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| **Policy Name:**  | **Safeguarding Policy: Children, Young People and Vulnerable Adults** |
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**Draft Five**

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# Introduction

The York LGBT Forum is a registered Charitable Incorporated Organisation with Membership (Registered Charity Number: 1162234). All members have voting rights.

This policy is an update of and supersedes two previous policy documents (Child Protection and Safeguarding Vulnerable Adults).

It describes how York LGBT Forum fulfils its commitment to:

* promote good practice and to work in a way that can prevent harm, abuse and coercion occurring to children, young people and vulnerable adults**;**
* ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported**;**
* stop any abuse occurring.

Although most members do not volunteer or work with children, young people or vulnerable adults, this policy is in place for trustees, volunteers, paid workers and committee members who might work with children, young people or vulnerable adults on any project, and for information for all members regardless of their involvement.

This policy has been written with guidance from Comic Relief, City of York Council and NSPCC.

# Definitions

This Policy relates to the safeguarding of Children, Young People and Vulnerable Adults.

**Children and Young People**

A child is defined (The Children's Act 1989) as: anyone under the age of 18.

**Vulnerable Adults**

Vulnerable adults are defined (No Secrets, Department of Health, 2000) as:

* people aged 18 or over,
* who are receiving or may need community care services because of learning, physical or mental disability, age, or illness, and
* who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

# Policy Statement

## Governance and Safeguarding Responsibilities

York LGBT Forum believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind (whether physical, emotional, sexual and/or neglect). It recognises its responsibility to safeguard these people and promote their welfare by a commitment to practice which protects them.

In implementing this policy, the York LGBT Forum will work:

* to promote the rights of all people to live free from abuse and coercion;
* to manage services in a way which promotes safety and prevents abuse;
* to recruit staff and volunteers safely, ensuring all necessary checks are made;
* to provide and maintain effective management for staff and volunteers through supervision, support and training (See Section 4.2);
* to ensure the safety and wellbeing of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing;
* to promote the freedom and dignity of any person who has or is experiencing abuse.

## Reach

This policy must be adhered to by all trustees, committee members, paid workers and volunteers.

Currently the York LGBT Forum does not directly employ people as paid workers, but uses freelancers. If a project requires Safeguarding as part of the role the freelancers must adhere to this Policy. If a project requires a DBS check, freelancers must obtain and have a clear DBS and satisfactory references before the work may begin.

The York LGBT Forum works in partnership with numerous organisations. If the Forum undertakes a joint project with one or more partners, and Safeguarding is part of the role, the partner organisation’s worker must adhere to this Policy. It is the duty of the partner organisation to show that they have an up to date Safeguarding Policy.

## Scope

This policy applies to anyone with whom we are in contact in the course of our work, who is a child, young person or vulnerable adult. The policy is to instruct trustees, committee members, paid workers, volunteers and anyone else who works on behalf of York LGBT Forum working directly with children, young people or vulnerable adults.

Children, young people and vulnerable adults will be made aware of this policy.

# Procedures

## Recruitment Procedure

When advertising for volunteers, paid workers or committee members the Forum will produce a personal specification along with roles and duties for the position. Candidates will be shortlisted and interviewed against the role. A point-based system will be used and there will be a minimum of 3 people on the interview panel (made up of trustees, committee members or a member of the Forum and, if applicable, a service user).

The process for recruiting trustees is different and is described in the constitution. Trustees are elected at the Annual General Meeting.

### Background Checks

If the applicant (volunteer, paid worker or committee member) wants to volunteer/work on a project which works directly with children, young people or vulnerable adults they must demonstrate positive values and attitudes towards children and vulnerable adults at the interview stage and must undergo a DBS Check. Work will not commence until a clear DBS Check has been received. Furthermore, satisfactory references will be sought before the applicant delivers the work. A reference cannot come from someone connected with the York LGBT Forum (this is explained more in the Forum’s recruitment practices).

If a trustee wants to volunteer on a project which works directly with children, young people or vulnerable adults they must have a DBS Check. Work will not commence until a clear DBS Check has been received.

The requirement for a DBS check applies equally to the lead worker(s) for projects working directly with children, young people or vulnerable adults.

Not all projects undertaken by York LGBT Forum require DBS checks. The Forum will undertake DBS checks on trustees, committee members, paid workers and volunteers depending on the work involved in the project. See Appendix 1 for a list of current projects showing those where Safeguarding/DBS checks are required.

All new projects will be assessed by the committee to establish whether Safeguarding and DBS checks are required using the toolkit provided by the government available here: <https://www.gov.uk/find-out-dbs-check>.

## Awareness Raising and Training

All trustees, committee members, paid workers and volunteers, regardless of whether they work with children, young people or vulnerable adults, must complete basic Safeguarding training as a minimum.

Trustees, committee members, paid workers and volunteers working directly with children, young people or vulnerable adults at risk must complete Level 2 Safeguarding training available via City of York Council.

Basic Safeguarding training must be renewed every year.

Safeguarding Level 2 must be renewed every 3 years.

Our partner organisation’s workers and freelancers, referred to in Section 3.2 above, must also have completed current Safeguarding training.

## Procedures Relating to Children and Young People

### Introduction

York LGBT Forum recognises that:

* The welfare of the child/young person is paramount.
* All children, regardless of age, ability/disability, gender, gender identity, racial heritage, culture, religious beliefs, sexual orientation, or other identity, have the right to equal protection from all types of harm or abuse.
* Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

York LGBT Forum will seek to safeguard children and young people by:

* Valuing them, listening to and respecting them.
* Adopting child protection guidelines through procedures and a code of conduct for members, staff and volunteers.
* Ensuring all necessary checks (including DBS checks where appropriate) are made.
* Sharing information about child protection and good practice with children, parents, members, staff and volunteers.
* Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
* Providing effective support for members, staff and volunteers through supervision, guidance and training.

Further information/links can be found in Appendix 4.

### Procedure for Referral

All action is taken in line with the following legislation/guidance (copies available from the trustees):

• *Safeguarding Children and Safer Recruitment in Education* 2007.

• *Working Together to Safeguard Children* 2010.

• *What to do if you’re worried a child is being abused* 2015.

Any trustee, committee member, paid worker or volunteer who receives a disclosure of abuse or abuse connected with the York LGBT Forum's activities, or suspects that abuse may have occurred **must** report it immediately to the designated person for child protection Lisa Kelly or Charly Hamlyn or, if unavailable, to the deputy designated person Emily Roach. In the absence of either of the above, the matter should be brought to the attention of a senior member of the York LGBT Forum. In addition, a Safeguarding Children and Young People Multi-Agency Alert form should be completed. This form and further guidance can be found in Appendix 2.1**.**

The designated person will immediately inform Children Services Referral Team by telephone, as given below:

* If you think that a child or young person is being abused or neglected call the Children's Front Door on **01904 551900** or email: childrensfrontdoor@york.gov.uk.
* Outside office hours, at weekends and on public holidays contact the emergency duty team on **0845 0349417**.

If a child comes to the York LGBT Forum with an abuse situation, the person the child chooses to confide in should:

* Stay calm and be reassuring. Find a quiet place to talk and write down the exact words that the child uses, and not your interpretation of them.
* Assure the child of your support. Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law allows you within limits to disclose the information to the appropriate body, whether it is the social services or the police.
* Confidentiality must not be maintained if the withholding of information will prejudice the welfare of the child.
* The child cannot be promised confidentiality as the Designated Officer may have a duty to report any incidents. Any documents relating to the disclosure need to be kept in a safe, secure place.

#### Alleged Abuse by a Trustees, Committee Member, Paid Worker or Volunteer

If an allegation is made against a trustee, committee member, paid worker or volunteer then the allegation must be passed to the designated person for child protection Lisa Kelly or Charly Hamlyn or, if unavailable, to the deputy designated person Emily Roach, or if the allegation concerns them both, direct to the Local Authority Designated Officer (see below).

The designated person will contact one of the Local Authority designated officers for consultation.

**IMPORTANT - All allegations and concerns must be reported to the Local Authority Designated Officer (LADO) within the same working day. The LADO will then decide what action to take.**

* **The LADOs can be contacted on 01904 555695 or 01904 555694**.
**The LADO on duty can also be contacted on 07717 571801.**

The Designated Officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

### Record Keeping

Any trustee, committee member, paid worker or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible. Note what was said or seen, putting the event into context and giving the date, time and location.

All records must be dated and signed.

All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

Written records of concerns about children should be kept, even where there is no need to make a referral immediately.

All records relating to child protection concerns will be kept in a secure place and will remain confidential.

### Parental Involvement

The Forum is committed to helping parents/carers understand its responsibility for the welfare of all children and young people.

Parents/carers will be given information about the organisation’s child protection procedures.

Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making a referral, unless to do so would place the child/young person at increased risk of significant harm.

## Procedures Relating to Vulnerable Adults

### Introduction

These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by York LGBT Forum. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. York LGBT Forum is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody’s responsibility and the aim of these procedures is to ensure that all trustees, committee members, paid workers and volunteers act appropriately in response to any concern around adult abuse.

### Preventing Abuse

York LGBT Forum 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 with York LGBT Forumwill be treated with respect.

This includes:

* a commitment to safer recruitment policies and practices for trustees, committee members, paid workers and volunteers This includes, where appropriate, DBS checks, ensuring references are taken up and adequate training on Safeguarding Adults (see Sections 4.1 and 4.2);
* working within the current legal framework for reporting staff or volunteers that are abusers;
* encouraging service users to become involved with the running of the organisation. Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available to service users and their carers/families.

### Recognising the signs and symptoms of abuse

York LGBT Forum is committed to ensuring that all trustees, committee members, paid workers, volunteers and the Designated Named Persons undertake training to gain a basic awareness of signs and symptoms of abuse (where appropriate) and have access to training around Safeguarding Adults.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (No Secrets: Department of Health, 2000).

Abuse includes:

* physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint;
* sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material;
* psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation;
* financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits;
* neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs. This includes self-neglect;
* discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment;
* institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

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.

### Designated Named Person for Safeguarding Adults

York LGBT Forum has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for workers to consult. The Designated Named Person(s) for Safeguarding Adults within York LGBT Forum: Lisa Kelly (Designated), Charly Hamlyn (Designated) and Emily Roach (Deputy)

Designated Named Person for Safeguarding Adults: Lisa Kelly

Work Telephone number: 01904 772000 EXT 2613

Mobile Number: **07714 187460**

Emergency Contact Number: **07714 187460**

Designated Named Person for Safeguarding Adults: Charly Hamlyn
Work Telephone number: [01904 735000](https://www.google.co.uk/search?q=joseph+rowntree+housing&rlz=1C1EJFA_enGB771GB771&oq=joesph+rownt&aqs=chrome.4.69i57j0l5.4610j0j4&sourceid=chrome&ie=UTF-8)
Mobile Number:
Emergency Contact Number:

Name of deputy person: Emily Roach
Work telephone number: N/A
Mobile number:  **07764 736070**
Emergency contact number:  **07764 736070**

**Should any of these named people be unavailable then trustees, committee members, paid workers or volunteers should contact Adult Social Care Direct directly. See below for contact details.**

The roles and responsibilities of the named person(s) are:

* to ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect;
* to ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care Direct team or to the allocated social worker/care manager where necessary;
* to follow up any referrals and ensure the issues have been addressed;
* to consider any recommendations from the Safeguarding Adults process;
* to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest;
* to ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision;
* to ensure that staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998; that they will be dealt with in a fair and equitable manner and that they will be kept informed of any action that has been taken and its outcome**.**

### Responding to people who have experienced or are experiencing abuse

York LGBT Forum recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action 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.
* Don’t start to investigate or ask detailed or probing questions.
* Don’t 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 keep yourself, staff, volunteers and service users safe.
* To preserve evidence.
* To inform the Designated Named Person.
* To record what happened in the York LGBT Forum Safeguarding Adults File where Safeguarding Adults concerns will be recorded**.**

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a trustee, committee member, paid worker or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with Adult Social Care Direct. 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 (Alert) will be made to Adult Social Care Direct team.

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 Adult Social Care Direct and/or the Safeguarding Adults Unit and/or other advice-giving organisations such as Police.

If an emergency ring 999

**Adult Social Care Direct**

Phone: **01904 555111**

Fax: **01904 554055**

Available: Monday-Friday 8am-6pm
Out of hours: **01609 534527**

**Safeguarding Adults Unit**

Phone: **0191 278 8156**

Fax: **0191 278 8102**

Available: Monday, Wednesday and Friday morning, 9.30am-12.00noon.

Please note that this is an advice service ONLY. All Alerts should be raised with Adult Social Care Direct.

**North Yorkshire Police**

Phone: **01904 618691 or 101**

(ask for Local Area Police Station or Public Protection Unit)

**Raising a Safeguarding Adults Alert**

All Safeguarding Adults Alerts (referrals) should be made by telephone to the Adult Social Care Direct Team at the York City Council West Offices Monday to Friday 8.00am till 6.00 pm

**Phone: 01904 555111**

**Fax: 01904 554055**

In an emergency situation outside of these times please contact the Emergency Duty team on **01609 780780**

You should ask to make a Safeguarding Adults Alert.

The telephone call should be followed up in writing to the Adult Social Care Direct team outlining concerns using a Safeguarding Adults Multi-Agency Alert form (SAMA1). This form and further guidance can be found in Appendix 2.2**.** This should be faxed to Adult Social Care Direct team after ensuring that the fax is in a safe haven by confirming the fax number and ringing after sending to ensure its safe arrival. Alternatively, it should be sent by secured post in a double envelope – marked strictly confidential.

Suspected or actual abuse

Immediate threat or crime committed?

Contact Police or Emergency Services

Inform Designated Named Person or their Deputy

Alert made to Adult Social Care Direct via telephone and then using SAMA1 form

A Safeguarding Adults Manager (a Team Manager from Adult and Culture Services) 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.

If the Safeguarding Adults Manager decides the Safeguarding process needs to be instigated this will then lead to the implementation of the next stages of the Safeguarding Adults Board Multi-Agency Policy and Procedures. (Please see Appendix 2.2 for an overview of the multi-agency procedure).

The Designated Named Person will have an overview of this process so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.

### Managing allegation made against member of staff or volunteer

York LGBT Forum will ensure that any allegations made against trustees, committee members, paid workers and volunteers will be dealt with swiftly.

Where a trustee, committee member, paid worker or volunteer 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 alleged perpetrator. 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 Named Person will liaise with Adult Social Care Direct to discuss the best course of action and to ensure that the York LGBT Forum’s disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

York LGBT Forumhas a whistle blowing policy and staff/volunteers are aware of this policy. They will be supported to use this policy.

### Recording and managing confidential information

York LGBT Forumis 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 York LGBT Forum’sconfidentiality policy.

All allegations/concerns should be recorded in York LGBT Forum Safeguarding File where Safeguarding Adults concerns will be recorded. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with General Data Protection Regulations.

This information will be secured in a locked filing cabinet/ or a locked folder on a computer in the organisation. Access to this information will be restricted to the Designated Named Person.

## Risk Management/Assessment

There are various ways to manage risk when it comes to Safeguarding. The York LGBT Forum uses a 5-step system to manage the Safeguarding of its projects:

1. Identify and detail the situation that could possibly cause harm.
2. Decide who might be harmed and how.
3. Evaluate the risk and decide on precautions/interventions.
4. Record and report your findings/agreed actions.
5. Review assessment and update regularly.

Please see Appendix 3 for the Project Safeguarding Risk Assessment Template.

## Use of photographic/video equipment

Written consent to take and use images of children, young people and vulnerable adults should be obtained prior to the taking of photographs and or video footage. Parents/carers should be made aware of when, where and how the images may be used, to give their informed consent.

## Code of Conduct

You must:

* Treat all children, young people and vulnerable adults with respect.
* Provide an example of good conduct you wish others to follow.
* Ensure that, whenever possible, there is more than one adult present during activities involving children and young people, or at least that you are within sight or hearing of others.
* Respect a young person’s right to personal privacy.
* Encourage young people and adults to be comfortable and caring enough to point out attitudes or behaviour they do not like.
* Remember that someone else might misinterpret your actions, no matter how well-intentioned.
* Recognise that special caution is required when you are discussing sensitive issues with children or young people - the discussion should be age-appropriate.
* Operate within the Forum's principles and guidance and any specific procedures.
* Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
* Give guidance and support to inexperienced helpers.

You must not:

* Have inappropriate physical or verbal contact with children or young people.
* Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people.
* Jump to conclusions about others without checking facts.
* Either exaggerate or trivialise child abuse issues.
* Show favouritism to any individual.
* Rely on your good name or that of the organisation (faith or charity) to protect you.
* Believe “it could never happen to me.”
* Take a chance when common sense, policy or practice suggests another more prudent approach.

# Review

This policy will be reviewed annually, and we shall engage volunteers, paid workers, trustees, committee members and service users in the review.

# Appendix 1 – Current Projects Requiring Safeguarding/DBS Checks

| **Subgroup** | **Project No** | **Name of Project** | **Brief Description** | **Safeguarding/DBS** |
| --- | --- | --- | --- | --- |
| 1. Health and Wellbeing | 1.1a | Mental Health Peer Support (Partnerships) | Mental Health Peer Support Group  | Safeguarding |
| 1.1b | York LGBT Forum App | York LGBT Forum App | N/A |
| 1.1c | York Mind Mental Health Group | York Mind Mental Health Group | Safeguarding and Enhanced DBS for worker on project  |
| 1.2 | Social and Friendship Groups | Facebook Group and Face to Face Social Group  | Safeguarding |
| 1.3 | Coffee Morning/Evening socials | Monthly Coffee Morning/Evening Social | Safeguarding |
| 1.4 | Phone Line | Change hate crime line to phone line which offers signposting | Safeguarding |
| 1.5 | True Colours Theatre | Drama group to help improve people’s confidence and mental health | Safeguarding and Basic or enhanced DBS for worker on project -need to make decision |
| 1.6 | Photography Course | Annual six-part course in basic photography leading up to York Pride | Safeguarding |
| 1.7 | Sports Social | Set up a regular Sports Social Group | Safeguarding and Enhanced DBS for worker on project when applicable |
| 1.8 | Social Hub | To establish a social hub as the Forum has grown | Safeguarding and Enhanced DBS for workers when applicable |
| 1.9 | Human Rights Garden | Develop a green space  | Safeguarding |
| 1.10 | Community Choir | Develop a LGBT Community Choir | Safeguarding |
| 1.11 | Confidence Workshops | Deliver confidence workshop | Safeguarding |
| 1.12 | LGBT Terminology Booklet | A booklet describing the most common LGBT+ terms | N/A |
| 2. Older People | 2.1 | Free to be Me Training | Training for care homes and in the workplace | Safeguarding |
| 2.2 | Ageing Without Children (AWOC)(Partnerships) | Advice/social group set up for people ageing without children | Safeguarding and Basic DBS for main worker |
| 3. Hate Crime  | 3.1 | Hate Crime Support | Liaise with police, raise awareness of hate crime. | Safeguarding |
| 3.2 | Hate Crime Survey | Hate Crime Survey  | Safeguarding |
| 4. Schools and Young People  | 4.1 | OutWord Bound | Writing Competition in Schools/ Book Donation | Safeguarding and Enhanced DBS for all workers on project |
| 4.2 | Free to be Me in Schools | Develop Free to be Me training for schools | Safeguarding and Enhanced DBS for all workers on project |
| 4.3 | LGBT Youth Book Club | Regular Book Club | Safeguarding and Enhanced DBS all workers on project |
| 5. Transgender | 5.1 | Trans Friendly York | York Third Saturday making York a Trans friendly place | Safeguarding |
| 5.2 | Transgender Workshop | Provide advice for trans people | Safeguarding |
| 5.3 | Human Rights Walk | How safe is York for trans and LGB people | Safeguarding |
| 6. International | 6.1 | International Buddying System | To pair with LGBT organisations across the world  | N/A |
| 6.2 | Support For Asylum Seekers/Refugees | To work with and help TimeOut | N/A Time to be Out responsibility |
| 7. Bisexual  | 7.1 | Establish bisexual subgroup | To set up a bisexual subgroup and hold socials | Safeguarding |
| 8. Funding  | 8.1 | Establish Funding subgroup | To set up funding subgroup | N/A |
| 9. Events | 9.2 | Irregular one-off events | Midnight WalkKaraokeBBQs | N/A |
| 10. Archives (joint project) | 10.1 | To set up a LGBT archive with York Explore | To set up a LGBT archive with York Explore | Project still in design |
| 11. Selby | 11.1 | Selby LGBT Café | To deliver a monthly café | Safeguarding/on hold |
| 11.2 | Selby Mental health group | To deliver a monthly support group | Safeguarding |
| 12. No Subgroup Attached projects. Supporting LGBT Staff Networks  | 12.1 | To look at ways in which we can support LGBT Staff Networks | To look at ways in which we can support LGBT Staff Networks | N/A |
| 12.2 | LGBT Research | To look to see if we can establish the experience LGBT face when accessing healthcare services | Safeguarding |
| 12.3 | IT infrastructure | Implement IT infrastructure project | N/A |

# Appendix 2.1 - Safeguarding Children and Young People Multi-Agency Alert form



**FORM FOR CHILD IN NEED AND SAFEGUARDING REFERRALS TO CHILDREN’S SOCIAL CARE**

**Please send the completed form to** childrensfrontdoor@york.gov.uk or if you are using secure email then childrensfrontdoor@york.gcsx.gov.uk

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| If at any time you have reasonable concern that a child or young person has suffered significant harm or may be at immediate risk of suffering significant harm, telephone Children’s Social Care immediately to discuss your concerns with a Social Worker on 01904 551900 or contact the Police if you feel the child is at imminent risk. You should then complete this form to confirm your referral within 24 hours of your telephone call. |

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| **Section A: The Child or Young Person being Referred (If you are referring more than one child, please complete this for one of the children in detail)** |
| **Family Name:** |  | **First Name(s):** |  |
| **D.O.B (or expected date of delivery):** |  | **NHS Number:** |  | **Gender:** | 🞎 Male 🞎 Female 🞎 Unborn |
| **Home Address:** |  | **Postcode:** |  |
| **Telephone:** |  |
| **Current Address (if different from above):** |  | **Postcode:** |  |
| **Telephone:** |  |
| **Child/young person’s ethnicity:****White**🞎 White British 🞎 White Irish 🞎 White any other background |  **Black or Black British**🞎 Caribbean 🞎 African 🞎 Any other Black background | **Mixed**🞎 White and Black Caribbean🞎 White and Black African 🞎 Any other mixed background  | **Asian or Asian British**🞎 Indian🞎 Pakistani 🞎 Bangladeshi 🞎 Any other Asian background  | **Other Ethnic Groups**🞎 Chinese🞎 Any other Ethnic Group **🞎 NOT KNOWN**  |
| **Child/young person’s first language or preferred means of communication:** |  | **Is an interpreter or signer required?** | 🞎 No 🞎 Yes ***Details:*** |
| **Child/young person’s religion** |  | **Child/young person’s nationality:** |  | **Immigration status:** |  |
| **Is the child/ young person disabled?** | 🞎 No 🞎 Yes | **Is the child/ young person adopted?** | 🞎 No 🞎 Yes |
| **Is the child/ young person privately fostered?*****A private fostering arrangement is essentially one that is made privately for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative*** *(****grandparent, brother, sister, uncle/ aunt or step-parent)****,* ***with the intention that it should last for 28 days or more****.**Private foster carers may be from extended family, a friend**of the family, the child’s friend’s parents or someone willing to privately foster.* | 🞎 No 🞎 Yes  |

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| **Section B – Household Details**If you are also referring a sibling of the child in Section A who is under the age of 18 years, please list them in this section and indicate that you are also referring them. Please also list the names and details of all children (under 18) and adults who are currently residing in the home. |
| **Family Name** | **First Name** | **DOB**  | **Age** | **Relationship to the Child in Section A** | **Also referring to CSC****(must be under 18)** |
|  |  |  |  |  | 🞎 Yes |
|  |  |  |  |  | 🞎 Yes |
|  |  |  |  |  | 🞎 Yes |
|  |  |  |  |  | 🞎 Yes |
|  |  |  |  |  | 🞎 Yes |
|  |  |  |  |  | 🞎 Yes |
|  |  |  |  |  | 🞎 Yes |
|  |  |  |  |  | 🞎 Yes |

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| **Section C – Consent to make Referral to Children’s Social Care** |
| *Permission should always be sought from an adult with parental responsibility for the child/young person before passing information about them to Children’s Social Care, UNLESS seeking permission would place the child at risk of significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing a child about a disclosure made. If a child is at immediate risk of significant harm, a referral to Children’s Social Care SHOULD NOT BE DELAYED whilst consent is sought.* |
| ***Has consent been obtained by you for a referral to Children’s Social Care***  | 🞎 No  | 🞎 Yes Date obtained:  |
| ***If yes, what is the Parent/Carer/Child’s view of the referral:*** |
| ***If no, explain the immediate risk of significant harm that has prevented you from obtaining consent:*** |

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| **Section D – Referrer Details** |
| **Date of referral:** |  | **Time of referral:** |  | 🞎 **Referral is a follow up to a Telephone Call** | 🞎 **This is a new Referral** |
| **Name of Refer:** |  | **Role/Relationship to child:** |  |
| **Agency Name (if any):** |  | **Address of Referrer:** |
| **Telephone:** |  | **Postcode:** |  |
| **Mobile:** |  | **E-mail:** |  |

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| **Section E – Reason for Referral** |
| ***You need in this section to tell us how you have come to your view that the child has significant vulnerabilities or is at risk of significant harm and detail any significant incidents or events that support your view. This section will be shared with the child and their parents during any subsequent assessment unless it places the child at risk of significant harm to do so*** |
| **What is your concern for the child?****Education Professionals Referral: If the child is school age, do you have concerns about the child’s attainment and/or progress? 🞎 Yes**  |
| **What has prompted the referral?** |
| **What have you done to address this with the family? Have you completed a CAF/FEHA? (If so please attach to this referral)** |
| **What would be the desired outcome for the child?** |

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| **Section F – Services Working with the Family (to be completed if no current CAF/FEHA attached)** |
| **Role** | **Full Name** | **Telephone**  | **Email Address** | **Address and Postcode** |
| Lead Professional (if applicable) |  |  |  |  |
| GP |  |  |  |  |
| Dentist |  |  |  |  |
| Health Visitor/Midwife |  |  |  |  |
| Nursery/School |  |  |  |  |
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**Please send the completed form to** childrensfrontdoor@york.gov.uk or if you are using secure email then childrensfrontdoor@york.gcsx.gov.uk

# Appendix 2.2 - Safeguarding Adults Multi-Agency Alert form

**Safeguarding Adults Concern**

You should complete this form in accordance with the Multiagency Policy and Procedure, which can be found at <http://www.safeguardingadultsyork.org.uk/>. **Completing the form must *not* delay immediate action being taken where necessary to ensure the safety of the person** you are concerned about.

If you are not a member of the Adult Social Care Directorate, you should send this form to the Safeguarding Adults Team via email: adult.socialsupport@york.gov.uk or adult.socialsupport@york.gcsx.gov.uk (if you are emailing from a secure account). Alternatively you may post the form to West Offices, Station Rise, York YO1 6GA. If you require any assistance, telephone: 01904 555111.

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| **The Person For Whom You Have Concerns** |
| **Mosaic ID** |  | **NHS Number** |  |
| **Title** |  | **Name** |  | **Also Known As:** |  |
| **Address** |  | **Telephone** |  | **Email** |  |
| **DOB** |  | **Gender** | ⭘ Male ⭘ Female | **Ethnicity** |  |
| **Communication Needs** |  | **Preferred Communication Method** |  | **Preferred Language** |  |
| **Interpreter Needed?** 🖵 |
| **The Person’s Care and Support Needs** |
| **Primary Support Reason** |  |
| **Details Of Care & Support Needs** |  |
| **Does the person receive care and/or support services?** | * Yes
* No
* Not known
 | **If yes, who commissions the primary service?** | Adult Social Care (CYC) ⭘Adult Social Care (other authority) ⭘Self Funded ⭘Health ⭘Not Sure/Not Known ⭘ |
| **Details of professionals working with the person** | **Name** | **Organisation** | **Contact details** |
|  |  |  |
| **Consent and Mental Capacity** |
| **Is the person aware of this concern?** | * Yes
* No
* Not known
 | **Have they agreed to the concern being raised?** | * Yes
* No
* Not known
 |
| **If no, please give reasons for raising without consent:** |  |
| **In your opinion, does the person have the mental capacity to make decisions to safeguard themselves against the outlined harm or potential harm; or to accept support in relation to this?** | * Yes ⭘ No Details:
 |
| **Does the person have support from a friend/relative/representative or formal advocate?** | * Yes ⭘ No Details:
 |
| **Has the person expressed any views or wishes about safeguarding intervention?** | * Yes ⭘ No Details
 |
| **Your Concern** |
| **Brief Details Of Concern** |  |
| **Date of Incident/Date concern arose:** |  |
| **Type of abuse** (tick more than one box if required) | Physical 🖵 Sexual 🖵 Psychological 🖵 Financial or Material 🖵Discriminatory 🖵 Organisational🖵 Neglect & Acts of Omission 🖵Domestic 🖵 Sexual Exploitation 🖵Modern Slavery 🖵 Self Neglect 🖵 |
| **Location of the incident** | Own Home 🖵In the community (excluding community services) 🖵In a community service 🖵Care Home – Nursing 🖵Care Home – Residential 🖵Hospital – Acute 🖵Hospital – Mental Health 🖵Hospital – Community 🖵Other 🖵 |
| **If there are injuries present, please describe:** |  | **Has a body map been completed/ photos taken?** | ⭘ Yes ⭘ No ⭘ N/AIf Yes please provide copies |
| **Does the person continue to be at risk of harm?** | ⭘ Yes ⭘ No ⭘ Not known |
| **Is there an emerging pattern of abuse?** | ⭘ Yes ⭘ No ⭘ Not knownDetails: |
| **Has anyone witnessed the abuse?** | ⭘ Yes ⭘ No ⭘ Not knownDetails: |
| **Are there any other professionals/agencies aware of this concern?** | ⭘ Yes ⭘ No Details: |
| **Addressing Immediate Risk** |  |
| **Please outline the actions taken to date to protect the individual and/or others** |  |
| **Have the police been informed where a crime is suspected?** | ⭘ Yes ⭘ No Crime reference number: |
| **Has medical attention been sought?** | ⭘ Yes ⭘ No Details: |
| **Are there other people who may be at risk of harm?** | ⭘ Yes ⭘ No ⭘ Not known |
| **Do children’s services need to be informed?** | ⭘ Yes ⭘ No If yes, please do so immediately and note contact details here: |
| **Is the person you are concerned about a carer for another adult or child?** | ⭘ Yes ⭘ No Details: |
| **The Person Alleged To be Causing Harm (“PATCH”)** |
| **Title** |  | **Name** |  | **Also Known As:** |  |
| **DOB** |  | **Gender** | ⭘ Male ⭘ Female | **Ethnicity** |  |
| **Address** |  | **Telephone** |  |
| **Are they aware of the concern being raised?** | ⭘ Yes ⭘ No ⭘ Not sure | If ‘yes’, what is their view regarding the concern? |  |
| **What is their relationship to the person you are concerned about?** | Service provider ⭘Other-known to the individual ⭘Other-unknown to the individual ⭘ |
| **If a service provider, which organisation are they employed by:** |  |
| **Are they the person’s main carer?** | ⭘ Yes ⭘ No ⭘ Not sure | **Do they live with the person?** | ⭘ Yes ⭘ No ⭘ Not sure |
| **Are there other people potentially at risk from this person?** | ⭘ Yes ⭘ No ⭘ Not sure | **Details:** |  |
| **Would they pose a risk to anyone visiting the person they are allegedly harming?** | ⭘ Yes ⭘ No ⭘ Not sure | **Details:** |  |
| **Is the PATCH someone who also has care and support needs?** | ⭘ Yes ⭘ No ⭘ Not sure | **If Yes, are they known to CYC?** | Mosaic No./NHS No. |
|  |
| **Your Details (The person raising the concern)** |
| **Title** |  | **Name** |  | **Also Known As:** |  |
| **Organisation/ relationship to person of concern**  |  | **Telephone** |  | **Email**  |  |
| **Sharing your details** | I am happy for my details to be shared ⭘ Do not share my details with 3rd parties ⭘Reasons for remaining anonymous: |
| **Date form completed** |  |

# Appendix 3 – Project Safeguarding Risk Assessment Template

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Subgroup** |  |

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| --- |
| **Type of abuse that could occur (please tick)****Physical Emotional Neglect****Sexual abuse Domestic abuse** **Identify and detail the situation that could possibly cause harm:****Who might be harmed and how:** |

|  |
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| **Initial Risk Rating****Based upon the information above, what level of risk does the project pose to the organisation and its service users?** (*refer to guidance notes*):**Probable Likelihood Score X Potential Consequence Score =****Initial Risk Rating**  |

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| **Safeguards needed to minimise or eliminate risk** |

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| **Feasibility of implementing safeguards** |

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| **Revised Risk Rating****With the above action implemented state what the risk rating would be reduced to?** (*refer to guidance notes*):**Probable Likelihood Score X Potential Consequence Score =****Revised Risk Rating**  |

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| --- |
| **Assessment made by** |
| **Name** | **Designation** | **Signature**  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Date of Initial Risk Assessment:**  |  | **Planned Review Date:** |  |
| **Review Outcome:****Date of Review:** |
| **Review undertaken by:** |
| **Name** | **Designation** | **Signature** |
|  |  |  |
|  |  |  |

**Guidance Notes on completing Project Safeguarding Risk Assessment Form**

This form is to be used to undertake a detailed risk assessment of all projects carried out by the York LGBT Forum.

All sections of the form MUST be completed by the lead for each project with support from the designated person for safeguarding children, young people and vulnerable adults.

**Risk Assessment**

**1. Likelihood**

According to the following scale, how likely is it that an individual could harm a service user?

|  |  |  |
| --- | --- | --- |
| **Likelihood Descriptor** | **Score** | **Probability** |
| Low  | 1 | **Rare** (0-5%). This will probably never happen/recur (except in very exceptional circumstances).  |
| Low/ Moderate  | 2 | **Unlikely** (5-25%). Do not expect it to happen/recur but it is possible that it may do so.  |
| Moderate  | 3 | **Possible** 25-75%). It might happen or recur occasionally.  |
| Moderate/ Extreme  | 4 | **Likely** (75-95%). It will probably happen/recur but it is not a persisting issue.  |
| Extreme  | 5 | **Almost certain** (>95%). It will undoubtedly happen/recur, possibly frequently.  |

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| **2. Potential Consequence - Impact on the safety of service users, staff or public (physical/psychological harm)**  |
| **Consequence Descriptor** | **Score** | **Consequence** |
| Low  | 1 | **Negligible** –No injury or adverse outcome or minimal injury requiring no/minimal intervention or treatment.  |
| Low/ Moderate  | 2 | **Minor –** Short term injury or damage resulting in aminor injury or illness, requiring minor intervention. |
| Moderate  | 3 | **Moderate** – Semi permanent or moderate injury requiring professional intervention.An event which impacts on a small number of service users  |
| Moderate/ Extreme  | 4 | **Major** – Major injury leading to long-term incapacity/disability. |
| Extreme  | 5 | **Catastrophic/Critical -** Incident leading to death, multiple permanent injuries or irreversible health effects.An event which impacts on a large number of service users. |
| For grading risk, the likelihood and consequence scores obtained from the matrices above are multiplied together to calculate a risk rating assigned as follows:

|  |  |  |
| --- | --- | --- |
| **Risk Rating Score** | **Risk Rating** | **Description** |
| **1-3** | Low risk | **Manageable Risks**The York LGBT Forum is willing to carry these risks and will record that the risk has been identified but no significant action is required.  |
| **4-6** | Moderate risk | **Material Risks** Risks that the York LGBT Forum should be concerned about. These risks need to be managed by the project lead. They might, depending on impact, need ongoing referral to the trustees. |
| **8-12** | High risk |
| **15-25** | Extreme risk | **Significant Risks** The York LGBT Forum will need to be most concerned about these risks, which will need proactive review and oversight, or consideration as to whether a project is worth undertaking. |

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# Appendix 4 – Further Sources of Information, Internet Links and Contacts on Child Protection

**Further sources of information:**

* Working together to Safeguard Children – (A guide to inter-agency working to safeguard and promote the welfare of children). Available to download at [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
* What to do if you are worried a child is being abused. Available to download at [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

**Internet Links:**

[www.everychildmatters.org.uk](http://www.everychildmatters.org.uk)

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.ceop.gov.uk/reportabuse/index.asp](http://www.ceop.gov.uk/reportabuse/index.asp)

[www.childline.org.uk/pages/yourplace.aspx](http://www.childline.org.uk/pages/yourplace.aspx)

**Contacts:**

Child Line**: 0800 1111**

NSPCC**: 0808 800 5000**