

Safeguarding Policy

1. What is safeguarding?

Firstly, it is about creating a safe and welcoming environment, where everyone is respected and valued. This is at the heart of safeguarding.

Secondly, Safeguarding is everyone's responsibility. Your observations, your interactions, even your presence can help keep everyone who is in contact with the Allendale Community Centre (ACC) safe. Everyone in the organisation has a positive role to play in safeguarding. It should be part of our day-to-day activities.

It's about making sure your organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect. It's also about being ready to respond safely and well if there is a problem.

Every organisation that delivers charitable activities has a duty to safeguard volunteers, staff members, participants and donors.

2. Reasons to do Safeguarding well.

1. Abuse, harassment and harm can happen to anyone – people we work with, staff or volunteers. It's not always visible and often not spoken about.
2. Abuse, harm and neglect are wrong. We have a duty to do something about it.
3. When everyone understands safeguarding and their right to be safe, people who have nowhere else to turn are protected.
4. An organisation that does safeguarding well is an organisation that is trusted.
5. The Charity Commission expects every charity to make safeguarding a priority.

3. Applicability

This policy applies to our staff, volunteers, trustees, clients, people we work with and anyone who comes into contact with our centre.

As our centre welcomes numerous vulnerable groups, especially as we have a Food Supply, any member of staff, volunteer or trustee that refuses to attend safeguarding training (or accepts a training date and fails to then attend three times) will be required to leave.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any

additional legal or regulatory requirements specific to their work. These include, but are not limited to other [UK regulators](#), if applicable.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

3.1 Dedicated Safeguarding Lead

The Centre Manager has been appointed as the Dedicated Safeguarding Lead (DSL) to provide oversight of safeguarding and to lead on any training, incident investigation and reporting.

Dedicated Safeguarding Lead (DSL)	<p>Brian Harries</p> <p>Contact – chairman@theallendale.org</p> <p>01202 887247</p> <p>07850 393369</p>
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The DSL has been given responsibility for the oversight of all aspects of safeguarding including whistleblowing. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safeguarding issues, with recommendations to the Board.
- A bi-annual safeguarding audit from an outside provider.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing monthly oversight of any safeguarding reports or lapses in safeguarding.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities and the Board is carried out promptly.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that a central register is maintained by the organisation and subject to regular monitoring to ensure that DBS clearances and training are kept upto-date.
- Ensuring that safeguarding requirements (e.g. DBSchecks) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.

- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Ensuring staff, volunteers and others are aware of:
 1. Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 2. The signs of potential abuse and how to report these.

3.2 Lead Safeguarding Trustee

The appointed lead trustee for our charity is:

Lead Safeguarding Trustee (LST)	<p>Martyn Underhill MBE Contact – safeguarding@theallendale.org 01202 887247 07968 918822</p>
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Responsibilities of the Lead Safeguarding Trustee

The LST for safeguarding will, in most cases, be a volunteer from within the board who has skills, experience and confidence in the area of safeguarding. Sometimes, it is a volunteer who starts without knowledge but is willing to undertake the necessary training in order to develop the knowledge and skills required to undertake the role.

It is good practice to ensure that the role and responsibilities of the lead trustee is described in writing, agreed by the Board and reviewed regularly. This should include the scope of any formal decision making authority delegated to them and how they should report to the Board the use of powers in an appropriate fashion. Wherever possible, you should distinguish between the strategic, advisory and governance role of an LST and the day-to-day operational DSL. This is especially important – and may be a statutory requirement – where you work with children and adults at risk.

The Charity Commission states that safeguarding is the responsibility of all trustees. Having appointed an LST, it is clear that they are not to be the only person among the trustees who understands safeguarding.

4. Our Principles

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulators. They are aware of the Government [guidance on handling safeguarding allegations](#).

As an organisation we believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or
- exploitation.
- We all have a responsibility to promote the welfare of all people we work with, our clients, our staff and volunteers, to keep them safe and to work in a way that protects them.

Safeguarding is everyone's responsibility, and we all have a collective responsibility for creating a culture in which our people not only feel safe, but are also able to speak up, if they have any concerns.

5. Recognising signs of harm and abuse

5.1 What is a vulnerable person?

Any individual who may be unable to take care of themselves or protect themselves against significant harm or exploitation

We have expanded this definition to include people who are temporarily vulnerable due to their situation, such as:

- Refugees or asylum seekers.
- Individuals experiencing homelessness.
- Victims of domestic abuse or modern slavery.
- People experiencing sudden bereavement or financial crisis.

5.2 Children

In almost all legal frameworks, a child is defined by age rather than circumstances.

Definition: Any person who has not yet reached their 18th birthday.

Key Note: Safeguarding duties apply regardless of the child's maturity, living situation, or whether they are living independently. A 17-year-old is legally a child in a safeguarding context.

5.3 Adult at Risk

An adult isn't inherently vulnerable; rather, their circumstances or health make them so.

An adult at risk is generally defined as someone aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing, or is at risk of, abuse or neglect.
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

Common factors include:

- Learning or physical disabilities.
- Mental health conditions.
- Age-related frailty or cognitive decline (e.g., Dementia).
- Serious physical illness.

We will ensure that people in our organization know the signs and symptoms of different types of harm and abuse. Signs and symptoms are not always obvious or clear. However, the more that staff and volunteers know about possible warning signs, the more likely they are to recognise abuse and take action.

Awareness of the signs to be aware of is spread by both a positive safeguarding culture and by mandated safeguarding training held in our Centre annually, for all trustees, employees and volunteers.

The trustees recognise that the organisation must fully understand the particular risks and circumstances of the children and adults we work with. This is work in progress. As a rule, the more directly our staff or volunteers work with children or adults at risk, the more detail about recognising the different types of harm and abuse they should know.

6. Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are listed at **Appendix 1**.

7. Reporting Concerns and investigating

NOTE – Please refer to the Safeguarding Reporting Flowcharts at Appendix 3.

If a crime is in progress, or an individual is in immediate danger, dial 999 and call the police, as you would in any other circumstances.

If a safeguarding issue has occurred that needs police involvement, but doesn't meet the criteria for a 999 call, dial 101.

7.1 Things to consider

- Gather as much information as you can from the person reporting the concern, but don't delay in assessing or referring the concern if anything is missing. You can always go back and gather additional information later.

- If you think a child or adult at risk has been harmed or abused in any way, you must always go to social services or the police.
- Wherever possible, tell the person concerned what you are going to do, unless you think it unsafe to do so.
- If at any point you are not sure what to do, always call your local safeguarding team helpline for advice.
- Record everything. You must record all the information you have, any decisions made, or information shared.

7.2 First Steps – Informing someone of your concerns.

If you are a person we work with, a client, or a member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity and/or the DSL.

If you are an employee, trustee or a volunteer of the charity, make your concerns known as detailed below.

7.3 Existing employees and Volunteers

Employees that suspect abuse is occurring should refer the matter to their line manager immediately, with as much detail as possible.

If you feel unable to do so, speak to a trustee. The line manager/trustee will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring and the dates and times.

The allegations will be investigated, and all such reports are taken seriously. The police or other public sector agencies will be involved if necessary.

Volunteers that suspect abuse is occurring should refer the matter to the Volunteer Manager, or a member of staff.

The Volunteer Manager or staff member will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring and the dates and times. The allegations will be investigated, and all such reports are taken seriously. The police or other public sector agencies will be involved if necessary.

Trustees that suspect abuse is occurring should refer the matter to the LST, or the DSL.

The LST, or the DSL will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring and the dates and times. The allegations will be investigated, and all such reports are taken seriously. The police or other public sector agencies will be involved if necessary.

Normally the line manager will report the matter to the DSL, however, if speed is of the essence, staff/volunteers or trustees should approach the DSL directly.

If the DSL is unavailable, consider informing the LST.

7.3.1 First Steps – Filling in the Safeguarding Report Form

The form is listed at **Appendix 2**. Copies are held at reception, and by the Centre Manager, plus they are audited by the Lead Safeguarding Trustee.

8. Next Steps – Instigating an investigation.

- **Identify the Concern:** If a child, young person, or vulnerable adult is in immediate danger, **call 999** for the police.
- **Report Internally:** Report the concern to the charity's DSL or a senior manager/trustee within 24 hours.
- **Follow Procedures:** Follow the charity's internal safeguarding policy and whistleblowing policy.
- **Record Everything:** Create a written, dated, and signed record of what you have seen or been told.

8.1 Safeguarding Investigations

- These will normally be instigated by the DSL, and/or the LST, although any manager at the Centre or Trustee can also request one. Investigations will be instigated when a serious safeguarding concern is highlighted. The investigation will be timely, and confidential.
- If the investigation reveals that abuse is believed to have happened, or is happening, and where the alleged abuser **is** an employee, volunteer or Trustee, ACC will set up a disciplinary hearing. Abuse of anyone in contact with our centre, fellow employees, volunteers or trustees can be regarded by ACC as an act of gross misconduct and the allegation could result in summary dismissal of an employee, volunteer or trustee in line with ACC's disciplinary procedure.
- ACC is legally required to send information to the DBS if a decision is taken to dismiss an employee or volunteer, remove them from working in regulated activity/work.
- ACC may also be required to inform the Disclosure and Barring Service if ACC suspends an employee, volunteer or trustee and also if an employee, volunteer or trustee resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.

8.2 Next Steps Informing the Local Authority

Unless it is exceptional circumstances, the person responsible for informing the Local Authority is the DSL.

If internal staff are involved, the concern is serious, or internal procedures are not followed, you must contact external bodies:]

- **Local Authority Social Care:** Contact the local council's safeguarding adults team or children's services team for the area where the incident occurred.
- **Police:** Report non-recent abuse or suspected criminal activity by calling 101.

DBS Barring Referral: If a staff member or volunteer is dismissed or removed due to safeguarding concerns, the charity must make a referral to the Disclosure and Barring Service (DBS).

8.3 Local Authority Contacts:

8.3.1 Children - LADO (Local Authority Designated Officer)

- **Email:** lado@dorsetcouncil.gov.uk
- **Telephone:** 01305 221122
- **Role:** Handles cases involving adults working with children who may have caused harm, committed an offence, or behaved inappropriately.
- **Referral Procedure:** Use the official Dorset Council LADO referral form (found on the [Pan-Dorset Safeguarding Children Partnership website](#)) to report concerns.)

Out of Hours: For emergencies, contact the out-of-hours team at 01305 21000, or 999 if a child is in immediate danger.

8.3.2 Vulnerable Adults

To report a safeguarding concern for an adult at risk in the [Dorset Council area](#), contact Adult Social Care on **01305 221016** (Monday to Friday, 8:30am to 5pm). For urgent concerns outside office hours, call **01305 858250**. If someone is in immediate danger, call **999**.

8.3.3 Dorset Council Adult Safeguarding Contacts:

- **Phone (Office Hours):** 01305 221016
- **Phone (Out of Hours):** 01305 858250
- **Website/Report Online:** Dorset Council Safeguarding Adults

- **Email (Professionals):** Dorsetadultsafeguarding@dorsetcouncil.gov.uk

9. Next Steps – “Learning the lessons” and Feedback

Once a report is made of a safeguarding concern, a record will be kept of progress on the safeguarding cloud-based record, maintained by the DSL and the lead safeguarding trustee.

Timely once weekly reviews will be maintained by the DSL, with regular updates to the Lead Safeguarding Trustee.

Feedback on the safeguarding scenario, and lessons learnt, will be provided to trustees and to external partners, as well as best practice.

9.1 Continuous Professional Development

The ACC holds safeguarding training yearly, and updates staff/volunteers and Trustees in our regular quarterly meetings. It is important that all stakeholders in the ACC maintain current knowledge of new developments and best practice.

10. Recruiting Staff/Volunteers

Advertisements for roles at the ACC will specify clearly whether the work involves regulated activity/work with vulnerable persons together with the basis of that work.

If so, offers of employment or volunteering will be made conditional on the receipt of satisfactory DBS checks. The DBS check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work. If the background check reveals that an applicant is not suitable, the offer of employment will be withdrawn by ACC.

11. Existing Employees and Volunteers

Existing employees, and volunteers, may be required to provide a satisfactory Disclosure check where their work becomes a regulated activity/work or ACC Requires them to start carrying out regulated activity/work. Existing employees and volunteers cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

The disclosure check will be conducted by the DBS in England and Wales. The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this. If employees are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, ACC will consider the options for redeployment any available job roles that do not involve regulated activity/work.

If existing employees and volunteers, become added to the children and adults barred lists by either disclosure body, ACC will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

In both cases, if this is not possible, ACC may need to consider dismissal of the employee based on the statutory ban imposed by the disclosure. ACC may be unable to continue to employ the employee in any capacity if the continued association with the employee cannot be maintained, causes reputational damage to the employer or other reasons that harm its position in the charity sector.

12. Safeguarding Responsibilities

12.1 Trustees.

This safeguarding policy will be reviewed and approved by the Board annually.

Trustees are aware of, and will comply with, the Charity Commission guidance on [safeguarding and protecting people](#) In addition the [10 actions trustee boards need to take](#) are listed as Appendix 4.

Trustees are committed that all other ACC policies and procedures will segway into this Safeguarding policy. This will ensure that full disciplinary measures are available to the Board for Safeguarding breaches for all persons involved with the ACC.

12.2 Dedicated Safeguarding Lead.

Listed on page 2 above.

12.3 Lead Safeguarding trustee

Listed on page 3 above.

12.4 Everyone.

To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

13. Donors in Vulnerable Circumstances

Safeguarding duties include working with potentially vulnerable donors.

Fundraisers must treat donors fairly, enabling them to make an informed decision, particularly those in vulnerable circumstances.

Individuals under 18 or adults lacking capacity are automatically considered vulnerable.

Fundraisers must not exploit lack of knowledge, need for support or vulnerable circumstances.

If a donor cannot make an informed decision, donations must not be accepted and must be returned if later discovered.

Fundraising communications should be clear and inclusive, with adjustments for accessibility.

Staff should be trained to engage respectfully and to identify signs such as difficulty understanding, communicating or weighing decisions.

14. Statutory Safeguarding Guidance

14.1 The Law

These are the primary Acts of Parliament that mandate how children and adults at risk must be protected.

The Children Act 1989 & 2004: The bedrock of child protection. Section 11 of the 2004 Act places a duty on organizations to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children.

The Care Act 2014: This is the primary legislation for safeguarding adults. It defines "adults at risk" and requires charities to cooperate with Local Authority Safeguarding Adults Boards (SABs).

The Charities Act 2011: Specifically, as amended by the **Charities (Protection and Social Investment) Act 2016**. This gives the Charity Commission the power to act if trustees fail in their duty to protect beneficiaries.

The Protection of Freedoms Act 2012: Governs the Disclosure and Barring Service (DBS) and defines "regulated activity." Your policy must align with these definitions when determining who needs a background check.

14.2 Regulatory Guidance 2025 - 2026

Working Together to Safeguard Children (Updated 2023/2024): This is the statutory guidance for any organization that comes into contact with children. It emphasizes "multi-agency" working.

Keeping Children Safe in Education (KCSIE) 2026: If your charity operates in or alongside the education sector, your policy must reflect the 2026 updates, which include refined digital safety requirements and "child-on-child" sexual violence protocols.

Charity Commission Guidance (CC26): *"Safeguarding and protecting people for charities and trustees."* This guidance clarifies that safeguarding is a **core trustee duty**.

14.3 Gov.UK – The role of other agencies in safeguarding

14.4 Advisory Guidance

[Charity Commission: Infographic; 10 actions trustees need to take.](#)

[Charity Commission: Safeguarding duties of charity trustees](#)

[Charity Commission: Safeguarding - policies and procedures](#)

[Charity Commission: How to protect vulnerable groups](#) [Charity](#)

[Commission: Managing online risk.](#)

14.5 Useful help and advice:

<https://www.anncrafttrust.org/resources/> <https://www.anncrafttrust.org/safeguarding-audits/> <https://www.ncvo.org.uk/help-and-guidance/safeguarding/>

Fundraising Regulator [Donors in Vulnerable Circumstances \(Jan 26\).](#)

ICO - [A 10 step guide](#) to sharing information to safeguard children. ICO - [Children and the UK GDPR.](#)

Ofcom: Online Safety Act - [The Protection of Children Codes and Guidance.](#) (Apr 25)

Version Control - Approval and Review

This policy will be reviewed periodically, or following an incident, change in legislation, or other significant factors. It will also be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	1/4/25	Initial draft approved	Mar 26
2.0	Board	18/3/26	Full rewrite	Mar 27
2.0	Board	19/3/26	Circulated to all staff, volunteers and trustees in face-to-face meetings.	NA



3.0	Board	30/3/26	Final draft agreed at Trustees Meeting	30/3/27
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Appendix 1 - Signs of Abuse

Physical Abuse.

- being emotionally upset or agitated.
- nervousness around certain people.
- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.
- Other symptoms – Victims of physical abuse often “shy” away from physical contact with anyone or react in a distressed fashion to unexpected loud noises or raised voices.

Sexual Abuse.

- being emotionally upset or agitated.
- nervousness around certain people.
- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.
- Other symptoms – Victims of sexual abuse often stop interacting in situations where they used to before. For example, children at school suffering physical or sexual abuse often become withdrawn. They can look tired, “shy” away from physical contact with anyone or react in a distressed fashion to unexpected loud noises or raised voices.

Coercive Control/Emotional Abuse.

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.
- Every situation is different, but these are common signs of coercive control. You might see several changes together or just one thing at first .
- victims apologise a lot, even if they have done nothing wrong.
- Nervousness to discuss home life and or nervousness to commit to anything without partner approval
- inability to access cash
- constant calls to partner seeking permission for something
- punishing them for “breaking rules”

Neglect.

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect.

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation.

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.

Appendix 2 – Incident Report Template

Safeguarding Concern / Incident Report Template

Safeguarding incident or concern: Template report form

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.

**REFERENCE
NUMBER**

Name & role of person completing this form:

Position in the Allendale Centre:

Date form 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 – If known:

Name:	Address:
Contact number:	Email address:



Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	<input type="checkbox"/>
	Responding to someone else's concerns	<input type="checkbox"/>

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:

Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:
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Details of person reporting:

Incident Details:

Date/ Time:	Group name/Room (if applicable):
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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)



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

Child, young person or adult at risk account of the incident or concern: *(use their own words)*

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*



Details of any witnesses:

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

<p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p>	<p>Relationship to child, young person or adult at risk:</p>	<p>Contact details:</p>
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Outcome of incident & immediate actions taken: (tick box where relevant)		
<p>Ambulance required? <input type="checkbox"/></p> <p>Name of hospital / medical facility attended if applicable:</p> <p>Police/fire/rescue services attended? <input type="checkbox"/></p> <p>Notes:</p>	<p>First aid treatment provided: and by whom</p>	<p>Medication given:</p>
<p>Any resulting change of plans or disruption to the programme, if applicable:</p>	<p>Disciplinary procedures enacted:</p>	<p>Were any immediate changes to risk management procedures made?</p>
<p>Signed By Author:</p>	<p>Name:</p>	<p>Date:</p>

Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by DSL)

<p>Date & time DSL notified of incident/concern:</p>
<p>Date & time this form passed on to DSL (if different from above):</p>
<p>DSL comments: (actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</p>



External agency referral:

Social services notified? <input type="checkbox"/> Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	LADO notified? <input type="checkbox"/> Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	Other referral made? <input type="checkbox"/> Agency: Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:
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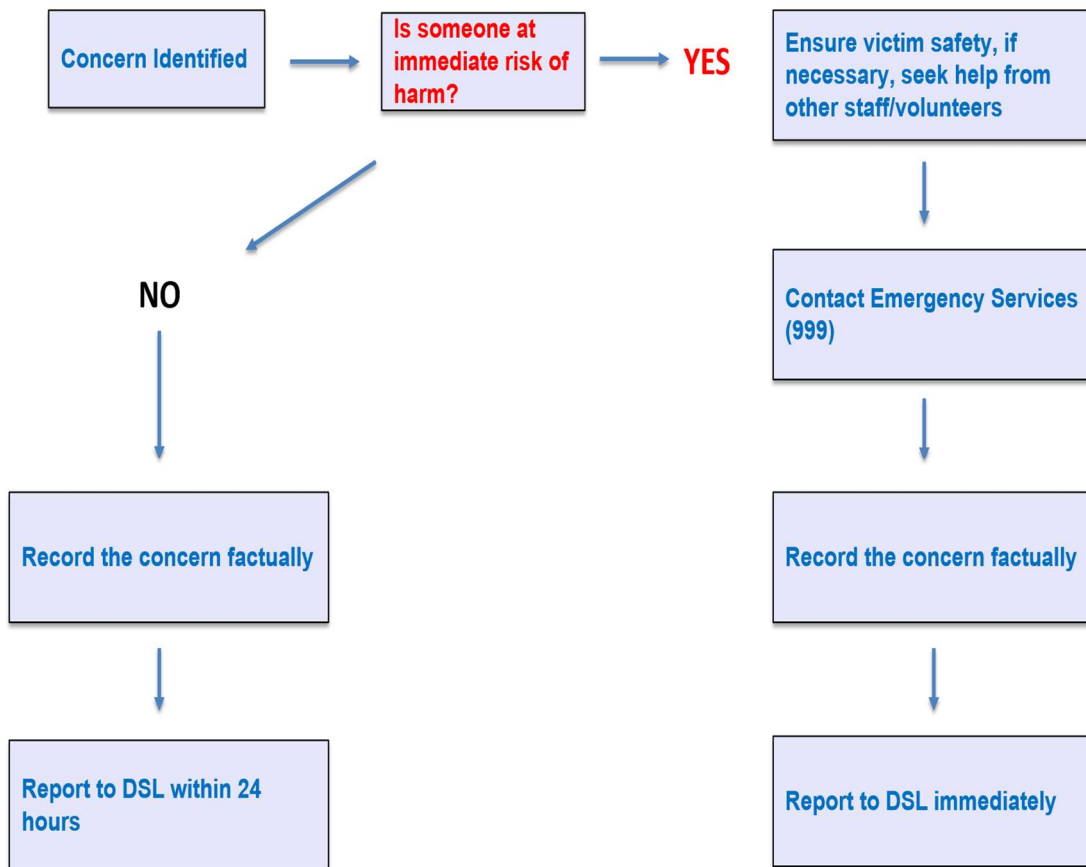
Signed By DSL:	Name:	Date:
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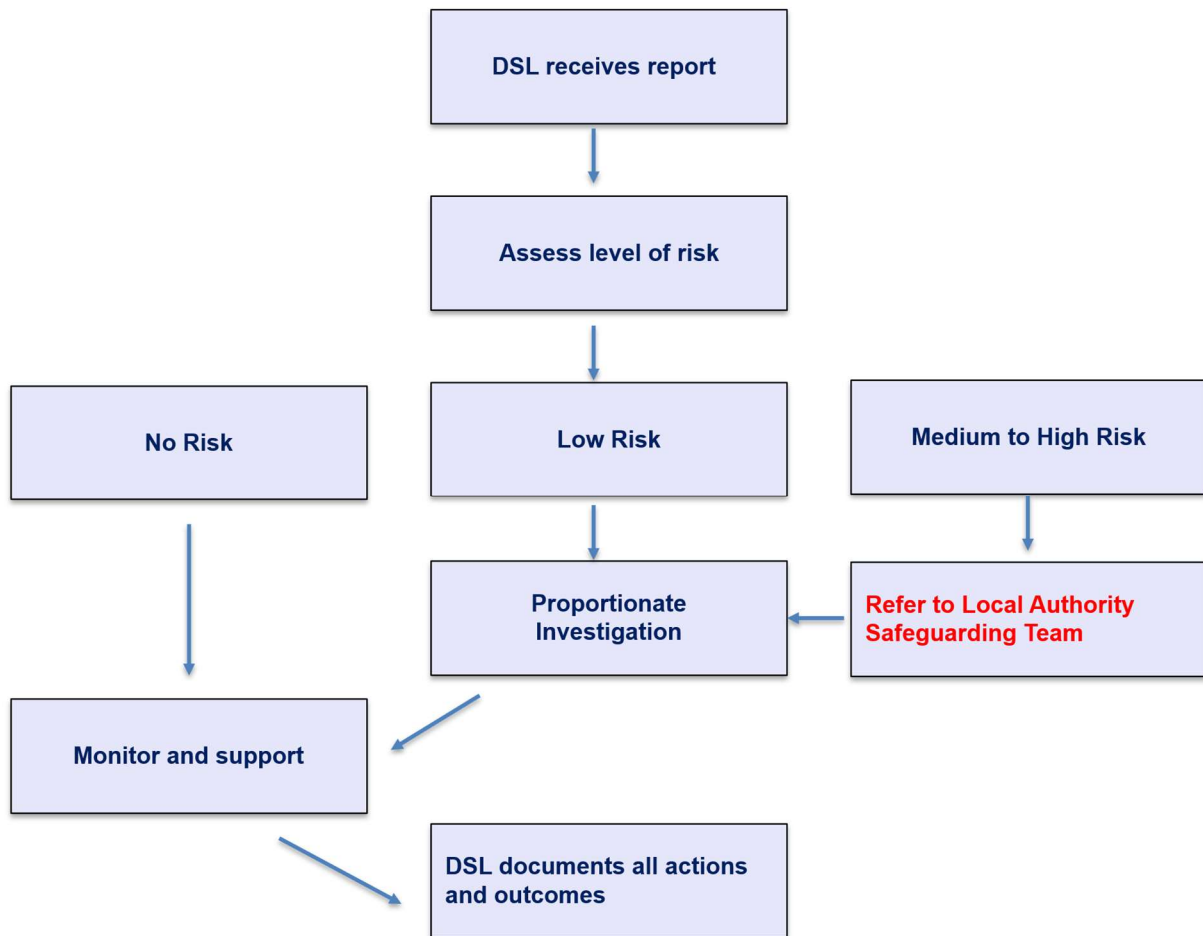
For Office Use Only:

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

Appendix 3 – Safeguarding Flowchart.

Safeguarding Reporting Flowchart – Allendale Community Centre

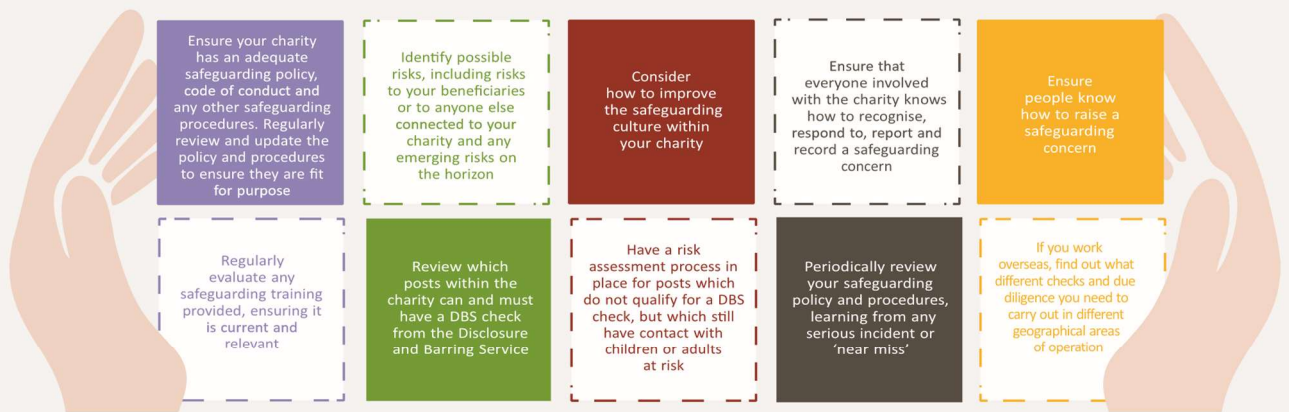




Safeguarding Reporting Flowchart – Allendale Community Centre

Appendix 4 – The 10 Key Points for Trustees.

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



CHARITY COMMISSION
FOR ENGLAND AND WALES