



## B2Z: Children and Vulnerable Adults Safeguarding Policy

<b>Document Owner</b>	Chair of B2Z Directors
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This policy should also be used in conjunction with B2Z:

Equality and Diversity Policy  
 Health and Safety Policy  
 Data Protection Policy (Volunteers Privacy Policy)  
 Children and Vulnerable Adults Risk Assessment Form  
 Environment and Sustainability Policy

### 1. POLICY STATEMENT

B2Z believes that everyone has the right to be safe, happy and healthy and deserves protection from abuse. The Children and Vulnerable Adults Safeguarding policy sets out our approach to preventing and reducing harm to children and vulnerable adults when they are in contact with B2Z staff, workers (including external contractors) or volunteers.

#### The policy aims to:

Promote and prioritise the safety and well being of children and vulnerable adults

Provide assurance to parents, carers and other parties that B2Z takes reasonable steps to manage risks and keep children and vulnerable adults safe

Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters

Prevent the employment of individuals to work with children and/or vulnerable adults where they have been barred by the DBS or are deemed by B2Z to pose an unacceptable risk to vulnerable groups

Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or vulnerable adults arising from contact with B2Z staff, workers (including external contractors) or volunteers, whether the harm has taken place on B2Z premises or not.

**The policy seeks to effectively manage the risks associated with B2Z activities and events involving children and vulnerable adults by:**

1. Ensuring all individuals involved familiarise themselves with the content of this policy and the associated Procedures and understand their responsibilities with respect to it. completing a risk assessment process which involves identifying risks and means of reducing or eliminating these, implementing the required actions identified and reviewing the effectiveness of these on a regular basis
2. Ensuring that the appropriate pre-employment and DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults;
3. Requiring any suspicions and allegations involving harm to children and vulnerable adults to be reported to the Chair of the Board / Directors in accordance with the Reporting Procedure. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS as required.
4. Reviewing this policy bi-annually or whenever there is a change in the related legislation or when an incident occurs.  
Please see Appendix 1 for Definitions used in the document and Appendix 2 for the Legal Framework.

## 2. RAISING AWARENESS AND UNDERSTANDING OF THE POLICY

B2Z will ensure that all new members of staff and volunteers are made aware of this policy and the associated Procedures and are given time to read them during their induction period as per our Induction Checklist. Safeguarding training will also be provided to all staff who work with children or vulnerable adults and this will be refreshed every three years.

### 2.1 Specific responsibilities

**B2Z Chair** is the designated Safeguarding lead. As such they will take ownership of this policy and promote its importance within B2Z.

The Chair has passed the e-learning course: Safeguarding Adults Basic Awareness: <https://cumbria.learningpool.com/course/view.php?id=1638>

**Each lead volunteer** is also accountable for the adoption and implementation of this policy. Lead volunteers are expected to take the e-learning course: Safeguarding Adults Basic Awareness: <https://cumbria.learningpool.com/course/view.php?id=1638>

**Lead volunteers** are also responsible for ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children/vulnerable adults. **Directors** are responsible for ensuring that B2Z has a Safeguarding policy, which adequately provides protection for children and vulnerable adults in receipt of its services and for the regular review of this policy in the light of changes to legislation

All directors are expected to take the e-learning course: Safeguarding Adults Basic Awareness: <https://cumbria.learningpool.com/course/view.php?id=1638>

**Contractors and other workers** are responsible for working to the same standards, in ensuring the safety and well-being of children and vulnerable adults within their scope

More detailed information about responsibilities can be found in Appendix 3.

### 2.2 Risk Assessment Process

**A Children and Vulnerable Adults Risk Assessment will be undertaken in the following circumstances:**

- Recruitment to all new posts, unless they will not be involved with children or vulnerable adults under any circumstance.
- The commencement of new activities or events involving or potentially involving children and or vulnerable adults

- Changes being made to activities or events involving or potentially involving children and or vulnerable adults
- Other situations deemed appropriate by B2Z

The purpose of the risk assessment is to enable the responsible person to identify, mitigate and remove any potential risks relating to contact with children or vulnerable adults. It will help consider whether alternative working practices, such as minimising occasions where an individual is alone with a child or vulnerable adult and considering whether the activity could be supervised or observed by others, should be used

Risk assessments must be completed by a competent person; that is, someone who understands the job, activity or event and is aware of the hazards. They should be completed during the planning process for the activity.

It is important to note that the B2Z insurance may be invalid if a claim is made and no risk assessment is in place.

The risk assessment should:

- Identify the nature, length and frequency of the contact and whether it would be supervised or unsupervised.
- Consider if there will be children and adults who are particularly at risk
- Consider whether any children or vulnerable adults have allergies, are on medication, have any disabilities (physical or mental), or any behavioural difficulties.
- Identify any potential areas for harm.
- Evaluate the risks.
- Determine actions to prevent harm occurring, which might include consideration of alternative working practices and prompt individuals to ensure that they are implemented.
- Identify those situations that would require a DBS check or a basic disclosure check

**Note that all under 18's are accompanied by an adult and therefore it would be their responsibility to deal with behaviour.**

It is the responsibility of the Project/Activity Lead to ensure that any actions identified as a result of the risk assessment are completed within the timescales specified on the form.

Completed risk assessments should be retained by project/activity leads whilst an activity/event is ongoing and for five years after it has ceased (or the risk assessment has been superseded). Where an activity is ongoing but unchanged, project leads should review the risk assessment on a regular basis to ensure that the measures put in place are still relevant and appropriate.

The Children and Vulnerable Adults Risk Assessment Form (Appendix 4) is provided to assist with this process

### **2.3 Identifying Required Checks**

Once the key duties and responsibilities of the activity are determined, one of the required actions is to identify which checks, if any, are required prior to the individual working with children and/or vulnerable adult, and also whether these checks are essential before employment.

These should include independent checks on relevant qualifications and references as well as Disclosure and Barring Service Checks (where allowed by DBS).

Any staff, freelancers, trustees and volunteers who have regular contact with vulnerable adults and/or children should, where allowed, have a valid DBS and this should be renewed every 3 years.

Guidance on when a check should be treated as essential or non-essential for completion before an individual starts work is found in the Screening Checks section of our Recruitment Guidance.

B2Z undertakes not to discriminate unfairly against any subject of a disclosure because of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. More information can be found in our Recruitment Guidance and Rehabilitation of Offenders Act Policy.

### **2.4 Procedures for reporting Suspicions or Allegations**

Concerns for the safety and wellbeing of children and vulnerable adults could arise in a variety of ways and in a range of situations. For example, a child/vulnerable adult may report or show signs of abuse; someone may hint that a

child/vulnerable adult is at risk; or that a colleague is an abuser; or someone may witness abuse.

There are five main types of abuse which are outlined in Appendix 1.

It is not always easy to recognise a situation where abuse may occur or has taken place and it is not the responsibility of the person made aware of the suspicions or allegations to decide whether abuse has taken place. However, each person has a **responsibility to act**. It is important anyone receiving a complaint or accusation that a child or vulnerable adult has been abused **listens carefully without making or implying any judgment** as to the truth of the complaint or accusation.

### 2.4.1 Action required

To ensure that all of the details of an allegation are captured for any future investigation, a detailed record should always be made at the time of the matter being raised. The Safeguarding Incident Reporting Form & Guidance (Appendix 5) will help you with this.

It is impossible to promise complete confidentiality when a concern is raised or an accusation made. This is because B2Z owes a duty of care to its staff, volunteers or visitors (?) that cannot be fulfilled unless B2Z takes action on the basis of information that may have been provided in confidence. The duty of confidentiality must be weighed against the duty of care, in case of potential or actual harm of an individual. However, at all stages, only those people who need to be made aware of an incident or concern, whether internal or external to B2Z, should be informed.

Where an individual suspects or is informed that a child or vulnerable adult has been, is being or could be harmed, it is not the responsibility of that person to decide whether abuse has taken place. Instead, the individual aware of these suspicions or allegations must contact the Chair of B2Z board for guidance and assistance on the matter. If circumstances make this impossible, any other director should be contacted.

Anyone who is aware of this policy and who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency for further advice (for example, Cumbria Safeguarding Hub on 0333 2401727, Cumbria County Council, Adult Services, Single Point of Access (SPA) Carlisle and Eden - **0300 303 3249**, the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111).

Where a complaint of abuse is reported, the Chair of Directors will carefully consider the information available and decide on the appropriate course of action. Such situations may require contact with the relevant external agencies (including social services and the police) for them to investigate the mat-

ter and determine any necessary action. Consideration will also be given to whether it is necessary to take further action through the relevant internal disciplinary procedures.

#### **2.4.2 Reporting to DBS**

B2Z has a legal duty to refer an individual to the DBS if they have been removed from working in [regulated activity](#) with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection.

All cases for possible referral must be raised with the Chair of Directors as soon as harm or a risk of harm is identified. The Chair of Directors and the Directors should work together to decide whether a referral must be made and complete the DBS referral form found on the DBS's web pages. The referral must be logged with the Chair of the board.

Any enquiries made by the media about possible allegations of abuse regarding children/vulnerable adults should be referred to the Chair of the board immediately.

#### **2.5. Document Retention and Policy Review**

The Policy should be reviewed every two years or when legislation changes, whichever is the earlier.

In accordance with our Records Retention Schedule:

Completed risk assessments relating to activities involving children/ vulnerable adults must be retained by Project Leads whilst an activity/event is ongoing and for a minimum of five years after it has ceased (or the risk assessment has been superseded).

Details of relevant training (such as on safeguarding or working with children or vulnerable adults) must be retained by B2Z for a minimum of five years after the training is completed.

Personal files of all employees (including those who have contact with children/ vulnerable adults) and any documentation related to allegations or suspicions of abuse must be retained for a minimum of six years after the individual concerned leaves B2Z.

In addition, B2Z should, wherever practicable, record lists of the individuals (staff, students, volunteers and child/vulnerable adult participants) involved in activities/ events for children and/or vulnerable adults and retain them securely for a minimum of six years after the activity/event.

Information about any allegations or suspicions of abuse must be shared on a need-to-know basis only. Documentation related to allegations or suspicions of must be stored in a secure place which is only accessible to those with appropriate knowledge of the suspicions/allegations.

Information on how B2Z maintains confidential handling and storage of criminal records can be found in our Rehabilitation of Offenders Act Policy.

Where it is necessary for staff, students or volunteers to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents in the case of children) before these images are taken in order to comply with the Data Protection Act 1998. More information can be found in the relevant Code of Conduct.

## **APPENDIX 1**

### **Definitions used in this document**

Child or children refers to any young person up to and including the age of 18

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations.

An adult may be vulnerable if they:

Have a learning or physical disability.

Have a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs.

Have a reduction in physical or mental capacity.

Are in the receipt of any form of healthcare.

Are detained in custody.

Are receiving community services because of age, health or disability.

Are living in sheltered or residential care home.

Are unable, for any other reason, to protect themselves against significant harm or exploitation.



It is recognised that people who meet one or more of the criteria above may not be vulnerable at all or all of the time. However, until B2Z has direct contact with people on an individual basis, it may be impossible to identify whether vulnerability exists in relation to an activity or event involving adults that they are planning.

Therefore, a vulnerable adult should be identified (for the purposes of this policy only) as a person aged 18 or over who meets one or more of the criteria listed above.

### **What is abuse?**

A person may abuse a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm, including by fabricating the symptoms of, or deliberately causing, ill health.

**Emotional abuse** is the persistent emotional ill-treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the victim's emotional development or self-esteem. It may involve conveying to the victim that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed, causing the victim frequently to feel frightened, or the exploitation or corruption of children or vulnerable adults. It may involve deprivation of contact, control, coercion, intimidation or harassment.

**Sexual abuse** involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the victim is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving the victim in looking at, or in the production of, pornographic material, or encouraging them to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to basic emotional needs.

**Financial abuse** is particularly relevant to vulnerable adults and may include theft, fraud, exploitation and pressure in connection with wills, property or inheritance or financial transactions. It may include the misuse or misappropriation of property, possessions or benefits by someone who has

been trusted to handle their finances or who has assumed control of their finances by default.

## **APPENDIX 2**

### **The Legal Framework**

CHILDREN ACT 2004 Section 10 requires organisations to make arrangements to promote cooperation between the organisation, each of the organisation's relevant partners and such other persons or bodies, working with children in the organisation's area, as the organisation considers appropriate. The arrangements are to be made with a view to improving the well-being of children in the organisation's area - which includes protection from harm or neglect alongside other outcomes. This Section of the Children Act 2004 is the legislative basis for children's trust arrangements.

Section 11 requires organisations to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the welfare of children.

Section 13 requires organisations to take part in Local Safeguarding Children Boards. Is this relevant to B2Z?

CHILDREN ACT 1989 Section 27 places a specific duty on other services ie those not directly children's services, and health bodies to co-operate in the interests of children in need.

Under s47, the same agencies are placed under a similar duty to assist local authorities in carrying out enquiries into whether or not a child is at risk of significant harm.

Under s17, Councils with Social Services Responsibilities carry lead responsibility for establishing whether a child is in need and for ensuring services are provided to that child as appropriate. -

### **Other relevant legislation**

DATA PROTECTION ACT 1998 regulates the handling of personal data including obtaining, recording, storing and disclosing it.

The Act requires that personal data be:

- Obtained and processed fairly and lawfully
- Processed for limited purposes and not in any manner incompatible with those purposes
- Accurate and relevant
- Held for no longer than necessary

- Kept secure
- Only disclosed if specific conditions set out in the Act are satisfied

If you are making a decision to disclose personal data you must comply with the Act. However, the Act should not be an obstacle if:

- You have particular concerns about the welfare of a child
- You disclose information to social services or to another professional
- The disclosure is justified under the common law duty of coincidence

Consent to disclosure is not always necessary under the Data Protection Act. The Act does allow disclosure of information without the consent of the subject in certain circumstances, e.g. where 'sensitive data' such as personal health information, needs to be disclosed to prevent or detect any unlawful act or is necessary for legal proceedings.

### **APPENDIX 3**

#### **Key responsibilities**

Responsibility for the implementation of this policy lies at all levels of B2Z.

**Trustees** are responsible for ensuring that B2Z has a policy, which adequately provides protection for children in receipt of its services and for the regular review of this policy in the light of changes to legislation e.g. Data Protection Act, or new legislation or regulation.

Where the guidance states the employees should report any concerns to their Line Managers, Directors should report any concerns to the Chair.

Identifying those services and posts that are likely to have an involvement with children

Ensuring that those people whose normal duties involve caring for, training, supervising or being in sole charge of children or vulnerable adults are screened via the DBS service at the appropriate level and are appropriately qualified and/ or trained in working with these groups.

Ensuring that all necessary procedures and practices are in place to provide adequate protection both for the individuals in these groups but also protection for the employees involved with them.

Ensuring that employees, volunteers and other workers dealing with these groups are adequately trained and aware of their responsibilities in this area.

Ensuring that external contractors delivering B2Z services are aware of the organisation's expectation that workers are aware of and abide by the standards of behaviour expected of B2Z employees.

Ensuring that this policy is made available to carers and/or parents of the children and vulnerable adults to whom B2Z is providing services.

Ensuring that any evidence or complaint of abuse or lack of care is reported to the appropriate body and to the Chair of the Board where members of staff are involved.

Ensuring that employees and others do not work with children or vulnerable adults on regulated activities without a relevant DBS check.

Ensuring that proper records are kept of any incidents occurring within B2Z services and that these are held securely and/or passed on to the Chair of the Board if the incident involves a member of staff.

Working with other associated agencies to ensure the proper transfer of information relating to dealings with children and vulnerable adults, where necessary.

The **Chair of the Board** is responsible for:

Working with Directors in maintaining a record of those posts that are likely to work with children and vulnerable adults and identifying the level of involvement and the appropriate level of screening required.

Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.

Ensuring that all DBS checks are carried out at the level required in respect of every job identified as working with children and vulnerable adults.

Supporting Line Managers ? Directors?in dealing with allegations of abuse or lack of care by staff.

Referring any information about individuals who may pose a risk to the DBS.

**Employees:** All employees and particularly those working with children are responsible for:

Ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children.

Ensuring that they feel confident in working within this environment and working with their managers to ensure that they have the knowledge and skills to carry out their tasks in this context.

Treating all those children with whom they come into contact while carrying out their work equally and with respect.

Reporting to their line manager any concerns they may have about abuse or a lack of care of children either from other staff, from carers, parents or those in loco parentis or between members of the group.

**Volunteers, contractors and other workers** are responsible for:

Working with employees of B2Z to the same standard, in ensuring the safety and well-being of children and vulnerable adults within their scope.

Participating in any training or development opportunities offered to them to improve their knowledge of skills in this area.

#### **APPENDIX 4**

#### **Children and Vulnerable Adults Risk Assessment Form (same questions as above)**

The risk assessment should:

Identify the nature, length and frequency of the contact and if it would be supervised or unsupervised

Consider if there will be children and adults who are particularly at risk Consider whether any children or vulnerable adults have allergies, are on medication, have any disabilities (physical or mental), or any behavioural difficulties

Identify any potential areas for harm

Evaluate the risks; Determine actions to prevent harm occurring, which might include

consideration of alternative working practices, and prompt individuals to ensure that they are implemented

Identify those situations that would require a DBS check or a basic disclosure check

For further info see Section 2.2 of the CAfS Children & Vulnerable Adults Safeguarding

Policy.		
Department/Project:		
Activity:		
Risks:		
<b>Precautions/actions to take</b>	<b>By when?</b>	

Emergency Proced-		
Training required:		

Access restrictions:

Assessment Undertaken by: Date:

**It is the responsibility of the Project/Activity Lead to ensure that any actions identified as a result of the risk assessment are completed within the timescales specified on the form.**

A copy of this form must be kept with Project files and a copy stored in the central Safeguarding Folder, or passed to HR ? Is there an HR ? if confidential.

## **APPENDIX 5**

### **Safeguarding Incident Reporting Form and Guidelines**

**What do I do if a child or vulnerable adult discloses to me that they are being abused?**

Do:

- Stay calm.
- Listen carefully
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared, but only with people who need to know and who can help.
- Allow the victim to continue at their own pace

- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the victim that they have done nothing wrong in telling you
- Tell them what you will do next and with whom the information will be Shared. After the victim has disclosed, record in writing what was said using the victim's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given.
- Ensure the record is signed and dated. Try not to take notes at the time as this can be intimidating.
- Relay this information as soon as possible to your Line Manager and/or the Chair of Directors /Board? if the incident involves a member of staff.

Do not:

- Dismiss the concern
- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Make promises you cannot keep: such as agreeing not to tell someone else, keeping secrets
- Speculate or make assumptions
- Approach or contact the alleged abuser
- Make negative comments about the accused person
- Pass on the information to anyone other than those with a legitimate "need to know" such as your Line Manager
- Delegate to others as the victim has specifically chosen you to talk to.

Remember that you are not responsible for deciding whether or not abuse has occurred. This is the task of the police and child or adult protection agencies following referral to them.

**1. What do I do if I have suspicions that a colleague may be abusing a child or vulnerable adult, or not following good practice?**

Any member of staff ? Volunteers?who suspects that a colleague may be abusing children or vulnerable adults should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the B2Z codes of conduct for dealing children and vulnerable adults. This action will serve not only to protect children and vulnerable adults, but also colleagues from false accusations

Write down the details of the incident following the guidelines in the section on recording set out in these procedures.

Pass this report to your Line Manager and/or the Chair of B2Z at the earliest opportunity.

The manager should then take appropriate action to ensure the safety of the child or vulnerable adult and any other people who may be at risk.

The matter should then be discussed with the Chair of the Board who will then consider whether the matter is an issue relating to poor practice or to abuse.

If the matter relates to poor practice, procedures relating to misconduct should be followed.

If the matter relates to abuse the matter should be referred by the Chair to Social Services who may involve the Police, and the employee must be suspended pending the outcome of an investigation into the allegations (carried out by social services).

B2Z acknowledges that this is an extremely sensitive issue for staff and assures all staff and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child or vulnerable adult.

## **2. Should I tell the parents/carers of the child about my concerns?**

There is always a commitment to work in partnership with parents/carers where there are concerns about their children or adults in their care and in most circumstances it would be important to talk to parents/carers to clarify any initial concerns. For example if a child or vulnerable adult seemed withdrawn, there may be a reasonable explanation; they may have experienced an upset in the family.

BUT if you are suspicious that the parents or carer may be the abuser or you believe that the parent/carer may not be able to respond appropriately to the situation, speaking to them regarding the matter might place the child or vulnerable adult at greater risk. You should report the suspicion to your Line Manager and advice must be sought from Social Services with respect to consulting parents/carers.



### **3. What information should I record?**

In all situations, including those in which the cause for concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory agency.

### **4. As far as possible an accurate note should be made of: Isn't this repetition of what is already stated above?**

- The date and time of the incident and disclosure
- The parties who were involved
- What was said and done by whom
- Description of any visible injuries or bruising
- Any further action taken by B2Z to investigate the matter Any further action e.g. the suspension of a worker
- Where relevant, reasons why there was no referral to a statutory agency
- The full name of the person/s reporting and to whom reported

The report should be stored securely and shared only with those who need to know. All referrals made to Social Services or the Police, should be confirmed in writing and followed up with a copy of the incident report within 24hrs. Social Services should acknowledge your written referral within one working day of receiving it so if you have not heard back within 3 working days, contact Social Services again.

You should also record the Social Services member of staff to whom concerns were passed and the date and time of the call and subsequent letters sent.

These procedures not only serve to protect children but also protect employees, volunteers and B2Z itself.

### **5. What do I do if I am asked for information by another organisation?**

If the information relates to a child, the legal principle that 'the welfare of the child is paramount' means that the considerations of confidentiality that might apply to other situations within B2Z should not be allowed to override the right of the child to be protected from harm.

However every effort should be made to ensure that confidentiality is maintained for all concerned - both when the allegation is made and whilst it is being investigated.

B2Z has a duty to share information with other agencies if requested in connection with an assessment of a child's needs under s17 of the Children Act 1989 or an enquiry under s47 of that Act or in connection with court proceedings.

Although the Data Protection Act 1998, Human Rights Act 1998 or common law duty of confidence would need to be considered, the welfare of the child would normally override the need to keep the information confidential.

### Useful Contacts

Cumbria Local Safeguarding Children Board <http://www.cumbrialscb.com/>  
0333 240 1727

Cumbria County Council Child Protection Teams <http://www.cumbria.gov.uk/childrenservices/childrenandfamilies/childprotectionteams.asp>

The NSPCC website provides advice on keeping children safe. <https://www.nspcc.org.uk/>

### Safeguarding Incident Reporting Form

Please refer to guidance in Section 2.4 of the B2Z Children & Vulnerable Adults Safeguarding Policy when completing this form, and to the Safeguarding Incident Reporting Guidance.

Name:		
Address:	Telephone:	
Briefly describe what happened including times and dates:		
Names and contact details of witnesses:		
Person Completing Form:	Date:	

Manager responsible for investigating further:	Date informed:	
Actions taken	Date	
Follow up required	By When	

**Information provided on this form is confidential and so it must ONLY be stored in a secure place which is ONLY accessible to those with appropriate knowledge of the suspicions/allegations.**