> • Inability to get quality sleep/always tired • Ignoring phone calls/contact from loved ones/colleagues • Reluctant to check phone or email • Anxiety • Withdrawing from social situations • Unwilling to leave 'safe' locations • Agoraphobia • Poor attendance at work or school • Declining work/school performance • Panic attacks • Suddenly moving house/staying at an alternate address • Being the victim of property damage • 'Paranoid' behaviours

Note: Exhibiting one or more of these indicators is not to be taken as absolute evidence that harm is taking place. These signs are simply behaviours, patterns and events to take into account when considering the safeguarding of individuals.

Appendix B: Internal Safeguarding Incident Report Form

This form should be copied into an offline Word Document, filled out in a timely manner, saved as a password encrypted file, and shared via email attachment with the DSO and/or deputised Trustee at the ADCH. If you have technical problems, please contact the DSO or deputised Trustee as a matter of urgency.

Your Details (Person completing this form)			
Name:			
Position at ADCH:			
Phone Number:			
Email Address:			
Date this form was completed and submitted:			
Details of Person Affected (fill in as much information as known, for unknown or irrelevant details, please write UNKNOWN or N/A)			
Name:			
Date of Birth (if known) or Approximate Age:		Gender:	
Address or Approximate Location:			
Phone Number:			
Email Address:			
OPTIONAL: Details of Any Other Key Individuals Involved (alleged perpetrators, witnesses etc). (fill in as much information as known, for unknown or irrelevant details, please write UNKNOWN or N/A)			
Name:			
Date of Birth (if known) or Approximate Age:		Gender:	
Address or Approximate Location:			
Phone Number:			
Email Address:			
Continued Overleaf			
Description of Incident, Disclosure or Suspensions (describe using only facts and in as much detail as possible):			

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Any other additional information which may be relevant:
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<i>I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.</i>

Full Name (please print):	
Signed:	
Date:	

Appendix C: Storage and Retention of Data Relating to Safeguarding Concerns

Records will be kept in accordance with our Data Retention and Disposal policy. With regard to Safeguarding Disclosures, this Policy states that: *'Incidents and allegations relating to children, or adults at risk will be retained for 6 years from incident report or allegation. After 6 years files should be reviewed to ascertain risk associated with incident and decide whether longer retention period is required'*.

The DSO will also refer to the NSPCC's Child protection records retention and storage guidelines – available here: https://learning.nspcc.org.uk/media/3324/child-protection-records-retention-and-storage-guidelines_june_2023.pdf (Guidance to help organisations understand the principles of keeping and managing records about child protection concerns)

Appendix D: Examples of Potential Safeguarding Incidents at the ADCH

It is not possible to provide a comprehensive list of all possible safeguarding disclosures, suspicions and incidents in which the ADCH could be involved, however, the following provide a variety of examples where this Policy would be applicable:

Example Incident	Individual at Risk/ Victim of Harm	Alleged perpetrator of Harm	ADCH Party Involved	Reporting Procedure to Follow
ADCH Volunteer hears a vulnerable adult volunteer at a Member rescue receiving verbal abuse during an Assessment visit	Vulnerable Adult (Volunteer at rescue)	Unknown	ADCH Volunteer	Figure III: Safeguarding Incident Reporting
ADCH Staff member receives an email from a Member detailing anecdotal information regarding domestic abuse against a rescue employee at the Member's site.	Vulnerable Adult (Staff member at rescue)	Unknown	ADCH Staff Member	Figure III: Safeguarding Incident Reporting
Unwanted personal attention (eg physical contact, or suggestive/intimate comments) given by one Party to another at an ADCH event such as a work party, Open Meeting, Conference etc.	Vulnerable Adult (ADCH Party)	ADCH Party	ADCH Party	Figure IV: Safeguarding Disclosures Concerning Staff or Volunteers Incident Reporting
A Trustee receives a disclosure of emotional abuse from an ADCH Staff member to their line report.	Vulnerable Adult (ADCH Party)	ADCH Staff	ADCH Trustee	Figure IV: Safeguarding Disclosures Concerning Staff or Volunteers Incident Reporting

If in doubt about whether a safeguarding incident has taken place, it is always better to report it than not. ADCH Parties are encouraged to use their discretion and use their common sense when reporting concerns, with the safety of children, vulnerable adults, ADCH parties and the general public as a priority.

Version History

Version	Changes Made	Date	Made by
2	Published	21/09/2023	Emily Sockett, Training and Assessment Manager