



Safeguarding Vulnerable Adults Policy

Updated 15/05/2025

Review date May 2026

Responsible person: W Benson

Signature:

A handwritten signature in black ink, appearing to be "W Benson", written over a horizontal line.

Date of signature: 16/05/2025

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1. Introduction

Kids Kabin is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

Kids Kabin is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

Kids Kabin is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect. Please refer to Kids Kabin Code of Conduct. This Code of Conduct is available on the Kids Kabin website and on request.

It may be necessary to refer to the Kids Kabin Safeguarding Policy (with a focus on Safeguarding Children and Young People). This policy is available on the Kids Kabin website and on request.

2. Policy Statement

Kids Kabin believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Kids Kabin is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Kids Kabin acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

Actions taken by Kids Kabin will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

3. Purpose

The purpose of this policy is to demonstrate the commitment of Kids Kabin to safeguarding adults and to ensure that everyone involved in Kids Kabin is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

4. Scope

This safeguarding adult policy and associated procedures apply to all individuals involved in Kids Kabin including Board members, Staff, and Volunteers and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations to demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

5. Commitments

In order to implement this policy Kids Kabin will ensure that:

- Everyone involved with Kids Kabin is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with Kids Kabin Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Information Policy and Procedures.
- Kids Kabin will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Board members, staff, and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- Kids Kabin uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation.
- Kids Kabin shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events Kids Kabin includes an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- This policy is reviewed on an annual basis and whenever there are significant changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, or as a result of any other significant change or event.

6. Implementation

Kids Kabin is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice when required.
- Reporting to the Board detailing any risks to adult safeguarding or incidents.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.

- A Designated Safeguarding Lead (see Appendix 1).
- A delegated Safeguarding Lead for all relevant activities
- Codes of conduct for all staff and volunteers that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.

7. Key Points

- There is a **legal duty on Local Authorities** to provide support to ‘adults at risk’.
- **Adults at risk** are defined in legislation and the criteria applied differs between each home nation. (see definitions for each home nation on page 12).
- The safeguarding legislation applies **to all forms of abuse** that harm a person’s well-being.
- The law provides a framework for good practice in safeguarding that makes the overall **well-being** of the adult at risk a priority of any intervention.
- The law in all four home nations emphasises the importance of **person-centred safeguarding**, (referred to as ‘**Making Safeguarding Personal**’ in England).
- The law provides a framework for making decisions on behalf of adults who can’t make decisions for themselves (**Mental Capacity**).
- The law provides a framework for organisations to **share concerns** they have about adults at risk with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults at risk.

8. Safeguarding Adults Legislation

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014
Care and Support Statutory Guidance (especially chapter 14) 2014

Many other pieces of UK and home nation legislation also affect adult safeguarding.

These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- | | |
|--|--|
| • Murder/attempted murder,
Physical Assault | • Theft and Fraud |
| • Sexual Offences | • Modern slavery and Human
exploitation |
| • Domestic Abuse/Coercive control | • Hate crime |
| • Forced Marriage | • Harassment |
| • Female Genital Mutilation | |

- Listing and Barring of those unsuitable to work with adults with care and support needs

9. Definition of an Adult at Risk

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.

The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

An Adult at risk is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- (b) is experiencing, or at risk of, abuse or neglect, AND;

as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

10. Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. There are different types and patterns of abuse and neglect and different circumstances in which they may take place. Safeguarding legislation in England lists the following types of abuse:

Physical
 Sexual
 Emotional/Psychological/Mental
 Neglect and acts of Omission
 Financial or material abuse
 Discriminatory
 Organisational / Institutional
 Self-neglect
 Domestic Abuse (including coercive control)
 Modern slavery

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams.

Abuse or neglect could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable

- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

11. Signs and Indicators of Abuse and Neglect

An adult may confide to a member of staff, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. 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. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure

12. Wellbeing Principle

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society. Being able to live free from abuse and neglect is a key element of well-being. The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby 'What good is it making someone safe when we merely make them miserable?' What Price Dignity? (2010). For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

13. Person Centred Safeguarding/ Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'What matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'Person Centred Safeguarding'/'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and

beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Table 1 The Principles of Adult Safeguarding in England

Care Act 2014
<p>The Act's principles are:</p> <ul style="list-style-type: none">● Empowerment - People being supported and encouraged to make their own decisions and informed consent.● Prevention – It is better to take action before harm occurs.● Proportionality – The least intrusive response appropriate to the risk presented.● Protection – Support and representation for those in greatest need.● Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse● Accountability – Accountability and transparency in delivering safeguarding.

14. Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day to day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.
- Stopping them being in contact with the person causing harm.

15. Recruitment, checks and vetting

Safeguarding is of utmost importance throughout the recruitment process for employees and volunteers. The following processes and checks will be completed:

- Application process and documentation. All recruitment documentation will highlight the importance of safeguarding and the nature of the vetting procedures.
- Self-disclosure forms for employees and volunteers. Self-disclosure forms will ask for any previous convictions, warning, social services concerns or disciplinary action involving children and young people. Self-disclosure forms for employment applicants will be kept by the recruitment administrator and will only be given to the panel if the candidate is shortlisted. Self-disclosure forms for volunteering applicants will be considered alongside the application form.
- The application pack and additional information. The application pack will include the application form, a job description, a person specification and The Safeguarding Policy.
- A 3 person recruitment panel will be appointed for all employee recruitment processes. A chair of the panel will be selected. The chair will oversee the process and have a casting vote if required. The panel will set shortlisting criteria, interview questions and a scoring system based on the person specification and job description. The recruitment panel will remain the same throughout the recruitment process.
- References – 2 references will be taken for every applicant, enquiring about their suitability for the post in question. References will be taken prior to interview for employees to allow any concerns to be raised and followed up on. References will be taken after initial interview for volunteers. Any concerns raised from subsequent references will be followed up in a second interview.
- References will be completed using a standard reference pro forma. Referees should be people who can comment on the applicant's work or educational experience, such as an employer, a teacher or supervisor. One of these referees should be the applicant's most recent or current employer.
- If the applicant cannot provide an educational or employment reference, they will be asked to contact Kids Kabin to discuss the selection of select a suitable character reference.
- The validity of referees will be checked. Any concerns about the legitimacy of a reference will be followed up with a phone call.
- Confirmation of identity and right to work in the UK. Identity will be confirmed with photographic ID at interview and evidence of National insurance number (payslips or National Insurance card for potential employees).
- Concerns raised during the recruitment process. Advice will be sought from the Disclosure and Barring Service in connection with any concerns raised during the recruitment process.
- Kids Kabin has a Policy on Rehabilitation of Offenders Act 1974. This is detailed as an appendix to the equal Opportunities Policy.

Disclosure and Barring Service (DBS) checks – an enhanced DBS check will be required for all staff, volunteers (defined as any volunteer aged 16 years and over) and members of the Board of Directors. These checks will be renewed every 3 years. The DBS paperwork will be checked against a personal ID document.

Portability – Portability is the re-use of a DBS Disclosure for a position in another

organisation. The DBS has clarified that it will not facilitate the portability of Disclosures and that organisations using portability do so at their own risk. We would not normally accept a DBS from another organisation. We will only accept enhanced DBS checks completed by another organisation, if the checks are directly related to the volunteer's involvement. An example of this would be a student on a teacher training course having a DBS for their teaching practice.

International volunteers – The volunteers on placement through the Assumption Volunteer Programme arrive with references and police checks from their home countries. They will also complete a UK DBS check as soon as possible after their arrival. Until this check has been completed, they will work under supervision.

Professionals and facilitators who run one off activities – DBS certificates and ID documents will be checked where possible. If a current DBS check is not held, this person will work under supervision.

Visitors and contractors - Anyone visiting the building when young people are also present will be supervised. If contractors are working within the building, there will be a risk assessment in place so that they will not be working in the same area as children.

16. Training & policy review

Board of Directors – The Board of Directors will complete an annual safeguarding audit across the organisation. This will be based on current good practice taking advice from the local Safeguarding Adults Boards and advisory bodies.

Directors will complete level 1 Safeguarding Adults training on induction. Refresher training will take place every 3 years.

Staff and volunteers – All staff and volunteers will complete level 1 Adult Safeguarding training when joining the organisation. This training will be refreshed every 3 years.

Every year, all staff and volunteers will read and understand the Safeguarding Vulnerable Adults Policy and any annual reviews or updates. Staff and volunteers will take part in group training each year. This training will recap and refresh the team on key Safeguarding Adults principles and practice and policy updates. Local, contextual issues and priorities will be checked and considered when looking at the annual safeguarding adults update, and key points given to the team. Trustees will also be welcome to join this annual update.

Safer Recruitment training. One senior employee from Newcastle and one from Middlesbrough will complete Safer Recruitment training every 3 years. This will be the employee who leads interviews and recruitment. The lead trustee for policy review will also complete Safer recruitment training every 3 years.

17. Recording and Information Sharing

Kids Kabin complies with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse. Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'.

This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer.

Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to

help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them. If you are in doubt as to whether to share information seek advice, e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm. Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

18. Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. For Kids Kabin delivery areas, contacts are:

- Newcastle - Newcastle Safeguarding Adults Board - NSAB Co-ordinator, 0191 278 8156
- Middlesbrough – Teeswide Safeguarding Adults Board - tsab.businessunit@stockton.gov.uk
- County Durham – Durham Safeguarding Adults Partnership - Social Care Direct 24 hours a day on 03000 267979
- Northumberland – Northumberland County Council Safeguarding Adults - 01670 536 400

However, it is recognised that safeguarding can involve a wide range of organisations.

Kids Kabin may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.

- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their activity/ their role in the organisation.

Appendix 1 – Reporting a safeguarding concern at Kids Kabin

How to respond to a person telling you about abuse

In event of a disclosure - It is important that a person who discloses abuse feels supported. Therefore, if a disclosure is made the following should be taken into consideration:

- Do not promise to keep a secret. Explain that you will have to pass on anything that requires legal follow up.
- Take what the person says seriously.
- React in a calm manner and reassure the person that it was right to tell somebody what happened.
- Listen carefully and attentively to the child and use language the person will understand.
- Be careful when asking questions. Seek clarification and do not ask leading questions.
- Do not express any opinions about the alleged abuser to the person reporting to you and do not confront the alleged abuser.
- Write down what was said immediately and check this with the person.

Reporting abuse

Raising a concern.

- In the event of a concern - The staff member or volunteer must discuss the matter as soon as possible with the Designated Safeguarding Lead, the Deputy DSL, a member of staff, the Chair of the Kids Kabin Board or another Board member. The contact order shown in **Appendix 2 – Reporting – Points of contact** should be followed.
- If the member of staff or volunteer has any concerns about reporting this concern to an individual within the organisation, they should speak to the Independent Person or another organization. Refer to and **Appendix 3 – Important Safeguarding Contacts**.
- This discussion will lead to a decision as to whether further action or referral is required. Regardless of the outcome of this discussion, the concern will be recorded and the record will be stored in the appropriate place. Confidentiality is essential and only those that need to know should be told of a concern. For example, a concern should not be brought up in an open evaluation. If urgent, it might be necessary to make direct contact with the police or Social Services before speaking to colleagues.
- The Designated Safeguarding Lead will update the Board on these concerns at the next Board meeting or immediately in the case of a serious concern. Immediate concerns will be reported to the Chair (or another Director following the order shown in **Appendix A – Reporting – Points of contact**)
- If at any point in this process the person raising the initial concern is unhappy about the action agreed and/or taken by the Designated Safeguarding Lead, it is the responsibility of this individual to take further action independently and to contact authorities if necessary. This individual responsibility for action is a key principle of safeguarding and referral.
- The alleged abuser should not be informed of the allegation. Advice should be taken from the police or the Local Authority Social Care Team about how to proceed.

Appendix 2 – Safeguarding points of contact at Kids Kabin

In the event of a safeguarding concern requiring immediate action, individuals should make contact with the Designated Safeguarding Lead as soon as possible. In the event of the Designated Safeguarding Lead not being contactable, individuals should work down this list until someone is successfully contacted.

1. Will Benson (Designated Safeguarding Lead)
2. Rebecca Durant (Deputy Designated Safeguarding Lead)
3. Stephanie Beckman
4. Ingrid Pearce
5. Sue McBride
6. Beth Huttly
7. Colin Ridley
8. Nikki Crow

Board members can also be contacted for advice. The contact order below should be followed:

1. Aidan Hughes
2. Kath Davidson
3. Paul Cowie
4. Lee Robinson

Contact details

Designated Safeguarding Lead Kids Kabin Will Benson	0191 2953655/07896928189 will@kidskabin.org.uk
Child Protection Officers Kids Kabin Middlesbrough Rebecca Durant	07916436155 rebecca@kidskabin.org.uk
Chair of the Board of Directors Aidan Hughes c/o Kids Kabin 10 Church Walk Walker NE6 3DW	aidanhughesprivate@gmail.com
Independent Person Sarah Warren	07932773641 se.warren1995@gmail.com

Appendix 3 - Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

Tel: 0808 2000 247

www.nationaldahelpline.org.uk/Contact-us

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support