

## **Two Ridings Community Foundation CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS SAFEGUARDING POLICY**

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### **Introduction**

Two Ridings Community Foundation (TRCF) believes that children, young people and vulnerable adults have a right to be safe and happy in the activities that they, or their parents or carers choose; and parents or carers have a right to believe that the organisations they use are safe. This policy establishes the roles and responsibilities of anyone working on behalf of Two Ridings Community Foundation including all staff, permanent or freelance and all volunteers in relation to the protection of children, young people and vulnerable adults with whom their work brings them into contact. It also refers to grant applicants and our expectations of their safeguarding procedures and support for them.

**Children and Young People:** This refers to a person until their 18<sup>th</sup> birthday.

**Vulnerable Adults:** If a person is aged 18 or over has a condition of the following type, then they are considered a "vulnerable adult" for the purposes of the Care Standards Act 2000: a learning or physical disability; a physical or mental illness, chronic or otherwise, including an addiction to alcohol and/or drugs; or a reduction in physical or mental capacity.

TRCF recognises that the welfare of children, young people and vulnerable adults is paramount and whilst we do not work directly with children, young people or vulnerable adults we cannot and should not restrict our sense of duty to those children, young people and vulnerable adults we identify as our service users. Service users being any child, young person or vulnerable adult undertaking activities that are taking place as a result of any TRCF funded project or initiative.

## **We will seek to keep children, young people and vulnerable adults safe by:**

- Appointing a designated safeguarding officer
- Developing safeguarding policies and procedures which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know
- Sharing information about child protection and safeguarding best practice with staff and volunteers
- Ensuring that grants staff and volunteers receive basic online training relating to safeguarding issues and this should be renewed at least every two years
- Recruiting staff and volunteers safely, ensuring necessary checks are made
- Implementing a code of conduct for staff and volunteers
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Recording and storing information professionally and securely

**Jackie McCafferty** is the designated safeguarding officer for TRCF and will ensure the implementation and monitoring of this policy. We can discuss any concerns or can signpost you if you want to learn more about children, young people or vulnerable adults safeguarding issues.

All staff, trustees and volunteers are responsible for ensuring that those coming into contact with TRCF are not harmed in any way through this contact. They must accordingly take all reasonable steps within their power to ensure that this does not happen. This is particularly important where beneficiaries represent vulnerable persons in the community. TRCF's staff, trustees and volunteers may, from time to time, come into direct contact with children, young people or vulnerable adults during grants assessment and monitoring visits, cheque presentations etc. On these occasions, representatives of TRCF must follow the code of good conduct outlined in this policy

In the light of the very limited direct contact anybody from TRCF has with the beneficiaries of the organisations it supports, it is our intention not to undertake DBS checks on trustees, staff or volunteers at this stage. This will be kept under review if unaccompanied contact with children, young people or vulnerable adults becomes a possibility for any of these roles.

In operating this policy, staff must also be aware that within the field of child protection secrets cannot be kept as concerns may need to be reported to relevant agencies. Information should be kept confidential but only in the sense that it is only shared with people who 'need to know' to ensure the safety and protection of those concerned. Concerns relating to the abuse of children and young people must be reported as outlined in the following procedures.

Remember, non-action is never an option, in safeguarding and any concerns must be reported to the designated safeguarding officer.

Please see definitions of abuse contained in Appendix 1

## **1. Procedure to follow if you think a child, young person or vulnerable adult may be at risk, is being or has been abused**

The management of TRCF are responsible for ensuring that all staff and volunteers for whom they are responsible, are aware of and understand the importance of implementing these procedures.

You are not expected to suddenly become expert in safeguarding nor are you expected to investigate abuse. You are, however, expected to comply with these procedures.

- Staff or volunteers who for any reason become concerned that a child or vulnerable adult may be at risk of abuse, is being, or has been, abused must immediately report that concern to the designated safeguarding person within the organisation by telephone. In the absence of the designated safeguarding person then concerns should be reported to the deputy
- The designated person will discuss your concerns with you to clarify their cause and obtain all the known relevant information. This will then be forwarded to the appropriate local Safeguarding Board stating that it concerns child or vulnerable adult protection.
- In the absence of any designated person you should report the concerns directly to the relevant local Safeguarding Board and then inform your designated person as soon as possible.
- Should the concern relate to TRCF's designated person you should contact TRCF's deputy safeguarding officer.

## **2. Procedure to follow if a child or vulnerable adult tells you that they are being, or have been, abused**

Children or vulnerable adults will occasionally disclose abuse to an adult they have come to feel they can trust. This happens for many reasons but the important thing to remember is that if they do tell you, they are doing so in the hope that you will act to stop it happening, even if they ask you not to do anything with the information.

Children or vulnerable adults may feel as if they are betraying someone they are close to and whom they love. It is not unusual for a child or vulnerable adult to love the abuser but want the abuse to stop, especially when that person is a parent or carer. Equally, it may be someone they fear e.g. an adult whom they perceive to be able to influence decisions concerning their future. Either way, it takes great courage for a child or vulnerable adult to talk to about abuse and your response can be crucial.

Children or vulnerable adults with a disability will have to overcome barriers before disclosing abuse. They may well rely on the abuser for their daily care and have no knowledge of alternative sources. They may have come to believe they are of little worth and simply comply with the instructions of adults.

If a child or vulnerable adult discloses abuse to you in the course of your work it is important to react appropriately.

**Do:**

- Remain calm and receptive
- Listen without interrupting
- Only ask questions of clarification if you are unclear what is being said
- Make it clear you take them seriously
- Acknowledge their courage in telling you
- Tell them they are not responsible for the abuse
- Let them know you will do what you can to help them

**Do NOT:**

- Allow your shock or distaste to show
- Probe for more information/ask other questions
- Make assumptions or speculate
- Make negative comments about the abuser
- Make promises you cannot keep
- Agree to keep the information secret

It is, therefore, essential that everything possible is done to protect the children or vulnerable adults who place their trust in us. If a child or vulnerable adult tells you that they are being, or have been, abused you must:

- make an immediate record of what the child or vulnerable adult has said, using their own words
- as soon as possible, follow the instructions for reporting to your designated officer, tell them that you will have to inform your **designated person** and that the relevant safeguarding authorities will also have to be informed.

**Code of Good Practice**

We will expect TRCF staff and volunteers to model good practice as set out in the code of conduct when visiting projects or organisations on behalf of the Foundation, in either an informal or a monitoring role.

This Code has been developed to provide you with advice that not only will help to protect children and vulnerable adults, but will also help you identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse.

Good practice will also protect **TRCF** through reducing the possibility of anyone using their role to gain access to children, in order to abuse.

If in doubt, consider how an action or activity may be perceived as opposed to how it is intended.

Wherever possible, you should be guided by the following advice.

If it is necessary to carry out practices contrary to it, you should only do so after discussion with, and the approval of, your designated person:

- visits to groups should only be undertaken with the prior knowledge of the TRCF office. Office staff will share a copy of the TRCF safeguarding policy with the group and provide the name of the visitor
- when visiting a group, photo ID should be taken and made available to the group on request

- avoid unobserved situations of one – to – one contact with a child or vulnerable adult. If it is unavoidable, always keep a door open and ensure you are within the hearing of other adults
- never invite a child or vulnerable adult to your home
- never offer to or take a child or vulnerable adult alone in your own vehicle
- develop a culture in which staff feel comfortable enough to point out inappropriate attitudes and behaviours to each other
- challenge unacceptable behaviour and report any disclosures/suspicions of abuse to the designated safeguarding person within TRCF
- don't engage in or allow any sexually provocative games involving or observed by children, whether based on talking or touching
- never make suggestive remarks or discriminatory comments to a child or vulnerable adult
- don't engage in or tolerate any bullying of a child or vulnerable adult either by adults or other children
- don't engage in or tolerate inappropriate physical activity involving children or vulnerable adults
- never enter a room where a child or vulnerable adult may be changing their clothes or not be fully dressed, without first clearly getting their consent to enter
- respect all children and vulnerable adults, regardless of their age, gender, ethnicity, disability or sexual identity
- avoid 'favouritism' and singling-out 'troublemakers'
- never trivialise child abuse or abuse of vulnerable adults
- never let allegations by a child or vulnerable adult go unreported, including any made against you.

**You must not:**

- Undertake unauthorised or unscheduled visits to groups. Visits for assessment purposes or monitoring should be directed by TRCF office staff
- Give or receive gifts, or lend or take money or property from the applicant or any member of the applicant group.
- Allow yourself to be drawn into inappropriate attention seeking behaviour, or make suggestive or derogatory remarks or gestures, in front of children, young people or vulnerable adults.

- Jump to conclusions without checking facts.
- Exaggerate or trivialise any abuse issues.
- Show favouritism towards a child, young person or vulnerable adult.
- Rely on your good name or that of TRCF to protect you.
- Believe it “could never happen to me or someone I know.”
- Take any chances or leave it for a while. Remember, non-action is never an option in safeguarding.

### **Information for Grant Applicants**

Many of the organisations that seek and are allocated grants from Two Ridings Community Foundation, are working with children, young people and or vulnerable adults. TRCF in its activities will actively support the view that safeguarding children, young people and vulnerable adults is of the utmost importance and develop a protective culture that puts their interests first.

- We expect applicant organisations to provide a copy of their safeguarding policy which must meet current standards and be comprehensive and appropriate for the size of the organisation. Where necessary we will direct organisations to sources of assistance in developing effective children, young people and vulnerable adults policies and procedures. We may still agree to fund but may expect that policies are developed during the course of the funding period and submitted with end of grant monitoring. See **Appendix 3** for details of what we will expect to see in a safeguarding policy. This will also be available on our website.
- In addition, in our assessment of applications we will expect groups to show evidence that they are aware of and deal with the risks which exist to children, young people & vulnerable adults they work with. We would expect that groups working with children, young people & vulnerable adults will carry out DBS checks at the appropriate level on staff and volunteers in line with current guidelines/legislation and that staff and volunteers are aware of and understand their organisations policy and procedures in relation to safeguarding issues. We may not be able to fund if we have concerns about safeguarding practice and will offer feedback and direct organisations to sources of support where necessary.
- We will make representation to the appropriate authorities if in our opinion there are concerns about the appropriateness of activities or safety measures undertaken by applicant groups and organisations. This action would be taken by the designated officer following a report of any concern raised from any source and following Two Ridings Community Foundation guidelines on reporting such concerns.
- We will expect groups to report any current safeguarding incidents to us no later than within three working days of any potentially serious concern or disclosure so that we are aware of the situation and we reserve the right to request further information if we deem it appropriate.

- We will expect groups to report any safeguarding incidents that may have occurred during the funding period and how they have been dealt with during the end of grant monitoring process.

See **Appendix 2** for full details of what we require of grant holders in terms of protecting children and vulnerable adults

### **Safe Recruitment**

We have a separate recruitment policy which sets out our recruitment procedures, key points in relation to safeguarding are as follows:-

- Job description and person specification
- Open advertisement of vacancies
- Application form including
- Interview to check skills, experience, values and suitability
- Two references will be sought, one of which should be from most recent employer.
- Induction training

### **3. Contact Details**

#### **TRCF Designated safeguarding officer**

**Jackie McCafferty - Telephone: 01904 929500**

**Email : [jmccafferty@tworidingscf.org.uk](mailto:jmccafferty@tworidingscf.org.uk)**

#### **Deputy safeguarding officer**

**Jan Garrill – Telephone 01904 929500**

**Email [jgarrill@tworidingscf.org.uk](mailto:jgarrill@tworidingscf.org.uk)**

#### **York:**

##### **Safeguarding Children and young people:**

Telephone: 01904 551900

Email [MASH@york.gov.uk](mailto:MASH@york.gov.uk) using a referral form available

here: [www.saferchildrenyork.org.uk/concerned-about-a-child-or-young-person.htm](http://www.saferchildrenyork.org.uk/concerned-about-a-child-or-young-person.htm) .

Outside office hours: 01609 780780.

##### **Safeguarding Vulnerable Adults:**

###### Adult social care

Telephone: 01904 555111

Outside office hours: 01609 780780

#### **Hull:**

**Safeguarding Children and young people:**

Access and assessment team

Telephone: 01482 448 879

Outside Office Hours: 01482 300 304

**Safeguarding Vulnerable Adults:**

Multi Agency Safeguarding Hub

Telephone: 01482 616092 - ask for the adults safeguarding team duty officer

Email: [sab@hullcc.gov.uk](mailto:sab@hullcc.gov.uk)

Outside office hours: 01482 300304

**North Yorkshire:**

**Safeguarding Children and young people:**

North Yorkshire Safeguarding Children Board

Telephone: 01609 780780

Email: [Children&families@northyorks.gcsx.gov.uk](mailto:Children&families@northyorks.gcsx.gov.uk)

Outside Office Hours: 01609 780780

**Safeguarding Vulnerable Adults:**

North Yorkshire Customer Services

Telephone: 01609 780780

Outside Office Hours: 01609 780780

**East Riding of Yorkshire:**

**Safeguarding Children and young people:**

Early Help and Safeguarding Hub

Telephone: 01482 395500

Email: [childrens.socialcare@eastriding.gcsx.gov.uk](mailto:childrens.socialcare@eastriding.gcsx.gov.uk)

Out of hours: 01482 393939

**Safeguarding Vulnerable Adults:**

Telephone: 01482 396940

Email: [safeguardingadultsteam@eastriding.gcsx.gov.uk](mailto:safeguardingadultsteam@eastriding.gcsx.gov.uk)

Outside office hours: 01377 241273

# **Appendix 1**

## **Understanding and Recognising Signs of Abuse**

Abuse and neglect are forms of maltreatment of a child, young person or vulnerable adult. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm.

Abuse can happen in the following forms:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Abuse and neglect are forms 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

### **Physical Abuse**

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

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing 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.

For vulnerable adults, abuse includes all of the above definitions along with:-

## **Financial abuse**

Includes having money or property stolen, being defrauded or 'scammed', being put under pressure in relation to money or other property, or having money or other property misused. Things to look out for include changes in living conditions, lack of heating, clothing or food, inability to pay bills or unexplained money shortages.

## **Domestic abuse**

Includes violence, psychological, sexual, financial, emotional abuse and patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, and honour-based violence<sup>1</sup>.

## **Self-neglect**

Most forms of neglect or abuse are perpetrated by another person and the law generally presumes there is a perpetrator as well as a victim. An exception is self-neglect, which is included as an example of abuse and neglect in statutory guidance. Self-neglect is a difficult area due to the fundamental human right to private life. If someone chooses to live in a particular way, however worrying that is, there are limited circumstances when the law can intervene. This consideration must be balanced with the right to safeguarding, which is also based on human rights protections. Self-neglect covers a range of behaviour related to neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

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<sup>1</sup> There is no specific offence of 'honour'-based violence. However, the Crown Prosecution Service describes 'honour'-based violence as an incident or crime "which has, or may have, been committed to protect or defend the 'honour' of the family and or the community." 'Honour' can be the motivation, excuse or justification behind a range of violent acts against women and girls. Source Refuge <https://www.refuge.org.uk/our-work/forms-of-violence-and-abuse/honour-based-violence/>

## Appendix 2

We require all grant holders to:

- Have their own tailored policy for safeguarding and protecting Children and Adults at Risk which is proportionate and relevant to their organisation's activities and has been agreed by their trustees or other governing body. This policy must be reviewed regularly and staff and trustees must be trained on its contents
- Recognise that when they sign a Grant Agreement with TRCF, this includes agreeing to fulfil the expectations of grant holders set out in this policy;
- Work collaboratively with us where there are potentially serious concerns or disclosures about the safeguarding or protection of any Child or Adult at risk
- Prioritise the safety and wellbeing of all Children and Adults at Risk who come into contact with your organisation (including contact with your centres, projects, staff and/or volunteers)
- Clearly outline to all the people in your organisation (permanent and fixed-term employees, non-executive committee members, agency staff, interns, volunteers, contractors and consultants) your mandatory policies and processes and a code of conduct that keep Children and Adults at Risk safe
- Have a tailored, up-to-date procedure for reporting concerns and disclosures that everyone knows about and feels confident in applying (including not just the people in your organisation but also the carers or guardians of the Children and Adults at Risk who come into contact with your organisation and, where appropriate, the Children and Adults at Risk themselves).

### **Additional expectations on those grant holders who work directly with Children and Adults at Risk**

- If your funded project involves working in regulated activity with Children and Adults at Risk, you will also need to:
- Ensure Children and Adults at Risk are given a voice by creating an environment and providing opportunities for Children and Adults at Risk to tell you what you are doing well, what risks there are to them and how you can help keep them and others safe.
- Have one or more nominated members of staff (a Designated Safeguarding Lead) who has the knowledge and skills to promote safe environments for Children and Adults at Risk and is able to respond to concerns and disclosures.
- Ensure everyone understands their safeguarding roles and responsibilities and is provided with appropriate learning opportunities to recognise, identify and respond to concerns and disclosures relating to the protection of Children and Adults at Risk.
- Using safe and transparent recruitment processes including:-

- an appropriately detailed/enhanced DBS check for staff who come into contact with Children and Adults at Risk
- obtaining references that confirm that the referees are not aware of any reason why the applicant should not work with Children and Adults at Risk
- proportionate induction/safeguarding training for people in your organisation.
- Conduct safeguarding risk assessments and provide guidance for your organisation, locations, projects and processes to enable a safe, inclusive environment for all Children and Adults at Risk we support. This could include guidance on taking Children and Adults at Risk away on trips, consents required, the ratio of adults to Children and Adults at Risk, transport safety and emergency procedures and guidance on Children and Adults at Risk who require medication and consideration of the Prevent Duty.

### **When you should report a concern or issue to the Fund**

- If a concern or disclosure about abuse is reported to you, you should investigate and otherwise address it in line with your own safeguarding and protection policy. You should also carry this out in line with any requirements of your regulator(s) and the law as it applies to your organisation.
- In addition, you should inform TRCF as soon as possible and no later than within
- three working days of any potentially serious concern or disclosure so that we are aware of the situation and we reserve the right to request further information if we deem it appropriate.
- If you flag a safeguarding or protection concern with us, we will respect your anonymity, if requested. If you provide us with information that suggests that someone may be at risk, we may need to share this information with the police or other appropriate authorities. In this case we would still take steps to preserve your confidentiality.
- If we have good cause to believe that you have not complied with your obligations under this guidance, we may suspend or terminate your funding.

## Appendix 3

### Safeguarding Checklist

The aim of a safeguarding policy is to ensure an organisation understands its duty to protect their beneficiaries, staff and volunteers and operate in a safe and secure environment. The table below sets out we would expect to see in a safeguarding policy as a minimum.

Section	Why is it included	What we want to see
<b>Policy Statement</b>	This is the introduction to the policy and a good policy will be tailored to the organisation's aims and activities.	It will include a definition of safeguarding and outline of the organisations commitment to safeguard and protect the welfare of all who use its service. It should include the definitions for adults at risk and types of abuse experienced by children and adults at risk
<b>Recruitment and selection</b>	It is good practice to include recruitment processes for staff and volunteers. However some policies may not have a section on this and may have a separate policy for this.	This section can include: <ul style="list-style-type: none"> <li>• Completing an application form</li> <li>• Interviewing each person to assess their suitability</li> <li>• Requesting a minimum of two references</li> <li>• DBS Checks</li> </ul>
<b>Training and induction</b>	To enable effective delivery of safeguarding staff and volunteers should receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.	<ul style="list-style-type: none"> <li>• It will be good to see mention of relevant safeguarding training and support and whether it will be provided on an ongoing basis; such as refresher courses in safeguarding – usually one year refresher or every two years; or</li> <li>• If training volunteers - that a member of staff is qualified to deliver the training</li> </ul>
<b>Staff responsibilities</b>	It is all staff, trustees and volunteers duty to ensure that the beneficiaries are protected from any harm and the policy should be designed to help staff and volunteers recognise and respond to cases of	<ul style="list-style-type: none"> <li>• The policy should have a designated Safeguarding person – this usually is the most senior member of staff such as Director/CEO or a senior manager. Some organisations have a Child Protection or Safeguarding Officer that may also be direct</li> </ul>

	abuse.	<p>delivery officers such as welfare officers or family support officers.</p> <ul style="list-style-type: none"> <li>• It is usually the Designated person that has responsibility for recording all instances of alleged or reported abuse. Staff should approach the designated person with any concerns of abuse.</li> </ul>
<b>Reporting procedures</b>	<p>All staff, trustees and volunteers should know what steps to take if there are allegations made or if there is a suspicion of an issue. This section should be specific to the organisation and should provide clear directions on what to do</p>	<ul style="list-style-type: none"> <li>• Could include what training staff and volunteers undertake to know how to spot signs of abuse and how to report it</li> <li>• This section should have directions on how to listen, react and record any allegations/concerns</li> <li>• Who to contact within the organisation and what steps to take to alert the appropriate authorities (if applicable)</li> <li>• What steps to take if the person is under immediate danger and who to contact (i.e. 999)</li> <li>• Could include steps to take to manage allegations made against a member of staff or volunteer and when it is suitable to contact a family member/carer</li> </ul>
<b>Useful contacts</b>	<p>There should be a nominated person within the organisation that is in charge of safeguarding and its reporting.</p>	<ul style="list-style-type: none"> <li>• Contact details – This could be a designated post such as a Child Protection Officer or usually a senior member of staff</li> <li>• Could also include local authority contacts, police or local safeguarding board</li> </ul>
<b>Other points to note</b>	<p>The safeguarding policy should be a live document therefore we need to see that it is updated regularly.</p>	<ul style="list-style-type: none"> <li>• Should have a section of when the policy was adopted or when it will next be updated.</li> <li>• Could have a reporting template attached to the policy</li> <li>• Could also include a flow chart of the reporting process</li> <li>• Logo of the organisation</li> <li>• A list of related documents that the organisation has that should be read in conjunction with the Safeguarding policy.</li> </ul>