



Hebden Bridge Arts

Policies on

Safeguarding Adults at Risk

&

Safeguarding Children and Young People

February 2024

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1. INTRODUCTION

These safeguarding policies will enable Hebden Bridge Arts ('HBA'), via its board members, staff, volunteers, and freelancers to demonstrate its commitment to keeping safe the adults, children and young people with whom it works. We acknowledge our duty to act appropriately to any allegations, reports, or suspicions of abuse.

Due to the nature of the work of HBA, and the communities we engage with, it is important that we have these policies and procedures to follow to prevent abuse. Vulnerable adults, children and young people access and engage with HBA on a regular basis, as visitors, audience members and workshop participants.

All HBA staff, freelancers, volunteers, and board members play an important role in safeguarding vulnerable adults, children and young people through the services they deliver. We will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people, and adults. We will ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.

Lisa Graham is HBA's Designated Safeguarding Lead. Lisa can be reached via contactus@hebdenbridgearts.co.uk or on 07723 329479.

Rebekah Fozard is HBA's Deputy Designated Safeguarding Lead. Rebekah can be reached on rebekah@hebdenbridgearts.co.uk or on 07977 157614.

2. SAFEGUARDING ADULTS AT RISK

The characteristics of adult abuse can take several forms and cause adults at risk to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Adults at risk may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries. There may be some situations where the person is unaware that they are being abused or have difficulty in communicating this information to others.

Definitions

An adult at risk is defined as:

A person aged over 18 who is or may need community care services because of mental or other disability, age, or illness, and who are, or may be unable to take care of themselves against harm or exploitation.

Safeguarding Adults At Risk Policy Statement

HBA is fully committed to safeguarding the welfare of vulnerable and at risk adults. It recognizes the responsibility to take all reasonable steps to promote safe practice and to protect adults at risk from harm, abuse and exploitation. HBA acknowledges its duty to act appropriately to any allegations, reports, or suspicions of abuse.

To implement this Adults at Risk Safeguarding policy, HBA will:

- work to promote the freedom and dignity of the person who has or is experiencing abuse
- work to promote the rights of all people to live free from abuse and coercion
- work to ensure the safety and well-being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- work to manage services in a way which promotes safety and prevents abuse
- recruit staff, board members and freelancers safely, ensuring all necessary checks are made
- provide effective management for staff and freelancers through support and training
- ensure that all staff, freelancers and board members are familiar with this policy and procedures
- work with other agencies within the framework of all Safeguarding Adults Board's Policy and Procedures
- act within their confidentiality policies and will usually gain permission from service users before sharing information about them with another agency, noting that the person in danger could be the person making the disclosure or other adults at risk
- inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent
- make a referral to the Gateway to Care as appropriate
- endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
- ensure that the Designated Safeguarding Lead understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Adult Social care)

ADULTS AT RISK SAFEGUARDING PROCEDURES

1. Preventing abuse

HBA is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within HBA will be treated with respect.

HBA is committed to safer recruitment policies and practices – see section 6.

2. Recognising the signs and symptoms of abuse

HBA is committed to ensuring that all staff and freelancers undertake training to gain a basic awareness of signs and symptoms of abuse. HBA will ensure that the Designated Safeguarding Lead, their Deputy and other members of staff and freelancers have access to training around Safeguarding Adults.

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical suffering.

Forms of abuse can include:

- Physical abuse such as: hitting, pushing, pinching, shaking, misuse of medication, scalding, inappropriate restraint, hair-pulling.
- Sexual abuse such as: rape or sexual assault; sexual acts to which the adult at risk has not or could not have consented, or to which they were pressurised into consenting or encouraging people to watch inappropriate materials.
- Psychological or emotional abuse such as: threats of harm or abandonment; deprivation of social or any other form of contact; humiliation, blaming, controlling, intimidation, coercion, or harassment; verbal abuse; prevention from receiving services or support.
- Financial or material abuse such as: theft; fraud or exploitation; pressure in connection with wills, property, or inheritance; misuse of property, possessions, or benefits.
- Neglect or acts of omission such as: ignoring medical or physical care needs; preventing access to health, social care, or educational services; withholding the necessities of life, such as food, drink, or heating.
- Discriminatory abuse such as that based upon a person's race, sexuality, or disability, any other forms of harassment or slurs.
- Domestic violence – all forms of abuse can be experienced in a family setting by a partner, family member, or with someone with whom there is a relationship.

- Institutional abuse and poor practice – disrespect and unethical practice, ill treatment and professional misconduct.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, freelancers, volunteers, or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

3. Designated Safeguarding Lead for safeguarding adults

HBA will appoint an individual who is responsible for dealing with any Safeguarding Adult concerns, this will be the Designated Safeguarding Lead. **See section 1 above for details of HBA's Designated Safeguarding Lead and Deputy.** In their absence, then staff or freelancers should contact Gateway to Care directly on 01422 393000.

The roles and responsibilities of the Designated Safeguarding Lead(s) are:

- to ensure that all staff including freelancers are aware of what they should do and who they should go to if they have concerns that an adult at risk may be experiencing, or has experienced abuse or neglect
- to ensure that concerns are acted on, clearly recorded, and referred appropriately
- to follow up any referrals and ensure the issues have been addressed
- to reinforce the utmost need for confidentiality and to ensure that staff and freelancers are adhering to good practice about confidentiality and security
- to ensure that staff and freelancers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision

4. Responding to people who have experienced or are experiencing abuse

HBA recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that acting in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Do not start to investigate or ask detailed or probing questions
- Do not promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, freelancers, and any volunteers and service users safe
- To inform the Designated Safeguarding Lead in your organisation
- To record what happened in the Safeguarding log book, located with Designated Safeguarding Lead, see Section 1 for details.

All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Lead. If a board member, a staff member, freelancer or volunteer feels unable to raise this concern with the Designated Safeguarding Lead (or they are implicated in the abuse) then concerns can be raised directly with Gateway to Care on 01422 393000. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral will be made to Gateway to Care. If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from Gateway to Care and/or the Safeguarding Adults Team and/or other advice giving organisations such as the Police.

5. Raising a Safeguarding Adults Alert

All safeguarding adult concerns or advice calls should be made by telephone to the Adult Social Care team via Gateway to Care Monday to Friday 9.00am till 5.00pm.

Gateway to Care

Phone: 01422 393000 Available: Monday-Friday 9am-5pm

Phone 01422 288000 for the Emergency Duty team.

West Yorkshire Police Safeguarding Unit 01422 337013

Hate & Mate crime and Domestic abuse are crimes: please seek advice from the Police Safeguarding team in the first instance then refer to Gateway to Care.

When calling Gateway to Care you should ask to make a safeguarding adults alert. Gateway to Care will then decide if the safeguarding process should be instigated or if other support/services are appropriate. Feedback will be given to the person who raised the safeguarding adults alert.

Suspected or actual abuse

- Immediate threat or crime committed? Contact Police or Emergency Services
- Inform Designated Safeguarding Lead or their Deputy
- Alert made to Gateway to Care 01422 393000
- Complete the Safeguarding Reporting Form at the end of this policy.

6. Managing allegations made against a member of staff, freelancer, volunteer or a board member

HBA will ensure that any allegations made against volunteers, freelancers, board members or members of staff will be dealt with swiftly. Where a volunteer, freelancer, board member or member of staff is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the person alleged to have caused harm. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Safeguarding Lead will liaise with Gateway to Care to discuss the best course of action and to ensure that HBA's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

7. Recording and managing confidential information

HBA is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. For further information, please see HBA's privacy policy.

All allegations/concerns should be recorded in the Safeguarding logbook. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnessed.

The information that is recorded will be kept secure and will comply with the data protection act. This information will be secured in a locked filing cabinet in the organisation. Access to this information will be restricted to the Designated Safeguarding Lead and their Deputy.

8. Disseminating / Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to staff, freelancers, volunteers, board members & service users. The Designated Safeguarding Lead will be responsible for ensuring that this is done.

The Safeguarding Adults at Risk Policy will be reviewed annually by the Board of Directors. The Designated Safeguarding Lead will be involved in this process and can recommend any changes.

The Designated Safeguarding Lead will also ensure that any changes are clearly communicated to staff, freelancers, volunteers, and board members. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

3. SAFEGUARDING CHILDREN & YOUNG PEOPLE

Working Together to Safeguard Children (2018) is the current Government guidance for interagency working to safeguard and protect the welfare of children.

Definitions

Safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

The document *What to do if you are worried a child is being abused (2015)* is produced by the Government and available online. The document helpfully identifies **signs and indicators of abuse and neglect**. The four main principles are:

- children have a right to be safe and should be protected from all forms of abuse and neglect.
- safeguarding children is everyone's responsibility.
- it is better to help children as early as possible, before issues escalate and become more damaging; and
- children and families are best supported and protected when there is a coordinated response from all relevant agencies.

Safeguarding Children & Young People Policy Statement

HBA is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse, and exploitation. HBA acknowledges its duty to act appropriately to any allegations, reports, or suspicions of abuse.

We believe every child should be valued, safe and happy. We want to make sure that any children we have contact with know this and are empowered to tell us if they are suffering harm. We want children who use or have contact with HBA to enjoy what we have to offer in safety.

We will achieve this by an effective safeguarding procedure and following National guidance and local procedures:

1. If we discover or suspect a child is suffering harm, we will notify Calderdale Children's Social Care Services or the Police in order that they can be protected if necessary.

2. This safeguarding policy and procedure applies to all staff, board members, freelancers, volunteers and users of HBA and anyone carrying out any work for us
3. We will review our safeguarding policy and procedures annually to make sure they are still relevant and effective
4. HBA is committed to ensuring that those we employ in paid or voluntary capacity and the people we serve, are not discriminated on the basis of disability, race, age, religion or belief, sexual orientation or gender
5. We will provide opportunities for staff and freelancers to develop their skills and knowledge particularly in relation to safeguarding children and young people
6. We will ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to our complaints policy
7. We will ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures
8. We will endeavour to keep up to date with national developments relating to the welfare and protection of children and young people.

HBA's Children & Young People Safeguarding procedures detail the steps to follow when concerns are raised that a child or young person could be experiencing abuse and/or neglect. The procedures should ensure an effective response for dealing with concerns.

CHILDREN & YOUNG PEOPLE SAFEGUARDING PROCEDURES

1. Preventing abuse

HBA is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within HBA will be treated with respect.

HBA is committed to safer recruitment policies and practices – see section 6.

2. Recognising the signs and symptoms of abuse

HBA is committed to ensuring that all staff and freelancers undertake training to gain a basic awareness of signs and symptoms of abuse. HBA will ensure that the Designated Safeguarding Lead, their Deputy and other members of staff and freelancers have access to training around safeguarding.

Forms of abuse can include:

- **Physical Abuse** - is causing physical harm to a child and may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating. Physical harm may also be caused when a parent/carer fabricates the symptoms or deliberately induces illness in a child.
- **Emotional Abuse** - is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying causing children to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of children, though it may occur alone.

- **Sexual Abuse** - involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect** - is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3. Identifying a safeguarding concern

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers, or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse. Some examples of how concerns can come to light are:

- A child or young person alleges that abuse has taken place, or they feel unsafe
- A third party or anonymous allegation is received
- A child or young person's appearance, behaviour, play, drawing, or statements cause suspicion of abuse and/or neglect
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago
- A report is made regarding the serious misconduct of a worker or volunteer towards a child or young person
- An adult discloses information that causes concern for the welfare of a child.

4. Designated Safeguarding Lead for children & young people

HBA will appoint an individual who is responsible for dealing with any safeguarding concerns, this will be the Designated Named Person. **See section 1 above for details of HBA's Designated Safeguarding Lead.** In their absence, then staff members, freelancers, board members or volunteers should contact Calderdale Children's Social Care:

- MAST (Multi-Agency Screening Team): **01422 393336** (in normal working hours)
- Out of hours call the Emergency Duty Team (EDT) on: **01422 288000**

The role and responsibilities of the Designated Safeguarding Lead(s) are:

- To ensure that all staff including freelancers are aware of what they should do and who they should go to if they are concerned about a child or young person
- Ensure that any concern about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- The Designated Safeguarding Lead(s) will record any reported incidents in relation to a child/young person or breach of safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.

5. Stages to follow if you are worried about a child or young person

HBA recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family).

When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance, staff members and freelancers will:

Stage 1

1. Initially talk to a child/young person about what you are observing.
2. It is okay to ask questions, for example: *"I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions
3. Listen carefully to what the young person has to say and take it seriously
4. Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse
5. Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm
6. Record what was said as soon as possible after any disclosure
7. Respect confidentiality and file documents securely
8. Notify HBA's Designated Safeguarding Lead.

Stage 2

The Designated Safeguarding Lead will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Designated Named Person will contact Calderdale Children's Social Care for advice or to make a referral.

- Call MAST (Multi-Agency Screening Team): **01422 393336** (in normal working hours)
- Out of hours call the Emergency Duty Team (EDT) on **01422 288000**

Suspected or actual abuse

- Immediate threat or crime committed? Contact Police or Emergency Services
- Inform Designated Safeguarding Lead or their Deputy
- Alert made to MAST 01422 393336 or Emergency Duty Team 01422 288000
- Complete the Safeguarding Reporting Form at the end of this policy.

6. Managing allegations made against a member of staff, freelancer, volunteer or a board member

HBA will ensure that any allegations made against staff members, freelancers, board members or volunteers will be dealt with swiftly and in accordance with these procedures:

The worker should listen carefully to what the child says, but not ask detailed questions. The worker must ensure that the child is safe and away from the person against who the allegation is made. The Designated Safeguarding Lead should be informed immediately. In the case of an allegation involving the Designated Safeguarding Lead, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be the Deputy Designated Safeguarding Lead, a board member or anyone within HBA that is in a senior position and believed to be independent of the allegations being made).

- The Designated Safeguarding Lead should contact the Local Authority Designated Officer ('LADO' – based within Calderdale Safeguarding & Quality Assurance Services: 01422 394086) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency arising, the Police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The Designated Safeguarding Lead within HBA (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the Police and/or Calderdale Children's Social Care.

Regardless of whether a police officer and/or Calderdale Children's Social Care investigation follows, HBA will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident. Any actions should be discussed with the LADO to avoid compromising the Police or a safeguarding investigation.

7. Recording and managing confidential information

HBA is committed to maintaining confidentiality wherever possible and information around safeguarding issues should be shared only with those who need to know. For further information, please see HBA's privacy policy.

All allegations/concerns should be recorded in the Safeguarding logbook. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnessed.

The information that is recorded will be kept secure and will comply with the data protection act. This information will be secured with access restricted to the Designated Safeguarding Lead and their Deputy.

8. Disseminating / Reviewing Policies and Procedures

This Safeguarding Children and Young Person Policy and Procedure will be clearly communicated to staff, freelancers, volunteers and board members. The Designated Safeguarding Lead will be responsible for ensuring that this is done.

This policy will be reviewed annually by the Board of Directors. The Designated Safeguarding Lead will be involved in this process and can recommend any changes.

The Designated Safeguarding Lead will also ensure that any changes are clearly communicated to staff, freelancers, volunteers, and board members. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

9. Useful Numbers

The NSPCC Safeguarding Helpline is a free 24-hour service that provides counselling, information, and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: help@nspcc.org.uk

- Police - Non emergency 101 / Safeguarding 01422 337180
- Emergency Duty Team (EDT) – 01422 288000
- Local Authority Designated Officer (LADO) – 01422 394086
- MAST - for Statutory Social Care referral - Tel: 01422 393336 or email MASTadmin@calderdale.gov.uk

For further safeguarding information, visit: <http://calderdale-safeguarding.co.uk/>

4. RECORD RETENTION

In line with HBA's Retention and Deletion policy personal information should not normally be held for longer than 6 years after the subject's last contact with us.

Exceptions to the 6 year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law.
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.
- Relate to individuals and providers of services who have, or whose staff or freelancers, have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the person might seek access to the file at a later date and the information would not be available elsewhere).

When records are being kept for more than the 6-year period files need to be clearly marked and the reasons for the extension period clearly identified.

If an allegation is made against a HBA employee, freelancer, board member or volunteer a record will be kept until the person reaches normal retirement age, or for 10 years if that is longer. Such records will contain details of how the allegations were followed up and resolved, and of any action taken and decisions reached. These records will be kept in a confidential personnel file and a copy should be given to the individual whom the allegation is against.

5. SAFER RECRUITMENT

The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) introduced significant changes in how we safeguard children and vulnerable adults from those who are unsuitable to work with them.

HBA will ensure that new and existing employees and freelancers have had a DBS check, along with any board members or volunteers whose work with and for HBA deems a DBS check prudent or necessary. HBA will ensure that any relevant history is followed up. DBS checks are intended to improve the vetting of those working with children and adults at risk but there is no perfect system and people will continue to seek and gain employment with a view to abusing positions of trust and power.

As such, we must all remain **vigilant** when making decisions that will give people access to children and vulnerable groups.

HBA will ensure that any board members, staff and freelancers that work closely with children are subjected to a thorough recruitment and selection process including taking up of employment or character references, identity checks, employment history and qualifications. All applicants should be asked to declare any convictions, cautions or bind-overs.

A DBS check will need to be renewed or, ideally, the individual should register with the DBS Update Service. All staff are also subjected to a probationary period.

If HBA has any concerns that someone they employ should not be working with children, they must contact the Local Authority Designated Officer ('LADO') on 01422 394086 or email ladoadmin@calderdale.gov.uk.

Policy adopted: March 2022

Policy last updated: February 2024

Review needed by: February 2025

Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Lead or Deputy within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your details – the person completing the form

Name	<input type="text"/>		
Position	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

2 Details of the person affected

Name	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

3 Details of the incident (please describe in detail using only the facts)

<input type="text"/>

4 Other present or potential witnesses

Name			
Address			
Telephone number		Email	

5 Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Signature		Print name:	
Date of Report			

DSL or Deputy Signature:		Print name:	
Date Safeguarding Reporting Form Received:			

TO ENSURE CONFIDENTIALITY, THIS FORM SHOULD BE EMAILED DIRECTLY OR PLACED IN A SEALED ENVELOPE AND HANDED TO THE DESIGNATED SAFEGUARDING LEAD OR DEPUTY.