



Safeguarding Policy & Procedures

Date of last review:	January 2025	Review period:	1 Year
Date of next review:	January 2026	Owner:	Operations Manager
Version:	2.1		

GENESIS TRUST BATH
SAFEGUARDING POLICY & PROCEDURES

INTRODUCTION & OVERVIEW

This Policy and the accompanying procedures outline Genesis Trust Bath's ("Genesis" or "Genesis Trust") approach to Safeguarding.

This Genesis Trust policy follows guidelines set out in Bath & North East Somerset Council's (B&NES) Safeguarding website at <https://bcssp.bathnes.gov.uk/> (the main council website is www.bathnes.gov.uk). This policy document supersedes all other policies or statements with respect to Safeguarding and is to be read in conjunction with other Genesis Trust policies, including the Staff Handbook and Employment Contracts. This policy is based on the Trussell Trust template Safeguarding Policy v 3.1 first published October 2021.

PRINCIPLES

Genesis Trust recognises that:

- It is the human right of all adults to live a life that is free from abuse and neglect.
- Adults and children can be at risk from various forms of abuse.
- Abuse may be committed by anyone, including those who are in a trusting relationship with an adult at risk.
- We have a duty to do everything possible to prevent, report and confront abuse wherever it is found.

Genesis Trust will:

- Ensure that staff and volunteers are aware of this policy and the accompanying guidance.
- Ensure that staff and volunteers are trained in recognising abuse and know how to report it.
- Ensure that Managers take seriously any allegations of abuse and report them to the relevant agency.
- Work in accordance with local arrangements and systems for Safeguarding as set out by Bath and North East Somerset Council.
- Implement procedures for the recruitment and selection of trustees, staff and volunteers that comply with current legal requirements and good practice.
- Ensure that everyone who comes to Genesis knows that they can report concerns of abuse.
- Take seriously any allegation that a member of staff or a volunteer has committed abuse. Such allegations will be reported and investigated by the appropriate agency.
- Nominate Safeguarding Officers, who will be Nick Mayo, Chief Executive, and Steph Wynne-Davey, Operations Manager. Contact: 01225 463549 or office@genesistrust.org.uk

Operational Principle:

The operational principle is that the Safeguarding Officers will determine whether a circumstance reported to them needs to be referred to the Bath & North East Somerset Council's (B&NES) Safeguarding process referred to above. Genesis Trust does not directly serve under 18 year olds.

AUTHORISATION

The Board of Trustees will approve this policy at a scheduled Board Meeting.

DEFINITION OF SAFEGUARDING

Safeguarding means protecting people's right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's or child's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

EQUALITIES STATEMENT

Genesis Trust is committed to practices that protect from harm regardless of a person's age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010.

AIMS OF THIS POLICY

This policy, taken together with BANES Multi-Agency Safeguarding Policies, represents commitment in working together to safeguard children and adults from abuse, neglect and exploitation. It clarifies the roles and responsibilities of employees, trustees and volunteers in relation to developing their own awareness and skills as well as the policies and procedures that must be followed.

The policy outlines:

- The practice and procedure for representatives within Genesis Trust to contribute to the prevention of the abuse and neglect, and
- A clear framework for action including information sharing when abuse is suspected.

SCOPE AND DEFINITIONS

Whose Business is Safeguarding?

Legislation establishes that safeguarding is everybody's business. This organisation recognises that we all play a key role in preventing, detecting, reporting and responding to abuse, neglect or exploitation.

Scope of Policy

The policy applies to activities delivered by Genesis Trust. Where Genesis Trust delivers any activities in partnership with another body this policy applies unless a formal agreement exists that specifically details safeguarding arrangements and the roles and responsibilities of the parties to the agreement. Where a formal partnership exists, the trustees will review the partner's safeguarding policy and procedures at least annually and will ensure procedures meet the standards set out in this policy. The policy applies in respect of this organisation's responsibility towards the following groups of people:

- An 'adult at risk of abuse or neglect with care and support needs' however for the purpose of this policy we will use the term "vulnerable adult(s)" to refer to this group.
- Children and young people - legally defined as any person under the age of 18. From this point the terms "child" or "children" will be used to refer to this group.
- Employees, trustees and volunteers who come into contact with children or vulnerable adults during the course of their work or volunteering responsibilities.
- Contractors when carrying out work on behalf of the organisation.

Definitions

Child Protection is defined as:

Protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect or other identified risk factors such as parental Domestic Violence, substance misuse.

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Ensuring safe and effective care, to enable children to have optimum life chances.

Adult Safeguarding is defined as:

- Protecting an adult's right to live in safety, free from abuse and neglect aiming to ensure that each adult is supported to maintain:
 - Wellbeing
 - Choice and control
 - Safety
 - Good health
 - Dignity and respect

IMPLEMENTATION

Genesis Trust is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children and adults.
- Access to relevant training and professional advice.
- Regular management reports to the trustees detailing how safeguarding risks are being addressed.
- Safeguarding procedures that deal effectively with any concerns of exploitation, abuse or neglect, including those caused through poor practice.
- Two named persons appointed as Safeguarding Officers.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children and adults, including arrangements for sharing information.
- Risk assessments that specifically include safeguarding.
- The organisation's policies and procedures are consistent with this Safeguarding policy.

LEGAL FRAMEWORK

Genesis Trust will work within the framework of legislation and guidance in relation to safeguarding and protection of children and vulnerable adults.

All staff and volunteers will consider the following when raising a concern:

- Safeguarding adults is mainly aimed at individuals with care and support needs whose circumstances may put them at risk of abuse or neglect by others. Due consideration must be given to people who need to use Genesis' services given any inherent vulnerability resulting from a person's immediate circumstances.

- Where safeguarding concerns are identified about children, the welfare of the child is paramount.
- Abuse is defined as a violation of an individual's human and civil rights; it may consist of a single act or repeated acts.
- The nature and extent of the abuse including whether it is a criminal offence.
- The impact of the abuse on the person and the physical and/or psychological harm being caused and whether the abuse is having an impact on other people.
- Deprivation of liberties where people may be victims of exploitation and modern slavery, for example forced labour. Or where living in care homes, hospitals or other institutions and are looked after in a way that inappropriately restricts their freedom.

TYPES OF ABUSE

Eleven types of abuse are currently identified through legislation and UK guidance frameworks:

- **Physical abuse** – Involves any manner of causing physical harm to a child or vulnerable adult or fabricating symptoms of, or inducing illness in, a child or vulnerable adult, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions, administering or allowing access to drugs or alcohol.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence.
- **Sexual abuse** – Sexual abuse involves forcing or enticing any child or vulnerable adult of whatever age to take part in any form of sexual activity, whether or not s/he is aware of what is happening; or behaving, or inducing a child/vulnerable adult to behave, in sexually inappropriate ways - including rape, indecent exposure, sexual harassment, inappropriate looking and touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This includes inappropriate sexual relationships with people in positions of power or influence. *The victim may have been sexually exploited even if the sexual activity appears consensual. Sexual exploitation does not always involve physical contact; it can also occur through the use of technology.*
- **Psychological abuse** – the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and enduring effects on a child's emotional development including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. It is important to note that within faith communities a further aspect of psychological abuse is Spiritual abuse. This is where the abuse does damage to a vulnerable adult's or child's emerging faith and spirituality. The fact that the damage includes damage to the spiritual self is what makes it spiritual abuse and usually occurs within the context of wider abuse.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, criminal exploitation, forced labour and domestic servitude, where traffickers and slavers coerce, deceive and force individuals into a life of abuse, servitudes and inhumane treatment.
- **Discriminatory abuse** - including forms of harassment, slurs, exclusion, or similar treatment. This includes discrimination on the grounds of a person's protected characteristics including race, age, disability, gender, sexual orientation, political views, faith or religion (including

where someone is discriminated against because they have no religion), as well as racist, sexist, homophobic or ageist comments.

- **Organisational abuse** - including neglect and poor care practice within an institution or special care setting such as a hospital or care home, or where care is provided within their own home.
- **Neglect and acts of omission** - neglect involves the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health and development. These include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating, access to family and friends.
- **Self-neglect** - self-neglect covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Hate crime** – a hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's disability, race, religion or belief, sexual orientation, or transgender identity.

Further information on recognising the signs and symptoms of abuse can be found in Appendices 3 and 4.

Note

Abuse can be carried out by children and Genesis Trust recognises that if a child or children is or are causing harm to an adult with care and support needs, this should be dealt with under the Local Authority adult safeguarding policy and procedures but will also need to involve the Local Authority Children's Services.

INFORMATION SHARING AND CONSENT

Genesis Trust is committed to complying with UK General Data Protection Regulations and the Data Protection Act. Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding. Genesis Trust will share safeguarding information with the right people at the right time to:

- Prevent death or serious harm
- Coordinate effective and efficient responses
- Enable early interventions to prevent the escalation of risk
- Help families, children and vulnerable adults access the right kind of support to reduce risk and promote wellbeing
- Maintain and improve good practice in safeguarding
- Reveal patterns of abuse that were previously undetected and that could identify others at risk of abuse
- Identify low-level concerns that may reveal children or vulnerable adults at risk of abuse
- Help identify people who may pose a risk to others and, where possible, work to reduce offending behaviour
- Reduce organisational risk and protect reputation

Wherever possible we will always seek the informed consent of the person(s) concerned before sharing their personal information. Obtaining informed consent to share information is best practice and is often key to ensuring any further support or action is successfully maintained, based on trust and transparency.

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The law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. The law gives people the right to make their own decisions even if others consider them to be unwise. The law says that to make a decision a person needs to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate their decision

There are exceptions where seeking consent is not necessary. Exceptions where seeking consent is not appropriate are:

- Where you have a child protection concern you must share information with the relevant agencies even if you haven't been given consent. GDPR does not affect this principle.
- Where gaining consent would put the person at risk, or the organisation's volunteers and staff at further risk of significant harm.
- Where other people (especially children) may be placed at risk of harm from the person, group or agency suspected of causing the abuse.
- Where person at risk is assessed as not having the 'mental capacity' to make this decision, in this case appropriate representatives/advocates should be consulted, however, the Safeguarding Officers will make the final decision.
- Where a crime has taken place and there is an overriding public duty for the police to investigate. If a person does not want you to contact the police and you are unsure, then seek the advice of the Safeguarding Officers.

In making the decision about whether to share information without consent, consideration will be given to the seriousness and pervasiveness of the abuse, the ability of the individual to make decisions, the effect of the abuse on the individual in question and on others, whether a criminal offence has occurred, and whether there is a need for others to know (e.g. to protect others who may not be involved in the immediate situation).

If the decision is made not to share information because consent has been withheld and the exceptions given above do not apply, then the person will be advised of any actions they can take to protect themselves and signposted or supported to access other local advice and support services. They will also be made aware of the fact that they can change their minds at any point.

All information and concerns should be raised with the Safeguarding Officers or, if they are not available, the Project Manager of the area where the concern has been identified, who will then make the decision as to whether to share information with another agency, social care or the police.

In the case of severe concerns where delay in contacting the Safeguarding Officers could result in further harm the worker/volunteer should contact the relevant statutory authorities immediately and inform the Safeguarding Officers as soon as possible afterwards. Decisions about sharing information (or not) will be clearly recorded with reasons clearly stated.

CONFIDENTIALITY AND RECORDING

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. Confidentiality can only be broken and a concern shared when it is in the best interest of the child, vulnerable adult or in the public interest to

do so. The circumstances for this are outlined in the section above (*Information Sharing and Consent*).

All records will be written, stored and destroyed with due regard for confidentiality and in line with Genesis Trust policy on record keeping and in adherence with the Data Protection legislation. Staff and volunteers will be trained and supported to maintain and store accurate records.

Where incidents that have resulted in (or risk) significant harm to beneficiaries, the Safeguarding Officers will communicate with Trustees who may be required to report the incident to the charities regulator as a Serious Incident Report.

PROCEDURE IF A MEMBER OF STAFF OR VOLUNTEER HAS A SAFEGUARDING CONCERN

Staff or volunteers must raise their concerns with a Safeguarding Officer or, if they are not available, their Project Manager. If the subject of concern is a member of staff or volunteer see the Genesis Trust Confidential Reporting procedure in the Staff Handbook (section 16). This should be used if a member of staff or volunteer has concerns about the conduct of a colleague in a position of trust within the organisation which could be detrimental to the safety or wellbeing of adults or children and where, for whatever reason, they feel unable to raise them under the organisation's standard complaints procedures.

Details of this process are available in the Staff Handbook and Volunteer Handbook. It relates to raising concerns about such things as:

- Unprofessional behaviour
- Bullying by staff or volunteers
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with adults, children and young people which is contrary to the organisation's policies and codes of conduct
- Any form of racial abuse
- Inappropriate sexualised behaviour
- Knowledge about an individual's personal circumstances which may indicate they could be a risk to adults and/or children
- Persistent and enduring rumours including un-investigated historical rumours.

Where a person with a concern is unable to raise the matter with either a Safeguarding Officer or their Project Manager (a Project Manager is a project lead who reports directly to the CEO), then they can contact the Chair of Trustees or, if they are not available, another trustee. See Roles and Responsibilities.

If it is felt that there is a significant risk of harm being caused to another person, then the person can raise their concerns directly with Bath & North East council's social services or the police.

Things to Remember

- All allegations/disclosures will be treated seriously - the safety of the vulnerable adult or child is paramount.
- Staff and volunteers should stay calm, listen and reassure the person they are concerned about that they are being listened to.
- Staff and volunteers should always demonstrate a sensitive approach.

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- Staff and volunteers should be aware of the possibility of a police investigation, and are not to investigate any allegation themselves.
- Staff and volunteers will explain that they are required to share information with those people who need to know but not with other staff or volunteers. Absolute confidentiality cannot be promised.
- If there is immediate danger or someone requires urgent medical attention the police or ambulance should be called immediately (on **999** or **112**), and the Safeguarding Officers informed as soon as possible.

Reporting Procedure

- Any concerns should be reported immediately to a Safeguarding Officer or, in their absence, the Project Manager, who will decide on appropriate next steps including whether to refer to the Bath & North East Somerset Council's (B&NES) Safeguarding statutory services.
- A Safeguarding Concern Report Form (Appendix 2) will be completed by the employee/volunteer or by the Safeguarding Officer using information relayed by the person reporting the concern. Information recorded on the form must:
 - Be accurate and factual – do not make subjective judgements or supposition.
 - Wherever possible include the actual words said by the child or vulnerable adult rather than an interpretation of what was said.
 - Record only specific facts relating to disclosure, dates, places etc. should be recorded accurately along with any details of the injuries or consequences i.e. where they are and what they looked like.
 - Consider if the incident also needs to be reported under Health and Safety Policy and Procedures.
- Where necessary the Safeguarding Officer will report the concern to Statutory Children's/Adults Social Care Services (the Bath & North East Somerset Council's (B&NES) Safeguarding process).
- If a criminal offence has been committed, the Safeguarding Officer will call the police and any other agencies as necessary.
- Children's or Adult's Social Care may then take the lead on any investigation and inform other agencies as appropriate.
- The Safeguarding Officer will provide any further information to statutory services as required.
- Completed *Safeguarding Concern Forms* will be kept digitally and securely by the Safeguarding Officers.
- Where incidents that have resulted in, or risk, significant harm to beneficiaries, the Safeguarding Officer will notify the Board of Trustees who may be required to report the incident to the charities regulator as a *Serious Incident Report* (see *Section Monitoring & Reporting*).

Domestic violence

- Where a person visiting the one of Genesis Trust' projects reports an incident of domestic violence **whilst a child or vulnerable adult is in the home**, this must be treated as a disclosure of abuse and should be passed on to a Safeguarding Officer immediately using the procedures outlined above.
- Where an incident of domestic violence is reported **and there is no child or vulnerable adult present**, Genesis Trust staff and volunteers should as a minimum signpost the client to an appropriate agency but must not attempt to coerce them to contact the police unless the client wants and feels able to do so.
- **Where Genesis staff or volunteers witness an act of domestic violence, they must contact the police immediately.**

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- For advice or information about anything relating to domestic violence contact the National Domestic Violence Helpline: **0808 2000 247**.

MONITORING & REPORTING

Safeguarding Officers will collate and clarify the details of an allegation or suspicion and, if so determined, pass this information on to statutory agencies who have a legal duty to investigate.

The Safeguarding Officers are responsible for ensuring the organisation keeps appropriate records of any concerns, disclosures and investigations as part of ensuring the policy and procedure is fit for purpose and kept under continual review. The trustees will support the Safeguarding Officers in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Information about safeguarding cases and how they were dealt will be reviewed and reported on regularly to the Board of Trustees. Areas to focus on include:

- How quickly the concern was reported to a Safeguarding Officer
- Whether a concern was reported to statutory agencies
- How quickly a concern was made to the police or Children's/Adults Services (where relevant)
- Accuracy of information recorded
- The quality of the input into the safeguarding process (feedback from Police/Children's/Adults Services)
- Outcomes of safeguarding process
- Whether any incidents highlighted training issues or a need to amend in-house procedures
- Whether the incident should be notified to the charity regulator under Serious Incident Reporting procedures.

Reports to trustees should focus on the issues and the organisation's response to an incident and not the specific details of an individual case. Reports made to the trustees should be captured in a Safeguarding Incident Register. This is to enable the organisation to reflect on and improve its practice in developing an effective safeguarding culture.

This policy and procedure will be reviewed regularly.

Example Report to Trustees

The image shows a screenshot of an Excel spreadsheet titled "Incident Reports to Trustees". The spreadsheet is designed to record and track safeguarding incidents. It has a standard Excel interface with a ribbon at the top showing "File", "Home", "Insert", "Draw", "Page Layout", "Formulas", "Data", "Review", "View", and "Help". There are also "Share" and "Comments" icons in the top right corner.

The spreadsheet has 39 rows and 16 columns, labeled A through P. The first few columns have headers that define the data to be collected for each incident report:

- Column A:** Incident Date
- Column B:** Incident Venue
- Column C:** How quickly was incident reported to SG lead?
- Column D:** Who was the SG Officer for this incident?
- Column E:** Was the concern reported to statutory Agencies?
- Column F:** If it was, how quickly was the incident referred?
- Column G:** Score the accuracy of the info on the SG Concern Form (1=poor, 5=excellent)
- Column H:** Quality of input / feedback from statutory agency
- Column I:** Outcome of SG Process
- Column J:** Does incident highlight a need to amend in-house procedures?
- Column K:** Is it a Serious Incident that needs reporting to the Charity Commission?
- Columns L through P:** These columns are currently empty, likely intended for further notes or tracking.

The rows below the headers (rows 2 to 39) are currently blank, providing a template for recording individual incidents.

GOOD PRACTICE

Safer Recruitment of staff and volunteers

- References will be taken up according to the guidelines below:
 - Employees: *two references after acceptance of a provisional job offer which is subject to receipt of satisfactory references.*
 - Volunteers applying for or appointed to leadership positions: *two references at the time of application/appointment to be received before they start the role.*
 - In all cases at least one of the references should be from a recent past employer or from another organisation the person has volunteered with, if they have no recent employment history.
 - References should be provided in writing or transcribed where received verbally. Genesis Trust will make all reasonable efforts to ensure that references are bona-fide and will seek alternatives where in doubt.
- All staff and volunteers have a duty to disclose any unspent convictions. Failing to do so may be regarded as gross misconduct or a breach of the volunteering agreement.
- All staff and volunteers responsible for supervising vulnerable adults or children will undergo an enhanced criminal records check if their role falls within the eligibility guidelines (see Genesis Trust DBS Policy & Guidelines).
- Staff and volunteers without a criminal records check will not be permitted unsupervised access to vulnerable adults or children.
- All criminal records check will be renewed every three years.

Training

- All staff and volunteers will familiarise themselves with all Genesis Trust’ policies and procedures, including safeguarding, during induction.
- All staff and volunteers will complete basic Safeguarding training every two years and other relevant training as required.
- All trustees, volunteers and staff will be made aware of:
 - The possibilities of abuse and neglect of children and vulnerable adults
 - Local procedures and names and contact details of relevant local and national professionals and organisations (see Appendix 1).

ROLES AND RESPONSIBILITIES

NAME	ROLE/RESPONSIBILITIES	CONTACT DETAILS
Nick Mayo	Safeguarding Officer (Lead)	Nick.mayo@genesistrust.org.uk
Steph Wynne-Davey	Safeguarding Officer (Deputy)	Steph.wynne-davey@genesistrust.org.uk
Sue Fourie	Safeguarding Officer (Life Projects)	Sue.fourie@genesistrust.org.uk
Triss Horwood	Chair of Trustees	Triss.horwood@genesistrust.org.uk

The Safeguarding Officers will never be related to each other.

APPENDIX 1

KEY CONTACTS

If someone is injured or in imminent danger, call: 112/999

Our Key Contacts

- Safeguarding Officers - 01225 463549 (option 5) OR 01225 438371

Social Services

Local Authority is Bath & North East Somerset	
Adult Social Care	0300 247 0201 and select option 3 Monday to Thursday, 8.30am to 5pm, Fridays, 8.30am to 4.30pm
Emergency Duty Social Work team	01454 615165 evenings, weekends and bank holidays
Children's Social Work Services (Children and Families Assessment and Intervention Team)	01225 396111 or 01225 477929 Monday to Thursday, 8.30am to 5pm, Fridays when we're closed from 4.30pm
Emergency Duty Team (CSWS)	01454 615165

Other National Advice Providers

- The Hourglass Confidential Free phone help Line: 0808 808 8141 24/7
- ChildLine: 0800 1111
- NSPCC Child Protection Helpline: 0808 800 500 (10am–8pm Monday to Friday) or help@nspcc.org
- National Domestic Violence Helpline: 0800 970 2070
- Samaritans: 116 123 (free)
- Thirtyone: eight 24 hour helpline: 0303 003 11 11 (option 2)

If you think a crime has taken place...

Local & Regional Police: 999

Non-emergency number: 101

APPENDIX 2

SAFEGUARDING INCIDENT REPORTING FORM

For Office Use	
Date and Time of Incident	DD/MM/YYYY 00:00
Name of Person Completing this form	Your name.
Passed to Safeguarding Officer	Name of SO
Method of communication	Choose an item.
Received by Safeguarding Officer	DD/MM/YYYY 00:00
About the Incident, Safeguarding Concern or Identified Risks	
<p align="center">Individual(s) identified at risk <i>(select all that apply):</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Person using the Foodbank <input type="checkbox"/> Foodbank volunteer <input type="checkbox"/> Person using the Life Projects <input type="checkbox"/> Life Projects volunteer <input type="checkbox"/> Staff/employee <input type="checkbox"/> Children/Young person </div> <div style="width: 45%;"> <input type="checkbox"/> Partner/spouse <input type="checkbox"/> Cohabiting individual <input type="checkbox"/> Friend/neighbour <input type="checkbox"/> Other (If "other" please specify) </div> </div>	
<p>About the person(s) at risk</p> <p>Name: Forename & Surname</p> <p>Address: Click or tap here to enter text.</p> <p>Date of birth: Click or tap to enter a date.</p> <p>Gender: Click to enter text.</p>	
<p>Is the alleged perpetrator known to the person at risk?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>What is their relationship to the person at risk:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Carer <input type="checkbox"/> Family member <input type="checkbox"/> Neighbour <input type="checkbox"/> Another vulnerable person </div> <div style="width: 45%;"> <input type="checkbox"/> Professional <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other If "other" please specify. </div> </div>	
<p>Please provide a brief description of the allegation/concerns:</p> <p>Use this space to clarify basic information. Record factual details about what was said. Include:</p> <ul style="list-style-type: none"> • Date, time, location of incidents: • People involved: • What was observed: • What was heard? • What was disclosed/said to you? –using their own words 	

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<p>Please provide a brief outline of actions taken/ support offered: Outline what action was taken at the time of the incident. If there is evidence what has been done to preserve this etc.</p>			
<p>Have you discussed your concerns with the person at risk (or legal guardian in the case of a child), where doing so does not increase the risk of harm and informed them of any actions you proposed to take:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>Has the person at risk given their consent to sharing the information with appropriate external agencies and/or statutory services:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>			
<p><i>Once completed, use as a prompt when reporting your concern and then place in an envelope, seal and ensure prompt delivery to the Safeguarding Officer at the Genesis Office</i></p>			
<p>For the Safeguarding Officer to complete</p>			
<p>Type of risk/ abuse identified or suspected (<i>select all that apply</i>):</p> <table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/>Self-neglect <input type="checkbox"/>Exploitation (including financial) <input type="checkbox"/>Domestic Violence <input type="checkbox"/>Modern Slavery <input type="checkbox"/>Sexual Abuse <input type="checkbox"/>Physical Abuse </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/>Emotional/psychological abuse <input type="checkbox"/>Discrimination <input type="checkbox"/>Neglect <input type="checkbox"/>Coercive controlling behaviour <input type="checkbox"/>Grooming <input type="checkbox"/>Hate crime </td> </tr> </table>		<input type="checkbox"/> Self-neglect <input type="checkbox"/> Exploitation (including financial) <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Modern Slavery <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Emotional/psychological abuse <input type="checkbox"/> Discrimination <input type="checkbox"/> Neglect <input type="checkbox"/> Coercive controlling behaviour <input type="checkbox"/> Grooming <input type="checkbox"/> Hate crime
<input type="checkbox"/> Self-neglect <input type="checkbox"/> Exploitation (including financial) <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Modern Slavery <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Emotional/psychological abuse <input type="checkbox"/> Discrimination <input type="checkbox"/> Neglect <input type="checkbox"/> Coercive controlling behaviour <input type="checkbox"/> Grooming <input type="checkbox"/> Hate crime		
<p>Additional actions/ measures:</p> <ul style="list-style-type: none"> • List measures as bullets 			
<p>Is a further Risk Assessment needed to manage identified risks/ concerns?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>			
<p>Has the incident/ concern been reported to statutory social care services?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>			
<p>Concerns shared with external agencies:</p> <p>N.B. If you have concerns for a person’s immediate safety then contact the emergency services.</p>	<input type="checkbox"/> Police <input type="checkbox"/> Social Care <input type="checkbox"/> Original referral agency <input type="checkbox"/> 31:8 <input type="checkbox"/> Other If other please specify:		
<p>Safeguarding Incident Register updated:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>			

APPENDIX 3

POSSIBLE SIGNS AND SYMPTOMS OF ABUSE (CHILDREN)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

APPENDIX 4

POSSIBLE SIGNS AND SYMPTOMS OF ABUSE (ADULTS)

The following signs could be indicators that abuse has taken place but should be considered in context of the person's whole life.

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or overuse of medication and/or medical problems left unattended
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages
- and in places not normally exposed to falls, rough games etc
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence and Female Genital Mutilation

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse (that may be accompanied by some of the following additional symptoms):
 - Self-harming
 - Emotional distress
 - Mood changes
 - Disturbed sleep patterns
 - Psychological abuse
 - Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
 - Intimidated or subdued in the presence of a particular person
 - Fearful, flinching or frightened of making choices or expressing wishes
 - Unexplained paranoia
 - Changes in mood, attitude and behaviour, excessive fear or anxiety
 - Changes in sleep pattern or persistent tiredness
 - Loss of appetite
 - Helplessness or passivity
 - Confusion or disorientation
 - Implausible stories and attention seeking behaviour
 - Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender identity or sexuality

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender identity or sexuality
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food

GENESIS TRUST BATH – SAFEGUARDING POLICY & PROCEDURES

- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

END.