

## **Safeguarding Policy**

### **Introduction**

#### **Aim**

This policy sets out our commitment to safeguarding and promoting the welfare of all children. At Nelson's Journey we provide therapeutic bereavement support to children and young people aged 0-17 years inclusive. We want all children to feel safe and secure, and by following the procedures within the policy we will uphold our legal duty to safeguard.

#### **Ethos**

Nelson's Journey fully recognises our responsibility to protect children and young people from harm. We strive to promote the positive wellbeing of all children accessing our service by providing a safe and supportive environment where children can speak about their bereavement. Our policy applies to all children, staff, volunteers, visitors and parents. All staff and volunteers will be trained to respond to a disclosure from a child and will know the procedure to follow.

#### **Names of Designated Safeguarding Person (DSP) and their Deputies:**

Contact through Nelson's Journey: 01603 431788

#### **Designated Safeguarding Person**

Rebecca Hume

#### **Deputy Designated Safeguarding Persons**

Fiona Coull

Duncan Green

Emily Mansour

Amy Sale

If the DSP or Deputy DSPs are unavailable anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS).

- A staff member or volunteer can call (0344 800 8021)
  - A member of the public or parent can call (0344 800 8020).
- If you feel a child is at risk of immediate harm, call the Police on 999.**

#### **Roles and Responsibilities of Designated Safeguarding Person (DSP)**

- The named person that safeguarding concerns are reported to.

- Support team members to liaise with Children’s Services and other agencies and make referrals to The Children’s Advice and Duty Service (CADS) or Local Authority Designated Officer (LADO) when required.
- Responsible for making sure the policy is reviewed yearly and updated when changes happen at local/national level.
- Ensure all staff/volunteers/visitors/parents are aware of this policy and the procedures to follow.
- Ensure all staff and volunteers have received appropriate safeguarding information during induction and have received safeguarding training.
- Ensure that safer recruitment practices are followed.
- Update staff on changes to safeguarding.
- Completed DSP Training.
- Follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP).

### **Safer Working Practices for staff and volunteers**

*How are staff/volunteers made aware of this policy and any changes?*

- We circulate the policy once it has been reviewed each year and ask staff, volunteers and Trustees to confirm they have read and understood the policy.
- If any changes are made to the policy we will redistribute the policy to staff, volunteers and Trustees and ask they confirm they have received and read the updated document
- New starters in the staff, volunteers or Trustees teams will receive a copy of the policy and sign off to confirm they have received and read the document
- We re-circulate the policy to all staff and volunteers before they attend a residential weekend, activity day or fundraising event

### **What Safer Recruitment steps are in place?**

For all roles at Nelson’s Journey we:

- carefully consider the job description and person specification
- circulate all vacancies widely
- prepare a recruitment information pack
- ask for a written application form
- define our selection criteria
- ask for a Criminal Records and Self-disclosure statement
- ask for photographic identification
- ask for originals of any qualifications
- conduct interviews with at least two people present
- ask for at least two references, including the last employer

### **What is the Procedure for DBS Checks?**

We will always gain the correct level of DBS disclosure appropriate to the role. If we are unsure as to what level of DBS check is required for the role, we will consult the DBS eligibility guidance (<https://www.gov.uk/government/collections/dbs-eligibility-guidance>) or contact The DBS Regional Outreach service and speak to the Adviser for the East of England. They can be contacted here: <https://www.gov.uk/guidance/the-dbs-regional-outreach-service>

Unless an individual is on the update service any information revealed on a DBS certificate will be accurate at the time the certificate was issued. There is no official expiry date for a DBS certificate. However, our organisation will request a new DBS check every 3 years as part of our ongoing safer working practices.

### **What is the safeguarding induction process for staff / volunteers?**

All new staff, volunteers and Trustees will:

- receive a copy of the Safeguarding Policy and sign off to confirm they have read it
- read the Safer Working Practice document
- book onto the Introduction to Safeguarding Children Training Course with Norfolk Safeguarding Children Partnership (NSCP)

### **What training will staff/ volunteers have?**

All staff, volunteers and Trustees will attend the Safer Programme's Introduction to Child Safeguarding Course or an equivalent course. This should be renewed every 3 years. The DSP will complete additional training in the form of a Designated Safeguarding Person Course.

Staff will also attend Emergency First Aid Training appropriate to their role every 3 years.

Nelson's Journey also has a Code of Conduct for Staff and Volunteers which is added to this policy as Appendix A, which forms part of our safer working practices.

### **Safer working practices for volunteers under 18's**

- We will carry out a risk assessment to identify any potential safeguarding issues and will put steps in place to reduce any risks.
- Volunteers under 18 will never be left alone to supervise others or included in adult to child supervision ratios.
- To check the young person is the right fit for the role we will carry out an informal interview.
- We will get the young person to sign a written agreement where we clearly set out what their role is and our expectations of them.
- For young people under 18 we will get signed parental consent to confirm they are happy with their child becoming a volunteer. Parents will be made aware of our safeguarding policy and who they can contact should any concerns arise about their child during the volunteering.

- Young volunteers will receive an induction and training at an age-appropriate level and suitable to their role.
- There will be Code of Conduct for volunteers under 18's, which they will be asked to sign. They will be made aware of what happens if the Code is breached.
- If young volunteers are working with other children, they will receive training from our DSP on their safeguarding responsibilities and what they need to do if they have concerns about their own or someone else's wellbeing. They will be issued with a safeguarding summary statement; with the key information they need for their role.
- We will put support in place for young volunteers, so they gain the most from their role. Each volunteer has a named adult staff member mentor allocated to them. Experienced young volunteers will be buddied up with a new volunteer (under the guidance of a staff member).

### **Procedures for Handling Disclosures**

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say, and be very careful not to 'lead' the child or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Not stop or interrupt a child who is recalling significant events
- Never promise the child confidentiality – it must be explained that information will need to be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what was said immediately on a Nelson's Journey Safeguarding Form (available on the shared drive). This should be as close to what was said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the form and email immediately to the DSP. The DSP will then print this ready for a wet ink signature on your return to the office.
- Contact the Designated Safeguarding Person (DSP) immediately

- Seek support

We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.

**If we feel a child is at risk of immediate harm, we will call the Police on 999.**

The DSP/DSL will have the following information ready before contacting CADS:

- ✓ all of the details known to your organisation about the child (including DOB, current address, contact details for the family, the family composition including siblings, and where possible extended family members and anyone important in the child's life)
  - ✓ the nature of the concern and worries
  - ✓ history of the family (including significant events)
  - ✓ any work/support you have provided to the child or family to date.
  - ✓ where the child is now
  - ✓ whether you have informed parents/carers of your concern
- 
- **If the DSP/DSL is concerned that a child is experiencing or likely to suffer significant harm, they will call CADS immediately on 0344 800 8021.**
  - When considering whether to contact CADS we will consult the CADS Flowchart in Appendix C and the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
  - The DSP/DSL will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine the investigation into a serious crime.
  - Reasons for not seeking consent should be clearly stated when contacting CADS and recorded on internal systems for our records.
  - We will have a discussion with a Consultant Social Worker.
  - A copy of the discussion will be securely emailed to us.
  - We will follow the advice given.
  - We will keep written dated records of all conversations with CADS, for our own safeguarding recording process.
  - We will not investigate and will be led by the Local Authority and/or the Police.
  - We understand if we are unhappy about a decision made by CADS, we can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
  - Parents or members of the public can contact CADS on 0344 800 8020
  - The CADS Practice Flowchart and CADS FAQs can be downloaded here: [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

## **Children with a Social Worker**

If we have concerns about a child, who we know already has a social worker or practitioner, we will call that worker. If we do not know the worker or their contact details, we will contact Customer Services on 03444 800 8020 and they will help to make sure our call gets put through to the right person.

## **Concerns about Radicalisation and Extremism**

If we have concerns that a child or young person could be vulnerable to radicalisation, we will follow the procedure in Appendix P.

## **The Prevent Duty in Norfolk**

**PREVENT** - Prevent is part of the UK's Counter-terrorism strategy [CONTEST](#). The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. For further information see Appendix P.

### **Responding to a Concern**

**Notice**-A staff member or volunteer working with a child or young person could be the person to notice that there has been a change in the individual's behaviour that may suggest they are vulnerable to radicalisation. Every case is different, and there is no checklist that can tell us if someone is being radicalised or becoming involved in terrorism. There are some common signs that may mean someone is being radicalised.

- Expressing an obsessive or angry sense of injustice about a situation and blaming this on others.
- Expressing anger or extreme views towards a particular group such as a different race or religion.
- Suggesting that violent action is the only way to solve an issue, sharing extreme views or hatred on social media.

**Check**-The next step is for the staff member or volunteer to speak to the manager or safeguarding lead to better understand the concerns raised by the behaviours observed to decide whether intervention and support is needed. In many cases there will be an explanation for the behaviours that either requires no further action or a referral not related to radicalisation or extremism.

**Share**-Where the staff member or volunteer still has concerns that the individual may be vulnerable to radicalisation, then the organisation's safeguarding procedures will be followed, and this safeguarding concern will be reported to the Children's Advice and Duty Service (CADS).

Following this the Prevent referral form will be completed (downloaded from here [referral form](#)) and sent to: [preventreferrals-NC@Norfolk.police.uk](mailto:preventreferrals-NC@Norfolk.police.uk)

An initial assessment of the referral will be carried out prior to any further information gathering on the individual.

For urgent radicalisation concerns we will contact Norfolk Police on 101 or, in an emergency, 999.

## **Types of Abuse**

### **Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

**Child protection is defined as:** Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

### **What is abuse and neglect?**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

**Neglect** - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Additional safeguarding concerns to be aware of are:**

- Child Sexual Exploitation
- Child Criminal Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Abuse
- County Lines
- Domestic Abuse
- Online Abuse
- Radicalisation

**For more information on these safeguarding concerns please see [Appendix E](#)**

**Managing Allegations against people working or volunteering with children**

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in 'Working Together to Safeguard Children' (2023).

An allegation may relate to a person who works/ volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4<sup>th</sup> bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/ workplace which did not involve children but could have an impact on their suitability to work with children. This is known as transferrable risk.

At Nelson's Journey we recognise our responsibility to report/ refer allegations or behaviours of concern and/ or harm to children by adults in positions of trust known to us, but who are not employed by our organisation, to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk) .

We will take all possible steps to safeguard our children and to ensure that the adults at Nelson's Journey are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [Allegations Against Persons who Work/Volunteer with Children Policy | NSCP](#) is adhered to and will seek appropriate advice.

If an allegation is made or information is received about any adult who works/ volunteer in our setting, which indicates that they may be unsuitable to work/ volunteer with children, the member of staff receiving the information will inform the **DSP, Rebecca Hume**, immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

Should an allegation be made against the DSP, this will be reported to Simon Wright CEO who will liaise with the LADO. In the event that Simon Wright is not contactable on that day, the information must be passed to the Chair of Trustees.

The Designated Safeguarding Person, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

The LADO referral form can be downloaded here under the LADO tab, along with more information: <https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern>

For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)

### **Reporting Allegations to The Charity Commission:**

We would report an incident to The Charity Commission if the incident results in, or risks, significant:

- harm to people who come into contact with Nelson's Journey through its work
- loss of charity money or assets
- damage to charity's property
- harm to Nelson's Journey work or reputation

The main categories of reportable incident are:

- protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the charity through its work

Nelson's Journey CEO Simon Wright or Chair of Trustees would be responsible for reporting such incidents via the online portal ([About the report serious incident](#))

### **Low Level concerns about adults working or volunteering with children that do not meet the harm threshold for a LADO referral.**

A low-level concern is any concern, doubt, or sense of unease, no matter how small, that someone may have acted in a way that is inconsistent with your organisations code of conduct.

Behaviour that might be considered as inappropriate often depends on the circumstances. A low-level concern may not be seen as immediately dangerous or intentionally harmful to a child, but it can soon escalate and become a serious safeguarding concern.

*Examples of such behaviour could include:*

- Being over friendly with children
- Excessive 1-1 to attention beyond what is required for their role
- Having favourites
- Adults taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area
- Using inappropriate sexualised, intimidating or offensive language
- Inappropriate sharing of images
- Humiliating children

This list of examples is not exhaustive, and low-level concerns can arise from various forms of behaviour.

Low-level concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure by a child, parent or other adult within or outside of the organisation.

At our organisation we promote an open and transparent culture in which all concerns about all adults working in or volunteering on behalf of our organisation are dealt with promptly and appropriately.

Through induction, we ensure all staff/volunteers understand the importance of self-referring, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

### *Managing a Low-Level Concern*

At our organisation staff/volunteers are expected to report all low-level concerns immediately to the DSP/DSL (amend as appropriate)

If reported to the DSP/DSL they will inform [Simon Wright, CEO](#) of the concern.

The [CEO](#) will be the ultimate decision maker in respect of all low-level concerns.

At our organisation we understand the importance of recording low-level concerns and the actions taken in light of these being reported. We will review the records we

hold to identify potential patterns and take appropriate action. This could be through a disciplinary process, or where a pattern of behaviour moves from a low-level concern to meeting the harm threshold, where it should be referred to the LADO.

If our organisation is in any doubt as to whether the information which has been shared about a member of staff/volunteer as a low-level concern in fact meets the harm threshold, they should consult with the LADO on [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)

### **Making a Barring Referral to the Disclosure and Barring Service**

If an allegation has been made about a staff member or volunteer, then our organisation has a legal duty to make a barring referral if the following conditions are met.

#### **Condition 1**

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Examples: dismissed, re-deployed, retired, been made redundant or retired.

#### **Condition 2**

You think the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- satisfied the harm test
- received a caution for, or a conviction for, or been convicted for a relevant offence

If the above conditions are met Nelson's Journey DSP, Rebecca Hume would complete a Barring Referral online via the DBS [website](#). If the allegation is made against the DSP, Nelson's Journey CEO, Simon Wright, would make the referral.

There could be times when we might consider that we should still make a referral in the interests of safeguarding children even if the legal duty to refer has not been met. This could include acting on advice of the police or a safeguarding professional, or in situations where there may not be enough evidence to dismiss or remove a person from working with vulnerable groups. DBS are required by law to consider any and all information sent to them from any source. This includes information sent to them where the legal referral conditions are not met. If we do make a referral to DBS where the referral conditions are not met, we will do so in consideration of relevant employment and data protection laws.

### **Working with Parents & Carers**

All parents and carers will be asked to sign a service consent confirming they are aware of, and know how to access, our safeguarding policy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with Safeguarding enquiries and what happens should we have cause to make a referral to Children's Advice and Duty Service.

Parents will sign a consent form at the start of their child's involvement with the organisation, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only. This also includes a statement making parents/ carers aware that by signing, they consent to us sharing information with the relevant authorities if we have concerns about the welfare of their child/ children, but that we do not have to seek consent if there are serious concerns about harm or likely harm to their child/ children.

### **Records and Confidentiality**

If we are concerned about the welfare or safety of any child in our organisation, we will record our concerns immediately on the agreed report form and give this to the Designated Safeguarding Person (DSP).

Any information recorded will be kept in a separate named file, in a secure cabinet/ secure folder on the server, and not with the child's file. The copies are kept as a hard copy and electronically. These files will be the responsibility of the DSP and CEO and information will only be shared within the organisation on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

It is an expectation that our organisation will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.

We work on the principle of confidentiality. However, we cannot guarantee confidentiality if there is a safeguarding concern, as information can be shared with Children's Advice and Duty Service or the Police. Consent to share information will be gained where possible, unless doing so would place a child at risk of harm or undermine a criminal investigation.

Reports of a concern to the Designated Safeguarding Officer must be made in writing and signed and dated by the person with the concern.

### **Online Safety**

Online Safety includes the use of photography and video, the internet and social media sites, mobile phones and smart watches. We have a detailed online safety policy online acceptable usage agreement for staff. Please see (Appendix G – Online Safety Policy)

### Relevant Guidance and Legislation

- Working Together to Safeguard Children 2023
- What to do if You're Worried a Child is Being Abused 2015
- Children Act 2004
- Children Act 1989
- The Online Safety Act 2023
- Data Protection Act 2018
- The Prevent Duty Guidance 2023
- Norfolk Continuum of Needs Guidance 2023
- [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolkscp.org.uk\)](https://www.norfolkscp.org.uk)
- Norfolk Safeguarding Children Partnership Policies and Procedures
- [Polices & Procedures | Norfolk Safeguarding Children Partnership \(norfolkscp.org.uk\)](https://www.norfolkscp.org.uk)

### Other Relevant Policies

Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:

- Safer recruitment
- Code of Conduct
- Health and Safety
- Online Safety
- Managing Allegations and Whistleblowing
- Confidentiality and Information Sharing

### Useful Contacts

Norfolk Children's Advice and Duty Service (CADS)	0344 800 8021
Norfolk Children's Services 24 hours	0344 800 8020
Norfolk Police	101
<b>In an emergency</b>	<b>999</b>
Local Authority Designated Officers (LADO) Team	<a href="mailto:lado@norfolk.gov.uk">lado@norfolk.gov.uk</a>
Norfolk Safeguarding Children Partnership (NSCP)	<a href="https://www.norfolkscp.org.uk">norfolkscp.org.uk</a>
Safer Programme	01603 228966

**Policy Review**

We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on [norfolklsc.org.uk](http://norfolklsc.org.uk)

**Name:** Rebecca Hume .....

**Signed:** *R Hume* .....

**Date:** 20/1/2026 .....

This policy will be reviewed on 20 January 2027

This policy will be reviewed by Nikki Rice (Office Manager)

## **APPENDICES**

**Appendix A** - Code of Conduct for Staff and Volunteers

**Appendix B** – Code of Conduct for Children & Young People

**Appendix C** – CADS Flowchart

**Appendix D** – CADS FAQ

**Appendix E** – CADS contact form

**Appendix F** – Additional Safeguarding Issues

**Appendix G** – Online Safety Policy

**Appendix H** – Complaints Policy

**Appendix I** – Complaints/ Suggestions form

**Appendix J** – Induction Policy

**Appendix K** – Confidentiality Policy

**Appendix L** – Managing Allegations & Whistle Blowing Policy

**Appendix M** – Safer Recruitment Policy

**Appendix N** – Seven golden rules for information sharing

**Appendix O** – Public Liability Certificate 2026/27

**Appendix P** – The Prevent Duty

**Appendix Q** – Indicators of Abuse