



## **IGNITE FUTURES LTD (T/A IGNITE!)**

Company Limited by Guarantee, registered in England: 5969189. Charity registered in England and Wales: 1176754

## **SAFEGUARDING POLICIES FOR CHILDREN AND VULNERABLE ADULTS**

We are committed to reviewing our Safeguarding Policies for Children and Vulnerable Adults annually.

This policy was last reviewed: **January 2024**

This document, and other supporting documents, are accessible to staff via Ignite!'s servers. Contact the Designated Safeguarding Officer if anything is unclear, or the Trustee responsible for Safeguarding.

This policy is an active document and will be monitored and reviewed regularly to ensure it remains fit for purpose and in line with current legislation and guidance.

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## Safeguarding Policy for Children and Vulnerable Adults

### I. Policy Statements & Scope

- I.1. This policy is underpinned by the following guidance:
  - I.1.1. Working Together To Safeguard Children Policy (March 2015)
  - I.1.2. Charity Commission's Policy Paper, Safeguarding Children and Young People (July 2014)
  - I.1.3. NSPCC Website on Online Abuse and Bullying
  - I.1.4. NHS Safeguarding Adults (2017)
  - I.1.5. The Care Act 2015
- I.2. Ignite! is committed to safeguarding the welfare and wellbeing of children and vulnerable adults – it requires all individuals associated with Ignite! to share this commitment, and to work together to help achieve the best possible outcomes and to protect their right to live in safety, free from abuse and neglect.
- I.3. The following principles underpin Ignite!'s approach to safeguarding children and vulnerable adults:
  - I.3.1. the safeguarding practices of Ignite! for children and adults is different, and the integrity and right to self-determination of an adult is paramount;
  - I.3.2. the welfare of the individual (child / vulnerable adult) is, and must always be, paramount;
  - I.3.3. all individuals have the right to protection from abuse regardless of their age, gender, race, disability, sexual orientation, faith or belief;
  - I.3.4. all concerns and allegations of abuse and/or neglect will be taken seriously and responded to swiftly and appropriately; and
  - I.3.5. working in partnership with those connected with the individual is essential (e.g. carers, support workers and other organisations).
- I.4. The aim of this policy is to enable all those who are associated with Ignite! to safeguard the welfare of children and vulnerable adults, promote their wellbeing, help achieve the best possible outcomes for them, and ensure that they are protected from harm as much as



possible. Ignite! recognises that good safeguarding policies and practice are of benefit to everyone associated with Ignite!, as they can help to protect them from erroneous or malicious allegations.

1.5. The purpose of this policy is to ensure that all those who are associated with Ignite!:

- 1.5.1. are clear about how to identify and respond to safeguarding concerns about children and vulnerable adults;
- 1.5.2. have a clear understanding of the principles and practices involved in the safeguarding and protection of children and vulnerable adults;
- 1.5.3. understand the importance of prevention in responding proactively and efficiently to all concerns; and
- 1.5.4. understand that if abuse is disclosed, this information cannot remain confidential and that Ignite! will report it to the appropriate authority.

1.6. This policy applies to:

- 1.6.1. trustees of Ignite!;
- 1.6.2. employees of Ignite!;
- 1.6.3. employees and others linked with organisations with whom Ignite! has a contractual or partner relationship who have regular contact with children involved with the organisation (regular being defined as ongoing or long-term, or over a defined period or on a specific project);
- 1.6.4. volunteers, including interns and trainees of Ignite! who have regular contact with children and/or vulnerable adults involved with the organisation; and
- 1.6.5. donors, supporters, sponsors and celebrity ambassadors for Ignite! who have regular contact with children and/or vulnerable adults through their association with the organisation.

1.7. All the individuals described in 1.6. are, for the purposes of this policy, associated with Ignite!. All individuals associated with Ignite! must be familiar with and comply with the terms of this policy in all of their dealings with children and vulnerable adults.

1.8. Any individuals who do not fall within the scope of this policy and whose role with Ignite! is not eligible for a DBS check but who may have the opportunity for contact with children and vulnerable adults (such as one-off or infrequent visitors or speakers, defined in opposition to



individuals having regular contact, defined above) will be briefed in safeguarding by Ignite! staff and supervised by Ignite! staff in their dealings with these individuals and will not be left alone with them.

## **2. Definitions of safeguarding**

- 2.1. For the purposes of this policy, a child is a person under the age of 18 years.
- 2.2. For the purposes of this policy, a vulnerable adult is a person over the age of 18 years at risk of abuse or neglect because of their needs for care and or support.
- 2.3. Where someone is over 18 but still receiving children's services and a safeguarding issue is raised, the matter should be dealt with using Ignite!'s vulnerable adult safeguarding procedures.
- 2.4. Safeguarding children is defined as:
  - 2.4.1. protecting children from maltreatment;
  - 2.4.2. preventing impairment of children's health or development;
  - 2.4.3. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
  - 2.4.4. taking action to enable all children to have the best life chances.
- 2.5. Safeguarding vulnerable adults is defined as:
  - 2.5.1. protecting vulnerable adults from maltreatment;
  - 2.5.2. supporting individuals in making choices and having control in how they choose to live their life; and
  - 2.5.3. taking action to promote the best experience possible for vulnerable adults.

## **3. Safeguarding rules**

- 3.1. If you are associated with Ignite! you must:
  - 3.1.1. have an approved risk assessment for any planned interaction with children and/or vulnerable adults, in-person or online, which identifies any possible risk to the safety or welfare of these individuals, and suitably mitigates any significant risk;



- 3.1.2. have an approved risk assessment for the use of any new online platform or method of communication with children or vulnerable adults;
  - 3.1.3. behave, both professionally and personally, in a way which safeguards and protects the interests of children and vulnerable adults and minimises risks to their welfare;
  - 3.1.4. endeavour to protect children and vulnerable adults from harm and to prevent abuse;
  - 3.1.5. cooperate with vetting and other required background checks (DBS) which Ignite! requires to be carried out in accordance with its Safer Recruitment Policy, upon appointment and then every three years;
  - 3.1.6. report to the Designated Safeguarding Officer (DSO) any concern or allegation that a child or vulnerable adult has been or may have been harmed, or is at risk of harm;
  - 3.1.7. report to the DSO any behaviour of any person, including anyone associated with the organisation, which suggests that they have or might have harmed a child or vulnerable adult, that they might pose a risk of harm to them, or that they are unsuitable to work with them;
  - 3.1.8. cooperate with any investigation relating to safeguarding and keep any such matters confidential, as required;
  - 3.1.9. avoid wherever possible situations which may lead to your behaviour towards a child or vulnerable adult being misinterpreted;
  - 3.1.10. keep information about children and vulnerable adults confidential and ensure that it is not used in such a way as to render them vulnerable to harm;
  - 3.1.11. undertake any training (upon appointment, and then every three years and as deemed necessary by the DSO) relating to safeguarding of children and vulnerable adults which Ignite! requires you to undertake in accordance with and as appropriate to your role and responsibilities; and
  - 3.1.12. sign the safeguarding statement included at the end of this policy.
- 3.2. If you are associated with Ignite! you must not:
- 3.2.1. exploit children or vulnerable adults, or abuse any position of trust that you hold through being associated with the organisation;



- 3.2.2. harm or physically, emotionally or sexually abuse children or vulnerable adults, or act in a way which places them at risk of harm or abuse;
- 3.2.3. particularly for children, you should not:
  - 3.2.3.1. enter into any sexual, romantic or otherwise inappropriate relationship with any child (regardless of whether they are over the age of consent);
  - 3.2.3.2. use language to a child which is suggestive, sexual, inappropriate or offensive;
  - 3.2.3.3. behave or encourage a child to behave in a way which is sexually provocative;
  - 3.2.3.4. encourage or condone behaviour of a child which is unlawful or unsafe;
  - 3.2.3.5. spend time alone with a child, unless that is necessary for the proper performance of your role;
  - 3.2.3.6. spend excessive amounts of time with any child or show favouritism or unfair differential treatment to any child;
  - 3.2.3.7. have a child in your home or vehicle unless your manager (who should refer the issue to the DSO) has previously expressly agreed that there is an exceptional reason to do so;
  - 3.2.3.8. spend time in a child's home or vehicle unless this is previously expressly agreed with your manager (who should refer the issue to the DSO);
  - 3.2.3.9. provide personal contact details to a child unless your manager (who should refer the issue to the DSO) has previously expressly agreed that there is a good reason to do so; and
  - 3.2.3.10. communicate with a child through a non-approved service or social media account. You must not communicate with, or be in any way connected to, a child through personal accounts, unless expressly agreed by your manager/DSO.
  - 3.2.3.11. take videos or photos of children without written consent of their parent/carer or school
- 3.2.4. particularly for vulnerable adults, you must not:



- 3.2.4.1. exert financial pressure onto a vulnerable adult, leading to theft, fraud, scamming or putting pressure to create their financial arrangements;
  - 3.2.4.2. act inappropriately with a vulnerable adult within the context of your role;
  - 3.2.4.3. ignore the medical, emotional or physical care needs of vulnerable adults; and
  - 3.2.4.4. abuse power and control of a vulnerable adult to over-perform in voluntary or paid roles.
- 3.3. In carrying out responsibilities under this policy individuals may also need to consider a range of other policies and documents that Ignite! has in place. Support and training will be offered to implement the organisation's policy effectively. A breach of this policy may result in disciplinary action and/or further action may be taken – up to and including referral to the relevant authorities for criminal investigation and prosecution.
- 3.4. Ignite! recognises that while the online world provides many opportunities, it can also present risks to the safety and welfare of children and vulnerable adults. We have a responsibility to help keep children and vulnerable adults safe online, whether or not they are using Ignite!'s network and devices. Working in partnership with those connected with an individual (including carers) is essential. People associated with Ignite! must take care to adhere to the Safeguarding rules outlined above in online situations.

#### **4. Record keeping and information security**

- 4.1. Information held by Ignite! may need to be passed to the local authority and/or other external agencies (e.g. the Police) in order to assist any further enquiries and investigation. It is the responsibility of the DSO to ensure that such information is passed on to the relevant authorities as requested, and that it is completed correctly. So as to be as helpful as possible the information should include:
- 4.1.1. the nature of the allegation or concern;
  - 4.1.2. a description of any signs of harm;
  - 4.1.3. the child or vulnerable adult's account (using their own words);
  - 4.1.4. any times, dates or other relevant information;
  - 4.1.5. who is aware of the referral having been made and, if so, what has been said;
  - 4.1.6. a clear distinction between what is fact, opinion and hearsay;
  - 4.1.7. records should be signed, timed and dated.



4.2. Do not:

- 4.2.1. delay reporting the matter by trying to obtain more information;
- 4.2.2. destroy any handwritten notes made at the time of the incident in case they are needed by the Crown Prosecution Service.

4.3. Copies of records and referrals should be kept in line with Ignite!'s Data Protection Policy and Procedure.

4.4. Children's data (including names, addresses, date of birth, ethnicity, photos and videos) are only gathered where there is either written consent from either the child's parent/carer or where the school has informed Ignite! that that child has universal consent through a form completed by parents/carers at the start of the academic year, or written consent by the parent/carer. This data is only gathered and used where it is necessary for the monitoring, evaluation and recording of the project. Children's data is never published alongside a photograph or video.

## 5. Positions of Responsibility

5.1. Ignite! has appointed a Designated Safeguarding Officer (DSO) who is responsible for dealing with any concerns about the safeguarding and protection of children and vulnerable adults. This person is Megan Shore who can be contacted on 07794 432370 or via email at [megan@ignitefutures.org.uk](mailto:megan@ignitefutures.org.uk)

5.2. Ignite! has appointed a Deputy Safeguarding Officer (DDSO). This person is Sarah Walley who can be contacted on 07788 868876 or via email at [sarah@ignitefutures.org.uk](mailto:sarah@ignitefutures.org.uk)

5.3. Ignite! has appointed a Lead Trustee for Safeguarding. This person is Joe Burton who can be contacted on 07932 697038 or via email at [board@ignitefutures.org.uk](mailto:board@ignitefutures.org.uk)

5.4. The role of the DSO is to:

- 5.4.1. Provide information, advice and training on safeguarding of children and vulnerable adults within Ignite!;
- 5.4.2. Know which outside agencies to contact in the event of a child protection concern;
- 5.4.3. Know and follow the procedures in the event of a concern regarding a vulnerable adult;





- 5.4.4. Ensure appropriate information is available when making a child protection referral and that the referral is made within one working day and confirmed in writing within two working days;
- 5.4.5. Liaise with local children's social care services and other agencies, as appropriate;
- 5.4.6. Keep relevant people within Ignite! informed about any action taken and any further action required; for example, disciplinary action against an employee of Ignite!;
- 5.4.7. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
- 5.4.8. Advise Ignite! of safeguarding training needs;
- 5.4.9. Report to the Board of Trustees about safeguarding activity on a regular basis, including providing trustee training

## **6. Confidentiality and Information Sharing**

- 6.1. Care must be taken to ensure that both adults' and children's confidentiality is maintained and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by Ignite! will only be disclosed to others either with their consent or when there is a legal duty to do so.
- 6.2. Good practice principles must be adhered to when handling personal information, that is:
  - 6.2.1. personal information is obtained and processed fairly and lawfully;
  - 6.2.2. only disclosed in appropriate circumstances;
  - 6.2.3. accurate, relevant and not held for longer than necessary;
  - 6.2.4. kept securely.
- 6.3. Whilst Ignite! recognises that it is ordinarily best to gain verbal or written consent from an adult, child or parent/carer before any personal information relating to them is shared with another organisation (such as the local authority), guidance allows for the disclosure of personal information without consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern. The protection of the individual is the most important consideration.
- 6.4. In situations where a request is made by another organisation for information about individuals (staff, volunteers, vulnerable adults and/or children), the DSO must be informed,



and their decision (including reasoning for this decision) should be recorded by the DSO and stored in line with Ignite!'s policies and procedures.

6.5. In all cases where information is shared the following information should be recorded:

- 6.5.1. date and time;
- 6.5.2. summary of information shared;
- 6.5.3. who the information was shared with;
- 6.5.4. whether you are sharing with or without consent;
- 6.5.5. how the information was shared.

6.6. Ignite! will ensure that any data regarding children and vulnerable adults is correctly stored and managed in line with these principles, and that it will take all appropriate action regarding the sharing of information as follows:

- 6.6.1. recognise that legislation is not a barrier to sharing information about concerns;
- 6.6.2. be honest and open with the person about why, what, how and with whom information will be shared;
- 6.6.3. seek advice when it is in doubt, without disclosing the identity of the person where possible;
- 6.6.4. share information with consent where appropriate and respect the wishes of those who do not consent to share confidential information where possible;
- 6.6.5. base its information sharing decisions on considerations of safety and well-being;
- 6.6.6. ensure the information it shares is necessary, proportionate, relevant, accurate, timely and secure;
- 6.6.7. keep a record of its actions, decisions, and reason(s).

## **7. Partner organisations**

7.1. Any organisations with whom Ignite! has a formal agreement or partnership that could involve work with children or vulnerable adults, or in the presence of them will be:



- 7.1.1. provided with a copy of this policy and asked to confirm that it has been circulated to any personnel who will fall within the scope of the policy and that these individuals have agreed to comply with this policy;
- 7.1.2. provided with a copy of a specific risk assessment for the project and asked to confirm that it has been circulated to any personnel who will be taking part in the activity and are involved in mitigation procedures, and that these individuals have agreed to comply with those mitigations;
- 7.1.3. asked to provide the event organiser or DSO with a copy of their safeguarding policy, risk assessments or similar (if they have one), and if the procedures and guidance contained therein are inconsistent with this policy, or if there is any ambiguity as to where responsibilities connected with safeguarding lie, the event organiser or DSO will liaise with the partner organisation to establish effective protocols to ensure that children and vulnerable adults are protected from harm.

## **8. Review of Policy and Procedures**

### 8.1. The Board of Trustees at Ignite! will:

- 8.1.1. review, approve and endorse its safeguarding policy annually or when legislation changes;
- 8.1.2. undertake on-going monitoring to ensure that the related duties and responsibilities are being effectively implemented in practice; and
- 8.1.3. remedy any deficiencies or weaknesses in its safeguarding arrangements without delay, not just at the next policy review date, should any be necessary.
- 8.1.4. undertake any training (upon appointment, and then every three years and as deemed necessary by the DSO) relating to safeguarding of children and vulnerable adults which Ignite! requires you to undertake
- 8.1.5. sign the safeguarding statement included at the end of this policy.



## Safeguarding Statement

I confirm that:

- I share Ignite!'s commitment to safeguarding and will endeavour to help Ignite! to achieve the best possible outcomes for children and vulnerable adults, and to protect them from harm;  
and
- I have read and will comply with Ignite!'s Safeguarding Policy.

NAME:

DATE:

POSITION/TITLE:

SIGNATURE:

**Please return this form to the Designated Safeguarding Officer.**



## **Appendix I – Procedures for Reporting a Safeguarding Concern**

**There are three procedures associated with this policy:**

1. What to do if you are concerned about a child's welfare
2. What to do if you are concerned about a vulnerable adult's welfare
3. What to do if you have concerns or allegations about an individual or practice associated with Ignite!

### **1. What to do if you are concerned about a child's welfare**

**There are essentially four key steps to remember, they are referred to as the 4 Rs:**

- Recognising abuse or neglect;
- Responding to the concerns;
- Referring concerns on;
- Recording any actions taken and outcomes.

**Suspicions or concerns could be raised in a number of ways, the most likely of which are:**

- The conduct of an individual associated with Ignite!;
- A child 'disclosing' abuse;
- Bruising or evidence of physical hurt;
- Unusual behaviour by the individual.

**If a child makes you aware of a safeguarding concern or allegation you should:**

- react calmly and supportively;
- reassure them that they are doing the right thing in sharing the concern with you;
- listen, and take the concern or allegation seriously;
- keep questions to the absolute minimum necessary to ensure you understand what is being said and ensure that any question that it is necessary to ask is open and not leading;
- not criticise either the individual or anyone else mentioned;



- not attempt to confront the person alleged to have caused harm, unless the immediate welfare of the child or vulnerable adult makes this unavoidable;
- not make promises of secrecy or confidentiality – instead, explain that it may be necessary to tell someone else in order to keep them and others safe;
- explain what you will do next and who you will need to tell;
- take any immediate steps which are necessary to protect the person from harm;
- record what was said in writing as soon as possible after the discussion;
- report the concern or allegation.

### **Reporting a concern or allegation:**

Concerns about a specific child should be reported as soon as practical by telephone to the DSO and confirmed in writing within 24 hours using the form at Appendix I. Steps will be taken to fully support anyone who in good faith reports their concerns about such an individual and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

If anyone identifies safeguarding concerns:

- Within Ignite!, report to the DSO using the form as set out at the end of this document (Appendix 5).
- Within an external venue, such as a school, these concerns should be reported to the designated safeguarding lead in the school. This should later be reported to Ignite! DSO who will keep a record of this.

### **Action taken:**

The DSO will consider the report and take action which will vary depending on the situation. Actions could involve referral to Social Services or a relevant authority (Nottinghamshire and Nottingham City Safeguarding Children Boards' Safeguarding Children Procedures.

<http://nottinghamshirescb.proceduresonline.com>); taking advice (e.g. from the NSPCC Helpline on 0808 800 5000); or deciding not to refer the concerns to the authorities but keeping a full record of the concerns.

There may be up to three strands in the consideration of an allegation against an individual:

- A police investigation of a possible criminal offence;



- Enquiries and assessment by social care about whether a child or vulnerable adult is in need of protection or in need of services;
- Consideration by an employer of disciplinary action in respect of the individual.

**Notes:**

It is not the responsibility of individuals associated with Ignite! to determine if abuse has taken place - rather they are responsible for reporting on their concerns to the appropriate authorities.

Concerns that are anonymous or that relate to historical concerns (e.g. relating to previous staff or an incident that happened some time ago) should not be ignored and must be reported to the DSO.

Remember, do not delay reporting the matter by trying to obtain more information. Under no circumstances should you examine the child or vulnerable adult where they are alleging injuries. This is a role for medical personnel only.

If you are worried about sharing your concerns about possible abuse within the organisation, you should follow Ignite!'s Whistleblowing procedure; or alternative options include the NSPCC helpline on 0808 800 5000 if the issue involves children.

## **2. What to do if you are concerned about a vulnerable adult's welfare**

The steps of recognising, responding, referring and recording are the same in situations relating to vulnerable adults, but the actions taken by the DSO may differ.

For vulnerable adults, actions should uphold an adult's right to self-determination and support that individual to make their own choices and control how they choose to live their life. However, the overarching principle is that the protection of the individual and others is the most important consideration.

## **3. What to do if you have concerns or allegations about an individual associated with Ignite!**

Welfare of children and vulnerable adults must remain as the central concern: abuse can and does occur in any setting. Although it is a sensitive and difficult issue, abuse also occurs within organisations as well as in other settings. This could involve anyone who can have contact with children and vulnerable adults through their work.

Evidence indicates that abuse that takes place within an organisation is rarely a one-off event. It is crucial that those involved with Ignite! are aware of this possibility and that all allegations (current or

historical) are taken seriously and appropriate action taken. When dealing with any allegation against an individual associated with Ignite! it is vital to keep the welfare of the individual as the central concern.

**Circumstances for consideration:**

These procedures about managing cases of allegations or concerns about an individual associated with Ignite! should be used in respect of all cases in which it is alleged that they have:

- Behaved in a way that has harmed a child or vulnerable adult, or may have harmed them;
- Possibly committed a criminal offence against or related to a child or vulnerable adult;
- Behaved towards a child or vulnerable adult in a way that indicates they are unsuitable to work with these groups.

There may be instances where there are concerns about the behaviour of an individual associated with Ignite! towards a child or vulnerable adult. The concerns may be very clearly abusive (e.g. hitting a child) or subtler (e.g. isolating a vulnerable adult). It may involve a breach of Ignite!'s Code of Conduct, or it could be an allegation made by a child/vulnerable adult, another individual associated with Ignite!, or someone else.

**Process:**

The DSO must inform the relevant authority of all cases that meet the criteria within 48 hours. In any of these circumstances the following procedure should be followed:

- Individuals associated with Ignite! are responsible for sharing their concern with the DSO who will explore the seriousness of the allegation/concern.
- The DSO, in consultation with the Chief Executive Officer and/or Senior Management Team, will determine if the police need to be contacted and/or the DSO based in the local authority of the home address of the individual associated with Ignite!. There may need to be one or more types of inquiry depending on the nature of the concern: a child protection inquiry, police investigation and/or (in the case of an employee of Ignite!) a disciplinary process.
- In dealing with any allegation, the DSO needs to balance: the seriousness of the allegation; the risk of harm to children or vulnerable adults; possible contamination of the evidence and the welfare of the people concerned.
- The DSO will require a written account from the member of staff/manager hearing the allegation/concern and a summary of any available additional information including the names and addresses of any potential witnesses. Both documents should be signed and dated.





- Investigations will be dealt with quickly, fairly and impartially. The individual associated with Ignite! should be informed about the allegation or concern as soon as possible in respect of timing, content and the question of suspension, but not before consultation with the DSO and relevant agency, where necessary. Suspension should be considered in any case where there is cause to suspect an individual or individuals are at risk of significant harm. The police and social care investigation will usually need to take place prior to any disciplinary inquiry (in the case of an employee of Ignite!) and the results may inform the disciplinary inquiry. The outcome of any investigation must be recorded and a copy kept on the individual's personnel file.
- Under no circumstances should the accused or their colleagues make contact with, or try to retaliate against, those that have raised the concern or those involved in the investigation.
- Those involved in managing the concern are not permitted to discuss the situation with others except for cooperating fully with those performing the inquiry. Failure to comply will likely result in disciplinary action.
- If an allegation has been made and the accused individual requires advice/support they should speak with the identified support person. The DSO will keep the accused individual informed of the progress of the case.
- If the concerns are about the DSO, they should be raised with the Chief Executive Officer. In line with the Whistleblowing Policy, if the concerns are about the Management Team, they should be raised with the Chair of the Board. If the disclosure concerns the Chair, or a member of the board, they should be raised with the Charity Commission, or the Police.

### **Consideration of referring to barring services:**

If an allegation/concern is substantiated and the person is dismissed, resigns or Ignite! decides to cease to use their services, then the DSO in conjunction with the CEO will decide whether a referral should be made to the Disclosure and Barring Service as regards whether that individual is barred from, or has conditions imposed in respect of working with children or vulnerable adults. If a referral is appropriate the referral should be made within one month. A referral must always be made if Ignite! thinks that the individual has harmed a child or poses a risk of harm to children or vulnerable adult.

### **Poor practice:**

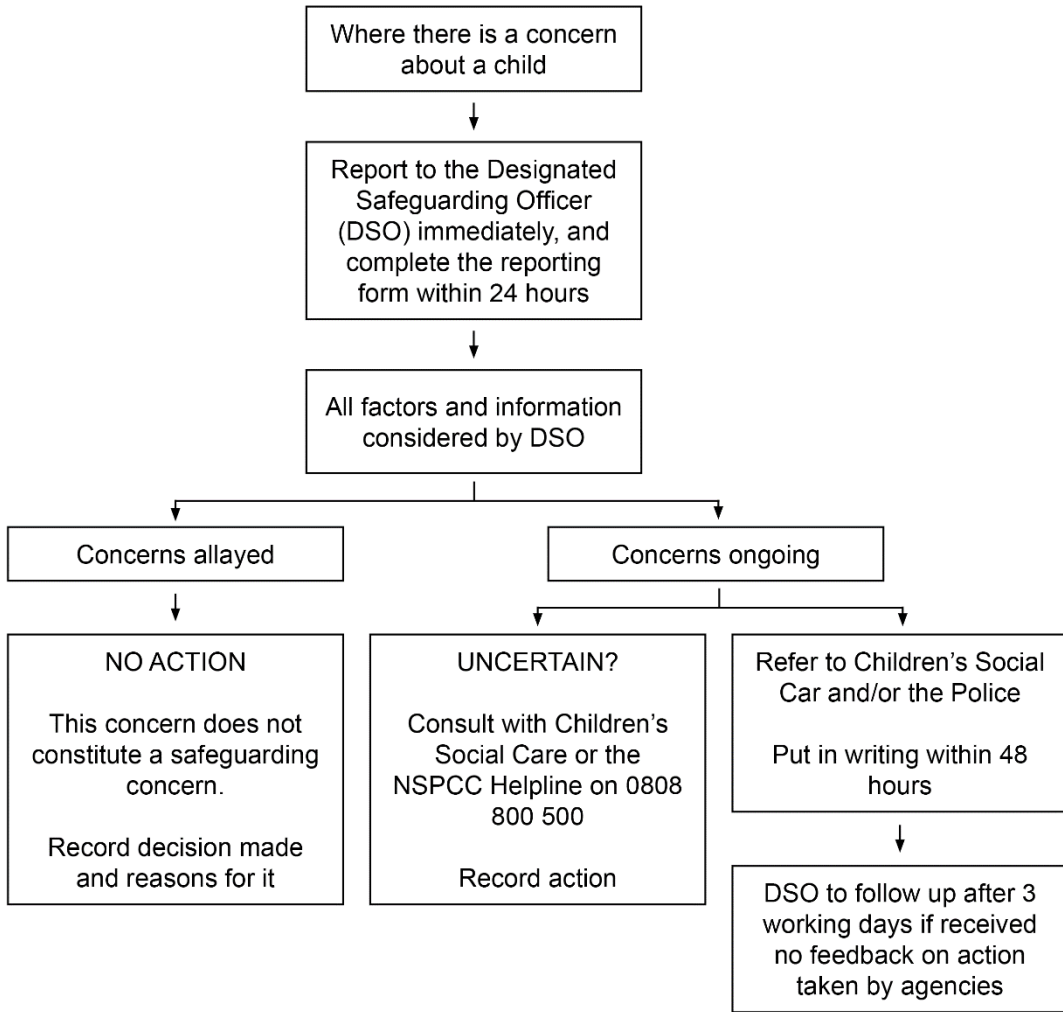
There may be circumstances, in the case of employees of Ignite!, where allegations are about poor practice rather than abuse but, where there is any doubt, the line manager should consult with the DSO. If the investigation shows that the allegation is clearly about poor practice then Ignite! will



determine how best to remedy this, e.g. as part of its performance management, or disciplinary procedure dependent on the nature and seriousness of the practice.

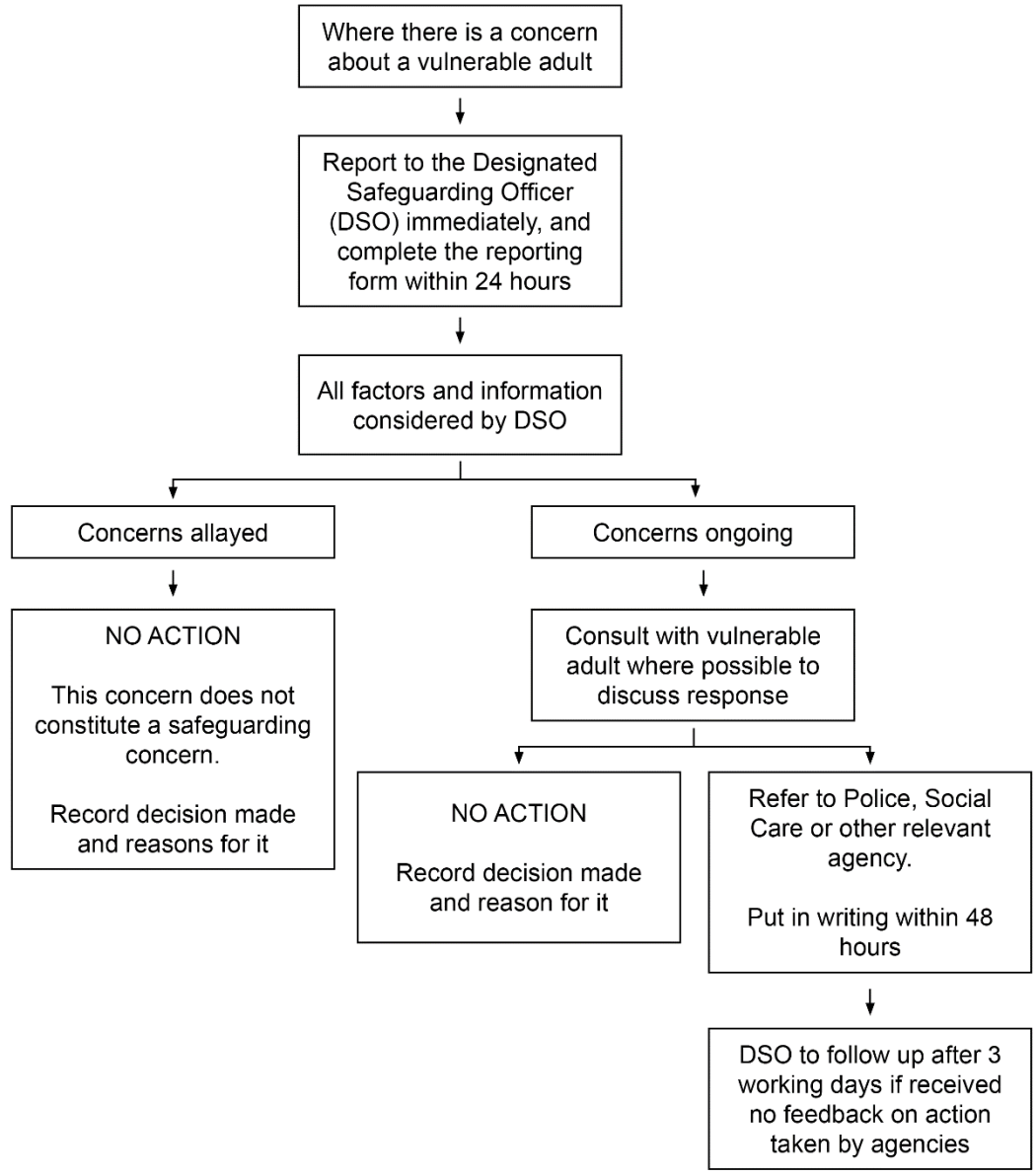


### Appendix 2 – Process Flow Chart for a concern about a child



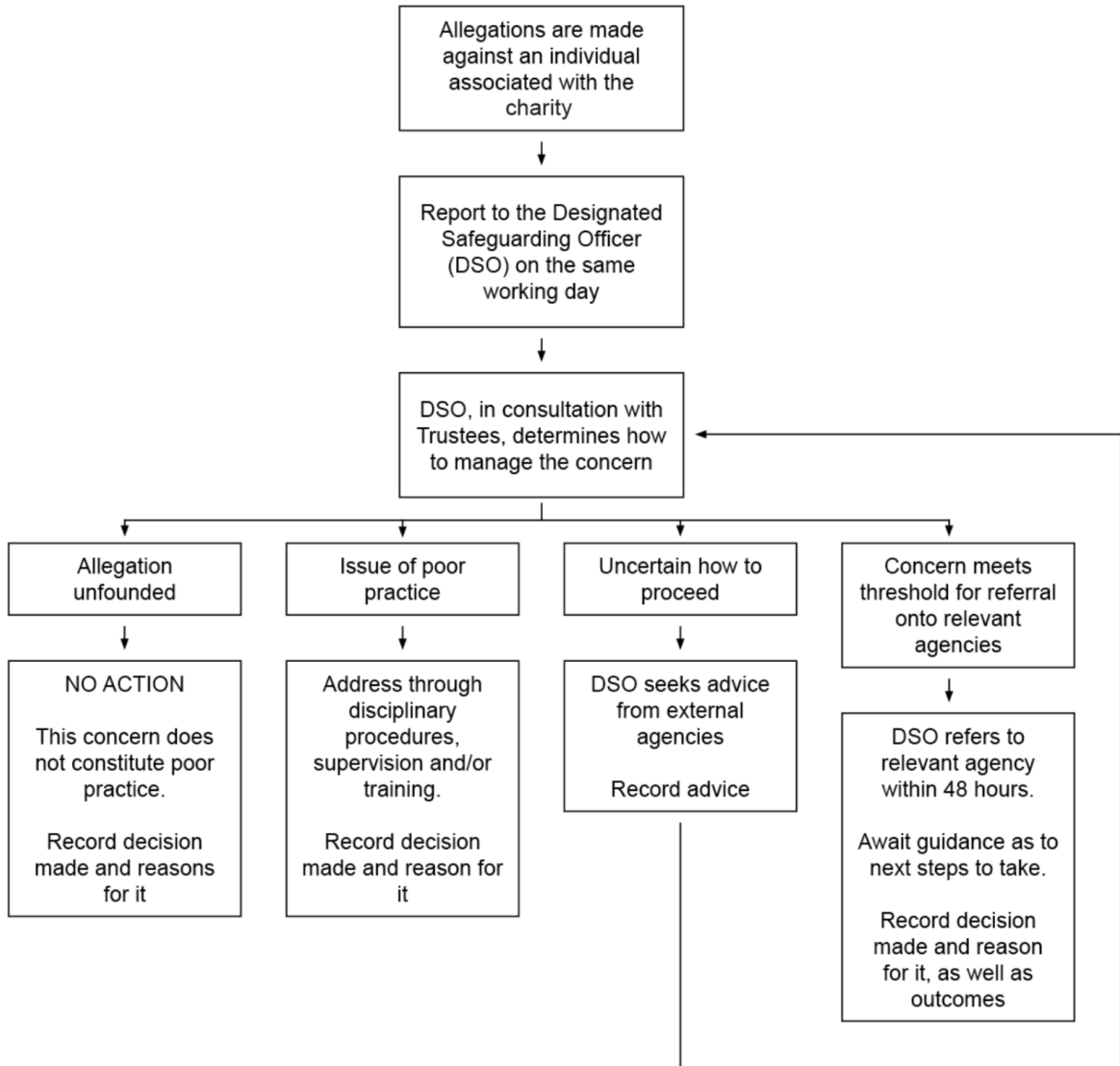


### Appendix 3 – Process Flow Chart for a concern about a vulnerable adult





### Appendix 4 – Process Flow Chart for concerns about those associated with Ignite!





## Appendix 5 – Safeguarding Concerns Report

Concerns should be reported by telephone in the first instance. Please provide as much detail as possible. This form must be completed and given confidentially to Ignite!'s Designated Safeguarding Officer within 24 hours. The form can be printed and given in a sealed envelope, or emailed if in-person interaction is not possible.

1. Child or Vulnerable Adults name
  
2. Age and date of birth
4. Ethnicity
  
3. Religion
5. First language
  
6. Event/Activity/Situation where this took place
  
7. Venue of above
  
8. Disabilities/special factors involved
  
9. Names of any relevant parent/partner/carer/other's name(s) and their relationship
  
10. Home address and telephone number
  
11. Are you reporting your own concerns or passing on someone else's concerns? Please give details of concerns.



12. Please briefly describe what has prompted the concerns (include dates, times etc. of any specific incidents)

13. Are there any physical or behavioural signs? What are they?

14. Have you spoken to the individual? What did they say?

15. Have you spoken to any other relevant person (e.g. parent/partner/carer/others)? What did they say?

16. Has anybody been alleged to be the abuser? Please give details



17. Have you talked to anyone else about your concerns? Please give details

18. Who was this reported to and when?

19. Are you sharing this information with or without consent?

20. How are you going to share this information?

**Print your name and Job Title**

**Your Signature**

**Today's Date**