

## Day of General Discussion 2021: Children's Rights and Alternative Care Child and Young Adult Safeguarding Policy

Jointly Organised by Lumos and a coalition of partner organisations

### INTRODUCTION

The organising coalition is supporting the UN Committee on the Rights of the Child (the Committee) to organize the 2021 Day of General Discussion (DGD) on Children's Rights and Alternative Care. The Committee is seeking to actively engage with children and young people across the world in the DGD, to ensure that their voices are heard and taken into account in all matters and decisions that affect them. The coalition is organizing several activities with its members and partners to ensure that children and young people are involved in all aspects of the DGD including the planning, implementation and follow-up. These activities include engaging in child and youth advisory groups, participating in consultations, sending submissions directly to the Committee and attending the day itself. This child and vulnerable adult safeguarding policy applies to all DGD activities and has been reviewed and approved by coalition for the purposes of helping ensure the safety and wellbeing of all children and young people involved in these activities.

### SAFEGUARDING POLICY STATEMENT

The coalition is committed to ensuring that all children and vulnerable adults who are involved in any aspect of the DGD activities are protected from harm and abuse, regardless of age, disability, gender, race, religion, sexual orientation, identity or economic status. This Child and Vulnerable Adult Safeguarding Policy outlines the guidelines and practices all participating members must adhere to in order to help keep children and vulnerable adults safe during their involvement with the 2021 DGD and related activities, and supporting their participation in line with the Committee's *Working methods for the participation of children in the days of general discussion of the Committee on the Rights of the Child*.<sup>1</sup> All adults falling in the scope of this policy need to ensure that swift and appropriate action is taken should an incident or concern arise. All children and vulnerable adults should be informed that if they raise a concern, there is a procedure in place to respond and ensure they are protected.

All activities associated with the 2021 DGD are built in accordance to the implementation of the Working Methods for the Participation of Children in the Days of General Discussion of the Committee, article 12 of the Convention on the Rights of the Child<sup>2</sup> and the basic requirements for children's participation as outlined in the Committee's General Comment No. 12 on The Right of the Child to be Heard.<sup>3</sup>

### SCOPE AND APPLICATION

This policy and procedures cover all activities associated with the 2021 DGD that are organized and run by the organising coalition. It applies to all individuals involved in organizing and delivering 2021 DGD activities at all times. All adults involved in the DGD activities should avoid actions or behaviours that are seen as poor practice or potentially abusive and are responsible for familiarizing themselves with this policy.

Any concerns or incidents that arise as part of the defined DGD activities fall under the scope of this policy and must be reported.

### WORKING WITH MEMBERS AND PARTNERS

The DGD activities bring together a range of different stakeholders working together, including the

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<sup>1</sup> [https://tbinternet.ohchr.org/\\_layouts/15/treatybodyexternal/Download.aspx?symbolno=CRC%2fC%2f155&Lang=en](https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CRC%2fC%2f155&Lang=en)

<sup>2</sup> <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

<sup>3</sup> [http://tbinternet.ohchr.org/\\_layouts/treatybodyexternal/Download.aspx?symbolno=CRC%2fC%2fGC%2f12&Lang=en](http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=CRC%2fC%2fGC%2f12&Lang=en)

organising coalition members, partners and the Committee and its Secretariat. Terms of Reference will be produced which specify minimum safeguarding standards for participating organisations, agree all share a joint commitment to safeguarding children/vulnerable adults and adherence to this policy and its procedures. All members of the organising coalition and relevant partner organisations reserve the right to independently refer child/vulnerable adult abuse concerns to the appropriate authority where there is disagreement on actions to take in order to safeguard children.

The Terms of Reference will ensure clarity as to which organisation is responsible for taking action in specific circumstances of the DGD activities so that:

- Action is taken in respect of children/vulnerable adults at risk
- Work is not duplicated unnecessarily
- The child/vulnerable adult is not subject to unnecessary questioning
- Events or activities organised individually by or jointly with partners are clearly identified in terms of child/vulnerable adult protection jurisdiction and responsibility

DGD activities include child and youth advisory groups and virtual participation from 16-17 September in Geneva.

Any safeguarding concerns that arise that do not fall within the scope of DGD activities are to be managed by the responsible organization in line with their safeguarding policy. If in doubt about whether the incident or concern falls under DGD activities, please consult the Child Safeguarding Focal Person (details provided below).

## **DEFINITIONS**

**Child:** For the purposes of this policy, in line with the UN Convention on the Rights of the Child, a child is defined as any person under the age of 18.

**Vulnerable adult:** A person over the age of 18 who may find it difficult to protect themselves from harm, abuse or exploitation due to one or more factors. These factors include (but are not limited to) poverty, migrant status, sex, gender identity, sexual orientation, disability, mental health, caste, religion, health, and age.

**Harm** is any action which may negatively impact a child/vulnerable adult's sense of safety or wellbeing. Harm can be caused intentionally and unintentionally. Abuse is a type of harm.

**Child Abuse or Maltreatment:** this constitutes all forms of physical and/or emotional ill-treatment, including sexual abuse, neglect, negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity.

**Vulnerable Adult Abuse:** a single or repeated act or lack of appropriate actions, occurring within any relationship where there is an expectation of trust, which causes harm or distress to a vulnerable person age 18 or older. This includes any mistreatment by any other person or persons that violates a person's human and civil rights and includes physical and sexual abuse, as well as neglect and exploitation resulting in potential or actual harm.

It is important that adults involved in DGD activities understand what constitutes abuse and how it can occur. Someone may abuse or neglect a child/vulnerable adult by inflicting harm, or by failing to prevent harm. Children/vulnerable adults may be abused in a family, in an institution or in a community setting by those known to them or, more rarely, by others. Abuse can be perpetrated in person or remotely via social media or the internet. Children and vulnerable adults may be abused by an adult or adults, or another child

or children.

**Physical abuse** is actual or potential physical harm perpetrated by another person, adult or child. The harm does not have to result in injury for it to constitute physical abuse. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical injury or potential injury to a child or vulnerable adult.

**Emotional abuse** is the persistent emotional maltreatment of a child/vulnerable adult that results in harm to their sense of self or wellbeing. Emotionally abusive acts include humiliation, bullying, and other non-physical forms of hostile or rejecting treatment. Some level of emotional abuse is involved in all types of abuse, though it may occur alone.

**Sexual abuse** is forcing, coercing or enticing a child or vulnerable person to take part in sexual activities or engage in behaviours for a perpetrator's sexual gratification. This may include, but is not limited to, rape, oral sex, penetration, masturbation, kissing, rubbing or touching. It may also involve showing or producing sexual images or activities or encouraging sexually inappropriate behaviour.

**Neglect:** Allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet physical and or psychological needs, which is likely to result in serious impairment to health, development and wellbeing.

**Exploitation** involves the use of a power imbalance to coerce, manipulate or deceive a person for sexual, monetary or personal gain and is a type of abuse. This can include sexual and commercial exploitation and trafficking. Victims of exploitation may not always recognise that they are experiencing abuse or harm and may appear to be "consenting." The appearance of consent or willingness to engage in the exploitative activity does not mean that the child/vulnerable adult is not at risk or has not experienced harm and abuse.

#### **STEPS TO ENSURE CHILD AND VULNERABLE ADULT PROTECTION**

**Awareness and alertness:** All children/vulnerable adults involved in the DGD activities need to be briefed on the forms and nature of abuse, the importance of child/vulnerable adult protection, their respective role in the event and with whom and how to report any concerns, in a language and format easily understandable to them. All adults listed in the scope above bear the responsibility to be alert throughout, undertake appropriate risk assessments and create safe environments (including to identify evacuation points at all venues and provide assistance as needed).

**Disclosing abuse or harm:** In case of any abusive incidents affecting their physical or mental well-being, children/vulnerable adults should approach their accompanying adult or the DGD Child/Vulnerable Adult Safeguarder (details below). The adult or focal person will organize and provide immediate assistance in accordance with the nature of the incident, while ensuring security of any sensitive issues enclosed and confidentiality unless others are at risk of harm and there is a duty to report.

**Taking Action:** The principle of the "best interest of the child" is to be applied throughout the DGD activities. The safeguarding focal person or other appropriate adult, will take serious consideration of all concerns that are raised. An assessment (including medical if necessary) of the specific kind of support that is needed, and assistance to those affected by the incident is to be offered without delay. Timely responses are essential. Parents/ guardians should be contacted and informed of the incident, where appropriate, and assistance provided. An incident report is compiled to document details of the incident and clinical support persons from appropriate services are contacted and consulted.

**Follow-up and debriefing:** Relevant services shall be approached in the aftermath of an incident to develop appropriate supports for those directly affected by or involved in the incident. Depending on the

circumstances this may involve:

Supportive counseling

Referrals for more in-depth counseling as required

Referrals to statutory agencies as required/appropriate

Support to relevant persons who respond to the incident

Holding a review meeting for the purpose of reviewing the incident for lessons learned

Medical referrals

### **SAFE PARTICIPATION**

According to Article 17e of the Convention on the Rights of the Child, all children have the right to be protected from any information they do not need to know and for which they may not have the understanding and maturity to cope. This is especially true if the information deals with sexual matters. All adults taking part in any of the DGD activities have a duty to ensure that no child is harmed as a result of information from presentations and discussions whether in spoken, written or visual form or any other kind of communication.

This means:

- No shocking/offensive stories or case studies
- No shocking images or audio
- No emotional personal testimony of abuse and exploitation
- No role play or drama depicting rape or other sexual or violent acts
- Sensitivity to other cultures
- No 'bad' (improper/offensive) language either at children or in the presence of children

All adults should be alert to such situations and are responsible for protecting all children and vulnerable adults attending the DGD activities. Facilitators in particular must be prepared to stop discussions or presentations that are inappropriate and remind participants that:

Safeguarding is mandatory

Activities must remain within professional limits

Time out may be necessary

Anyone (child or adult) who feels uncomfortable or needs a break from a presentation or discussion can leave. As the event is taking place online, there will be a separate Zoom meeting set up to act as a virtual "chillout space," and a designated person will also be available in each of the DGD sessions to provide support if needed.

### **SAFE DATA COLLECTION AND PROCESSING**

It is important to protect all personal data relating to children and vulnerable adults, including sensitive data. All organisations participating in DGD activities must comply with all applicable data protection legislation at all times; in particular they will be expected to operate detailed data processing procedures and systems which as well as ensuring legal compliance to a standard at or equivalent to the EU 'General Data Protection Regulation' (EU Regulation 2016/679) also afford a high degree of data security in all data processing activities.

### **KEY SAFEGUARDING ROLES AND RESPONSIBILITIES**

The Child Safeguarding Focal Person (CSFP) ensures the prevention of, and timely, appropriate responses to any situation raising child or vulnerable adult protection concerns, or incidents that might affect them. An additional, exclusively dedicated child safeguarding person (the DGD Child/Vulnerable Adult Safeguarder)

will be available throughout the DGD activities for the reporting of any incidents or concerns. Accompanying adults will be responsible for the safety and protection of the children outside of the DGD activities.

The CSFP has the overall responsibility and management for the promotion, awareness and implementation of the Child Safeguarding Policy and Procedure throughout the DGD activities, to assure:

- Monitoring of the Policy and reporting on any developments to the organising coalition and other relevant adults (see below procedure)
- The development and coordination of child safeguarding trainings/briefings/resources as required
- Maintenance of good practices and statutory requirements
- A source of support and information on safeguarding issues for all adults under the scope of the Policy and Procedure
- When a concern or incident is raised, to be the main focal person to make decisions and liaise with the relevant stakeholders (see below procedure)

**The CSFP for all DGD activities is Nancy Maguire, Lumos Child Participation Manager.**

Throughout the DGD activities on 16 and 17 September 2021, there will also be a DGD Child/Vulnerable Adult Safeguarder on call, whose role is to be available at all times for the reporting of any incidents or concerns, in the event that the CSFP is unavailable. Any concerns will be addressed in confidence keeping the best interest of the child in mind. They will be made known to all children and adults through this policy, the housekeeping information to be shared in the session, and the briefing for children and young people available upon registration. They will work in close cooperation with the CSFP.

**The DGD Child/Vulnerable Adult Safeguarder is Angelique Robold, Lumos Senior Safeguarding Manager.**

#### **CHILD SAFEGUARDING FOCAL PERSON (CSFP)**

Nancy Maguire, Child Participation Manager, Lumos  
Email: [nancy.maguire@wearelumos.org](mailto:nancy.maguire@wearelumos.org)  
Phone: +447426475100

#### **DGD CHILD/VULNERABLE ADULT SAFEGUARDER**

Angelique Robold, Senior Safeguarding Manager, Lumos  
Email: [Angelique.Robold@wearelumos.org](mailto:Angelique.Robold@wearelumos.org)  
Phone: +44 7736911011

## **CODE OF CONDUCT**

All adults under the scope of this Policy and children involved in the DGD activities are bound and must abide by the following Code of Conduct. It specifies actions which staff, when in contact with children/vulnerable adults:

- Should take to empower and safeguard children/vulnerable adults
- Should refrain from and
- Must avoid

Adhering to this Code of Conduct will protect children/vulnerable adults from abuse and adults from allegations of misconduct or even abuse.

### **Do not:**

- Hit or otherwise physically assault or physically abuse children/vulnerable adults
- Develop physical/sexual relationships with children/vulnerable adults
- Develop relationships with children/vulnerable adults which could in any way be seen as exploitative or abusive
- Act in ways that may be abusive or may place a child/vulnerable adult at risk of abuse
- Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive
- Behave physically in a manner which is inappropriate or sexually provocative
- Sleep in the same room as a child/vulnerable adult (apart from exceptional circumstances and only if agreed by the child, their parent/guardian and the child protection focal person)
- Do things for children/vulnerable adult of a personal nature that they could do on their own
- Permit or participate in behavior of children/vulnerable adults that is illegal, unsafe, or abusive
- Act in ways meant to shame, humiliate, belittle, or degrade children and vulnerable adults, or otherwise commit a form of emotional abuse
- Discriminate against, show differential treatment, or favour particular children/vulnerable adults to the exclusion of others
- Expose children/vulnerable adults to pornographic or inappropriate materials in electronic or any other form

### **Do:**

- Observe and respect confidentiality of all children/vulnerable adults and their personal information
- Ensure child-friendly and/or appropriate language and communicate clearly
- Respect children's/vulnerable adult's views and give equal opportunity to all for expression of their views without discrimination
- Ensure that all DGD activities are smoke, drug and alcohol-free zones
- Dress appropriately and respectfully

## **RECOGNISING ABUSE AND HARM**

There are a number of circumstances under which adults under the scope of this policy may suspect abuse or harm during or related to DGD activities. These include:

- A child/vulnerable adult 'disclosing' abuse – telling someone that s/he is being or has been abused
- A child/vulnerable adult having an injury for which there is no satisfactory explanation
- A child/vulnerable adult behaving or appearing in such a way as to give rise to concern
- A child/vulnerable adult that we are in contact with abusing another child/vulnerable adult
- An adult under the scope of this document abusing a child/vulnerable adult e.g. their own child/vulnerable adult or one they are in contact with through their work.
- Adults or children viewing child/vulnerable adult abuse on the internet.
- Being informed of or witnessing abuse by a stranger or someone known to you.

- Many children and vulnerable adults with experiences of alternative care will have one or more additional vulnerabilities that make them more likely to experience harm and abuse. For example, persons with a history of trauma or abuse, one or more disabilities, those living away from home, and/or requiring intimate personal care are all at increased risk of abuse

Some examples of possible indicators of abuse include:

- Self-harming
- Age inappropriate sexual knowledge or sexually inappropriate behavior
- Presenting with poor personal hygiene, hungry or over/under dressed
- Running away or going missing
- Being left in unsafe situation, or without medical attention
- Being constantly “put down,” insulted, sworn at or humiliated
- Being afraid of particular adults and/or being reluctant to be alone with them
- Unexplained changeable emotions, such as depression, anxiety or severe aggression

This list is not exhaustive and the presence of one or more of these does not automatically indicate abuse. In some cases, these indicators may have an acceptable explanation, but all adult under the scope of this document should exercise professional curiosity and appropriate concern regarding the welfare of children and vulnerable adults.

**Recognising abuse can be a complex matter, for example:**

- The child/vulnerable adult’s anxiety around the consequences of 'disclosing'
- The child/vulnerable adult protecting the perpetrator of the abuse
- The child/vulnerable adult is unknown (e.g. attending the DGD activity without registering)
- There are potential indicators of abuse but there is no constitute definitive proof

**There are also a number of factors relating to adults under the scope of this procedure that can act as barriers to their recognising abuse or acting upon their concerns. These include:**

- Fear of being mistaken about the concern
- Concerns that reporting concerns might have an adverse effect upon themselves and/or the child/vulnerable adult
- Ignorance as to what might happen next
- A misguided sense of loyalty to a colleague
- Anxiety that the matter is trivial
- A belief that abuse does not take place through organisations or families they know
- Assumptions that someone else will deal with it or that concerns are already being dealt with

The effect of abuse on children/vulnerable adults depends on a number of factors and is not readily predictable. It is an extremely serious matter with multiple negative long-term consequences when there is a failure to respond, report and investigate.

**In responding to concerns of abuse, adults under the scope of this procedure should not:**

- Panic - this may scare and silence the child/vulnerable adult
- Inquire into the details of the abuse - it is the duty of statutory services and police to investigate abuse
- Push the child/vulnerable adult too hard to speak if s/he is reluctant to
- Promise to keep secrets or maintain confidentiality if a safeguarding concern is raised

- Raise the child/vulnerable adult's expectations and hopes beyond what the adult is actually able to do
- Fail to report their concerns as per this procedure (see 'acting on a concern' below)

**In responding to concerns of abuse, adults under the scope of this procedure should:**

- Support and respect the child/vulnerable adult at a particularly difficult time, maintaining appropriate boundaries
- Inform the child/vulnerable adult of the nature of the DGD Safeguarding Policy and procedures, its implications and the reasons why we have adopted this approach
- Act speedily and prioritise as a matter of urgency
- Ensure that the child/vulnerable adult is well informed of progress and outcomes within the procedure
- Adopt a participatory approach, and explaining that the action taken is in their best interests even if different to their desired course of action
- Seek/prepare longer – term support for the child or vulnerable adult
- Immediately refer verbally to your line manager/a DGD child safeguarding focal person for consideration of actions required

**REPORTING CONCERNS**

The guidelines for reporting incidents and emergencies involving children and vulnerable adults have been developed specifically for use in the DGD activities where a child/vulnerable adult's safety and/or well-being is jeopardised. Any concerns and/or complaints can be written or verbally reported to the CSFP or Accompanying Adult, who will handle them in the strictest confidence and ensure that they are properly dealt with and responded to.

Adults under the scope of this policy must report any safeguarding concerns they have to the CSFP, Nancy Maguire, Child Participation Manager at Lumos. On the days of the DGD event, the DGD Child/Vulnerable Adult Safeguarder, Angelique Robold, Senior Safeguarding Manager at Lumos will also be available to receive reports of concerns and will immediately escalate those to the CSFP for action. The CSFP will then ensure full implementation of this policy and its procedures. The only exception is if the CSFP is suspected of abuse or involved in the incident/concern. In this event, the DGD Child/Vulnerable Adult Safeguarder will instead notify Emma Grindulis, Child Rights Connect. If the concern or incident involves the DGD Child/Vulnerable Adult Safeguarder, then the concern should be reported directly to the CSFP.

If an adult under the scope of this policy is unhappy with the proposed course of action, they can raise the concern with Angelique Robold, Senior Safeguarding Manager at Lumos (contact information below). The concerns must be raised in good faith and will not attract reprisal, retaliation or other detriment to the person raising the concern.

In the event of concerns being raised through a complaint to the organisation (or other scenario) regarding any DGD activities, this should also be reported in line with this policy.

**INCIDENT REPORTING FORMS & CONFIDENTIALITY**

An initial written record must be made using the DGD safeguarding incident reporting form (appendix II) and a copy of this record must be securely sent as soon as possible to the CSFP via email or in writing.

All envelopes must be marked with 'private and confidential' and 'for the attention of.' All circulation and storage of recordings must be secured with the utmost care and respect for confidentiality. Hard copies, once provided to the CSFP must be securely scanned and then appropriately destroyed. Word Documents must only be accessible by password, with the password sent to those who require it in separate

communication to the document itself (i.e. two emails). All safeguarding records will be securely held by Lumos, as the safeguarding lead for the organising coalition.

Confidentiality is vitally important for both the child/vulnerable adult and the alleged perpetrator during and after any actions taken within this procedure. Indiscretion or carelessness can have damaging consequences for any potential legal action taken against an individual, for the child/vulnerable adult’s dignity and self-respect, or for the alleged perpetrator if it is subsequently found there is no case to answer. It is everyone’s responsibility to ensure the security of knowledge, information and records. Case details must only be provided on a ‘need to know’ basis.

**RISK ASSESSMENTS**

The organising coalition understands that appropriate risk assessment for all activities is critical to helping ensure the safety and wellbeing of children and young adults who take part in DGD activities. All organisations supporting children and/or young adults to contribute to DGD activities must undertake appropriate health and safety as well as safeguarding risk assessment. It is the responsibility of each organisation supporting a child or young adult to appropriately consider risks and their duty of care. The organising coalition will provide risk assessment templates for any members that require support, but are not responsible for undertaking the risk assessment for each child and young adult. By nominating child and youth advisors, supporting organisations accept responsibility for undertaking a thorough risk assessment for that child or young person.

**CONCERNS ABOUT STAFF AND PROFESSIONALS INVOLVED IN DGD ACTIVITIES**

Concerns about staff behaviour – whether it’s a person who is a member of the organising coalition, partner organisation or any other stakeholders of the DGD activities – must be treated with the same rigour as other concerns. If there is any concern of child/vulnerable adult abuse or an illegal act having been committed then this information must be passed on immediately, as per this policy, to the CSFP or where there is immediate danger to a child/vulnerable adult, the police or other appropriate authority. The CSFP will be responsible for ensuring any immediate safeguarding concerns are addressed and the information is shared with the person’s employer organisation and/or statutory services as appropriate. If the concern is in regards to the CSFP, this shall be reported to Emma Grindulis, Child Rights Connect, who will take forward the concern in line with Child Rights Connect’s Safeguarding Policy and Procedure.<sup>4</sup>

**KEY CONTACT PERSONS FOR REPORTING**

Child Safeguarding Focal Person	Nancy Maguire Phone: +447426475100 Email: <a href="mailto:nancy.maguire@wearelumos.org">nancy.maguire@wearelumos.org</a>
DGD Child/Vulnerable Adult Safeguarder	Angelique Robold Email: <a href="mailto:Angelique.Robold@wearelumos.org">Angelique.Robold@wearelumos.org</a> Phone: +44 7736911011
If the CSFP is suspected of harm or abuse or involved in an incident/concern:	Emma Grindulis, Child Rights Connect Phone: +41(0) 225524134 Email: <a href="mailto:grindulis@childrightsconnect.org">grindulis@childrightsconnect.org</a>

<sup>4</sup> <https://www.childrightsconnect.org/wp-content/uploads/2021/08/crcnct-child-safeguarding-policy-procedure.pdf>

## APPENDIX 1: SAFEGUARDING REPORTING FORM

### Recording and Reporting Suspected Safeguarding Concerns

Gathering information at the point of referral (when a concern first arises) is a crucial part the process. The report should be accurate and objective, focusing on facts and relevant information that will help in deciding what actions to take. The Safeguarding Reporting Form below is designed to help with this and must be used for recording and reporting any allegations or concerns of abuse received or witnessed. If there is an emergency or an immediate risk, always phone emergency services first and report and record according to this policy as soon as it is safe to do so.

All concerns or allegations, must be recorded on the following form and securely sent or handed to the CSFP (and/or the DGD Child/Vulnerable Adult Safeguarder) as soon as possible and always within 24 hours. This information will be securely stored by the CSFP.

The report should not be delayed because the referrer does not have all of the information.

<b>PART 1: TO BE COMPLETED BY PERSON WHO BECOMES AWARE OF THE CONCERNS</b>
Your Name:
Your Position:
Your Knowledge of and relationship to the child/young person/vulnerable adult, if applicable:
Child/Young Person/Vulnerable Adult's Name, if known or applicable:
Child/Young Person/Vulnerable Adult's Contact Details (phone, email, address or details of responsible person/organization), if known or applicable:
Child/Young Person/Vulnerable Adult's Date of Birth, if known or applicable:
Date, Time and Location of any incident observed or reported:
Describe the nature of the safeguarding concern/allegation. Please provide as much information as possible and be clear what is fact, opinion or hearsay. Please include relevant observations (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc).  If you think there is an immediate or urgent risk, please clearly state so and why you are worried.  When told of abuse by a child/vulnerable adult ask only questions needed to establish a clear understanding of the narrative provided by the child/vulnerable adult and to ascertain the safety and welfare of the individual.

<p>The following questions need to be covered (and recorded succinctly and clearly):</p> <p>Who is involved in the abuse?</p> <p>What happened?</p> <p>When and where did the fact occur?</p> <p>If a disclosure or allegation was made, please record exactly what the child/young person/vulnerable adult said and what you said (Remember, do not ask leading questions; record actual details. Continue on a separate sheet if necessary):</p>
<p>Actions taken so far following receipt of the concerns:</p>
<p>Have you reported this to the CSFP or the Child/Vulnerable Adult Safeguarder within 24 hours?</p>
<p>Print name: _____ Date: _____</p>
<p style="text-align: center;"><b>PART 2: TO BE COMPLETED BY CSFP</b></p>
<p>Additional Comments of CSFP:</p>
<p>Action recommended or already undertaken by the CSFP:</p>
<p>Has the threshold for referral to local child protection/statutory agencies, police or other relevant bodies been met? Please provide the reasoning for this decision.</p> <p>If the threshold has been met, but a decision was made not to refer, please complete the risk assessment below.</p>

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**Risk assessment if case is NOT to be referred to local child protection agencies:**

What is the risk of referring the case to the child protection/statutory agency?

What is the risk if you don't refer the case to the child protection/statutory agency?

How serious is the risk if you do refer the case to the child protection/statutory agency?

**Summary of Risk Factors/Additional Vulnerabilities and Protective Factors**

<b>Risk Factors/Additional Vulnerabilities:</b>	<b>Protective Factors:</b>

Further Case Notes (be clear how actions are addressing risk and ensuring the child/vulnerable adult is risk, be sure to include date actions have been taken):

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Closure Summary and Explanation (why is the case now safe to close, who needs to be notified and is there any further support to be provided):

Date Case Closed:

CSFP

Name:

Date