

Safeguarding Adults at Risk

THE GRAND
THEATRE | BLACKPOOL

Document Information

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1. Policy

Blackpool Grand Theatre welcomes everyone. We want everyone to be safe, and able to be their best self.

Blackpool Grand Theatre acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse, neglect or exploitation through safeguarding the welfare of all adults at risk. Blackpool Grand Theatre has a duty of care to safeguard all adults involved in activities hosted or run by the theatre. The Safeguarding Adults at Risk guidelines adopted by the Blackpool Grand Theatre provide clear direction to staff and volunteers about codes of behaviour, the development of good practice and sound procedures. This ensures that concerns will be handled sensitively, professionally and focussed on the needs of the individual.

Blackpool Grand Theatre is committed to creating a culture of zero-tolerance of harm from abuse, neglect or exploitation to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns. This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

Blackpool Grand Theatre recognises that while some adults may have more vulnerability factors that may put them at risk, all adults could be at risk of harm because of abuse, neglect or exploitation at some point in their lives and so the language in this document supports that.

Blackpool Grand Theatre recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Blackpool Grand Theatre recognises that there is a legal framework within which organisations need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by Blackpool Grand Theatre will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

2. Aims

The purpose of this policy is to demonstrate the commitment of Blackpool Grand Theatre to safeguarding adults at risk of harm from neglect, abuse or exploitation and to ensure that everyone involved in the organisation is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.

- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult at risk of abuse, neglect or exploitation within the organisation.

This safeguarding adults policy and associated procedures apply to all individuals involved in the Blackpool Grand Theatre including Board members, Colleagues, Volunteers, Freelancers, Contractors and to all concerns about the safety of adults whilst working, collaborating or participating with our organisation.

3. Terminology

Adults at risk are defined in legislation. The England (Care Act 2014) defines a vulnerable adult as:

- An adult at risk is an individual aged 18 years and over.
- Has needs for care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing, or at risk of, abuse or neglect.
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

4. Good Practice Guidelines

In order to implement this policy the Blackpool Grand Theatre will ensure that:

- Everyone involved with the Blackpool Grand Theatre is aware of the Safeguarding Adults at Risk procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with the Blackpool Grand Theatre Safeguarding Adults at Risk Policy and Procedures.
- The well-being of those at risk of harm from abuse, neglect or exploitation will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with GDPR.
- All Board members, colleagues, freelancers, contractors and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with Safeguarding Adults at Risk training and learning opportunities appropriate for their role.
- Blackpool Grand Theatre shares information about anyone found to be a risk to adults with the appropriate bodies, for example: Disclosure and Barring Service, Police, Local Authority/Social Services.

5. Risk Assessment and Risk Management

Risk assessment should be a part of planning any project and take into account all aspects of the project, relating to protection of children and young people. Risk management should be an on-going part of every project.

The principle of risk assessment is to consider:

- Practical details of a project.
- Things that can go wrong in the project.
- Likelihood of these things going wrong.
- Impact of these things going wrong.

Once this is done:

- Identify measures to reduce the risk.
- Decide what to do if things do go wrong.
- Allocate roles to monitor and manage safeguarding.

Make sure you set aside enough time to undertake risk assessment and risk management. To ensure that all risks are considered, involve as wide a range of project stakeholders as possible in risk assessment.

Risk assessment and risk management should be done for every project. Once completed this can be adapted for future projects.

When planning its work, the Blackpool Grand Theatre includes an assessment of the risks to the safety of all adults at risk from abuse, neglect or exploitation and has clear reporting processes for concerns as well as ensuring that those responsible for planning and delivering work understand their Safeguarding responsibilities.

Risk Management Plan

Project name:

Project leader:

Date produced:

Participants:

Step 1: Prioritise risks

Identify risks and place them on the grid according to the levels of probability and impact of each risk

Step 2: Define actions to be taken

List each risk and identify actions to reduce probability and/or impact

	Risks	Probability H/L	Impact M/S	Actions to reduce probability and/or impact	Due date	Owner
1						
2						
3						
4						

- The safeguarding legislation applies **to all forms of abuse** that harm a person's well-being.
- The law emphasises the importance of **person-centered**.
- The law provides a framework for making decisions on behalf of adults who can't make decisions for themselves (**Mental Capacity**).
- The law provides a framework for organisations to **share concerns** they have about adults at risk with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults at risk.

6. DBS (Disclosure and Barring Service) and Staff Training

- All relevant Blackpool Grand Theatre staff have enhanced DBS certificates.
- Freelance and Associate artists are required to have a current DBS certificate before undertaking work with the Blackpool Grand Theatre.
- All other internal theatre staff are required to have completed mandatory safeguarding training in their induction period and to renew this every 12 months.

7. Defining Abuse

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place:

- Physical
- Sexual

- Psychological
- Neglect
- Financial

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyberbullying, Scams.

Abuse or neglect outside the organisation might for example be carried out by:

- A spouse, partner or family member.
- Neighbours or residents.
- Friends, acquaintances or strangers.
- People who deliberately exploit adults they perceive as vulnerable.
- Paid staff, professionals or volunteers providing care and support.

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

Exploitation can take many forms - physical, sexual, financial etc including grooming. Exploitation is a part of abuse and neglect rather than a different category as such and is often part of the abuse cycle.

Signs and Indicators of Abuse, Neglect or Exploitation

An adult may confide to a member of staff, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries.
- Person has belongings or money going missing.
- Person is not attending the services or has become withdrawn when they do.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person. For example, a person may be looking quiet and withdrawn when their brother comes to collect them from services in contrast to their personal assistant whom they greet with a smile.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices.
- They may tell you / another person they are being abused – i.e. a disclosure.

Mental Capacity

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity, but their parent, who is their carer, won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation could include an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental capacity refers to the ability to make a decision at a time where a decision is needed. A person's mental capacity can change. If it is safe/possible, wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

8. Guidelines if you Suspect or are Told of Abuse

The following key points give guidance on what to do and not to do:-

- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
- Write brief notes of what they are telling you while they are speaking. These may help later to remember exactly what was said. Keep your original notes, however rough (it's what you wrote at the time that is important – not a tidier/improved version you wrote up afterwards). If you are not able to write anything down at the time, make your notes as soon as possible afterwards.
- Do not promise that you will keep any information confidential or secret. You have a responsibility to tell the appropriate people about disclosures of abuse. Explain that you will need to tell the people who can sort it out, but you will only tell those who absolutely have to know.
- Don't ask leading questions. For example do not ask "did they do X to you?" – just ask "what do you want to tell me?" or "is there anything else you want to say?"
- Do not tell any other people about the disclosure.
- Discuss with the DSO whether any steps need to be taken to protect the person who has disclosed the abuse. Include the person if needed.
- Never attempt to carry out an investigation of suspected/alleged abuse by interviewing anyone else. Social Services and Police are trained to do this – you could cause more damage and compromise possible criminal proceedings.
- The DSO should refer the matter to Social Services immediately

- The DSO will follow statutory advice about what to do next.
- Never assume abuse is impossible in your place of work, or that an accusation against someone you know well is wrong.

9. Recording and Information Sharing

Blackpool Grand Theatre will comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

This does **NOT** automatically include the persons parent, guardian, spouse, partner, child, unpaid or paid carer etc. Information should only be shared with family and friends and/or carers with the consent of the adult; or if the adult does not have capacity to make that decision, and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data Protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation.

The circumstances when we need to share information without the adult's consent include:

- It is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- The adult does not have mental capacity to consent to information being shared about them.
- The person causing harm has care and support needs.

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

10. Duty of care

A duty of care is a legal and professional obligation to safeguard others while they are in your care, using your services or are exposed to your activities. This means always acting in their best interests, not acting – or failing to act – in a way that causes harm and acting within your abilities without taking on anything that lies outside of your competence.

Your duty of care extends to those you support, yourself, your colleagues and anybody else who is present in your work setting.

Finally, your duty not to work beyond your competencies also closely links to safeguarding. For example, if an individual confides in you that they are being abused by a family member, you have a duty to escalate this and respond to it in accordance with your workplace policies and procedures. However, it would not be your duty to take the matter into your own hands as this lies outside your competencies.

Some ways that demonstrate duty of care include:

- Communicating well and in a way that meets individual needs. Individuals may have certain communication needs, and meeting these is essential if you are to comply with your duty of care.
- Addressing any concerns, such as those of abuse, neglect or exploitation. Following your workplace's policies and agreed ways of working when responding to these concerns is a crucial part of your duty. You must also address any comments or complaints, and respond appropriately to conflicts, as part of your duty of care.
- Ensuring that an individual's privacy and dignity is maintained.
- Conducting risk assessments to make sure that the individual is not in any danger and to prevent them from harm.
- Keeping training up-to-date so that staff understand their responsibilities and are well-placed to notice any safeguarding concerns and act accordingly.

You have a duty to promote individual wellbeing and act in their best interests, protect them from harm, and always act within your competencies. You may sometimes encounter dilemmas in your duty of care, but it's important you support individuals to make their own decisions, even if you believe the decision is unwise.

Safeguarding Adults at Risk Procedure

Document Information

Classification	Internal	Version Number	0.1	Status	
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1. Introduction

Blackpool Grand Theatre is committed to providing a safe environment for everyone to participate in our organisation and its activities. This procedure must be followed in any circumstances where an adult is at risk of harm from abuse, neglect or exploitation or discloses information of this nature to a member of staff/volunteer, artist or freelancer.

The procedure should be implemented with reference to Blackpool Grand Theatre Safeguarding Adults At Risk Policies and supporting information.

This procedure details the steps to be taken in responding to any concern that an adult involved with Blackpool Grand Theatre, or its activities, is at risk of or discloses that they are experiencing harm from abuse, neglect or exploitation.

2. Reporting Concerns About Yourself

If you are experiencing harm through abuse, neglect or exploitation you can report using the Safeguarding Concern/Incident Report form (Appendix 1)

If you are in immediate danger or need immediate medical assistance, contact the emergency services 999.

If you want to speak to someone, please contact a trusted member of management/staff.

If one of the Designated Managers is implicated, please report to the Chief Executive Officer who is also the Designated Safeguarding Officer (DSO).

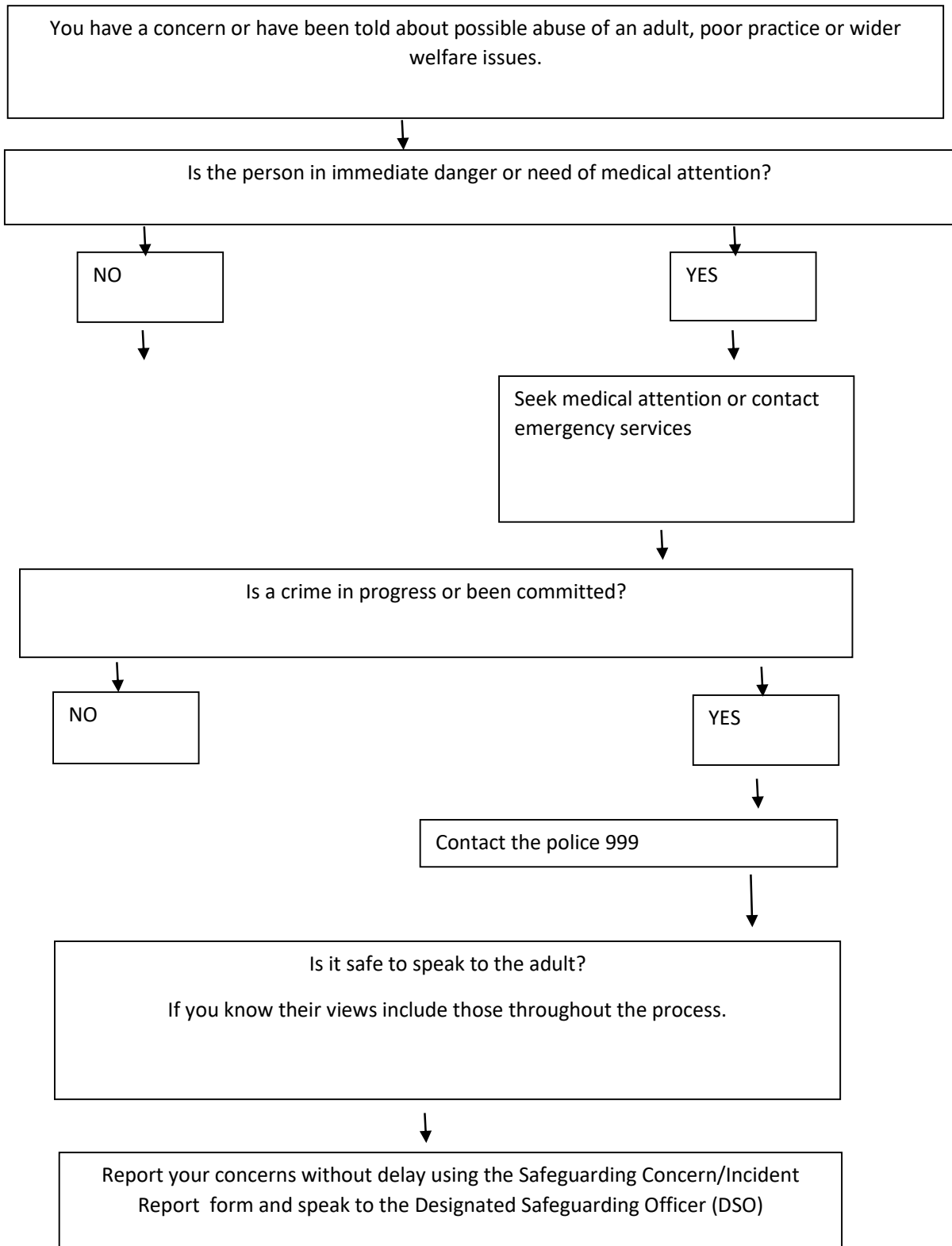
You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix Other sources of support).

Blackpool Grand Theatre will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the CEO.

At all stages you are welcome to have someone you trust to support you and help you to explain what happened and what you want to happen.

It is of utmost importance to Blackpool Grand Theatre that you can take part in our work and activities safely and we will take every step to support you to do that.

3. Reporting Concerns About Others



Reporting Concerns About Others (continued)

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself.

If you have concerns and/ or you are told about possible or alleged abuse, poor practice, or wider welfare issues you must contact the Grand Theatres Designated Managers

If one of the Managers is implicated, please report to the CEO.

If you are concerned about harm being caused to **someone else**, please follow the guidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **crime** is being committed, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person centred/make safeguarding personal**.
- **Adults:** If it will not put them or you at further risk and there isn't a serious crime being committed, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Designated Manager. **Do not** contact the adult before talking to a Designated Safeguarding Officer if the person allegedly causing the harm is likely to find out.
- **Remember not to confront the person thought to be causing the harm.**

4. Responding to a Direct Disclosure

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing them to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you will do next.
- Explain that you will have to share the information with the Theatres' Designated Safeguarding Officer (DSO).
- Ask for their consent for the information to be shared outside the organisation.

- Make an arrangement as to how you/the DSO can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support)
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the adult's own words using the online incident report form

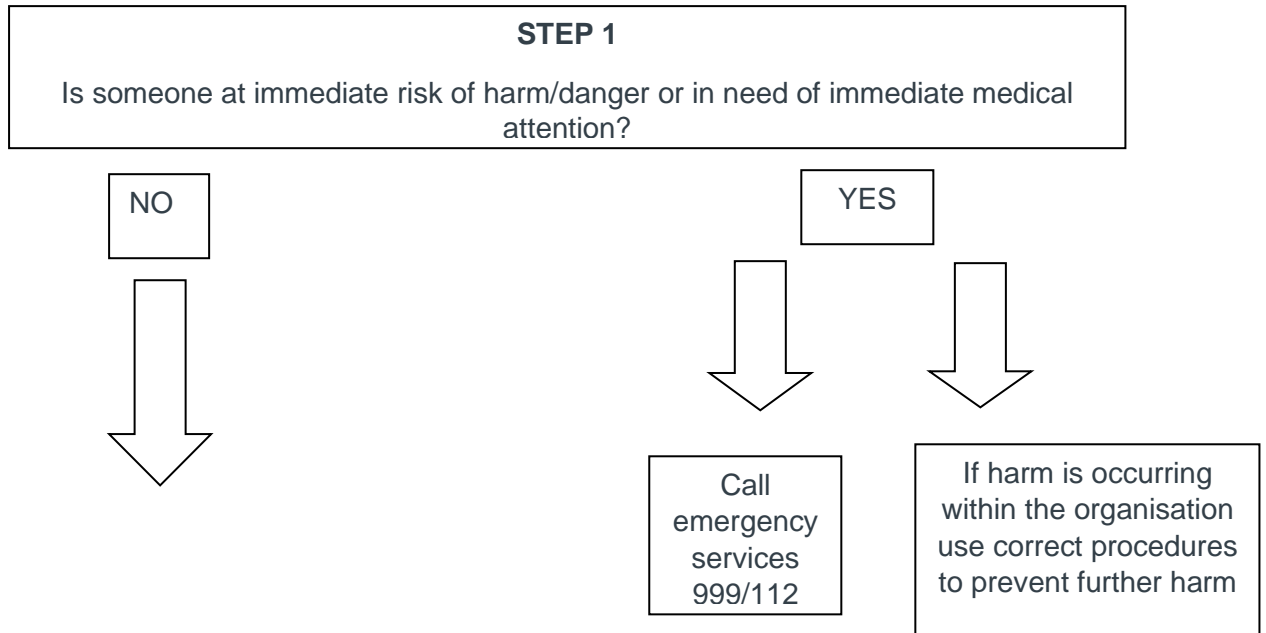
It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Ask leading questions
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

5. Record Keeping

- Use the Safeguarding Concern/Incident Report form (see Appendix 1) without delay and send to the Designated Safeguarding Officer (DSO) who will action it and store the document securely.
- Describe the circumstances in which the concern came about and what action you took.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, or something you are unsure about in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.
- If, in dialogue with a manager it is determined that the concern you are reporting is not a Safeguarding concern, please consider whether you need to other relevant policies e.g. Wellbeing Policy; or Bullying and Harassment policies.

6. Procedure for designated Safeguarding Officer



STEP 2

Safeguarding report details

If you have been sent a Safeguarding Concern/Incident Report form check that you understand what has been written and that all sections have been completed.

Request a completed form if you have been contacted verbally or offer support with this.

STEP 3

Person making the report

Inform, reassure and advise the person making the report what to do/not to do. Explain what will happen next. Reinforce the need for confidentiality.

STEP 4

ADULT at risk

What are the risks? Do they need support to make decisions about their safety?

What are the views of the adult? Do they need support to make decisions about their safety? Do you need to contact the adult directly? Is it safe to do so?

STEP 5

Person at risk

If safe to do so ensure the person has information about what will happen next.

STEP 6

Consult and decide

Consult management team/local authority/police and decide which action to take.

STEP 7

If a crime is suspected contact the police

Criminal enquiry, investigation, proceedings

STEP 8

If you believe there is an adult at risk contact the safeguarding team at Blackpool council

Safeguarding process lead by local authority

STEP 9

If harm is suspected of being caused within Blackpool Grand Theatre e.g. by an employee/volunteer/contracted worker report to the DSO

DSO takes short term steps within relevant policy to prevent harm e.g. suspend employee, actor, volunteer or staff member

STEP 10

Consult with and inform the adult

Organisation decides who will maintain regular contact with the adult/child's representatives at risk of harm

STEP 11

Take advice and coordinate actions taken by Blackpool Grand Theatre with other organisations.

Attend and contribute to case management meetings if relevant

STEP 12

Hold internal case management meeting to coordinate actions by the Grand Theatre

Immediate Response

1. Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the person being harmed.

2. If you have been sent a **Safeguarding Concern / Incident Report** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a **Safeguarding Concern / Incident Report** if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by an adult themselves or a member of the public, fill in the safeguarding report form yourself gaining the details with the person contacting you.

3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of **the views of the adult**, whether the adult has given their consent to the report being made and whether they might be considered to be an 'adult at risk'.

Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).

Decide if you need to **contact the adult** to get more information, determine their wishes, or explain what actions you need to take.

5. Ensure that the **adult has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them.

ONLY do this if you have a known safe way of contacting them.

6. Coordinate action taken by Blackpool Grand Theatre

These actions can include:

- Use of internal procedures such as breach of disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Communication with the adult about the safeguarding process, offering appropriate support to the adult and making any arrangements needed for them to continue their involvement with the organisation.
- Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring senior managers will be updated as needed

7. Further Information and Useful Contacts

All policies, procedures and supporting information are available on Grand Theatre SharePoint.

Designated Line Managers (workforce)

Shaun Gorringe (Operations)

Celine Wyatt (Creative Learning)

David Renwick (Technical)

Andrew Howard (Marketing)

Adam Knight CEO (DSO)

Local Authority Safeguarding Adults

Adult Social Care

Monday - Thursday 9.00am to 5.00pm

Friday 9.00am to 4.30pm

Telephone: 01253 477592/477800

Emergency out of hours telephone: 01253 477600

You can write to:

Adult Social Care

Blackpool Council

PO Box 4 Blackpool

FY1 1NA

Email: adult.socialcare@blackpool.gov.uk

Local Police Contact

To report a crime or raise a concern about abuse with Lancashire Police, you can phone non-emergency number on: **101**. But if it is an emergency always dial: **999**

Women's Aid [Home - Women's Aid \(womensaid.org.uk\)](https://www.womensaid.org.uk)

Fylde Coast Women's Aid

telephone: 01253 596699

Monday – Thursday: 9am – 8pm

Friday: 9am – 9pm

Saturday- Sunday: 12pm - 8pm

APPENDIX 1**Safeguarding Concern / Incident Report**

Please note that the nature of the issue raised or being reported may necessitate differing follow-up protocols.

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.

Name & role of person completing this form:	
Role of person completing this form:	Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reporter:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		

Incident Details:

Date:	Time:
Location of incident:	

Description of the incident or concern: (continue on separate sheet if necessary & include reference number):

(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)

[Empty rectangular box for text entry]

Details of any previous concerns, incidents or relevant safeguarding records:

[Empty rectangular box for text entry]

Child, young person, or adult at risk account of the incident or concern obtained? (Please use Communication Record Sheet)	Yes	
	No	
	N/A	
Witness account of incident or concern obtained? (Include further accounts on separate Communication Record sheets as necessary)	Yes	
	No	
	N/A	
Details of any witnesses:		

<p>Name(s): (Consider anonymising where this will not negatively impact the ability to take immediate response actions)</p>	<p>Relationship to child, young person or adult at risk:</p>	<p>Contact details:</p>
<p>Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:</p>		

<p>Name(s): (Consider anonymising where this will not negatively impact the ability to take immediate response actions)</p>	<p>Relationship to child, young person or adult at risk:</p>	<p>Contact details:</p>
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Outcome of incident: (tick box where relevant)				
<p>First aid treatment required?</p>	<p>Yes</p>	<input type="checkbox"/>	<p>No</p>	<input type="checkbox"/>
<p>If first aid was required, what treatment was given?</p>				
<p>If applicable, first aid treatment given by whom?</p>				
<p>If applicable, what medications were administered?</p>				
<p>Name of hospital/medical facility Attended if applicable?</p>				

Was an ambulance required?	Yes		No	
Police/fire/rescue services attended?	Yes		No	

Any additional sheets or Communication Records included with this report? If yes, please state below who these were written by.

If Yes, how many additional sheets have been included?

Signed By Author:	Name:	Date:
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Reporting to the Designated Safeguarding Lead (DSL) (to be completed by DSL)

Date & time DSL notified of incident/concern:
Date & time this form passed on to DSL (if different from above):

DSL comments: (actions taken / impact on business / external agency involvement / initial lessons learned / follow-up actions required):

Were disciplinary procedures enacted? If yes, please detail?

External agency referral: (tick box where relevant)

Social services notified?		LADO notified?				Other referral made?					
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

<p>If yes, please complete the below:</p> <p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>If yes, please complete the below:</p> <p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>If yes, please complete the below:</p> <p>Agency:</p> <p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>
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Signed By DSL:	Name:	Date:
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Actions:

Follow-up action required:		
Action:	Due date:	Whom responsible:

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Any resulting changes to business policies or procedures? If yes, please detail.

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