



The
Wildlife
Trusts

Safeguarding Procedure:

- **Adults at Risk**
 - **Children and Young People**
-

Shropshire Wildlife Trust



Title: **Shropshire Wildlife Trust Safeguarding Procedure**

Version: **1**

Approval authority: **Head of People and Wildlife**

Date 1st approved: ***31st January 2023 (Section 1 amended 8/24, 3/25, 9/25)***

Review due date: **(2 years from date of issue)**

Authored by: **Ellie Leach and Diane Monether**
This procedure should read in conjunction with the following associated documents:

- SWT Safeguarding Adults at Risk Policy
- SWT Safeguarding Children and Young People Policy
- SWT Whistleblowing Policy
- SWT GDPR Policy
- SWT Online Safety Guidance
- SWT Policy on photography and / or film of children and young people (under 18)

Purpose

The purpose of this procedure is to outline a clear process for staff and volunteers to follow when they have concerns regarding the abuse or neglect of a child, young person or adult at risk.

Shropshire Wildlife Trust (SWT) is committed to the highest standards of charity governance for safeguarding; this procedure and associated guidance are the foundation of a universal approach that puts safeguarding at the heart of SWT's engagement with children and adults at risk.

SWT endeavours to embed a positive and inclusive culture towards safeguarding where vigilance and awareness of the issues surrounding the protection and safety of children, young people and adults at risk are paramount and concerns can be raised in good faith without fear of reprisal.

This procedure applies to all staff and volunteers (including trustees) working on behalf of SWT.

This procedure will be reviewed bi-annually, and following any serious incident, and in due regard to emerging legislation and evolving best practice to ensure it is fit for purpose and meets legislative criteria.

Contents

1.0 Our commitments and training	3
2.0 Safeguarding incidents	4
2.1 Concerns about a child	5
2.2 Concerns about an adult at risk	7
2.3 “What should I do?” flow chart	12
3.0 Allegations against staff, volunteers, trustees or safeguarding leads	13
4.0 Reporting serious incidents	13
5.0 Storing personal information	13
6.0 Events	14
7.0 Supervision	15
7.1 Work experience	15
7.2 Volunteers under the age of 16	16
7.3 Volunteers aged 16-18	16
8.0 Online safety	16
8.1 Photography and filming	17
9.0 Appendices	18
AP1 Incident Reporting Form	18
AP2 Body Map	20
AP3 Regulated Activity	21

1.0 How we will protect children, young people and adults at risk through recruitment, selection, and induction

We will ensure that all potential paid staff and volunteers:

- complete an application form or a letter of application with a CV. This should include address, details of relevant qualifications, paid and voluntary work experience
- undergo an interview (formal or informal), ideally this should be face to face and with at least two interviewers.

In addition, all potential staff will be asked to provide at least two references which are followed up, along with evidence of their right to work in the UK, before employment commences.

Those paid staff and volunteers who apply for (or request to move into) roles that involve regularly working with children and young people or adults at risk will also need to:

- declare in their written application all criminal convictions and state the reasons why they want to work with children and young people or adults at risk
- have a member of staff trained in safer recruitment present at their interview
- provide two references, one of which is from an employer or organisation that has knowledge of the applicant's work or volunteering with children, young people or adults at risk. If the applicant has not worked with children, young people or adults at risk before, then they should confirm this and provide an alternative referee
- pass a Disclosure and Barring Service (DBS) check at the appropriate level. This will necessitate providing at least two pieces of identification which confirm both identity and address.

Employment (paid or unpaid) will not commence until all the checks are completed satisfactorily.

Furthermore, Shropshire Wildlife Trust complies with all other safeguarding regulations:

- we understand that a person who is barred from working with children, young people and/or adults at risk is breaking the law if they work or volunteer, or try to work or volunteer with them
- we understand that an organisation which knowingly employs someone who is barred to work with children and/or adults at risk will also be breaking the law
- we understand that if our organisation dismisses a member of staff or volunteer because they have harmed a child and/or adult at risk, or would have done so if they had not left, we must complete a DBS referral form.

Once in post, SWT will ensure that:

- All staff, volunteers and trustees receive safeguarding awareness training as part of their induction as well as receiving a copy of The Trust's Safeguarding Policies and

Procedure to understand how to recognise and refer incidents of abuse or neglect and to know the signs when something is wrong

- Staff and volunteers in specific roles, identified as working with children, young people or adults at risk will receive additional training and refresher training specific to their role
- Staff and volunteers will not undertake any regulated activity with children, young people or adults at risk until they have completed safeguarding training
- All appropriate staff, volunteers and trustees will be made aware of issues of particular vulnerability arising from an individual's background or abilities e.g. those facing barriers in communication or who are dependent on others for personal care
- All staff will be suitably qualified and/or experienced to supervise and deliver the activities they undertake.

Training provided for Shropshire Wildlife Trust staff and volunteers

Role	Level	Source	Renewal
Designated Safeguarding Lead for Children, Designated Safeguarding Lead for Adults, Safeguarding Trustee lead, Chief Executive Officer	Level 3	Available via local Safeguarding Children's Boards/Partnerships and Safeguarding Adults Boards or NSPCC	3 years
Staff and volunteers providing regulated activities with children, young people or adults at risk (see Appendix 2 for information on what is deemed a regulatory activity)	Level 1 / Adult Safeguarding Awareness training	Royal Society of Wildlife Trusts (RSWT) / Joint Training (Shropshire and Telford Council)	3 years
All trustees, staff and volunteers	Basic awareness – Essential Level 1 – recommended	Included in Safeguarding induction for all new starters Dates and sessions available from RSWT Safeguarding lead (contact Emma Darby for more information)	Staff and trustees - annually through staff and trustee meetings Volunteers – 3 years

2.0 Safeguarding Incidents

How to respond to a safeguarding concern / disclosure

- Stay calm and be aware of your body language and how it may be perceived
- Listen carefully and make sure they understand you are taking what they're telling you seriously
- Give them reassurance that they have done the right thing in telling you
- Let them know you will try to help, and you understand how difficult this must be for them
- Try to make notes and capture words or sentences in the child or adults 'own words'
- Stick to recording the facts such as what has been said, heard, seen, date and time
- Make a record and share with the appropriate SWT Safeguarding Lead within 24 hours.

What you must not do:

- Do not show shock or surprise – remain neutral
- Do not ask leading questions or be tempted to look further into this issue yourself (unless you are a trained safeguarding lead)
- Do not promise to keep a secret as you may need to share this information to help keep them safe
- Do not discuss the issue outside of work or with colleagues who do not need to know the information
- Do not make any comments about other individuals involved
- Do not approach parents or carers without speaking to the safeguarding lead.

2.1 What to do when you have concerns about a child

Common signs of child abuse:

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

Emergency Concern – child or young person:

If you are concerned there is **immediate risk of harm** to a child, young person, or adult at risk, **do not delay in contacting the emergency services and a safeguarding lead**. Do not leave the person and ensure you remain in a place of safety until an appropriate member of the emergency services or social care arrive.

Non-Emergency Concern child or young person:

If the situation **is not an emergency**, contact the safeguarding lead for SWT as soon as possible and within 24 hrs.

Safeguarding Leads for children and young people:

Ellie Larkham – elliel@shropshirewildlifetrust.org.uk 07432455104

If you cannot contact a safeguarding lead:

If you think a child or young person is being harmed or at risk of being harmed, you must contact the First Point of Contact (FPOC) at Children's Services and tell them your concerns. It might be you that's being harmed. Don't delay, please contact them straight away - they're there to help you.

Please report your concerns to FPOC on 0345 678 9021

When contacting your Local Authority Safeguarding Team (or when a SWT safeguarding lead contacts them on your behalf) the following information will be required:

- Who you are
- Details of the child including date of birth and address if available
- What they have told you, or you have observed
- Any additional information that might be relevant
- If you have consent or not, for this referral.

Don't forget to ask them what will happen next or if you need to make a referral to any additional agencies such as the Police.

Consent for safeguarding referrals for children and young people:

Consent means the person gives permission to make a safeguarding referral. It is not always appropriate or feasible to obtain consent, please use the following guidance:

If SWT is working with children facilitated through a school, speak to the school's Designated Safeguarding Officer and Trust Safeguarding Lead for Children and Young People as a first point of contact regarding any concerns. If staff or volunteers remain concerned or are not satisfied by the approach taken by the school, a referral to the Local Children's Safeguarding Team should be made through the Safeguarding Lead for the Trust.

If SWT is working as an independent facilitator, the Safeguarding Lead for children and young people should be consulted before attempting to obtain consent.

Consent can be overridden if staff can demonstrate they are acting in the person's interests to protect them from harm, abuse or neglect; this is called a best interest's decision or referral.

If speaking to family members or carers about the issue may place the individual at additional risk, or the issue involves family or carers, you can and should still share information with the relevant professionals without consent.

2.2 What to do when you have concerns about an adult at risk

Recognising the signs of abuse and neglect:

An adult may confide in a staff member, volunteer or another participant that they are experiencing abuse inside or outside of our settings. Similarly, others may suspect that this is the case. There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. Here are some pointers to be aware of:

- Unexplained injuries or bruises
- The adult has belongings or money going missing
- The person might start missing sessions and you notice a change in their mood or loss of confidence
- They may have lost weight or have an unkempt appearance
- You might notice a distinct change in their behaviour towards other people in their life
- Self-harm
- A fear of a particular group of people or individual
- Somebody else, for example a parent or carer, always speaks for the adult and doesn't allow them to make their own choices
- They may also tell you they are being abused or neglected – a disclosure.

Abuse and neglect of adults at risk can happen anywhere – it could be someone in their own home or a public place, whilst attending a day centre, in a college or whilst joining a work party. In our everyday engagement with adults at risk, it's important to know the signs of abuse and neglect so if staff or volunteers witness an incident or are told/notice something about an adults' circumstances that causes a concern, we can refer to the people who can help keep them safe.

The person causing the harm may be a stranger, but it's more likely to be someone known to the adult such as a health or care professional, family member, neighbour, or member of staff. The abuser is usually someone in a position of trust or power to the individual.

It is important to consider the signs of abuse and neglect for adults at risk engaging with SWT in two contexts –

- experiencing possible abuse or neglect in their home or care environment
- experiencing possible abuse or neglect whilst undertaking activities organised by SWT or by staff members or volunteers.

The following are the 11 different categories of abuse and neglect for adults at risk, a description of each indicator and what to look out for.

Category of abuse	Description	Indicators and what to look out for in adults at risk
Physical Abuse	Physical abuse includes assault, hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.	• unexplained or inappropriately explained injuries • adult exhibiting untypical self-harm • unexplained cuts or scratches to mouth, lips, gums, eyes or external genitalia.
Psychological abuse	Psychological abuse includes 'emotional abuse' and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), cyber bullying, isolation or withdrawal from services or support networks.	• adult appears anxious or withdrawn, especially in the presence of the alleged abuser • adult exhibits low self-esteem • untypical changes in behaviour (e.g. continence problems, sleep disturbance) • adult is not allowed visitors/phone calls.
Financial	This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.	• lack of heating, clothing or food • inability to pay bills/unexplained shortage of money • lack of money, especially after benefit/pension or pay day.
Sexual abuse	Sexual abuse including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to	• adult appears unusually subdued, withdrawn or has poor concentration • adult exhibits significant changes in sexual behaviour or outlook

	pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.	- adult's underclothing is torn, stained or bloody - a woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant.
Neglect	These include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.	- adult has inadequate heating and/or lighting - adult's physical condition/appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing) - adult is malnourished, has sudden or continuous weight loss and/or is dehydrated.
Organisational Abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within their own home. This may range from one off incidents to on-going ill-treatment.	- the environment is unsafe and unhygienic - the adult is given an inflexible routine - lack of privacy, dignity, and respect for people as individuals - the adult withdraws from community and family support - no choice offered with food, drink, dress or activities - no respect or thought given to religion, belief, or an adult's occupation.
Self-neglect	Self-neglect entails neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	- living in very unclean, sometimes verminous, circumstances - poor self-care leading to a decline in personal hygiene - poor eating habits and the adult may have lost weight - inappropriate clothing - the adult is withdrawn and isolated - failure to take prescribed medication - hoarding within the home is often associated with self-neglect.
Domestic abuse	This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.	- the adult may seem unhappy or distressed - the adult may appear frightened, anxious or agitated without identifiable cause, or in relation to certain people - they may be experiencing sleeping problems.

Modern Slavery	Modern slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	- the adult is not in possession of their legal documents (passport, identification and bank account details) and they are being held by someone else - the adult looks malnourished, unkempt, or appears withdrawn - they have few personal possessions and often wear the same clothes - what clothes they do wear may not be suitable for their work.
Discriminatory abuse	This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Hate crime can be viewed as a form of discriminatory abuse, although will often involve other types of abuse as well.	- an adult may reject their own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices - an adult making complaints about the service not meeting their needs.
Sexual Exploitation	Adult Sexual Exploitation is a form of sexual abuse that involves someone taking advantage of an adult, sexually, for their own benefit through threats, bribes and violence. Perpetrators usually hold power over their victims due to age, gender, sexual identity, physical strength or status.	- an adult self-harming or displaying significant changes in emotional well-being - developing inappropriate or unusual relationships or associations - displaying inappropriate sexualised behaviour including behaviour, language or dress - unexplained acquisition of money, clothes and mobile phones.

Emergency Concern – adult at risk:

If you are concerned there is **immediate risk of harm** to an adult at risk, **do not delay in contacting the emergency services and a safeguarding lead**. Do not leave the person and ensure you remain in a place of safety until an appropriate member of the emergency services or social care arrive.

Non-Emergency Concern - adult at risk:

If the situation is not an emergency, volunteers and staff must contact the First Point of Contact service using the appropriate number below. In addition, inform the Safeguarding Lead ASAP and complete the Safeguarding Reporting Form (found in Appendix 1) as soon as reasonably possible, but within 24 hours, then email to appropriate Safeguarding Lead and mark as important.

Named safeguarding lead for adults at risk

Stephanie Mulrooney – stephaniem@shropshirewildlifetrust.org.uk 07539 041655

Shropshire Adult Social Care: [First Point of Contact team](#) 0345 678 9044

Monday to Thursday, 9am to 5pm, and Friday 9am to 4pm.

If you have urgent adult safeguarding concerns outside of these hours, please phone the [Emergency Social Work Duty Team](#) on 0345 678 9040.

Telford: Family Connect are contactable Monday to Friday 9-5 on 01952 385 385 – then select option 3 for concerns on adults. There is also an out-of-hours emergency line: 01952 676 500.

Use the following numbers for advice -

Whistleblowing Helpline (NHS & Social Care) 08000 724 725

Public Concern at Work (PCAW) 020 74046609

If anyone uses any of the above numbers, they must inform the Adult Safeguarding lead.

When contacting your Local Authority Safeguarding Team (or when a SWT Safeguarding Lead contacts them on your behalf) the following information will be required:

- Who you are
- Details of the Adult at risk including date of birth and address if available
- What they have told you, or you have observed
- Any additional information that might be relevant
- If you have consent or not, for this referral.

Don't forget to ask them what will happen next or if you need to make a referral to any additional agencies such as the Police.

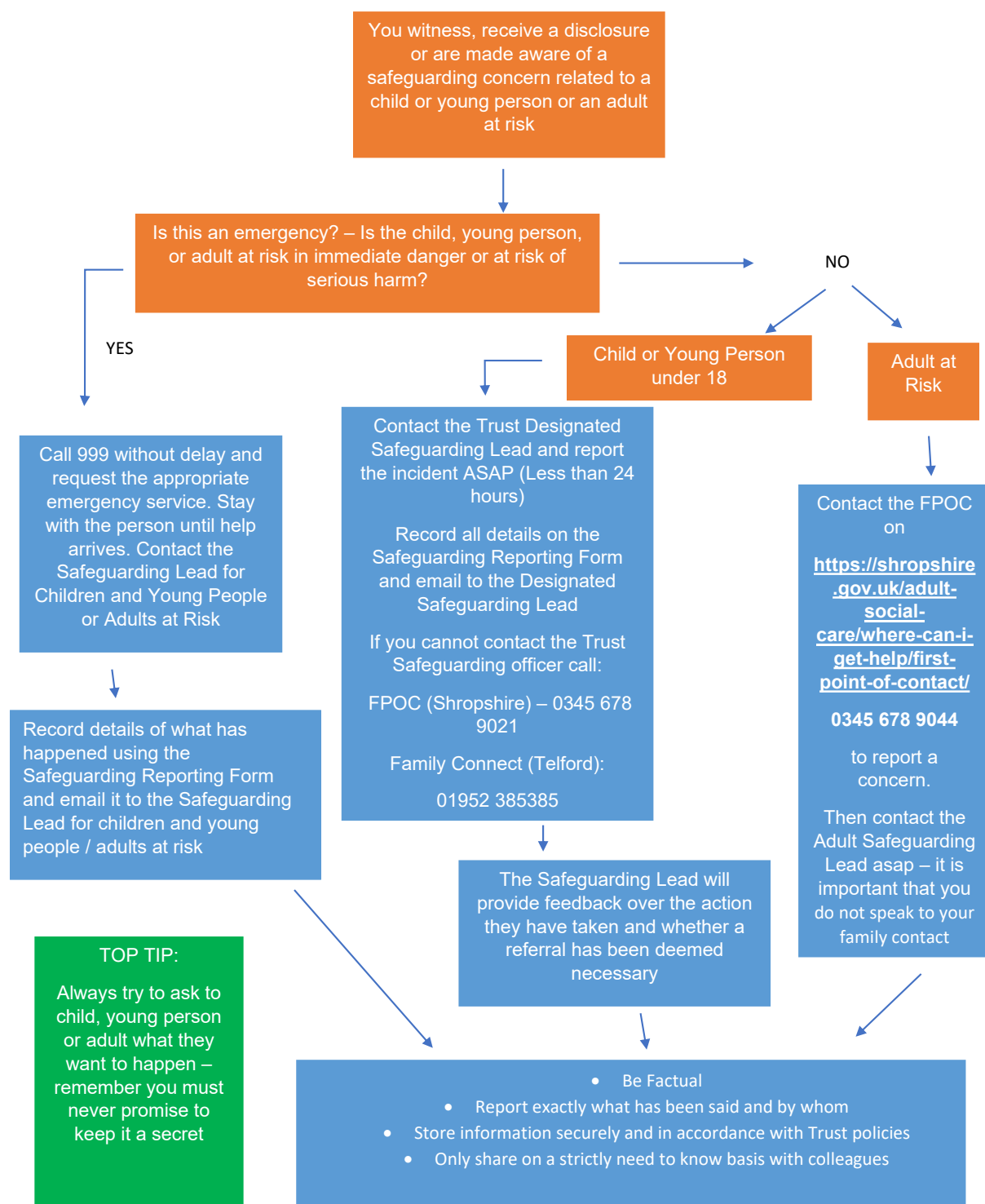
Consent and safeguarding referrals for adults at risk

If the adult concerned has capacity (can make decisions for themselves and communicate this) then consent should be sought to report a concern. This can be overridden if the adult is at risk of harm, or there is a risk to the wider public.

If the adult concerned does not have capacity, then you can raise a concern without their consent. If the concern is low level and can be resolved with family support, then it is acceptable to do this rather than contacting Social Services through the FPoC. You must also contact the Safeguarding Lead to inform them you have raised a concern.

For any referrals we will follow best practice on Making Safeguarding Personal (MSP) by ensuring the adult at risk is involved at every stage and asked what they would like to happen.

2.3



3.0 Allegations against staff, volunteers, trustees or safeguarding leads

SWT is responsible for responding to allegations made regarding any member of staff, volunteer or trustee working for them in a position of trust with children, young people or adults at risk. This may include staff, volunteers or a trustee who has:

- behaved in a way that has harmed or may have harmed a child or adult at risk
- possibly committed an offense against or related to a child or adult at risk
- behaved towards a child or adult at risk that indicates they may pose a risk of harm
- behaved in a way that indicates that may not be suitable to work with children or adults at risk.

This area is taken extremely seriously, and a clear escalation procedure is explained in SWT's Whistleblowing Policy, found in the staff manual. This includes how to raise a concern, responsibilities when responding to allegations and what support and advice is available to individuals against whom allegations have been made.

4.0 Reporting of serious incidents

Trustees are responsible for the reporting of serious incidents to the Charity Commission for England and Wales.

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to SWT beneficiaries, staff, volunteers, or others who come into contact with SWT
- loss of SWT money or assets
- damage to SWT property
- harm to SWT's work or reputation.

The regulatory bodies will be seeking assurances that the charity has taken steps to limit the immediate impact of the incident and, where possible, learnt from practice to prevent it from happening again. In all circumstances RSWT will be notified of any member of staff, trustee or volunteer reporting a serious incident to a charity regulator.

5.0 Storage of safeguarding referrals/case notes and personal information

Safeguarding records will be kept confidential and stored securely. If they are electronic files, these will be password protected and only open to those who need to know or are members of the safeguarding team.

Information about specific cases and individuals will be kept in separate files for each individual, rather than in one concern log and saved in a different place to general records.

If it is necessary to share information about a safeguarding concern, we will ensure documentation is kept confidential by addressing documents to a specific recipient or using passwords and encryption when sharing electronic files. If it is necessary to email colleagues or professionals about a specific case, we will anonymise details by using initials instead of full names.

Should the member of staff responsible for safeguarding leave, we will ensure we appoint someone to take over this responsibility and arrange a thorough handover that includes all details about where Trust records are kept and the system used.

We will keep records regarding children and young people until the child is 25 years old (as per NSPCC guidance 2021).

For adults at risk we will follow good practice and keep records on file, including allegations against staff and trustees, those that have left the organisation or no longer volunteer/work with us until the person reaches normal retirement age or for ten years, if that is longer.

6.0 Ensuring our activities and events are managed safely

There will be instances when SWT and our branches and local groups host events that require additional steps to keep children, young people and adults at risk safe.

If the help and assistance of additional staff or volunteers is required, SWT will ensure they are suitable to work with children, young people or adults at risk.

All staff and volunteers will have received appropriate safeguarding training, know how to recognise a concern as well as being familiar with SWT's Safeguarding Policy and Safeguarding Procedure.

There will be a detailed event risk assessment that considers the following areas:

- The physical environment of the activity/event
- Numbers of children, young people, adults at risk
- Whether consent is required for any of the activities
- Other people using the venue/site/reserve
- Specific activities being undertaken, and equipment/tools being used
- Checks/maintenance on any equipment used
- What actions to take if a child, young person or adult at risk is lost
- First aid equipment, points and training as well as a process for recording incidents
- Details of consent/emergency contact details/dietary requirements/allergies/care and support needs as appropriate
- Photography and filming
- Who the safeguarding lead for the event is.

After each event we will hold a de-brief to understand what worked well and what could have gone better to ensure lessons have been learnt and these inform changes to improve events and activities in the future. We will use this information to monitor and review how we organise and run events.

7.0 Supervision of children and young people and adults at risk

Staff and volunteers working in this area must:

- have an understanding of their responsibility and agree to adhere to the safeguarding policies and procedure for children, young people and adults at risk
- be provided with guidance and clear advice to follow if they have any concerns about an individual
- be covered by insurance if the activity requires it.

Staffing and volunteer ratios are likely to differ depending on the age of the children or adults at risk, environment and nature of the activity. Each activity must be risk assessed and appropriate supervision ratios in place.

Staffing ratios for working with adults at risk will depend entirely on the nature of the activity, whether the adult is attending on their own or with a carer or support worker and the level of support each adult needs. When working with adults at risk, talk to the adult (if that's not possible then their parent, carer or support worker) about the activity/group they are joining and ask what support they may need to allow them to participate safely.

Staff who do not meet the criteria for a disclosure and barring (DBS) check should always be supervised.

7.1 Work experience – children and young people

Before a work placement commences it is good practice to facilitate a meeting between the Trust, student and parent/carer. This is to establish the nature and motivation of the student, and to ensure that the student and their responsible adult are aware of the nature of the work experience and risks involved.

The Trust must have parental/carers consent for the work experience as well as a workplace agreement that includes examples of the nature of the activities to be undertaken and a code of conduct to outline expected behaviour from the student.

Parents and carers are responsible for ensuring they get to and from work experience safely – staff and volunteers should never offer or provide lifts to young people taking part in Trust activities.

All work experience / placements for people under the age of 18 **must** be organised through the Safeguarding Lead. They will advise if an individual Risk Assessment needs to be completed, or whether this will be added to the Activity Risk Assessment.

7.2 Volunteers under 16 years old

Children aged under 16 can only undertake volunteering activities with SWT if:

- It has been discussed and agreed with the staff member leading the activity and the safeguarding lead
- If the staff member agrees to allow them to volunteer, they must be accompanied by an adult parent/carer at all times
- Staff involved with the activity (or at least one member of staff) must be trained in Child Safeguarding (Level 1)
- Activity risk assessments need to be completed taking into consideration the physical ability and experience of children
- Children must be closely supervised all the time and staff must make a note that there is an under 18 volunteer in activity risk assessments.

7.3 Volunteers aged 16-18

- SWT will allow 16- to 18-year-old volunteers unaccompanied by an adult as long as their parent/carer has given explicit consent
- The safeguarding lead must be consulted prior to any offer of placement
- Staff involved with the activity must be familiar with SWT's Safeguarding Policy and Procedure – all staff receive safeguarding training upon induction to the Trust.
- Activity risk assessments need to be completed taking into consideration the physical ability and experience of the children
- The children must be supervised and a note made in the activity risk assessment that a young volunteer is present
- If the work party or engagement activity falls within 'regulated activity' a DBS check for the lead staff member will be required (see Appendix 2 for more information on regulated activity).

8.0 Online safety

SWT recognises the opportunities and challenges that online engagement may bring for staff and those working with children and young people. It's easy to see our online lives and offline lives as different, but children and young people are growing up with technology and the internet, and for them there isn't a difference; online life and offline life is just life.

We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online. Online safety is the process of limiting the risks to children, young people and adults when using the internet, digital and mobile technology.

SWT's Online Safety Guidance provides staff and those engaging with SWT virtually, with the overarching principles that guide our approach to online safety. These guidelines must be followed by all those involved in SWT's online activities.

8.1 Photography and filming

SWT recognises that sharing photographs and films of our activities can help celebrate the successes and achievements of our children and young people and adults at risk, provide a record of our activities and raise awareness of our organisation.

All staff, volunteers and trustees have a responsibility to promote the welfare of children and young people and to take, share and use images of children safely. SWT's Policy on Photography and / or Film of Children and Young People (under 18) sets out our approach and must be followed by all those who take photos or films.

Generally, we will not take photographs of adults at risk. However, this may be done occasionally for purposes such as publicity or evidence for funders. In these instances we will use the same approach set out in our Policy on Photography and / or Film of Children and Young People (under 18).

9.0 Appendices

Appendix 1

Safeguarding Reporting Form

Child/Young person's or adult at risk's name:

Date of Birth:

Address if known:

Your name:

Role:

//Date:

Please provide details of your concerns – try to be as factual as possible e.g. who, where and what happened? Include date and time of the incident (if applicable) and if there were any witnesses present.

Has anybody been named as the alleged abuser? If yes, give details e.g. name, address and date of birth if known:

Have you spoken to the child/young person/adult at risk - what is their perspective and what would they like to happen (if applicable)?

Have you spoken to parents or primary carer about your concerns and do you have their consent to make a referral if necessary? If not, reason why

Any other details you feel might be relevant

Part 2 - For use by the Safeguarding Leads

Date and time received:

Any advice sought? Provide details of who and when:

Action taken e.g. referral to children's social care / early help services / another service:

Date and time referral made:

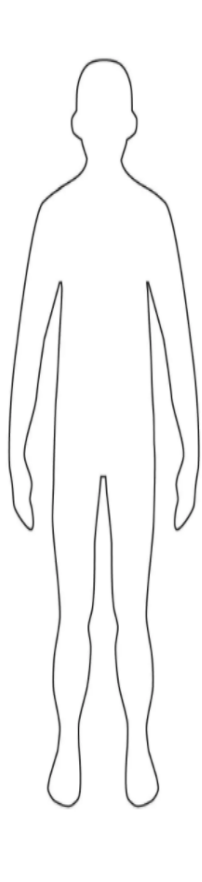
Please detail any further actions, if any, that have been taken:

NOTE: Confidentiality must be maintained at all times.

- Information must only be shared on a "need to know" basis i.e. only if it will protect the child/adult at risk.
- Do not discuss this incident with anyone other than those who need to know.

Appendix 2

If you are working with a child or adult at risk who is showing signs or has made a disclosure of physical abuse you may wish to use a body map like the example below to document and illustrate signs of harm. Use the pictures to draw on your observations – look out for signs that indicate injuries have not occurred accidentally e.g. clusters of bruises on the upper arm or outside of the thigh as well as bruises with the imprint of a hand or fingers.

			Name
			Date Of Birth
			Name Of Worker
			Date Recorded
			Observations

Appendix 3

Regulated activity with children

In England, Northern Ireland and Wales, regulated activity with children means carrying out any of the following activities frequently or with intensity (more than 3 days in a 30 day period or overnight):

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice/guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of 'specified places' with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises.

These are also examples of regulated activity if unsupervised:

- engaging in intimate or personal care of children.
- health care (including by a registered health care professional).

In Scotland, regulated work with children can be paid or voluntary. The frequency and intensity requirement does not apply. It usually involves:

- working directly with children
- teaching or supervising children
- providing personal services to children
- caring responsibilities

It can also apply to certain positions of trust within organisations, for example being a trustee of a children's charity.