



Policy

Safeguarding Children and Young People

Policy Configuration Control

Policy Owner	Director of Operations
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Version Description of Changes

1.0	Significant re-write of the policy and consolidation of several disparate policies and update to language following Trustee feedback

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1. Policy

The Warren House Group & Lab works with local authorities, health systems and communities to co-design bold, ambitious and achievable strategies for children and families. We're informed by data, evidence and community needs and context.

The very nature of this work will bring our team into contact with children, and it is our duty to protect them and promote their welfare. It is always unacceptable for anyone to experience abuse of any kind, including through social media or other online activity. Children and young people have a legal right to protection from all forms of abuse.

The Warren House Group & Lab welcome our responsibility to safeguard and promote the welfare of all children, young people and adults at risk. We are committed to safeguarding practices and procedures which protect them and to providing a welcoming and safe environment in which they can engage with the activities undertaken by the Dartington Service Design Lab. This applies to all activities our team engage upon within our premises or when working in other locations whilst engaged in Lab activities.

All safeguarding concerns will be taken seriously, and our team will value, listen and respect children, encouraging them to talk to us about anything that worries them. We will always act in the best interest of the child.

All services and actions to safeguard children and young people as provided by the Dartington Service Design Lab will be underpinned by our commitment to anti-racist and anti-discriminatory values and practice.

This statement of commitment also extends into Modern Slavery. This takes many forms including forced and compulsory labour, slavery, servitude and human trafficking. It is the violation of human rights, and the Lab has a zero-tolerance approach to Modern Slavery. We will also take any concerns in this area seriously.

2. Policy Details

2.1 Aims

The Warren House Group and Dartington Service Design Lab:

- Recognises that the welfare of children is paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children have a positive and enjoyable experience in a safe and child centred environment;
- Promote and prioritise the safety and wellbeing of children and young people;

Our Team Will:

- Protect children and young people from abuse whilst participating in any activity it has organised;
- Promote and prioritise the safety and wellbeing of children;
- Create a culture in the team where children, carers, those who interact or engage with children and others who may have a concern are encouraged to report their concerns or the abuse that has happened to them;
- Ensure that all members of our team and those who are assisting the Lab are clear regarding their duties and responsibilities to safeguard children and are provided with the knowledge and understanding to recognise, identify and

respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people?

- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- Prevent the employment/deployment of unsuitable individuals;
- Ensure robust safeguarding arrangements and procedures are in operation;
- To make sure the procedures are widely promoted and are mandatory for everyone in the Dartington Service Design Lab. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in employment sanctions;
- Reinforce the importance of working with all partner agencies with the aim of achieving the best possible outcomes for those who we are aiming to protect from risk of abuse;
- Provide the details about the action that will be taken by the Lab when a safeguarding concern is reported;
- Ensure there is a safeguarding governance structure in place with assigned roles and responsibilities including the identification of a Designated Safeguarding Lead and Deputy.

2.2. Legislation & Statutory Guidance

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance. They take the following into consideration:

United Kingdom

- Human Rights Act 1998
- Serious Crime Act 2015
- Data Protection Act 2018
- Protection of Children Act 2012

England

- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Sexual Offences Act 2003
- Working Together to Safeguard Children (2018)

Scotland

- National guidance for child protection in Scotland (2021)
- Getting it right for every child (GIRFEC)
- Children and Young People (Scotland) Act 2014
- Child Protection and Safeguarding Policy Education Scotland (2020)
- Sexual Offences (Scotland) Act 2009

Wales

- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Working Together to Safeguard People 2022
- The Wales Safeguarding Procedures 2023
- Sexual Offences Act 2003
- The Social Services and Well-being (Wales) Act 2014

2.3. Scope

These procedures apply to all employed team members and those working on behalf of the Lab and should be read in conjunction with the following safeguarding documents;

- Employee Handbook
- The Team's Value Statement
- Protection of Data
- Whistleblowing

All team members and those working on behalf of the Lab must be sent a copy of this policy and signify they have received it and are conversant with the content. It is crucial the Designated Safeguarding Lead and Deputy promote this policy and ensure safeguarding is embedded into the culture of the team.

Where the Lab is working in partnership with other organisations, including affiliated organisations, they are expected to have their own safeguarding arrangements and policies in place. It is the duty of the Lab Designated Safeguarding Lead (or Deputy) to ensure partnership organisations where our team are deployed have suitable policies and a copy is available on the IT system. This should be shared with the Team Member who is to be engaged with the organisation before deployment and the team member demonstrates an understanding of it.

The lead lab team member for any project engagement in a local setting must ensure that any local multi-agency safeguarding procedures are followed. They must be familiar with these procedures and ensure any team members they are working with know how to access them. All local authorities publish safeguarding children procedures online.

2.4. Definitions and Terminology

The following definitions are referred to in this policy;

Child: In England, Northern Ireland and Wales a child is someone under the age of eighteen whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018). This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

Safeguarding and promoting the welfare of children: Protecting children from maltreatment, preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care; and taking action to enable children to have the best outcomes.

Safeguarding concern: When there is information that a child, young person (or an adult at risk) has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.

Allegation or concern about a member of the workforce: Where a person who is either a team member or is working on behalf of the Lab has:

- Behaved in a way that has harmed a child (or an adult at risk), may have harmed a child or an adult at risk, or behaved in a way that might lead to a child (or an adult at risk) being harmed;
- Possibly committed or is planning to commit a criminal offence against a child (or an adult at risk) or related to a child (or an adult at risk), or;

- Behaved towards a child (or an adult at risk) in a way that indicates they are, or would be, unsuitable to work with children (or adults at risk).

Abuse of Trust: The Sexual Offences (Amendment) Act 2000 section 3 created the offence of abuse of trust. It is an offence for a person aged 18 or over to have sexual intercourse with a person under 18, or to engage in any other sexual activity with, or directed towards such a person, if in either case that person is in a position of trust in relation to the under 18 year old. This applies even if the relationship is consensual.

A person aged 18 or over ("Person A") is in a position of trust in relation to a person under that age ("Person B") if any of four conditions are satisfied. One relates to the education field and is as follows: "Person A" looks after persons who are under 18 and are receiving full-time education in an institution and "Person B" is receiving such education within that institution.

It is not a defence to show the person charged did not know, or could not reasonably have known, that the other party was a person in relation to whom he or she was in a position of trust.

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. *Section 2.5 provides detail on types of Abuse.*

2.5. Types of Abuse

Physical abuse:

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

Emotional abuse:

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from 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, although it may occur alone.

Sexual abuse:

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

Neglect:

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent/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 caregivers)
- ensure access to appropriate medical care or treatment

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

Child Sexual Exploitation which can include Human Trafficking:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology (WTSC, 2018).

Criminal Exploitation:

Criminal exploitation is often known as 'County Lines' and is when gangs and organised crime networks threaten or trick children into trafficking their drugs for them. Other forms of criminal exploitation include cannabis cultivation, forced labour and forced begging. They might threaten a young person physically or they might threaten the young person's family or friends. The gangs might also offer something in return for the young person's cooperation, this could be money, food, alcohol, drugs, clothes and jewellery, or improved status. Gangs target vulnerable children who are homeless, living in care, or trapped in poverty. These children are unsafe, or unable to cope, and the gangs take advantage of this.

Female Genital Mutilation:

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse and

internationally recognised as a violation of human rights of girls and women. It is dangerous and a criminal offence. There are no medical reasons to carry out FGM. It does not enhance fertility and it does not make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Circumstances which may indicate that FGM is happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM are:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity

- Repeated urinal tract infection
- Disclosure

It is essential that action is taken without delay and the Designated Safeguarding Lead or Deputy is notified, a referral will be made in all such cases. Given the circumstances an immediate call may be made to the Police. It is every colleague's legal duty to report FGM.

Related issues:

In addition to the above categories defined in statutory guidance, there are other forms of harm that should involve the notification of the police and other organisations working together to protect children. These might in some circumstances include:

Bullying:

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for the victims to defend themselves. The damage inflicted by bullying is often underestimated. It can cause considerable distress to children, to the extent that it affects their health and development and can be a source of significant harm, including self-harm and suicide. Bullying can include emotional and/or physical harm to such a degree that it constitutes significant harm.

The four main types of bullying are:

- Physical abuse: hitting, kicking, stabbing and setting alight including for filming with mobile telephones and theft, commonly of mobile phones
- Verbal or mobile telephone / online (internet) message abuse (e.g. racist, sexist or homophobic name-calling or threats: this type of physical bullying may include sexual harassment

- Mobile telephone or online (internet) visual image abuse: these can include real or manipulated images
- Emotional abuse e.g. isolating an individual from the group or emotional blackmail

Information and Communication Technology (ICT) based forms of child physical, sexual and emotional abuse can include bullying via mobile telephones or online (internet) with verbal and visual messages (NSPCC, 2020).

Hate crimes:

Hate incidents and hate crime are acts of violence or hostility directed at people because of who they are or who someone thinks they are. For example, it includes being verbally abused by someone in the street because of disability or sexual orientation.

Domestic Abuse:

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. It may be committed in the home or elsewhere; and may include online activity. There is significant evidence of links between domestic abuse and emotional, physical and sexual abuse of children, and children themselves can

experience domestic abuse as 'coercive control' of the whole family environment.

Honour based violence:

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Forced marriage:

A forced marriage (as distinct from a consensual "arranged" marriage) is defined as one which is conducted without the valid consent of both of the parties and where duress is a factor. Duress includes both physical and emotional pressure and cannot be justified on religious or cultural grounds. Forced marriage is child abuse and can put children and young people at risk of physical, emotional and sexual violence including rape. Forced marriage can have a negative impact on a child's health and development (Forced Marriage Unit, 2018)

2.6. Sharing information

Effective and timely sharing of information is essential for the early identification of a child's needs and to ensure that the most appropriate services are provided in order to keep them safe.

Those with concerns should be proactive in sharing information as early as possible to help the Designated Safeguarding Lead (or the Deputy) and other professionals identify, assess and respond to risks or concerns about the safety and welfare of children.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern. The Data Protection Act (2018) and/or the General Data Protection Regulations (2018) do not prevent you from sharing information in relation to safeguarding.

You should not assume that someone else will pass on information that you think may be critical to keeping a child safe even if another organisation has stated that it will refer.

Lab colleagues or those acting on their behalf should aim to gain consent to share information but should be mindful of situations where to do so would place a child at increased risk of harm.

Information may be shared without consent if a practitioner has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information,

practitioners should record who has been given the information and why.

The Designated Safeguarding Lead (or Deputy) must always be contacted before information is shared with an external organisation except in cases where there is a risk of immediate or serious harm and an emergency referral is necessary. The Designated Safeguarding Lead or Deputy will manage the process of sharing information with the police, local authority services and/or any third-party organisation.

Information should be kept confidential and should only be shared with Lab team members and those working on their behalf who need to know the information. If there is any doubt about whether to share information, or who to share it with, the Designated Safeguarding Lead or Deputy should be contacted for advice by using the contact details in Annex A before disclosing any information.

2.7. Expectations of the team

All team members and Trustees will ensure they have read and understood this policy so they understand how the Lab deals with safeguarding issues. All team members will participate in regular and appropriate safeguarding refresher training, commensurate with their role. For the majority of the team this will include training on induction and annual updates.

All members of the team (staff, volunteers, trustees and where appropriate partners/contractors) must have a satisfactory disclosure check appropriate to their role. Parents/carers, clients and partner organisations can ask to see evidence of the check having been completed by seeking confirmation from the Operations Team that the appropriate disclosure check has been done and is satisfactorily clear.

Should there be an issue in a team members private life which impacts upon their ability to work with children it is their responsibility to inform the Lab Designated Safeguarding Lead or Deputy as soon as possible. Examples of these issues include:

- your child has been the subject of child protection enquiries by children's social care or has a child protection plan
- you have been the subject of a criminal investigation or you have been arrested, cautioned or convicted.
- you have difficulties with drug or alcohol misuse or other issues which might impact on your ability to do your job safely
- there have been allegations of abuse against a member of your household or a person closely associated with you.

When undertaking any form of research, survey or evaluation with children present (hereafter called 'activity'), the team members will always arrange a call with the parents/carers before the activity starts. This allows many of the issues to be discussed and provides both parties with valuable information.

Care must be taken to ensure that any consent required from parents/carers must be provided by those with legal parental responsibility. This is not always obvious as foster carers or birth parents on a care order, cannot legally give consent.

Before activity starts there must be a written agreement made about how communication is to be achieved between the team member, parent/carer and child. All communication must take place at a reasonable time of the day (for the child), not late at night for example. All communications should remain clear, factual and professional.

Team members should only have contact with the child they are engaging with during the agreed times. Any email communication must be copied to the parent's/carer's email address. The parents/carers should be present when making telephone contact and during the activity. Personal details should not be shared.

When communicating by email the team members must use their @dartington.org.uk address. This will ensure communication is put on a professional basis and can be seen as being separate from personal correspondence.

Team members must inform parents/carers that the Lab may make contact with them to seek feedback on the behaviours and quality of colleagues. Parents/carers should also be encouraged to provide feedback.

Before any activity starts the team member should be made aware of the child's specific medical, dietary, allergy, educational or care needs.

Team members must ensure they adopt an appropriate dress code when engaging with children. It should not include slogans, for example, which may be interpreted as being political, discriminatory or culturally sensitive or be revealing or sexually provocative.

It is never the team members responsibility to be involved in transporting children. It is the parent's/carer's role or the setting to arrange transport of a child.

All children must be treated with respect regardless of ethnicity, gender, social background, ability/disability, belief, nationality or sexual orientation. Team members are in a position of trust which must not be abused.

Confidentiality must be respected and treated sensitively; sharing information may be required when there is a legal duty to do so or there is a safeguarding concern and to support supervision and case audit.

Adults must recognise that it is possible for a child to develop an infatuation with a member of our team. Should this happen it is essential it is effectively managed, and the Designated Safeguard Lead or Deputy is informed to risk assess the continuance of the activity. It is essential professional boundaries are maintained and that no encouragement of any kind is given to the child.

Team members should avoid any physical contact with a child where possible. However, there may be rare occasions when a distressed child needs comfort and reassurance and this may include age-appropriate physical contact. Team members should make sure that

any physical contact is what the child wants e.g. it may be appropriate to hold a child's hand if they are distressed but ask them first.

Team members must always challenge unacceptable behaviours and report all incidents or allegations of abuse to the Designated Safeguarding Lead or Deputy as soon as reasonably practicable.

If a child discloses abuse or a team member become concerned about a child they must always follow the Lab's Child Safeguarding Policy and Procedures as set out In this document.

Team members must not provide personal contact details or social media account details to any child they are working with. If a child approaches them privately online it must be reported to the Designated Safeguarding Lead or Deputy.

The team must not seek out, communicate, respond or engage with children by using their own social networking sites which should have robust privacy settings to ensure children are unable to access private / personal information.

It is not appropriate for team members to arrange to meet a child outside of the work activity. If a child asks to meet them, they should report the matter to the Designated Safeguarding Lead or Deputy immediately.

It is not appropriate to take any images of the child unless there is a specific reason and the parents/carers have given written permission. These must be deleted as soon as the purpose for which they were taken is complete.

Interviewing in a Child's Home

The team member should ensure the parents/carers of the child understand they are responsible for their health and safety, as well as the child.

If the team member considers the room or venue to be inappropriate their concerns should be raised immediately and they may wish to seek advice from the DSL or Deputy.

Team members should never work alone with a child in their home.

When in a child's home, doors of the room where the work is taking place should be left open so that all parties can be observed, allowing greater transparency and reducing risk.

Interviewing a Child Online

Prior to interviewing, there must be an online video teleconference call with the parents/carers to discuss the issues outlined in the general conditions above.

The team must only use Zoom video conferencing facility. Zoom is not intended or designed for children under the age of 13, therefore especially for this age group, the interviewer will in all cases only communicate with the child via the parents/carers with Zoom. This provides further transparency and protection for the colleague.

The team member should encourage parents/carers to be present when their child is being interviewed.

The parents/carers must be signposted to the thinkuknow Parents/Carers Website which provides advice on what to do if they are concerned about their child, further advice on keeping their child

safe online and how to report an incident to the Child Exploitation & Online Protection Safety Centre. Team members must also be familiar with this content.

Parents/Carers should be encouraged to set up the child's computer in an open space in the house where they can supervise, or by leaving a door open if they are not in the same room.

Any background content visible to the pupil during the activity must be appropriate. Professionalism in terms of behaviour and dress code, for example, apply equally to online interviewing as it does to face to face.

All online interviews conducted must be recorded. These recordings should be stored on an encrypted cloud and not on a hardware device and deleted when they are no longer required. They may be shared with relevant parties (i.e. police, parents/carers or local authorities) should a safeguarding concern arise.

Poor practice: Sometimes, concerns may relate to poor practice, where an adult's or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the Lab's expectations of the team. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards children, which should never be sanctioned include:

- use of excessive, physical or humiliating punishments;
- failure to act when you witness possible abuse or bullying;
- spending excessive amounts of time alone with young people away from others;
- inviting or allowing young people into your home where they will be alone with you;
- engaging in rough, physical or sexually provocative activity;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing a person to tears as a form of control;
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- doing things of a personal nature for young people that they can do for themselves;
- sharing a bedroom with a young person you are not related to, even with parental / carer permission.

Procedures

3. Identification, Referral and Escalation

The aim of these procedures is to detail how the Lab team should respond if:

- they suspect that a child is suffering abuse, neglect or exploitation.
- a child makes a disclosure or reports that they, or someone else, has been abused;
- the behaviour of an adult or child towards a child gives them cause for concern;
- To detail the action that will be taken by the Designated Safeguarding Lead or Deputy when a safeguarding concern is reported.

The Lab definition of a safeguarding concern is:

Any situation when there is information that a child, young person or adult has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.

If the information identifies the involvement of an employee of the Lab this will be known as a 'Safeguarding Allegation' (Please see separate part of this document for procedure).

All team members and those working on behalf of the Lab have a responsibility to be alert to the fact that vulnerable people are abused and that they **MUST** report safeguarding concerns. By following the

four simple safeguarding principles of recognise, respond, report and record, the Lab can keep those children who may be at risk of abuse safe from harm.

Safeguarding Principles:



In ALL circumstances, Lab managers and staff should be familiar with the multi-agency procedures put into place by the relevant local authority and its statutory partners. These procedures must be followed. The Lab's policy and procedures are designed to complement these procedures. Local procedures are usually found on the local authority website.

Recognise signs and indicator of abuse and neglect

We should all be alert for the signs and indicators that children and young people who interact or engage with the Lab may be suffering abuse. We should remember that children may be abused by other children and young people as well as by adults.

Indicators that a child may be being abused may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The young person describes what appears to be an abusive act involving him/her;
- Someone else (a young person or adult) expresses concern about the welfare of another;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviour;
- Sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- Having difficulty in making friends;
- Being prevented from socialising with other young people;
- Displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change;
- Becoming increasingly dirty or unkempt.

Indicators that a child may be suffering neglect may include the following:

- Children who appear hungry - they may not have lunch money or even try to steal food
- Children who appear dirty or smelly
- Children whose clothes are inadequate for the weather conditions
- Children who are left alone or unsupervised for long periods or at a young age
- Children who have untreated injuries, health or dental problems
- Children with poor language, communication or social skills for their stage of development
- Children who live in an unsuitable home environment.
- Children who receive inconsistent care or boundaries. Cases of child neglect are rarely identified on single contact but are characterised by unreliable parenting over time
- Children who live in families where there is domestic abuse are more likely to experience neglect.
- Children who live with parent carers who experience mental health issues or who misuse substances are also more likely to experience neglect.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse or neglect is actually taking place. A good working relationship with parent/carer will help to identify any other concerns that a young person may be experiencing. For example: a family bereavement, which could cause some of the changes listed above.

Respond

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets or suggest that confidentiality can be maintained.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell the Designated Safeguarding Lead (or Deputy) and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Report the disclosure to the Designated Safeguarding Lead (or Deputy) at the **earliest opportunity and no later than 1 working day**.

If you are unable to contact the Designated Safeguarding Lead or Deputy, advice should be sought from the local authority in the first instance, and where there is no response contact the NSPCC Helpline, again within 1 working day.

Safeguarding concerns raised with the DSL will be referred to the relevant local authority or police within one working day of the concern arising.

Report

Remember it is not the responsibility of a Lab member or anyone assisting in their activities with children, to decide if child abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

Report concerns that you have to the Designated Safeguarding Lead (or Deputy). Any team member can contact the Designated Safeguarding Lead or Deputy for advice, support or guidance.

If a member of our team is working, for example in a school or within a Further Education College, in partnership with another organisation the Safeguarding Policy of that organisation should be followed and in addition the matter should also be reported to the Lab's Designated Safeguarding Office or Designated Safeguarding Lead (or Deputy) using the report form at Appendix C.

Safeguarding concerns **MUST** be reported immediately (or where this is not possible at the earliest opportunity) so that the report can be assessed, and action taken to protect the person involved. If any person is at immediate risk of harm or requires medical attention, then the emergency services should be contacted immediately by telephoning 999.

If a member of the public, police or Local Authority Services reports a safeguarding concern to the Lab then the matter must be referred to the Designated Safeguarding Lead or the Deputy for assessment no later than the next working day.

If for any reason the Designated Safeguarding Lead or Deputy cannot be contacted, the following organisations can be contacted for advice:

- Concern about a child - You should contact the Local Authority Children Services. Use the <https://www.gov.uk/find-local-council> website to find the Local Authority Services for your area.
- Should the local authority not respond contact the NSPCC helpline
- Local Police - Telephone 101 for non-emergency referrals and 999 for emergency response.

Record

Be accurate and comprehensive.

It is important that you keep an accurate written record of any safeguarding concern that you have or that someone raises with you.

Your written record must:

- be made as soon as possible after the event/concern is raised;
- contain the date, time, people present, anything said (verbatim if possible);
- detail the behaviour and demeanour of the person disclosing the safeguarding issue.
- detail any action you have taken (i.e. how you have reduced risk or whether you have
- referred the matter to the Designated Safeguarding Lead or deputy);
- be a factual account of what has happened;

Do not record any opinion about what has happened. You are not there to judge or ascertain whether what you are being told is correct.

You should record your concern(s) on the Lab Safeguarding Report form (Appendix C). Once you have recorded your concerns you should sign and date the report or record the date and time the concern was recorded on the report.

All Safeguarding Reports must be emailed directly to the Designated Safeguarding Lead as detailed in Appendix A.

4. Responding to allegations and concerns about members of the workforce

Any allegation or concern that a team member has behaved in a way that has harmed, or may have harmed, a child must be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

This applies where a person in connection with their employment, membership or volunteering position with the Lab has:

- Behaved in a way that has harmed a child or an adult at risk, may have harmed a child or an adult at risk, or behaved in a way that might lead to a child or an adult at risk being harmed;
- Possibly committed or is planning to commit a criminal offence against a child or an adult at risk or related to a child or an adult at risk, or;
- Behaved towards a child or an adult at risk in a way that indicates they are, or would be, unsuitable to work with children or adults at risk.

The expectations of the team (section 2.7) outlines the behaviour expected of team members and those assisting the Lab activities when they are engaging with children. Following these clear expectations will help to protect children from abuse and/or inappropriate behaviour.

Any breach of the expectations set out or concerns about a member of the team or volunteer should be reported to the Designated Safeguarding Lead (or Deputy) as a matter of priority. Depending on the nature of the allegation an appropriate response may include:

- the police investigating a possible offence
- the local child protection services making enquiries and/or assessing whether a child is in need of support
- appropriate disciplinary procedures with individuals concerned

For any safeguarding concerns or allegations that are about a member of our team, the DSL will refer the details to the relevant local authority within 1 working day and at the same time raise the allegations with the CEO (or in the case that the allegation is about the CEO to the Chair and the Safeguarding Trustee).

The local authority will determine with the police the next steps and the Lab management will take no steps to investigate until advised to do so by the local authority. The DSL will need to ensure s/he makes a decision with the local manager about whether the staff member or volunteer can continue in role pending investigations or needs to be moved to other duties or temporarily suspended.

At the conclusion of statutory investigations, an internal review might be required and would take place under the terms of the disciplinary procedures to identify whether the staff member can continue to work for the Lab. In the case of volunteers, any such internal process would require the DSL to determine whether the volunteer should continue in role or not.

Any form of disciplinary or performance improvement action taken will be recorded on the staff or volunteer personal record and will be appropriately reflected in future references.

When a safeguarding concern or poor practice has been identified concerning a specific child the parents/carers of that child should be notified. Where the DSL or Deputy has reported the incident to the statutory authority's advice should be sought from them regarding this duty before notifying the parents/carers.

Should a member of the Lab's team be found to have harmed, or are at risk of harming a child and has either left our employment or moved to a role that doesn't involve regulated activity, the Designated Safeguarding Lead is responsible for ensuring the legal duty to refer is completed with the relevant disclosure body. The disclosure body will investigate and determine whether the staff member should or should not be barred from working with children or adults or both.

5. Use of photos and video imagery

The Dartington Service Design Lab (Lab) is committed to providing a safe environment for children and adults at risk to participate in activities. Essential to this commitment is to ensure that all necessary steps are taken to prevent inappropriate images being taken or innocent images being adapted for inappropriate use.

The main issues addressed by these guidelines relate to:

- The possible identification of children / adults at risk when a photograph is accompanied by personal information
- The inappropriate use, adaptation or copying of images for use on child abuse image websites
- The taking of inappropriate photographs or recorded images of children / adults at risk
- The breach of court orders restricting photography of specific children
- There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on web sites and other publications when they are accompanied by personal information

Consent:

General Data Protection Regulation and the Data Protection Act 2018 affects the use of photography, since an image of a child or adult at risk is personal data for the purpose of the legislation. Consequently, it is necessary to obtain written consent from the parent/carer, for any

photographs or video recordings for purposes beyond the Lab core functions where the individuals are children under 13 years of age, and from the young person themselves where the individuals are over 13 years of age with the ability to decide. The GDPR is clear that an indication of consent must be unambiguous and involve a clear affirmative action (an opt-in). It specifically forbids pre-ticked opt-in boxes. It also requires distinct ('granular') consent options for distinct processing operations. Consent should be separate from other terms and conditions and should not be a precondition of signing up to a service. Consent can be withdrawn at any time.

Because media opportunities can sometimes present themselves at short notice and it is helpful to have consent confirmed/refused in readiness. Therefore, if photographs are likely to be taken during the programme or activity, it may be convenient for the director of the programme or activity to seek consent before its commencement. If the intention is to seek publicity for the programme or activity, via either the media or Lab publications, it is vital to obtain consent.

A signed consent form should be obtained and kept on file, covering all cases where images of children or adults at risk may be used for external publication. All photographic images or videos of children can only be used for the purpose agreed and for the length of time specified, which must be no longer than two years. Material should be destroyed after that point and the project lead or comms manager must ensure that destruction takes place.

Consent gained for photographs or videos may not extend to website or webcam use. Therefore, if the intended use of photographic images is for this purpose, it is important to gain specific consent, which may be obtained as part of the consent in relation to photographs or videos.

Where the child is under 16 years of age, it is important to draw the attention to the importance of ascertaining the views of the child during the process of giving consent.

The young person (or the parent/carer in the case of a child) retains the right to withdraw consent at any stage, but they need to do so in writing.

Sample consent forms are at the end of this section. There is an example of a parental/carer consent form and an example of a form for use with young people. These may be adapted to suit the particular circumstances of the programme or event. Obtaining consent from adults at risk is more complex and should be considered on a case by case basis. In the case of children in care, consent will always be required from the local authority responsible and the authority will advise if other consent is also needed.

Planning photographs of children and adults at risk:

Images and details of children and young people published together present the remote possibility that people outside the Lab could identify, and then attempt to contact, the child or young person directly. The measures described below should minimise the risk of such unsolicited attention.

- Where possible, use library images from the internet and use general shots of classrooms or group activities rather than close up pictures of individuals. Consider the camera angle;
- photographs taken over the shoulder, or from behind are less identifiable.
- Use images in suitable dress
- Consider alternatives. For instance, could a photograph of work produced by the individual be used instead?

It is helpful, wherever possible, to include images of individuals from different ethnic backgrounds, and positive images of disabled people to promote the Lab as being an inclusive organisation.

Identifying children and young people:

In situations where consent is unclear, the advice is:

- If the child or adult at risk is named, avoid using the photograph.
- If the photograph is used, avoid naming the child or adult at risk.

It is advisable to:

- Use the minimum information. Ask whether it is necessary to accompany a picture with the title of the programme or activity, rather than the names.
- Avoid using photograph when fully naming a child or young person in
- Any published text, whether in Lab publications, website, or in the local press.

Use of images of children and young people by the press:

There are occasions when the press takes photographs. Parents/carers, as well as the children and adults at risk, need to be aware of the potential risks, so they can make an informed decision about whether to agree to being featured in the press and whether their full name should accompany the photograph.

The way the press use images are controlled through relevant industry codes of practice as well as the law. However, if appropriate it may be sensible to check that broadcasters and press photographers are

aware of the sensitivity involved in detailed captioning, one to one interview and close photography.

Videos:

Specific consent needs obtaining before a child or adult at risk appears in a video. Therefore, if the intended use of photographic images is for this purpose, it is important to gain specific consent, which may be obtained as part of the consent in relation to photographs.

Websites:

The use of photographic images on websites is an area that gives particular concern because of the potential misuse of images. With digital photography, there is the possibility that images could be produced, manipulated, and circulated without the individual's knowledge. There is also a risk is that children or adults at risk might be exploited.

It is important to take care with identification, and to respect views on the use of any photography of children or adults at risk on a website.

Photographs taken by other third parties:

It is important to ensure that people with no connection with the Lab do not have any opportunity to film covertly. Lab team members and those working on behalf of the Lab should challenge anyone they do not recognise who is using a camera or video recorder during the programme or activity.

Storage of photographs:

Photographs need treating in the same way as any other data. It is important to maintain securely any photographs retained for Lab use and disposed of securely when no longer required.

Official lab photographs:

On occasions, an official photographer from outside the Lab may take photographs. If this is the case, it is vital to assess the validity of the photographer or agency involved and establish what checks or vetting has been undertaken. Any such contractors should be able to provide a basic disclosure check detailing any previous offences as these are easily obtainable online from the disclosure bodies. There needs to be appropriate levels of supervision to safeguard the welfare of children and adults at risk at all times when visitors are present.

Please note the term 'images' refers to photographs and media clips captured by any device. If all or team members and individuals are aware of the potential risks, and take appropriate steps, the potential for misuse of images can be reduced. The key principles are:

The interests and welfare of children / adults at risk taking part in Lab activities are paramount;

Parents/carers and children/adults have a right to decide if their images are to be taken, and how those images may be used;

- Parents/carers and children/adults at risk should consent for images to be taken and used (please see the Capacity section in the adults at risk policy);
- Images should convey the best principles and aspects of the Dartington Service Design Lab;
- Care should be taken to ensure that images are appropriate and not open to obvious misinterpretation or misuse;

- Excessive personal information accompanying images could place a child/adult at risk.
- Images should never be taken in changing rooms;
- Images should only be taken by authorised persons,
- Unsupervised access to children/adults at risk or one to one photo sessions should not be approved.
- All images of children should be securely stored;
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child or an adult at risk by a potential abuser.

By adopting the points highlighted in these guidelines, the Lab will be putting into place the best possible practice to protect children and adults at risk wherever and whenever images are taken and stored. These guidelines focus on the following key areas:

- The use of photographic and recording equipment at Lab activities;
- The publishing of images of children and adults at risk;

Taking images at lab activities:

This policy does not seek to prevent being able to take images during Lab Activities for legitimate reasons; there is evidence that certain individuals will visit events to take inappropriate images of children / adults at risk. Anyone involved in any Lab Activities should be informed that there is an intention to take images at a session/event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify individuals (e.g. close ups, small group and team photos). Any concerns should be reported to the Designated Safeguarding Lead or Deputy.

Publishing images guidance:

Ensure that when obtaining permission from the child/adult at risk and their parents/carers to record images, they are aware of how the images may be used (please see Consent section for Adults at Risk Policy);

NEVER publish personal details (email address, telephone number, address etc) of a child/adult at risk with their photograph;

Only use images of participants in suitable clothing;

Try to focus on the activity rather than a particular child/adult at risk and where possible use images that represent all those involved in the activity. This might include:

- Boys and Girls
- Ethnic minority communities
- Disabled people

Ensure that images reflect positive aspects of children's/ adults at risk involvement in Lab Activities;

If the young child/adult at risk/their parents/carers request an image is removed from a website or not used in any future publications, this request must be respected.

6. The Designated Safeguarding lead (and Deputy)

When the Designated Safeguarding Lead or Deputy receives a safeguarding concern from a member of our team, someone working on behalf of the team, child or a third party or they have a concern they must ensure) a Safeguarding Report Form (Appendix 'D') is completed. If the reporting person is an employee of the Lab that individual should complete the form. The Designated Safeguarding Lead should give assistance and support to the employee to do this. Otherwise the Designated Safeguarding Lead or deputy should complete the report form.

Where there is an immediate risk of harm or where the information contained in the concern requires immediate action the Designated Safeguarding Lead or Deputy **MUST** contact the police and/or Local Authority Children Services

The Designated Safeguarding Lead or Deputy will manage the investigation and respond to any safeguarding concern. Their role is not to investigate the concern reported or to make judgements about the individuals or allegations involved but to ensure that appropriate referrals are made to statutory agencies and that effective internal action is taken to keep people safe.

When a safeguarding concern has been reported the Designated Safeguarding Lead or Deputy will:

- Assess the information received;
- identify any risks to individuals contained within the report;
- Decide if immediate action is needed to remove, reduce or control the risks identified;
- Take such action if it is required;
- Decide whether the information in the safeguarding concern constitutes a safeguarding allegation against a member of staff or person working on behalf of the Dartington Service Design Lab;
- Decide whether a referral to the local authority is required or police in some circumstances.
- Decide what further action by the Lab may be needed for the management of the investigation;

Where it is decided that the information contained in the safeguarding concern constitutes a safeguarding Allegation the Designated Safeguarding Lead or Deputy will follow the Lab procedure for the management of a safeguarding allegation.

When a safeguarding concern is raised the Designated Safeguarding Lead or Deputy will determine what action is needed. The action taken may include monitoring the situation, a referral to children social care or the police, or taking no action. Whatever decision is taken they will record this together with a rationale, even if no further action is to be taken. A decision to take no further action, monitor, or defer a decision is taken as seriously as a decision to make a referral.

Any referrals to statutory services must be followed up in writing within 48 hours and feedback received/sought within 3 working days of having made the referral to check what action is being taken. It is the

responsibility of the DSL or Deputy to ensure this takes place and to ensure that comprehensive records are maintained.

Each local authority has a process for receiving referrals and the Lab must use the relevant process in their area.

Escalation:

If, after reporting on a concern, it is evident that the local authority or other agency has not taken appropriate next steps in relation to the safeguarding concern, then the DSL or Deputy will determine if the matter needs escalating and determine next steps and who should take them.

The local authority multi-agency safeguarding procedures will be followed in such instances where escalation is warranted. A record of any decisions and outcomes must be kept by the DSL.

Training:

The Designated Safeguarding lead will maintain appropriate Level 3 safeguarding training to ensure they remain up to date with the latest legislation and guidance on safeguarding issues.

7. Modern Slavery

This statement is published in line with section 54(1) of the Modern Slavery Act 2015. It constitutes our slavery and human trafficking statement as detailed under the Act.

Our commitment to the principles of the Modern Slavery Act (2015):

The Warren house Group and its trading subsidiary Darting Service Design Lab is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking. We acknowledge the role that we can play to help to bring this about.

We are an employer that is fully committed to creating and ensuring a non-discriminatory, inclusive and respectful working environment for all of our team. We want all our team to feel confident that they can expose wrongdoing without any risk to themselves.

Our culture and safer recruitment processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard current and future team members from any abuse or coercion.

We recognise that, as a purchaser of goods and services, we have the opportunity to influence good practices in the employment of people by other organisations.

We do not enter into business with any organisation, in the UK or abroad, which knowingly supports or is found to be involved in slavery, servitude and forced or compulsory labour.

Here are the steps we have taken and continue to take to understand and minimise the potential risk of modern slavery in carrying out our charitable objectives and our supply chain.

Our Supply Chain:

Due to the nature of our organisation and work, we assess ourselves to have a relatively low risk of modern slavery in our organisation and supply chains. We procure goods and services from the UK and limited numbers of overseas suppliers.

We require organisations supporting our work within the supply chain, to confirm that they have fulfilled their statutory requirement to have produced a Modern Slavery Statement if they meet the criteria to do so.

The following policies / statements of intent are available to our team and relevant to this statement:

- Anti-Racism
- Equity, Diversity and inclusion
- Environmental impact
- The Team's values statement
- Recruitment, onboarding and departure
- Complaints
- Whistleblowing

These statement / policies set out the standards required of our team and suppliers and include details of the mechanisms in place which can be used report issues or concerns about Modern Slavery linked to our organisation taking place.

Due Diligence:

Through undertaking due diligence in our activity, we seek to ensure that we do not inadvertently support Modern Slavery. We make our processes known to potential team members and suppliers as a means of encouraging good practice.

We ensure that all of our team are legally entitled to work in the UK and that the contract is directly with them.

We would also ensure that any recruitment agency we utilise for the placement of temporary colleagues follows the same requirements to confirm the identity and right to work of individuals placed with us.

When we work with partners and other potential suppliers, they must self-declare that if they meet the relevant criteria in the Modern Slavery Act 2015. We also reserve the right to challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.

We will continue to further review our procurement approaches to embed checks on suppliers to ensure compliance with the requirements of the Modern Slavery Act 2015.

Any indicators of concern that are surfaced during our work with children, young people and their families will be referred to the police and local authority as appropriate.

Appendix A. Key Contacts

The Designated Safeguarding Lead (DSL) for child protection in the WHG Lab is:

Laurence Evans – Director of operations

Contact details:

01803 762400 Office

07763 619890 Mobile

laurence.evans@dartington.org.uk

The deputy DSL in the WHG is:

Julie Harris – Director of Research

Contact details:

01803 762400 Office

07854 012351 Mobile

Julie.harris@dartington.org.uk

The nominated child protection trustee for the WHG is:

David Derbyshire

Contact details:

07812 902633 Mobile

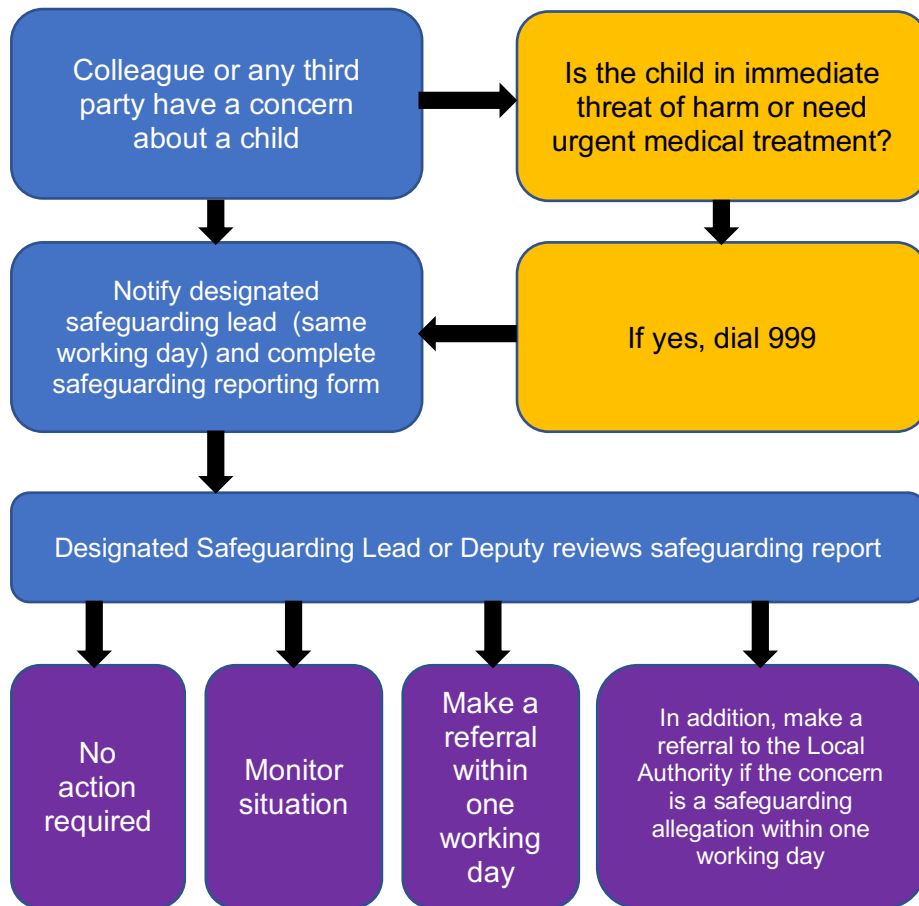
david.derbyshire1@hotmail.co.uk

Child Exploitation and Online Protection (CEOP)

www.ceop.police.uk

NSPCC Helpline 0808 800 5000

Appendix B. Safeguarding Concern Flowchart



Appendix C. Safeguarding Report

Team members must report any safeguarding concern to the Lab Designated Safeguarding Lead or Deputy by telephone as soon as possible and at the latest by the next working day. Complete as much detail as possible in the form below. For advice completing this form please contact the DSL or Deputy.

If a child or adult is at immediate risk of harm or needs medical attention contact the emergency services on 999.

Part 1: Details of the child(ren) or adult at risk:

Name(s): enter text	
And/or: enter text	
Age: enter text	Date of Birth: enter text
Sex: enter text	
Telephone: enter text	Email: enter text
Additional needs (e.g. disability, language spoken, interpreter required) enter text	
Home address of child/ren or adult at risk: enter text	
Parent/Carer(s) name(s) and contact telephone number: enter text	
Any other relevant information enter text	

Part 2: Where relevant details of Employee about whom the allegation has been made, or concern has been raised about.

Name: enter text	
Age and Date of Birth: enter text	Role: enter text
Home Address: enter text	Contact Telephone and/or email: enter text

Part 3: Your details (person making the report)

Name: enter text	Role: enter text
Contact telephone and email: enter text	
Date and Time you are making report: enter text	
Date and time you first received information or identified a concern: enter text	

Part 4: Safeguarding report

Are you reporting your own concerns or responding to concerns raised by someone else? enter text
If responding to concerns raised by someone else please provide their name, role and contact details (if known): enter text
Please add any other relevant information known about the family/child/adult at risk circumstances: Referral Background. When was the referral made, by whom, in what form? enter text Concern Raised/Allegation. What is the allegation, or the nature of the concern raised? Include as much detail as possible. enter text

<p>Has the child or adult at risk given an account of what happened? (e.g. of any incident, injury, disclosure, behaviour) (give details):</p> <p>enter text</p>
<p>Please provide details of the person alleged to have caused the incident/injury if known (e.g. names(s) /address/ incident address /relationship to child or adult at risk etc.):</p> <p>enter text</p>
<p>Please provide details (name, role contact details if known) of any witnesses to the incident/concerns:</p> <p>enter text</p>

Part 5: Actions Taken

State any risk of immediate danger:	enter text
Identify any action taken already e.g. contact with police, manager, children's or adult social care services etc.	<p>Referred to:</p> <p>Police <input type="checkbox"/></p> <p>Social Services <input type="checkbox"/></p> <p>Designated Safeguarding Lead <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>
Is the child/children/adult at risk or family/carer or accused person aware that a report has been made:	<p>Child/ren or adult at risk <input type="checkbox"/></p> <p>Family or carer <input type="checkbox"/></p> <p>Accused person <input type="checkbox"/></p>
Any known previous history of concerns or abuse or allegations:	enter text
Any further information or comments:	enter text

Thank you for your report. Please email this form to the DSL and Deputy. If handwritten please hand to the DSL or Deputy.

Part 6: Immediate action and decisions by designated safeguarding lead

enter text

Date & time	Name	Notes

Appendix D. Photography and Filming Consent Form

In accordance with our child safeguarding policy we will not permit photographs, media clips or other images of children to be taken without the consent of the parents/carers) and the child. The Lab will follow the guidance for the use of photographs and videos, a copy of which is available from the Designated Safeguarding Lead. The Lab will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Lab immediately.

Consent information:
<p><i>To be completed by parent or carer:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my child's photograph to be used for display purposes <input type="checkbox"/> I give permission for my child's photograph to be used within other printed publications <input type="checkbox"/> I give permission for my child's photograph to be used on the Lab website <input type="checkbox"/> I give permission for my child to be filmed for use on the Lab website <input type="checkbox"/> I give permission for my child's photograph to be used on the Lab social media pages <input type="checkbox"/> I give permission for my child to be videoed for use on the Lab social media pages

<input type="checkbox"/> I can confirm that I have read or been made aware of how these images or videos will be stored within the organisation.	
Signature of parent/carer:	Print name of parent /carer):
Date:	
<p><i>To be completed by child when aged 13 or over:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my photograph to be used within the Lab for display purposes <input type="checkbox"/> I give permission for my photograph to be used within other printed publications <input type="checkbox"/> I give permission for my photograph to be used on the Lab website <input type="checkbox"/> I give permission for videos of me to be used on the Lab website <input type="checkbox"/> I give permission for my photograph to be used on the Lab social media pages <input type="checkbox"/> I give permission for videos of me to be used on the Lab social media pages 	
Signature of child:	Print name child:
Date:	

Consent can be withdrawn at any time by emailing: info@dartington.org.uk