

Volt UK Safeguarding



The purpose of this policy statement is:

- to protect children and young people who are Volt UK members or volunteers from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone operating within Volt UK, including board members, paid or unpaid members, paid or unpaid staff, volunteers and students.

Children and parents/carers will be informed of this policy, and our procedures.

'Children' refers to anyone under the age of 18.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England & Wales, Northern Ireland and Scotland. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Volt's Framework

This policy statement should be read within the context of Volt UK's constitution and supporting documents across Volt Europa.

How We Ensure Safeguarding

Duty of care and confidentiality:

We have a duty of care to all our members, in particular vulnerable adults or children. We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk

We believe that:

- Children and young people should never experience abuse of any kind

- We have a responsibility to promote the welfare of all children and young people

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding (Role description can be found in Appendix 2)
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the

law and regulatory guidance, building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

- All concerns and allegations of abuse will be responded to appropriately, including referring to the Police and Social Services where necessary

Policy and Procedure

All paid staff and volunteers for the party work within a code of conduct (Appendix 1) and understand that there may be action taken if this code is not followed, including suspension or termination of post or membership.

It is not appropriate for staff to have a physically or emotionally intimate relationship with either a vulnerable adult or under 18s. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of “a position of trust”.

If we become aware of someone within our leadership team or membership known to have harmed children or adults in the past, we will inform the Safeguarding lead and coordinate with them and relevant statutory agencies to put in place a plan to minimise the risk of harm to children and vulnerable adults.

Third party organisations that wish to work with us must confirm in writing that they will follow our principles as a condition of their partnership. If they have their own safeguarding policy, we will obtain a copy of it. If they do not have a safeguarding policy, we will encourage them to adopt ours before agreeing to work with us.

If an instance or allegation of abuse is disclosed to us, we will ensure the following:

- That the person being told stays calm and listens carefully
- They reassure the person telling them that they are doing the right thing
- We will not ask leading questions
- We will explain that we will need to tell someone else if there is an immediate risk of harm
- We will not promise to keep secrets
- We will inform the Safeguarding lead as soon as possible, or, if they are implicated in the allegation, the deputy lead.
- We will make a written record of the allegation, disclosure or incident and sign and date that record (Template reporting form - Appendix 8) All such records will be stored securely and passed to the appropriate authorities where necessary.
- If there is an immediate threat of harm, the police will be contacted.
- Where it is judged that there is no immediate threat of harm, the following will occur:

- The concern will be discussed with the Safeguarding Lead and a decision will be made as to whether the concern warrants a referral to the statutory agencies.
- A confidential record will be made of the conversation and circumstances surround it using the template provided.
- The person about whom the allegation is made must NOT be informed by anyone if it is judged that it will place the child or vulnerable adult at increased risk.

The police can also offer advice regarding safety at home and in the community and may refer people who have experienced violence, abuse or crimes to the Victim Support helpline - 0845 303 0900.

Statutory contact in the case of a Child or vulnerable adult

Check local safeguarding authority dependent on area of incident.

Number will be checked and called dependent on area of the incident.

Police Child Abuse Investigation Team: 101

Police Domestic Abuse Investigation Team: 101

IF IT IS FELT THAT THERE IS A SIGNIFICANT RISK OF HARM TO A CHILD OR VULNERABLE PERSON, ALWAYS CALL 999

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the party withdraws permission for an individual to engage in work with children or youth members.

Safeguarding Rules Regarding Membership

A child or youth member is classified as anyone joining the party under the age of 18. The minimum age for a child or youth membership is 15 YEARS OLD.

Should a child or youth member wish to attend an event, they should be accompanied by a parent or legal guardian, or an appropriate adult over the age of 18.

Should a child or youth member wish to run or hold an event, they should be accompanied by a parent or legal guardian, or an appropriate adult over the age of 18.

In relation to on-boarding telephone calls or meetings, permission must be granted by the parent or legal guardian before on-boarding can take place. A permission slip signed by the relevant parties will be required. (Appendix 9)

On-boarding calls will only take place when two members of the leadership team are available to hold the call. If this is not possible, the on-boarding process will be delayed until two members of the leadership team are available. Notes will be taken where appropriate to ensure the call is monitored appropriately and these notes will be stored securely in accordance with Volt's data protection regulations and GDPR.

Leadership

Contact details

Nominated child protection lead: Brian Larholm

Email: brian.larholm@volteuropa.org

We are committed to reviewing our policy once a year.

This policy was last reviewed on: 29/10/2021

By: Brian Larholm, Janine Cowie, Marianne Mandujano, Jason Lowe, Philipp Gnatzy, Alex Haida

APPENDICES

Appendix 1

VOLT UK Safeguarding Policy Statement

The following statement was agreed by the leadership of VOLT UK

Volt UK is committed to the safeguarding of children and adults in need of protection, and to ensuring their well-being.

- We believe that all children and adults in need of protection should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our party
- We recognise the personal dignity and rights of children and adults in need of protection (for example as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child).
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults in need of protection.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with Volt UK.
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adults Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Local Authority Designated Officers have responsibility to deal with all allegations and concerns about people working with children and adults in need of protection whether they are interacting with them as paid or volunteers.
- Safeguarding is a whole party responsibility.

We are committed to:

- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults in need of protection.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.
- Taking all reasonable steps to ensure that as a place of worship all will work within the agreed procedures of our safeguarding policies.
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults in need of protection.
- Exercising proper care, following safer recruitment principles, in the appointment and selection of all those who work with children and adults in need of protection, be they volunteer or paid staff.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults in need of protection.
- Taking all reasonable steps to ensure that the children and adults that we have contact with know that they are valued and are empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults in need of protection that we discover or suspect.
- Supporting all in our party affected by abuse.
- Supporting and supervising those who pose a risk to children or adults in need of protection, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount
- If an assessment is made that someone poses an unmanageable risk to those that are vulnerable and in need of protection and could no longer safely attend our place of worship we will ensure that they continue to be offered pastoral care and will also be signposted to appropriate agencies that could support them

Name: Alex Haida

(on behalf of Volt UK leadership)

Signed:

A handwritten signature in black ink, appearing to be 'AH', written in a cursive style.

Date: 31/10/2021

Appendix 2 The Role of a Safeguarding Lead

Context

We believe that our children deserve the best possible care that the party can provide. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

- To coordinate safeguarding policy and procedure of the party.
- To provide a first point of contact regarding safeguarding issues.
- To be an advocate for safeguarding within the party

Responsibilities

To coordinate safeguarding policy and procedure in the party:

- To familiarise themselves with party policies and procedures in safeguarding and to keep abreast of any changes and developments.
- To ensure that party policies and procedures are reviewed annually. kept up to date, and fit for purpose.
- To make others in the party aware of the safeguarding policies and procedures, as well as legislative guidelines.
- To ensure safer recruitment practices are operated in recruitment of all workers, both volunteers and paid, including, but not exclusively, ensuring that relevant workers have up to date Disclosure and Barring Checks

To provide a first point of contact regarding safeguarding issues.

- To be a named person that members and outside agencies can talk to regarding any issue to do with child protection or safeguarding

- To be aware of the names and telephone numbers of appropriate people within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the party.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the party.
- To ensure that appropriate records are kept by the party, and that information in relation to safeguarding issues is handled confidentially and stored securely.

To be an advocate for safeguarding in the party

- To promote sensitivity within the party towards all those affected by the impacts of abuse
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team, including both paid staff and volunteers.
- To update their own safeguarding training every 2 years
- To seek appropriate support, and advice, in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

Appendix 3

Code of Conduct for working with children or young people

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the party.

More specifically, all workers agree to the following code of conduct:

- Do treat all people with dignity and respect.
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo).
- Do act inclusively, seeking to make all people feel welcome and valued.
- Don't exclude other children or workers from conversations and activities unless there is a good reason.
- Do treat people with equal care and concern.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently.
- Don't threaten or use sanctions which have not been agreed or make empty threats.
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences.
- Don't feel you have to deal with every problem on your own.
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Don't use physical restraint except as a last resort to prevent injury. This should be the use of minimum force.
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk.
- Don't spend time alone with children out of the sight of other people and without the knowledge of someone in leadership.
- Do make sure that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted/ recorded and adheres to safeguarding policies.
- Don't keep communication with children secret, while still respecting appropriate confidences.

- Do have a designated photographer to take, store and share photos of your group's activities, in line with people's consent.
- Don't take photos and video without consent. Any video taken should be stored in a place designated by the party and only use in the ways agreed in line with Good Practice guidelines.
- Do use physical contact wisely - it should be:
 - in public
 - appropriate to the situation and to the age, gender and culture of the child.
 - in response to the needs of the child, not the adult.
 - respectful of the child's privacy, feelings and dignity.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
- Do respect children's privacy.
- Don't assume that children should tell you anything you ask just because you are a worker.
- Do respect the right of children to wash, change and use the toilet in private.
- Don't walk in unnecessarily or unannounced
- Do listen to children and do tell the safeguarding officer if you have any concerns about a child's welfare.
- Don't promise to keep something secret if it is about a child at risk of harm, but only tell those who need to know.
- Do respect and promote the rights of children to make their own decisions and choices.
- Don't work in ways that put your needs and interests before those of the children you work with.
- Do respect and encourage respect for difference, diversity, beliefs and culture.
- Don't discriminate or leave discrimination or bullying unchallenged.

I agree to abide by the above code of conduct while working with children & young people on behalf of Volt UK

Name of worker: _____

Signed: _____

Date: _____

Appendix 4 (a) England

What is abuse and neglect - Children.

These definitions are taken from *Working Together 2013*

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 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 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)
- ensure access to appropriate medical care or treatment.

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

Appendix 5

What is abuse? Adults in need of protection

The following definitions of abuse are laid down in '*No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000)*':

Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Neglect, or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour

which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

APPENDIX 6

Signs of Possible Abuse - Children

Physical abuse

Physical Signs include:

- o Unexplained injuries
- o Injuries that are inconsistent with explanation
- o Injuries that reflect an article used e.g. an iron
- o Bruising, especially trunk, upper arm, shoulders, neck or finger tip bruising.
- o Burns/scalds, especially cigarette.
- o Human bite marks.
- o Fractures, especially spiral.
- o Swelling and lack of normal use of limbs.
- o Serious injury with lack of / inconsistent explanation.
- o Untreated injuries.

Psychological/Emotional Signs include:

- o Unusually fearful with adults.
- o Unnaturally compliant to parents.
- o Refusal to discuss injuries/fear of medical help.
- o Withdrawal from physical contact.
- o Aggression towards others.
- o Wears cover up clothing.

Fictitious Illness by Proxy

- o Psychiatric Illness, whereby a parent or carer deliberately inflicts harm onto a child.
- o Normally the child's mother.
- o The child has commonly had genuine serious illness in the first year of life (a dependency on medical attention has developed in the mother).
- o Very difficult to diagnose/evidence.

- o Most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980's.

Female Genital Mutilation

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision.

- o Illegal in UK.
- o Normally undertaken on pre pubescent girls.
- o Girls either taken abroad for procedure or “practitioners” come to UK.
- o There can be no anaesthetic, no sterile equipment, barbaric practice.
- o Complications include – serious infection, septicaemia, death, numerous gynaecological problems.

Emotional abuse

The classic description of Emotional Abuse is “Low Warmth High Criticism” style of parenting.

Signs include:

- o Physical, mental and emotional lags.
- o Acceptance of punishments, which appear excessive.
- o Over reaction to mistakes.
- o Continual self-depreciation.
- o Sudden speech disorders.
- o Fear of new situations.
- o Neurotic behaviour (such as rocking, hair twisting, thumb sucking).
- o Self harm.
- o Extremes of passivity or aggression.
- o Drug/solvent abuse.
- o Running away.
- o Bullying/Aggression
- o Overly compliant behaviour
- o Overeating or loss of appetite
- o Clingy
- o Fearful/withdrawn
- o Sleep disorders

Neglect

Physical Signs include:

- o Tired/listless
- o Poor personal hygiene.
- o Poor state of clothing.
- o Emaciation, potbelly, short stature.
- o Poor skin tone and hair tone.
- o Untreated medical problems.
- o Failure to thrive with no medical reason.

Psychological/Emotional Signs include:

- o Constant hunger.
- o Constant tiredness.
- o Frequent lateness/non attendance at school.
- o Destructive tendencies.
- o Low self esteem.

- o Neurotic behaviour.
- o No social relationships.
- o Running away.
- o Compulsive stealing/scavenging.
- o Multiple accidents/accidental injuries.

Sexual abuse

Physical Signs include:

- o Damage to genitalia, anus or mouth
- o Sexually transmitted disease
- o Unexpected pregnancy especially in very young girls
- o Soreness to genitalia area, anus or mouth
- o Repeated stomach aches
- o Loss of weight
- o Gaining weight
- o Unexplained recurrent urinary tract infections, discharges or abdominal pain
- o Unexplained gifts/money

Psychological/Emotional Signs include:

- o Sexual knowledge inappropriate for age
- o Sexualised behaviour in young children
- o Sexually provocative behaviour/promiscuity
- o Hinting at sexual activity
- o Sudden changes in personality
- o Lack of concentration, restlessness
- o Socially withdrawn
- o Overly compliant behaviour
- o Poor trust in significant adults
- o Regressive behaviour, onset of wetting – day or night
- o Suicide attempts, self mutilation, self disgust
- o Eating disorders

Appendix 7

Signs of Possible Abuse - Adults

Physical

- o A history of unexplained falls, fractures, bruises, burns, minor injuries
- o Signs of under or over use of medication and/or medical problems unattended

Psychological

- o Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- o Intimidated or subdued in the presence of the carer
- o Fearful, flinching or frightened of making choices or expressing wishes
- o Unexplained paranoia

Sexual

- o Pregnancy in a woman who is unable to consent to sexual intercourse
- o Unexplained change in behaviour or sexually implicit/explicit behaviour
- o Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- o Infections or sexually transmitted diseases
- o Full or partial disclosure or hints of sexual abuse
- o Self-harming

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Financial or Material

- Disparity between assets and living conditions

- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

Appendix 8

INCIDENT RECORDING FORM

Basic information

Date and time of incident:

Date on which this report was written:

Your full name:

Full name of child, young person or adult concerned:

Address, if known.....
.....

Date of birth, if known.....

Location / Situation:
.....
.....

Other people present:
.....
.....

Record of incident:

- o Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.
- o Record what you said as well as what the child, young person or adult said.
- o Include details such as tone of voice, facial expression and body language.
- o If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

Signed: **Dated:**

(person who wrote this report)

Who has been spoken to about the incident?

Record below the names of all those with whom you have spoken about your concerns:

Safeguarding Coordinator :

Deputy Safeguarding Coordinator:

Childrens / Adult Services:

Police:

NSPCC:

Parent/Carer:

Child:

Other (name, role and organisation):

.....

Feedback and follow up actions:

Signed: **Dated:**

Position held:

APPENDIX 9

PARENT/LEGAL GUARDIAN/AA PERMISSION FOR CHILD/YOUTH MEMBER

Name of Parent/Legal Guardian/AA

.....

Name of child/youth member

.....

Date of Birth

.....

I hereby give permission (member name).....,as named above, may take part in an on-boarding call with TWO members of the leadership team at a time appropriate to the team and the member, and that notes will be kept as a true and accurate record of the call. I understand that this will be the start of (member name)..... membership with Volt and acknowledge that the information contained within the Safeguarding policy has been made available to me and that I can access it whenever required.

.....

Date

.....