



Friends of Cassiobury Park

Safeguarding Procedure

Purpose

Our charitable activities do not include being directly responsible for vulnerable people of any age.

Whilst unlikely, it is possible that some of the Charity's trustees and volunteers may come into contact with people who are at potential risk of harm, including children and adults whom the law defines as vulnerable.

The purpose of this procedure is to detail the steps to be taken in responding to any concern that an Child or Adult involved in FoCP, or its activities, is at risk of or is experiencing harm.

Applicability

This procedure applies to anyone working on our behalf, including our trustees and other volunteers.

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation.

Responsibilities

All trustees, staff and volunteers have duties in relation to safeguarding and must understand and follow the procedures to take if an individual is at risk as a result of issues arising in the course of the Charity's work. It is essential that all trustees, staff and volunteers:

- **Take all reasonable steps to ensure that they do not have unsupervised access to children or vulnerable adults during the course of working for the Charity;**
- Consider any potential safeguarding issues when planning new activities and when assessing any potential grantees; and
- Report any safeguarding concerns promptly.

This procedure will be kept up to date to reflect changes in legislation/best practice and will be reviewed annually by the Trustees.

Awareness

All trustees and volunteer leaders must be made aware of the safeguarding policy and procedures and these shall be made public via the charities website.

Reporting Concerns

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 Safeguarding Lead or another trustee.

If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the Chair of FoCP.

If you are concerned about harm being caused to someone, 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 **serious 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.
- **Adult at Risk**
 - **If it will not put the adult or you at further risk**, discuss your safeguarding concerns with the adult and ask them what they would like to happen next, taking into account the person at risk's mental capacity where relevant. Inform them that you have to pass on your concerns to your Safeguarding Lead.
 - **Do not** contact the adult before talking to your Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- **Child at Risk**
 - Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring
 - **Do not** contact the parent/ Carer before talking to your Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- **Remember not to confront the person thought to be causing the harm.**

When reporting a concern to the Safeguarding Lead the form in appendix 1 should be completed.

It should be noted that records may be disclosed in court as part of the evidence in a criminal action/case and it is important that accurate and honest records are kept. It is

key to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.

Safeguarding Lead Contact Details

Safeguarding Lead: Robert Barnes

Role: Secretary FoCP

Email: secretary@friendsofcassioburypark.org.uk

Phone: 07776241081

Alternate contact if needed:

Chair of FoCP: chair@friendsofcassioburypark.org.uk

Safeguarding Reporting Agencies

A list of various agencies who can support people at risk are listed at

<https://www.watford.gov.uk/healthy-hub/safeguarding>

The primary path for reporting incidents to Hertfordshire services are:

<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/report-child-protection-concern.aspx>

<https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult.aspx>

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Committee	Feb 25	Initial draft approved	Annually

Appendix 1 - Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding an adult or child.

If it is safe to do so, it is important to inform the adult or child's carer about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 - Details of the person you have concerns about	
Name	
Address	
Date of Birth/ Age if appropriate or note Adult/ Child	
Contact number if an adult	
Contact name & number of carer if a child is at risk	
Section 2 - Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Your role in organisation	
Section 3 - Details of concern	
Please explain why you are concerned. Please give details about what you have seen/ been told/other that makes you believe the adult or child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened

Section 5 - Details of the person thought to be causing harm (if known)	
Name	
Address	
Age	
Relationship/connection to person at risk	
Role in organisation if applicable	
Do they have contact with others at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 6 - Have you discussed your concerns with the adult at risk or child's carer? What are their views. What have they stated about what they want to happen and what outcomes they want?	
Section 6A - Reasons for not discussing with the adult at risk or child's carer?	
Discussion would put the person of concern or others at risk. Please explain:	
Adult at risk or child's carer appears to lack mental capacity. Please explain:	

Adult at risk or child's carer unable to communicate their views. Please explain:		
Section 7 - Risk to others		
Are any other people at risk Yes/No/Not known - delete as appropriate If yes please fill in another form if appropriate/ if not state why not?		
Section 8 - What action have you taken if any /agreed with the adult at risk or child's carer to reduce the risks?		
Section 9: Other agencies contacted	Who contacted/reference number/contact details/ advice gained/action being taken	
Police		
Ambulance		
Other - please state who and why:		
Section 10: Contact with others		
Who else has been informed of this issue? - and what was the reason for information sharing		
Consultation with Safeguarding Lead	Dates and times	
Completed Form copied to Safeguarding Lead; Date and time		
Signed:		
Date:		

For use by Safeguarding Lead (or delegate)

Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)

Details of your contact with the adult at risk or child's carer at risk of harm. Have they consented to information being shared outside of FoCP?

Details of contact with the Local Authority Safeguarding Team– advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern:

Date form completed by Safeguarding Lead:

Signed: Safeguarding Lead: