



Poole Communities Trust Safeguarding Policy & Procedures Concerning Children, Young People & Adults at Risk

1. Introduction

Poole Communities Trust believes that every child and adult deserves to be safe and secure. We will ensure that our activities are safe for our staff, volunteers and users. Unfortunately, people may pose a risk to children or adults at risk and may wish to harm them. Also, accidents can happen unless steps are taken to minimise them. Therefore, safeguarding children, young people and adults is everybody's business.

Poole Communities Trust has put in place safeguards to protect those who work and volunteer for us and our users including children, young people and adults at risk. Poole Communities Trust has also put in place safeguards to avoid putting their staff and volunteers in positions where harm might be alleged, and to ensure that all staff and volunteers know exactly what to do should harm be suspected. Poole Communities Trust believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children, young people and adults at risk - not just to protect, but to safeguard. Therefore, we also have a responsibility to take action if we know, or suspect, that a child or adult at risk is at risk of harm.

2. Definitions

- A **child/young person** is defined as anyone under 18.
- An **adult at risk** is defined in the 'No Secrets' government report as a person over 18 "who may be in need of community care services by reason of mental or other disability, age or illness; and who is unable to protect him or herself against significant harm or exploitation."

3. Poole Communities Trust Values for Safeguarding Children, Young People and Adults at Risk

- All users including children, young people and adults at risk have the right to a friendly, secure, caring and safe environment whilst with Poole Communities Trust.
- The needs of the child/adult at risk are paramount and should underpin all safeguarding work, working to the policy and procedures agreed by the Pan-Dorset Safeguarding Children Partnership and the Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- The primary duty of staff and volunteers, whatever their nominated role, and organisations contracted by Poole Communities Trust is to protect children, young people and adults at risk from significant harm.
- It is not Poole Communities Trust's responsibility to investigate suspected abuse but to report concerns to the local contacts (see Section 8).
- Responsibility for safeguarding children, young people and adults at risk must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.
- Poole Communities Trust has a responsibility to inform children and young people, and adults at risk, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm when disclosed or observed.

4.1 Preventing Opportunities for Harm

Poole Communities Trust aims to:

- Ensure we practice safe recruitment in checking the suitability of appropriate staff and volunteers to work with children, young people and adults at risk. Including the use of criminal record checks (DBS) where permitted to do so.
- Ensure that our activities are safe for those who work and volunteer for us and those who use our services
- Provide appropriate safeguarding training to our staff and volunteers
- Develop and then implement procedures for identifying and reporting cases, or suspected cases of harm
- Make our Safeguarding Policy available
- Designate an appropriately trained and informed individual/s to be the person/s with whom safeguarding concerns are discussed initially

4.2. Safer Practice in Direct Work

- No Poole Communities Trust member of staff or volunteer will be alone with a child or adult at risk without alerting others to the reason.
- Members of staff or volunteers must not use inappropriate language or behaviour.
- Any concerns of harm or disclosure will be acted on **IMMEDIATELY**.
- All allegations of abuse against staff or volunteer, however minor, are reported to the staff /volunteers line manager and the procedure to be followed will be in line with the Pan-Dorset Safeguarding Children Partnership Bournemouth or the Bournemouth, Christchurch and Poole Safeguarding Adults Board.
- Safeguarding also means reducing the risk of injury. Therefore we will carry out appropriate risk assessments before undertaking events/activities. This will include balancing the danger of injury against the benefits for participants.
- When undertaking events/activities we will arrange for appropriate first aid cover and other health and safety measures e.g. fire fighting.

5. Types of Harm

There are various forms of harm that can be evidenced by physical and behavioral indicators:

- Physical Harm
- Neglect
- Emotional Harm
- Sexual Harm
- Financial and Material Harm
- Discriminatory Harm
- Radicalisation

Further information is available from Pan-Dorset Safeguarding Children Partnership (<https://pdscp.co.uk/children-young-people/abuse-what-is-it/>) or Bournemouth, Christchurch and Poole Safeguarding Adults Board (www.bcpsafeguardingadultsboard.com/uploads/7/4/8/9/74891967/bpdsab_voluntary_sector_info__may_15.pdf) and www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse

See Appendix 1 for more information on types of harm

6. How to Report Suspected Harm

Those working for Poole Communities Trust may suspect someone is being harmed, or is in danger of being harmed, by observing their appearance and/or behaviour or be told directly (i.e. a disclosure). If anyone involved with Poole Communities Trust has a suspicion or receives a disclosure then they **MUST** act.

The first priority for all those working for Poole Communities Trust (trustees, staff, volunteers, contractors, etc.) should be to ensure the safety and protection of any child or adult at risk. Therefore if there is any concern it is an individual's responsibility to act in a timely manner, if necessary immediately where there is an urgent need for medical treatment or immediate risk of harm.

Where a member of staff or volunteer suspects a child or adult at risk has or is being harmed they will follow the process below:

a. Person has concerns about a child or adult at risk's welfare. If the child or adult at risk disclosed information you should:

- Stay calm, treat them seriously, offer them support and listen to them but not press for more details
- Explain that you cannot guarantee confidentiality and that you have a duty to report to your line manager (inform parent/carer unless it would increase risk of harm)
- Write down what they tell you using their own words as soon as possible (please use the Incident Reporting Form in Appendix 3.)
- Keep any evidence safe
- Do not attempt to discuss this with the person alleged to have caused the harm



b. If the person believes the child or adult at risk is in immediate danger - call the police and /or an ambulance on 999. If not go to c



c. Person contacts Nominated Safeguarding Officer (NSO) Hannah Baker tel no. 07856 759351 hannahbaker@poolecommunitiestrust.org.uk or Deputy Nominated Safeguarding Officer (DNSO) Debbie Dixon - tel. no. 0779 2851181 debbedixon@poolecommunitiestrust.org.uk as soon as possible and within the same working day and a decision is taken whether to take further action (if the person is unable to discuss with their line manager they should decide whether to take further action). If yes then go to d



d. NSO / DNSO records concerns using as much information as possible such as what was said, what was observed, when, where and who else was there, date, time and place of disclosure/concerns.



e. NSO /DNSO makes appropriate referral (see **Contacts**) within 24 hours of disclosure or concern raised.



f. Followed up in writing within 48 hours with copy kept in Poole Communities Trust Incidents file.

7. Whistleblowing

Poole Communities Trust is dedicated to the highest standards of operation, probity and accountability. In line with this commitment, employees, volunteers and others with serious concerns about any aspect of our work are encouraged to come forward and voice those concerns. In the first instance if you have safeguarding concerns, or want to complain about a lack of action on a safeguarding concern, speak to the Nominated Safeguarding Officer Hannah Baker – tel. no 07856759351 or Deputy Nominated Safeguarding Officer Debbie Dixon - tel. no. 0779 2851181 debboedixon@poolecommunitiestrust.org.uk. However, if you have continuing concerns, e.g. your concerns are not acted on, you are encouraged to contact the appropriate authorities (the local safeguarding boards and/or Police). Advice is available from Protect - free confidential advice for people who witnessed wrongdoing in their workplace but are not sure how to raise their concerns (<https://protect-advice.org.uk> 020 3117 2520) and NSPCC National Whistleblowing Advice Line on 0800 028 0285.

8. Contacts

Poole Communities Trust

- NSO: Hannah Baker 07856759351 hannahbaker@poolecommunitiestrust.org.uk

- DNSO: Debbie Dixon 0779 2851181 debbiedixon@poolecommunitiestrust.org.uk

For concerns about an immediate risk or harm to a child/young person or adult at risk ring the Police on 999

If you suspect that a child/young person is being abused or neglected then contact the BCP First Response Hub to request support, or to report a concern about a child or young person.

Bournemouth, Christchurch & Poole – Children's First Response Hub:	01202 123334 childrensfirstresponse@bcpcouncil.gov.uk • out of hours' team: 01202 738 256 .
Dorset - Children's Advice and Duty Service (ChAD) Professionals Number: This is a professionals-only number to discuss your concerns, you will no longer complete a referral form.	01305 228558
Dorset Families and Members of the Public:	01202 228866

Adult social care for concerns relating to vulnerable adults:

- adults social care team: [01202 123 654](tel:01202123654) or asc.contactcentre@bcpcouncil.gov.uk

Or Dorset Police: Tel 101

Out of Hours Service: Tel. **0300 1239895** Evenings and weekends, including Bank Holidays

9. Other organisations that could help

- Pan-Dorset Safeguarding Children Partnership <https://pdscp.co.uk> , West Team: 01305 221196. East Team: 01202 127465
- Keeping children and young people safe in the voluntary and community sector (NSPCC)
- Bournemouth, Christchurch and Poole Safeguarding Adults Board, 01202 794300.
- Dorset Safeguarding Adults Board, 01305 221016
- Ann Craft Trust www.anncrafttrust.org
- NCVO Safeguarding <https://knowhow.ncvo.org.uk/safeguarding/>

Name of Policy	Approved on	Updated and approved	Date for next review
Safeguarding Policy	22.03.22	17.05.2023	May 2024

Appendix 1 - Types of Harm, Categories and signs and symptoms

Section 1

The categories of abuse for safeguarding adults are as follows:

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic abuse**– including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, Internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Section 2 - Different categories of abuse in children include:-**
- **Physical abuse** - For most injuries to young children there will be suitable explanations as children do have accidents. However, it is important to record **all** injuries very carefully. Recording information can do no harm and could be vital information for the future protection of a child.
- Physical abuse may involve hitting, shaking, throwing, poisoning, burning/scalding, drowning suffocating or otherwise causing physical harm to the child. A parent/carer may fabricate symptoms or deliberately induce illness in a child in order to get medical attention. Female genital mutilation (FGM) is where external genitalia of girls are cut as a cultural practice and is illegal. Honour based violence comes under physical abuse where a family injure or kill a child or adult who is deemed to have brought them into disrespect. Such threats need serious attention.
- **Neglect** - Is defined as the persistent failure to meet a child’s basic physical and psychological needs likely to result in the serious impairment of the child’s health or development. Neglect may occur in pregnancy where there is the misuse of drugs or alcohol. Neglect may involve the failure to provide adequate food, clothing, and shelter including exclusion from home. Neglect can be abandonment or not providing adequate supervision of the child. There may be a failure to protect the child from physical harm or danger or failure to access appropriate medical care or treatment. Neglect may be emotional rather than physical – unresponsiveness to the emotional needs of the child.
- **Sexual abuse** - Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware that this is happening. This may involve physical contact, which can be penetrative or non-penetrative. It may include non-contact activities such as involving children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child with the intention of abuse (including via the internet). Sexual abuse is perpetrated by men, women and other children against both boys and girls.
- Most sexual abuse is not known until a child chooses to tell a trusted adult – this could happen in any context. Any statement of abuse must be taken very seriously. Sexual abuse often starts very subtly and builds up so slowly that the child begins to accept the abuse as something he or she has to tolerate. By the time the child wants to tell "the secret", he or she feels guilty and confused and fears no one will believe the truth. The child may have become very good at covering up the abuse and may feel he or she is betraying someone close to them and someone who is loved by them. Sexual exploitation is a form of sexual abuse where there is some payment transaction made in exchange for sex with an unequal partner. The victim often does not view themselves as a victim and may see the activity positively.
- **Emotional abuse** - the persistent emotional ill treatment of a child, causing severe, persistent adverse effects on child’s emotional development. This may involve conveying to a child they are worthless, unloved, inadequate or valued to the extent they meet another’s needs. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of how they communicate. There

may be age or developmentally inappropriate expectations which may include interactions beyond the child's developmental capacity as well as overprotection and limitation of exploring 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 (including cyber bullying) causing a child to be frequently frightened. Serious bullying can also put a child in danger of exploitation or corruption. Some emotional abuse is present in any other form of abuse, but it can also be very damaging when a child experiences emotional abuse as the primary source of abuse.

- **Specific issues for children** - There are some specific issues for children of which we should be aware. Internet related abuse/risks can be sexual or emotional abuse. Serious bullying comes under physical abuse and children can be at risk from gang activity or deliberate self-harm. Sexual exploitation is now seen in the context of wider criminal exploitation. This can include children being trafficked and also County Lines. County Lines is the moving of illegal drugs from metropolitan centres to rural areas using children as the transporters. Contextual safeguarding is a new area of emphasis. This is talking about risks to children from other young people and particularly emphasises peer sexual harassment. The needs of some parents can increase risks to children where they lack support – mental health, substance misuse, domestic abuse and learning disabilities.

Section 3 How to recognise possible abuse in children and vulnerable adults / signs and symptoms

Possible signs of physical abuse

- Unexplained or recurring injuries
- Refusal to discuss injuries or improbable explanations
- Admission of excessive punishment
- Child or adult flinching when touched
- Fear of returning home
- Self-destructive tendencies or aggression to other children
- Certain types of injuries, e.g., object or finger shaped bruises, bite marks, burns or scalds, injuries to the face, head or genital area.

Possible signs of neglect

- Loss of weight
- It has come to your attention they have been left alone without proper supervision if needed
- It has come to your attention they have been exposed to dangers they are unable to deal with
- Inadequate clothing
- It comes to your attention there is insufficient lighting, food or heating at their place of residence
- Being unkempt or dirty
- It has come to your attention there was a failure to seek or follow medical advice for the individual.
- Neglect of accommodation
- Poor physical condition (e.g., leg ulcers or ulcerated bed sores)
- Clothing or bedding in poor condition including being wet or soiled
- Weight loss or gain through inadequate or unsuitable food
- Medication not given as prescribed
- It has come to your attention there has been a failure to ensure appropriate privacy and dignity of the individual

Possible signs of sexual abuse

- Unprompted allegation by the child or adult or hinting at a secret.
- Behavioural changes - withdrawn, self-harm,
- Eating problems, nightmares or sexual acting out.
- Fear of someone
- Possession of unexplained amounts of money or gifts
- Unusual behaviour by an adult in relation to the child.
- Urinary tract infections, vaginal, penile or anal infections
- Pregnancy in a woman unable to give consent
- Difficulty in walking or sitting with no apparent explanation
- Torn, stained or bloody underclothes or bedding
- Bleeding, bruising, torn tissue or injury to the rectal, anal and/or vaginal area
- Bruising to thighs and/or upper arms.
- Uncharacteristic sexually explicit/ seductive behaviour
- Loss of interest, withdrawn, anxious or depressed
- Appear to be frightened, fearful or avoiding eye contact
- Irritable, aggressive or challenging behaviour, unexplained sleep disturbance
- Poor concentration
- Obsession with washing
- Self-harm, refusing to eat, deliberate soiling

Possible signs of emotional abuse or psychological abuse

- Behavioural signs e.g., Overactive, aggressive, withdrawn, compulsive stealing or scavenging
- Language or developmental delay
- Child has inability to play
- Excessive lack of confidence or need for affection and attention.

- Use of excessive punishment by parents or over reaction to mistakes by child
- Eating problems, unusual weight gain

Possible signs of financial abuse of adults

- Change in living conditions
- Lack of heating, clothing or food
- Inability to pay bills/unexplained shortage of money
- Unexplained withdrawals from an account
- Unexplained loss/misplacement of financial documents
- The recent addition of authorised signers on a client or donor's signature card
- Sudden or unexpected changes in a will or other financial documents
- Power of attorney obtained or misused when the adult lacks mental capacity for finances

Possible signs of organisational abuse of adults

- Insufficient employee training and development
- Unacceptable practice encouraged, tolerated or left unchanged.
- Organisational standards not meeting those laid down by regulatory bodies e.g., CQC
- Vulnerable Adults not treated with respect and dignity
- Diverse needs not recognised and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation
- Services not flexible
- Organisation does not promote choice and individual focus
- Communication discouraged
- Whistle blowing policy not in place and accessible

Possible signs of discriminatory abuse of adults

- Lack of respect for an individual's beliefs and cultural background
- Unable to eat culturally acceptable foods
- Religious observances not encouraged or anticipated
- Isolation due to language barriers
- Signs of sub-standard service offered to minority groups or individuals
- Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice.

Section 4 - Domestic Abuse

Poole Communities Trust is committed to a caring and safe response to situations of domestic abuse. This is defined as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality". PCT shows no tolerance of domestic abuse. Where such an incident affects children or adults who fit the vulnerable adult/adults at risk definition above the normal Safeguarding procedures should be followed

Where domestic abuse is between two adults who are not otherwise vulnerable, the guidelines are:

Accept what the victim is telling you, not asking for proof

- Reassure the victim that confidentiality will be maintained but there are boundaries
- Check whether any children or vulnerable adults are involved and follow procedures if they are
- Ask if the victim is currently unsafe and take care not to increase risk. Encourage the victim to give consent to the involvement of local Domestic violence services. If there is immediate risk or medical need, dial 999
- Check how you can contact them in the future without increasing risk.
- Listen to the needs of the victim and do not give advice
- Record and date what you have been told.
- Advise PCT safeguarding lead

Appendix 2 – Safer Working and Safeguarding Recruitment steps

SAFER WORKING PRACTICES

Practical guidelines for Safer Working Practice with Children

- All leaders of groups will ensure that the venue is suitable and safe. If there are any concerns about this, they should be reported to PCT Safeguarding Officer. Leaders and volunteers should know the whereabouts of the first aid kit, the nearest telephone and fire extinguishers and exits. There should be basic First Aid knowledge by leaders and hygiene standards should be maintained where food or drinks are served.
- All adults working with children will attempt not to be alone with a child unobserved. This means there should always be two adults present during activities or doors open between two groups.
- Two leaders are sufficient for 20 children over 8 years old, with one additional leader per 10 additional children. A balance of gender should be maintained where possible. For children under 2 years old there should be one leader per three children, from 2-3 years old one per four children and 4–8-year-olds one per eight children. Failure to comply should be noted in the group's register or logbook.
 - Care will be taken about the use of photos or video images of children. Occasionally photos of PCT events may include group pictures of unnamed children
- Use of texting and messaging on social media by leaders and volunteers needs to be done with great care. Only group texts and e-mails should be sent with arrangements, not entering into personal sharing. Leaders and volunteers should not allow access of children in their groups to their own personal Facebook profile so should not have them as Facebook "friends" or enter into Facebook messages with them.
- Leaders and helpers need to ensure they behave in a way, which could not be misconstrued.
- Levels of personal care, e.g. toileting, should be appropriate and related to the age and stage of development of the child. There should always be two people present if a child is taken to the toilet or personal care needed.
- Touching of children needs to be considered with care. It is not helpful to assume touch is never appropriate. Touch should always be initiated by the child not the adult. It should be age appropriate and any concerns about inappropriate touch by a child should be referred to the Safeguarding Officer. The use of touch must be to meet the child's needs, not the adults. Any touching should take place in a public setting, observed by another adult. Care should be taken when playing physical games that there is no inappropriate touching and that children are happy with the activity. Leaders and helpers should monitor each other in the area of touch and should help each other maintain safe standards. Any concerns about the behaviour of another leader or helper should be referred immediately to the Safeguarding Officer.

Practical guidelines for safer working practice with vulnerable adults

All leaders of groups will ensure that the venue is suitable and safe. If there are any concerns about this, they should be reported to the Safeguarding Officer. Leaders and volunteers should know the whereabouts of the first aid kit, the nearest telephone and fire extinguishers and exits. There should be basic First Aid knowledge by leaders and hygiene standards should be maintained where food or drinks are served.

Consideration needs to be given about how many people should undertake an activity with vulnerable adults. There will be situations where it would be appropriate to always have two people helping a vulnerable adult. For example, where someone will be very distressed or where the adult may lack mental capacity. Guidance can be sought from the Safeguarding Officer in such situations.

Handling money needs to be done very cautiously for vulnerable adults. If the adult may lack capacity about their finances then advice should be sought about how appropriate it is to handle money for them. Confusion over financial situations is often a cause of safeguarding adult referrals and the commonest reason for referrals for barring to the Disclosure and Barring Service.

Touch is an issue that requires careful thought for vulnerable adults. Many such adults are deprived of touch and will particularly welcome affection expressed in hugs etc. However, personal choice of the adult at risk must be respected and touch always offered sensitively and carefully.

Preventing abuse within Poole Communities Trust

It is important to have in place a policy, which helps to ensure the safety of both children and adults. We need to create an "awareness" culture within PCT where there is an understanding of the risks to children and vulnerable adults and a clear view of what is and is not acceptable behaviour to both. This will also reduce the risk of unfounded allegations against adults.

PCT will commit resources for the induction and training of staff and volunteers, effective communication and support mechanisms in relation to safeguarding. This will include safeguarding training appropriate the role of the volunteer/staff.

Both for vulnerable adults and for children, Safer Recruitment practices are adopted. All volunteers and staff, both new and existing will be required to complete PCT's safeguarding requirements and also have a DBS check, dependant on their role.

Safeguarding Recruitment Steps

All volunteers and staff at PCT are required to undertake all or some (dependant on their role) of the following safeguarding steps before they can commence volunteering/working: -

- Read and understood the Safeguarding Policy and confirmation of understanding of it.
- Discussion of other relevant policies
- Familiarity with reporting processes including the roles of their line manager and the Designated Safeguarding Officer.
- Completed and signed a Declaration Form
- Completed and signed an Application Form
- PCT have received two satisfactory references
- Have a satisfactory DBS check where required
- All job or role descriptions involving contact with children or vulnerable adults will contain reference to safeguarding responsibilities

Safer Recruitment of staff and volunteers

The appointment of paid staff will follow Safe recruitment guidelines. In addition, guidance provided in this document will be discussed in detail with the prospective member of staff. Appointment of volunteers will follow the procedures outlined below.

1. An interview should be undertaken with the prospective candidate. This interview will be conducted according to equal opportunity principles and interview questions will be based on the relevant job description and person specification. In this interview, searching questions will be asked about the potential volunteer's response to safeguarding concerns and preventing abuse. Any concerns should then be discussed with the Nominated Safeguarding Officer.
2. Any person who wishes to be involved in a role within PCT that will lead to direct contact with children or vulnerable adults will be asked to complete a DBS check. Following this check, these volunteers will be asked to register on the live update service on the DBS to make future checks easier. <https://www.gov.uk/dbs-update-service>. There will be a 3-year rolling programme of rechecking DBS checks.
3. Formal job offers will be made subject to appropriate DBS checks and references being completed. No employee or volunteer will commence their role until these checks are complete.
4. If there are any doubts about someone's suitability to work with children or vulnerable adults, they should not be allowed to do so. No one has a right to work with children or vulnerable adults, but these individuals have the right to the highest standard of care.
5. References from former employers will be taken for all staff/volunteers who may come into contact with children or vulnerable adults.
6. It is important to realise that just because someone receives good references and a clear DBS check this does not mean they pose no risk.
7. All new volunteers and staff will undertake a six-month probationary period at the end of which their suitability will be reviewed.
8. Anyone whose behaviour in any way causes safeguarding concerns should be asked to stop such work.

APPENDIX 3

**Poole Communities Trust
Safeguarding Incident reporting form**

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – child / young person			
Name		Date of birth	
Is there any information about the child that would be useful to consider?			

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within Poole Communities Trust or relationship to the child	
Contact number(s)			
Email			

Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)

Child's account of the incident

Please provide any witness accounts of the incident

Name of witness (and date of birth, if a child)		Relationship to the child	
Address			
Contact number(s)			
Email			

Details of any person involved in this incident or alleged to have caused the incident / injury

Name (and date of birth, if a child)		Relationship to the child	
Address			
Contact number(s)			
Email			

Please provide details of action taken to date

Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:
--	-----------------------------	--

Name of organisation / agency	
Contact person	
Contact number(s)	
Email	

Agreed action or advice given

Declaration

Your signature	✕
Print name	
Today's date	

Reporting Incident Sent to Poole Communities Trust's Designated Safeguarding Officer	
Safeguarding Officer's name	Hannah Baker – Debbie Dixon – delete as appropriate
Date reported	