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SAFEGUARDING POLICY AND PRACTICE GUIDANCE

Policy Statement

This Policy Statement is reviewed annually by the Trustees of Urban Abbey and is applicable to all the activities of Urban Abbey.

As a growing community we recognise the varied safeguarding requirements of different activities, and it is essential that the Urban Abbey community in all of its forms complies with good and proper safeguarding procedures.

This is a policy covering both children and adults. Following UK law, a child is someone up to 18 years of age, including an unborn child, and therefore an adult is anyone 18 years of age and over.

As Urban Abbey, we commit ourselves to care for one another safely. We recognize that chosen vulnerability is part of the example of Christ to us, and we embrace this through our commitment to living in community together in its various forms. However, we also recognise that everyone has different levels of vulnerability and that each of us may be at risk at some time in our lives through a vulnerability that we have not chosen. We therefore commit ourselves to:

- the safeguarding of people who may be at risk, ensuring their well-being in the life of this community;
- promoting safe practice by those in positions of trust;
- promoting the inclusion and empowerment of people who may be at risk;
- recruit safely following the recognised procedures;
- supporting, resourcing, training and regularly reviewing those who hold positions of leadership within Urban Abbey;
- always put the protection and safety of children and adults before apparent protection of the reputation of Urban Abbey.

In addition to the above, as a group who welcomes all, we commit ourselves to supporting those who are known to be a risk, to engage safely in the life of Urban Abbey as fully as possible, and to support them in their spiritual journey.

Urban Abbey will work closely with different Christian denominations and will update our policy and guidance in line with their best practice.



The following Safeguarding Team is appointed to undertake specified roles as detailed in this policy:

- Designated Safeguarding Lead – Emma Rolls
- House Residents Responsible Person – Emma Rolls
- Designated Trustee for Safeguarding (supporting Designated Safeguarding Lead in their role) – Mike Davies
- Safeguarding Review Team – Board of Trustees (standing agenda item at Board Meetings)
- An appropriate Responsible Person will be appointed for each regular activity or ad-hoc event organised by Urban Abbey

Urban Abbey enjoys a warm relationship with the Diocese of Southwell and Nottingham, and whilst a proper agreement has not yet been finalised, it is hoped that we will be able to leverage the Diocesan Safeguarding Team, taking advice when needed from the Diocesan Safeguarding Adviser, and also escalating issues when appropriate.

External advice will also be sought when needed from thirtyone:eight.

See Appendix 5 for descriptions and responsibilities of each role.



Practice Guidance

Recruitment

Urban Abbey currently has no paid staff, and its services are offered entirely by volunteers. Recruitment therefore is currently restricted to engaging the volunteers required for each service.

Urban Abbey are currently consulting with thirtyone:eight (Company: 02646487 - previously known as CCPAS) to establish whether any of our activities would be classed as 'regulated', and would therefore require an enhanced DBS (Disclosure and Barring Service, formerly CRB) disclosure.

The current assumption, based on comparison with similar communities that have residential components (such as the Northumbria Community), is that our activities are probably not classed as 'regulated', and personnel involved in these activities are not eligible for an enhanced DBS disclosure. In order to reduce the possibility of engaging volunteers who may be a risk to children or vulnerable adults, each volunteer who leads a service within the community shall complete a Confidential Safeguarding Declaration (see Appendix 1). This shall include:

- Trustees
- Leadership Team
- Leaders of Urban Abbey activities
- All Residents at 15 Castle Street

Recruiting house team volunteers under 18 years of age.

The Community recognises that there may be occasions when it is agreed to recruit volunteers under 18 years old to the house team (helping to manage and develop the facilities of the house and garden in particular). In these instances, the young person must be 16 or over, written parental consent must be obtained, using the Young Volunteer pro forma, (See Appendix 2) which ensures that there is a clear understanding of both the young volunteer and their parents about the extent and limitations of the Community's responsibility to safeguard that person. This must be completed before a young volunteer is welcomed onto the team.

Training

Safeguarding training will be undertaken by all Trustees, those living at 15 Castle Street and anyone who holds a position of leadership within the community.

All Trustees, house members and those in a position of leadership will be required to undertake two basic e-learning training courses that are provided by the Church of England:

- Basic Awareness (previously referred to as C0)
- Foundations (previously referred to as C1)

The Designated Safeguarding Lead, and Designated Trustee for Safeguarding will also be required to complete the following module:

- Leadership (previously referred to as C2)

All those mentioned above are also required to refresh their training every three years, either through e-learning or face to face.

The importance of safeguarding, and the processes that relate to disclosure and reporting will be publicised and made available for all who are involved at Urban Abbey, with physical posters on display at 15 Castle Street, as well as maintaining a section on the website.



Disclosures and Reporting

It is essential that appropriate action is taken in response to any allegation or suspicion of abuse or other concern relating to the welfare of a child or vulnerable adult.

If the person is at immediate risk of harm or has made a disclosure of abuse, the Responsible Person should ensure the person concerned is safe and any immediate needs met (e.g. medical), make an immediate referral to their local Social Care or Police Service, make a careful record of the disclosure or concern, and inform the Designated Safeguarding Lead.

If the concern relates to a child, then unless it would put the child at further risk, interfere with possible criminal enquiries or put staff or volunteers at risk, the parents of the child should be informed that a referral is being made.

If the concern relates to an adult, then unless it would put that person or other people at risk of harm, their agreement for a referral should be sought.

It is essential that the Responsible Person does not ‘investigate’ the allegation or concern, but purely makes an accurate record of what has been disclosed or observed and passes this on. No one other than the statutory agencies should investigate an allegation or suspicion of abuse.

If in any doubt, or in other situations, the Responsible Person should consult the Designated Safeguarding Lead who will discuss the concern with the Designated Trustee for Safeguarding and advise on appropriate action. If the concern is not significant enough to refer to the appropriate statutory agency, advice will be sought and given about what alternative action should be taken. To ensure transparency and accountability in decision making, the Designated Safeguarding Lead will always discuss the concern with the Designated Trustee for Safeguarding.

Where additional advice is required, Urban Abbey is currently establishing connections with both thirtyone:eight and with the Diocese of Southwell and Nottingham. With the agreement of the Diocese, Urban Abbey hope to be able to also escalate issues to the Diocesan Safeguarding Adviser.

In every situation a careful and accurate record should be made about information gathered and action taken using the Report of Concern Form in Appendix 4 of this Practice Guidance.

It is important that all members of the Community understand that confidentiality cannot be promised to someone disclosing a concern about the welfare of a child or adult at risk. This should therefore never be promised to someone, however, will always be limited to ‘need to know’ people within the Community.

In the event of the absence of the Designated Safeguarding Lead, (or the involvement of the Designated Safeguarding Lead in the allegation or suspicion of abuse) the concern should be reported to either the Designated Trustee for Safeguarding, or failing that, to a Trustee.

Completed written report forms will be kept secure and confidential; copies will be made available when required.



Disclosures of past abuse

It is recognised that, in the contexts of informal or more formal times as a community at Urban Abbey, vulnerable conversations may occur which may include disclosures of abuse suffered as a child. If this occurs, the victim will be encouraged to seek professional help and accusations of child abuse against a named person will be referred to the Diocese Safeguarding Team and/or the police. No agreement from the victim is needed if other children may be at risk.

Involvement of known perpetrators in the life of the Community

When someone who is, or who has been, a known risk to children or vulnerable adults is taking part in the life of Urban Abbey, as well as supporting them in their journey of faith, any potential risk they may present to others will be appropriately managed. This will involve clarity about the suitability of their involvement, who needs to know what and when, the setting up of an agreement with the person about what involvement and behaviour is and is not appropriate, and regular monitoring and review of the situation. This will be the responsibility of the Designated Safeguarding Lead and the Designated Trustee for Safeguarding.

Providing a safe and healthy environment

Endeavouring to provide such an environment involves effectively identifying and managing any risks to children and adults at risk within Urban Abbey.

We communicate through our relevant literature (programme / booking system / website / welcome packs) that:

- a. Safeguarding at Urban Abbey is taken very seriously, and relevant policies and flowcharts are displayed as appropriate upon entering 15 Castle Street and the Urban Abbey “flat”, and also on the website.
- b. The care of children visiting, staying or residing at Urban Abbey or attending any other community activity is the responsibility of their parent/s or guardian/s at all times.
- c. That parent/s or guardian/s need to be aware that because Urban Abbey activities provide hospitality open to all, there will often be guests or visitors who are complete strangers

Good practice, as received through safeguarding training, and outlined in Appendix 3, is implemented in all Urban Abbey contexts.

For 15 Castle Street including the residential property:

- a. A health and safety risk assessment is in the process of being developed and once completed and signed off by the Safeguarding Review Team will be reviewed annually to ensure that the Urban Abbey house and grounds are as safe as possible for everyone, and especially for children and adults at risk.
- b. Where private one-to-one meetings are held either informally or in the context of a prayer meeting, care will be taken to ensure that appropriate companions are allocated, and meetings are held in appropriate spaces. This will be ideally in public spaces (e.g. prayer room in Urban Abbey ‘flat’ or in the garden). The Urban Abbey ‘flat’ will remain unlocked at all times. Priority booking of the ‘flat’ will be given to one-to-one meetings.

It is particularly important in this context to recognise the dangers of and ensure protection from spiritual abuse, as defined under the categories of adult abuse found in Appendix 3.



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Dealing with allegations against a Community Staff Team

Any concern about the behaviour of a member of the Urban Abbey community (which includes both those living in and out of the house) being abusive or inappropriate towards children or adults in any of the community settings, should be immediately raised with the Designated Safeguarding Lead or Designated Trustee for Safeguarding. Using criteria from national guidance, they will make a decision about whether this can be dealt with internally or should be referred to either thirtyone:eight or the Diocese of Southwell and Nottingham Safeguarding Team to follow appropriate allegations management procedure.



Appendix 1

Confidential Safeguarding Declaration

Role to be held within Urban Abbey:
Name:
Date of Birth:
Address:
How long have you lived at this address? <input type="text"/> YEARS <input type="text"/> MONTHS
If less than twelve months, please give your previous address:
Have you ever been known by a different name? <input type="text"/> Y / N
If yes, what was it and when were you known by it?



Please give the name and contact details of two people who have known you for at least two years and would be able to provide a personal reference for you.

Name:	Name:
Relationship:	Relationship:
Address:	Address:
Email:	Email:
Tel:	Tel:

As part of making Urban Abbey a safe space for everyone, this declaration must be completed by all those wishing to work for Urban Abbey in a paid or volunteer capacity. This form is strictly confidential and, except under compulsion by law, will be seen only by the Designated Safeguarding Lead and Designated Trustee for Safeguarding. All forms will be kept securely under the terms of the Data Protection Act 2018.

If you answer 'yes' to any question please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.

1. Have you ever been convicted of, or charged with, a criminal offence, or been bound over to keep the peace? (include spent and unspent convictions).
2. Have you ever received a caution, reprimand, or warning from the police?



3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?

4. Has your name ever been placed on either of the UK barred lists, previously maintained by the Independent Safeguarding Authority and now maintained by the Disclosure and Barring Service, barring you from working with children and/or adults at risk?

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or adult at risk, or has any such court made an order against you on the basis of any finding or allegation that any child and/or adult at risk was at significant risk or harm from you?

6. Has your conduct ever caused, or been likely to cause significant harm to a child and/or adult at risk, and/or put a child or adult at risk of significant harm?



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7. To your knowledge, has it ever been alleged that your conduct has resulted in any of the things outlined in question 6?

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Declaration

I declare that the information that I have provided on this form (and any attached sheets) is true, accurate and complete to the best of my knowledge.

Signed:

Full name:

Date:



Appendix 2
Urban Abbey Volunteer Team Parental Consent Form

(To be completed for house team volunteers who are 16+ yet under 18 years of age)

Volunteer Name:
Volunteer Date of Birth:
Name of Parent(s) / Carer(s) and contact details (address, email and phone number)

This consent form refers to a volunteer role within Urban Abbey.

Urban Abbey recognises its responsibility to provide an environment that seeks to ensure and promotes the safety and welfare of Young Volunteers, and in which they feel comfortable to share any concerns if they arise.

Whilst on site, Urban Abbey will do all it can to provide advice and support and will respond to any difficulties as fully as possible.

We encourage all volunteers to raise any worries, concerns or difficulties with us as early as possible so that we can work with them to find a resolution.

Please note here, any health issues that Urban Abbey need to be aware of and make any arrangements for:

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I understand and agree to my responsibilities and those of Urban Abbey for my welfare during my time on the Urban Abbey Team.

Signature of Young Volunteer:

Date:

I agree to my son / daughter being a volunteer on the Urban Abbey Team and recognise and agree to the extent and boundaries of The Community's responsibilities toward them as outlined above, and my continuing overall responsibility for their welfare.

Signature of parent:

Date:



Appendix 3 Recognising Abuse & Guidance on Appropriate Behaviour by Adults with Children and Adults at Risk

Recognising the Abuse of Children

Abuse of children can take a number of forms, which are not mutually exclusive. For the purposes of child protection, there are **FOUR** recognised categories of abuse:

- Physical
- Sexual
- Neglect
- Emotional

Physical

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated illness or Munchausen syndrome by proxy.

Some indicators:

- Bruising on uncommon sites
- Grasp marks on limbs
- Finger marks on face
- Bite marks
- Burns and scalds
- Scars (lots of them of different ages)
- Fractures.

Sexual

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetration (e.g. kissing, masturbation, rubbing and touching outside of clothing). They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet.) Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Some indicators:

- Sexually transmitted infections
- Recurrent urinary infections
- Bruising in genital region
- Inappropriately sexually explicit behaviour for age
- Lot of sexual knowledge for age
- Social withdrawal
- Sexually abusive behaviour towards other children



Neglect

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 or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, 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.

Some indicators

- Children not receiving adequate food
- Exposed to injury through lack of supervision
- Exposed to inadequate/dirty/cold environment
- 'Home alone'
- Parents failing to get appropriate treatment for child.

Emotional

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 in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection 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 (**including cyberbullying**), causing children frequently 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 a child, though it may occur alone.

Some indicators include:

- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders e.g. soiling, eating inedible substances, self-mutilation
- Seriously delayed social development
- Nervous behaviour
- Weight and height disproportionate to age.



Recognising the abuse of adults at risk

The term “vulnerable adult” is no longer used in the relevant legislation and statutory guidance and has been replaced with ‘Adult at Risk’. Whilst there is no specific definition of an adult at risk, Adult Social Care will respond to concerns about an adult who:

- a. Has needs for care and support (whether or not Urban Abbey is meeting any of those needs),
- b. is experiencing, or are at risk of, abuse or neglect, and
- c. as a result of those needs, is unable to protect him/herself against the abuse or neglect or the risk of it.

Perhaps more helpfully, the Church of England policy, “Promoting a safe church” gives a working definition of a vulnerable adult, which we can also regard as an ‘adult at risk’ as *“any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation”*.

For adults, abuse is defined as a violation of an individual’s human and civil rights by any other person or persons. Abuse may be intentional, or the result of neglect and causes harm to the vulnerable person, either temporarily or over a period of time.

Examples of Abuse of Adults:

National guidance now identifies ten types of abuse in relation to adults at risk:

- a. **Physical abuse** would include hitting, slapping pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.
- b. **Psychological abuse** would include emotional abuse, threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.
- c. **Sexual abuse** including rape, sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent to or was pressured into consenting.
- d. **Financial or Material** – including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- e. **Neglect and acts of omission** including ignoring medical or physical care needs, failure to provide access to health, social care or educational services, withholding of necessities of life, such as medication, adequate nutrition and heating.
- f. **Discriminatory Abuse** – Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.
- g. **Organisational Abuse:** This occurs when service users are required to ‘fit in’ with the routine of the service, not a homely environment, stark living areas, lack of privacy, staff not trained. This may be of relevance to churches that have visitors to people in institutional settings in their parishes.
- h. **Domestic Violence:** including psychological, physical, sexual, financial, emotional abuse and honour based violence.
- i. **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



- j. **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

Spiritual abuse, whilst not recognised as a separate category of abuse, is recognised by most church denominations as a type of psychological or emotional abuse that both children and adults can be subjected to.

The following definition quoted by thirtyone:eight (previously CCPAS - Churches' Child Protection Advisory Service) is helpful:

*Spiritual abuse is **coercion and control** of one individual by another **in a spiritual context**. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: **manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context.***

Any concerns of this nature should be raised in the same way as other safeguarding concerns.

Some guidance on appropriate behaviour with children

Whilst this policy and practice guidance makes it clear that parents / carers are at all times responsible for the care of their children, *when children are at the property or at some other community gathering*, Community members are likely to have contact and involvement with them. The following are some basic guidelines about appropriate behaviour in these situations:

- All children / young people should be treated with warmth, respect and dignity relevant to their age
- No staff member or volunteer should be alone in a place unseen by others with a child / young person
- Any physical contact, unless in the context of medical attention, should be at the initiation of the child / young person only, and only engaged in public.
- There should be no form of inappropriate or intrusive touching of a child / young person or use of inappropriate language or discipline.
- Whilst parents / carers have responsibility for their children, if a member of staff or volunteer is aware of inappropriate or dangerous unsupervised activity or behaviour by children, they should take appropriate, but limited action to prevent any harm, and alert the parent / carer as soon as possible.
- All members of the house team should be vigilant in this area, and if concerned about the appropriateness of the behaviour of another team member or visitor, raise this with the Designated Safeguarding Lead or other appropriate person.



Appendix 4

“Report of Concern” about a Child or Vulnerable Adult’s Safety or Welfare

Name of child / young person / adult:
Address (if known):
Date of birth or age (if known):
Account of what happened: <i>Write down what happened as accurately as you can. Include who was involved, when it happened (day, month, time), where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the child or adult. If your log includes anything that a child or adult told you, please use their own words. Use a separate sheet if necessary.</i>
Action taken: <i>If any referral is made or professionals spoken to, please give their name(s) and organisation(s), and any actions that they agreed to take.</i>
Name: Role within Urban Abbey: Signature: Date and time of completing this log:



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Continuation Sheet



Appendix 5 ROLE DESCRIPTIONS

Designated Safeguarding Lead

- To ensure that all who are a part of Urban Abbey are aware of the Safeguarding Policy and Practice Guidelines
- To ensure that all who are a part of Urban Abbey are appropriately screened in line with the policy and practice guidelines
- To encourage all who are a part of Urban Abbey to attend appropriate training
- To provide support and advice to all who are a part of Urban Abbey
- To ensure that any concern about the welfare of a child or vulnerable adult, is dealt with appropriately and reported to Social Care if required and to be the contact person for any following involvement
- To assist in making arrangements for managing the involvement of any known perpetrator in the life of the community
- To lead in reviewing the policy and its implementation in the light of experience and any changes to national policy

House Residents Responsible Person

- To ensure that Urban Abbey residents have all provided Confidential Safeguarding Declarations that cause no obvious concern regarding safeguarding at the House, or that DBS checks are completed and clear, if so required
- To ensure that the day to day life of Urban Abbey provides a safe environment for visitors and volunteers
- To be the duty point of contact for any safeguarding concerns arising from the day to day life of Urban Abbey
- To raise any concerns for discussion with the Designated Safeguarding Lead or the Designated Trustee for Safeguarding
- To ensure that a referral to the appropriate agency is made when someone is at immediate risk of harm or has made a disclosure at Urban Abbey

Designated Trustee for Safeguarding

- To discuss any safeguarding concerns with and support the Designated Safeguarding Lead
- To be the point of contact for Responsible Persons if the Designated Safeguarding Lead is unavailable
- To ensure that Trustees are made aware of any safeguarding issues or concerns within the Community
- To participate in the annual review of the policy and its implementation
- To be the primary Trustee contact person for any safeguarding concerns
- To participate in the annual review of policy and its implementation



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Safeguarding Review Team (the entire Board of Trustees)

- To review the current status of safeguarding at each Board Meeting (at least)
- To ensure that Urban Abbey is:
 - Providing a safe environment and culture;
 - Providing training that promotes a safe environment and culture;
 - Completing all required checks to ensure responsible volunteers are safe and do not pose an obvious threat to others;
 - Monitoring and responding to any safeguarding concerns;
 - Caring properly for victims of abuse and/or those who raise concerns and allegations;
 - Working effectively with those who are known risks, whilst ensuring the safety of all.
- To consistently ensure that all of the Safeguarding Lead roles are allocated appropriately and amended quickly if the need arises

Responsible Person (one appointed for each regular activity or ad-hoc event organised by Urban Abbey)

- To ensure that the activity or event is conducted in a safe environment for all those attending
- To be the point of contact for any safeguarding concerns arising from the activity or event
- To raise any concerns for discussion with the Designated Safeguarding Lead
- To ensure that a referral to the appropriate agency is made when someone is at immediate risk of harm or has made a disclosure as part of the activity or event



Appendix 6

FLOWCHART FOR RAISING A SAFEGUARDING CONCERN

Responsible:
Residents House Residents Responsible Person
Activity/Event Designated Responsible Person

Keeping A Record
A record should be made at every step by the Responsible Person, using the "Report of Concern" form

