

Safeguarding policy



Policy Statement

Transitions UK is committed to practices and approaches which protect Children and Vulnerable Adults from harm and promote their welfare.

Staff and Volunteers (which includes Trustees) working with the Charity accept and recognise their responsibilities to develop awareness of issues which cause children, young people and vulnerable adults harm.

We will endeavour to safeguard children and young people and vulnerable adults by:

1. Adopting child protection and vulnerable adult protection guidelines through a code of behaviour for staff and volunteers.
2. Sharing information about Child and Vulnerable Adult protection and good practice with children, vulnerable adults, parents and carers, staff and volunteers.
3. Sharing information about concerns with agencies who need to know, and involving parents/carers and children or vulnerable adults appropriately.
4. Following carefully the procedures for recruitment and selection of staff and volunteers
5. Providing effective Management for staff and volunteers through supervision, support and training.

We will regularly review this policy and our practices (at least every two years).

Definitions

Of a Child/young person

A child is anyone who has not yet reached their eighteenth birthday or who is disabled or has learning disabilities and has not yet reached their twenty-fifth birthday. (Children's Act 1989)

Of a Vulnerable Adult

The Disclosure and Barring Service lists several criteria – among which the key definitions (any of these) for the Charity are that they:

- are receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions. (age-related needs includes needs associated with frailty, illness, disability or mental capacity);
- are receiving direct payments from a local authority/HSS body in lieu of social care services;
- require assistance in the conduct of his or her own affairs.

Child and Vulnerable Adult Protection Policy and Procedures

Statement of Policy and Intent

Transitions UK fully accepts, endorses and will implement the principles enshrined in The Children Acts of 1989 and 2004 and especially that the welfare of the child is paramount. It also accepts the guidelines for all those who work with children and young people in voluntary organisations, as outlined in the Home Office Code of Practice, "Safe From Harm", published in 1993 and the publications "working together to safeguard children" (2010) and "what to do if you are worried about a child being abused" (2006) alongside the requirements and guidance of Every Child Matters (2004) and Every Disabled Child Matters.

Transitions UK seeks to safeguard children, young people and vulnerable adults by protecting them from all forms of abuse – including physical, emotional and sexual harm. The Charity is committed to providing safe environments in which children, young people and vulnerable adults can feel comfortable and secure whilst engaged in any of its programmes, activities or events. Staff and Volunteers are required at all times to show respect and understanding for such individual's rights, safety and welfare and to conduct themselves in a way which reflects the Charity's ethos and values.

The Charity will support that approach by:

- ensuring all staff and volunteers know procedures and will actively encourage good practice and compliance,
- ensuring an active recruitment procedure as regards child protection and proper care of vulnerable adults,
- ensuring good practice procedures for responding when possible abuse is suspected.

Transitions UK exists to support and benefit disadvantaged people, including those with disabilities and special needs and/or other needs and vulnerabilities. The very first priority of the organisation is to ensure that the young/vulnerable people who use our services are safe and well cared for – and that we fulfil our duty of care to **all** young people (both service users and volunteers) and to all vulnerable adults with whom we are in contact. We will seek at all times to work in a positive partnership with parents/carers, staff, volunteers and all other interested parties in a way that ensures that this priority is maintained in accord with all appropriate Safeguarding authority guidelines .

All staff and volunteers working with Transitions UK, as well as the Trustees of the charity, will be given a copy of this policy and accompanying procedures and will be expected to abide by them. This policy and procedures will also form the basis of training which will be given to **all** staff and volunteers working with us.

"All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children."

Opening statement from 'What to do if you're worried a child is being abused.' Department of Health 2003.

The POVA (Protection of Vulnerable Adults) Scheme was brought in during 2004. The Safeguarding Vulnerable Groups Act 2006 further developed vetting and disclosure procedures from 2009 onwards. Other relevant legislation includes the Care standards Act of 2000, the Protection of Children Act 1999 and the Rehabilitation of Offenders Act 1974.

Purpose

The purpose of this policy and procedure is to ensure that everyone working with Transitions UK, and anyone receiving a service from us, is aware of the responsibilities they and others have - and knows what to do if harm or injury is suspected or is discovered. We will work to ensure that a safe and caring environment is provided and to make sure, so far as possible, that the young people are given the knowledge and skills with which to protect themselves, or obtain protection. The policy also aims to protect staff and volunteers from undue suspicion by ensuring good practice at all levels.

All staff and volunteers working on our projects and who may have the possibility of unsupervised access to children will be appropriately referenced and DBS checked.

The Board of Trustees, in adopting this policy, take responsibility for implementing and monitoring the procedures and guidelines.

Child Protection Officer.

The Child Protection Officer is the Chief Executive, Ron Overton.

The CPO can be contacted on 01582 523869 or on mobile 07939 510922 or on ron.overton@transitionsuk.org

Disclosure and Barring Service

All new staff and volunteers will be checked through the DBS process.

All existing staff and volunteers, checked under the earlier provisions have been checked through the CRB process.

All staff and volunteers will be rechecked at 3 year intervals. Enhanced level disclosures will be checked every two years (see Safer Recruitment Policy).

Good Practice

All volunteers and staff should:

Be responsible in caring for young people and others who are vulnerable.

Be committed to good practice in all aspects of the work with all client groups.

Recognise that the safety of the young and vulnerable is the responsibility of the whole organisation, not just those who lead groups or work directly with them.

It is the responsibility of each volunteer & staff member to safeguard children, young people and vulnerable adults. The Charity will take whatever steps possible to remove any opportunities for abuse and prevent actual abuse from occurring.

Related Policies

Safer Recruitment Policy; Health and Safety Policy; Confidentiality

1. CODE OF BEHAVIOUR

Guidelines for all *Transitions UK* staff and volunteers

ATTITUDES

Transitions UK staff and volunteers must be committed to:

- Treating children, young people and vulnerable adults with respect and dignity.
- Always listening to what a child, young person or vulnerable adult is saying.
- Valuing each child, young person or vulnerable adult.
- Recognising the unique contribution each individual can make.
- Encouraging and affirming each child, young person or vulnerable adult.

BY EXAMPLE

Transitions UK staff and volunteers must endeavour to: Provide an example, which we would wish others to follow. Use appropriate language with children, young people or vulnerable adults and challenge any inappropriate language used by a young person, or child or vulnerable adult – or by an adult working with them. Respect such individual's right to privacy. Not carrying things that such individuals could harm themselves on or with unless they are essential to an activity – and ensuring that due care is taken to minimise access or knowledge of them wherever possible.

ONE TO ONE CONTACT

Transitions UK staff and volunteers should: Not spend excessive amounts of time alone with such individuals, away from others. In the unlikely event of having to meet with an individual child, young person or vulnerable adult, make every effort to keep this meeting as open as possible. If privacy is needed, ensure that other staff and/or volunteers are informed of the meeting and its whereabouts- stick to rooms with windows, leave doors open, ask another adult to be nearby.

PHYSICAL CONTACT

Transitions UK staff and volunteers should never:

- Engage in sexually provocative or rough games which involve excessive physical contact, including horseplay
- Do things of a personal nature for a child or young or vulnerable person that they can do for themselves. Only do things that they are appropriately trained to do and that are in line with the intimate care policy.
- Allow, or engage in, inappropriate touching of any kind.

The Charity does deem physical contact to be appropriate and positive in some circumstances eg, keeping a child from harm (running out in the road) or appropriately comforting a child (for example a quick hug for a child who is crying and wants to be hugged- provided it is in an open area with witnesses and NOT behind closed doors or open to misunderstanding!).

GENERAL

Transitions UK staff and volunteers should:

- Be aware that someone might misinterpret actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention seeking situations – which can be across a wide spectrum of behaviours such as tantrums and defiance through to crushes and seeking favouritism. Ensure you talk such issues through with your line manager in the first instance. Never exaggerate or trivialise child or vulnerable adult abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.
- Maintain confidentiality about such issues and only speak to people on a need-to-know basis. Be aware that there are legal implications around compromising confidentiality which could destroy a future court case etc.

RELATIONSHIPS

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within **Transitions UK** or the work of **Transitions UK**.

2. SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTISE WITH CHILDREN, STAFF AND VOLUNTEERS.

Good communication is essential in any organisation. In **Transitions UK** everyone is listened to and taken seriously.

It is the responsibility of management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young and vulnerable people

Children and young and/or vulnerable people have a right to information, especially any information that could make life better and safer for them. **Transitions UK** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, **Transitions UK** personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents/Carers

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Publicising information on all our youth and development work, including for vulnerable adults.
- Publishing the named Designated Child and Vulnerable Adults Protection Person(s) and how to make a complaint on our website www.transitionsuk.org
- Publishing a full copy of the Child Protection Policy on our website www.transitionsuk.org
- Providing contact details of other higher organisations should the parent wish to complain about us (eg, social services number) on the website.

Staff & Volunteers

As an organisation which offers support and guidance to children and young people, it is imperative that each member of the **Transitions UK** staff and volunteer team is aware of their responsibilities under Child and Vulnerable Adults Protection legislation and has a *working knowledge* of **Transitions UK** procedures. Each member of staff and volunteer team will receive updated training in Child Protection.

Other Bodies

A copy of our Safeguarding Policy will be made available to any other appropriate body.

3 Procedures

All staff and volunteers working with Transitions UK are expected to follow these procedures.

Types of Injury

3.1 Accidental Injuries

Young people do have accidents, get into “scrapes” and can occasionally be injured through play or simple clumsiness - or because they are thinking about something else and forget the everyday dangers of obstacles like tables and chairs etc. Often this will be a graze, bump or bruise. Some such injuries can be accidentally incurred by vulnerable adults in the same way, particularly if they have mobility, co-ordination or other challenges.

Nevertheless, when you are working with a child, young person or vulnerable adult for Transitions UK, it is important for you to be extra careful and to help guard them against injury or harm. Prevention is better than cure; basic awareness of potential risks and how to minimise them is vital. Our 'Health & Safety' policy gives more help in this area.

What you should do if an injury or accident occurs.

- (i) if the parent/carer is present, call the injury/accident to their attention immediately.
 - (ii) where the parent/carer is not present then administer basic first-aid if necessary and where the resources are to hand.
 - (iii) make a note of the injury on one of the accident/incident forms with which you are provided. You should do this even where there does not seem to be a mark. If the service user bangs into something it can be some time before the bruise comes out. This should be submitted to the Co-ordinator/Manager as soon as possible, who will file this in the HQ Office for reference.
 - (iv) always advise parent/carers of any minor accident or injury immediately they return (remember to record that advice on the incident/accident form.
 - (v) if the injury is not a simple graze, bump or bruise you must inform the parent/carers or the emergency contact person **immediately**. If necessary this should be by telephone. If someone is **seriously ill or endangered** the first priority is to phone 999 and THEN the parent. In serious situations the medical professional and/or appropriate emergency services must be contacted first (not breathing, spinal injury, severe bleeding etc...)
- Wherever possible parent/carers or the emergency contact person should be involved first and any action taken be in consultation with them.

3.2. Existing or previous injuries

Any existing injury or hurt to a young person or vulnerable adult should be advised to you by parent/carers when you first take over their care and support, whether at the youth centre, on board the boat, at their home or place of care. If you are looking after a child or young person and you notice an injury that you have not been told about you should:

- (i) administer basic first-aid or obtain medical attention as above.
- (ii) complete an accident/injury report. If you need help with this or are at all unsure, please talk it through with your line manager.
- (iii) advise your line manager and indicate if the injury is serious or you are at all concerned.

3.3. Injuries which you suspect may not be accidental or be as a result of physical abuse.

If you notice an injury which you think may not be accidental or you are not happy with the explanation of an injury that you have been given you should:

- (i) complete an incident report including a note of where the site of the injury is, together with its size, shape and colour (and a simple diagram if possible) and a record of what you said to the young person and what the response was.
- (ii) contact the Co-ordinator/Manager as soon as possible. If no-one is available leave a message on the answerphone and they will get back to you.

If it is outside office hours and you are concerned about the child's safety you can ring our Service emergency number on:
07939 510922.

If Transitions UK are concerned that an injury is not accidental, we are required to inform Social Care and the Police. The decision as to whether we need to involve Social Care and the Police will ultimately rest with the Chair of Trustees (who will consult appropriately). If they believe it is necessary we will ask, the same day as we are made aware of such concerns, for an investigation under local child protection procedures.

3.4. Other forms of Abuse, including emotional/sexual abuse

A If you suspect that a child or vulnerable adult has been sexually abused you should:

- (i) make a confidential note of why you are concerned.
- (ii) contact your line manager as soon as possible, who will then consult with our Child Protection Officer (The CPO). If it is out of office hours, simply follow the same procedure as for a non-accidental injury.
- (iii) **not** share your concerns about possible sexual abuse with the child's parent(s)/Carer(s) or with anyone else other than your line manager, who will then share it with the CPO. If you do you may well complicate **and compromise** any necessary investigation or cause unnecessary distress.

B There are other forms of abuse which children and vulnerable adults all too often suffer and which can damage their lives enormously but which are harder to identify. These may include anything from verbal bullying of a sustained and aggressive nature through to a chronic overprotection which damages the child's development and saps his/her self-confidence. Vulnerable adults can also suffer bullying and harassment, discrimination or financial manipulation. If you observe or suspect such abuse, you should follow the same procedure as at **A** above.

It is important to say again that Transitions UK seeks to support families caring for children and young or vulnerable people with learning disability, and/or other special needs and who do so often under enormous personal pressure. It is not our aim to be intrusive or to actively look to uncover such situations. In the unlikely event that such a situation is suspected you should **not** share your concerns about possible abuse with the child's parent(s)/Carer(s) or with anyone else other than the Child Protection Officer (who will consult appropriately). If you do you may well complicate any necessary investigation or cause unnecessary distress.

If Transitions UK are concerned that a child may have been sexually, emotionally or otherwise abused, we are required to inform Social Care. The decision as to whether we need to involve Social Care will ultimately rest with the Child Protection Officer. If they believe it is necessary we will ask, the same day as we are made aware of such concerns, for an investigation under local child protection procedures.

3.5 ACTION TAKEN

REPORTING PROCEDURES (see appendix C)

DESIGNATED CHILD PROTECTION PERSONS

For reasons of confidentiality the only person who needs to know this information is the following Designated Child Protection Person

Mr Ron Overton, Chair of Trustees – 07939 510922

21 St Thomas Road

Luton

LU2 7UX

The Designated Persons will inform the relevant outside organisation of the incident.

NSPCC Help line Tel: 0800 800 5000 – 24 hours, Freephone

Child Line Tel: 0800 1111 - Freephone

3.6 SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY

PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an allegation is made, or someone in *Kids in Action* has concerns, a record must be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
- Has anyone else been consulted? If so, record details.

See Appendix C for logging concerns document.

3.7. WHISTLEBLOWING

A whistleblower is a person who very properly reveals information with the intention of calling attention to bad practice, which may include abuse or negligence, in the workplace. Staff and volunteers who work with children or vulnerable adults have an individual

responsibility to raise concerns about bad practice and a right to know that they will be supported by the employer if they are acting in good faith.

It is good practice and you have a duty of care to draw attention to bad/poor practice in the workplace. This includes practice that may be abusive and/or neglectful. Staff who work with children or vulnerable adults have an individual responsibility to raise concerns with someone who has the responsibility to take action. Sometimes it may be necessary to go outside the immediate work environment or the immediate organisation. Kids in Action will always support staff or volunteers who raise concerns about practices that may be abusive to children or vulnerable adults. It is the responsibility of all organisations to promote a culture which values good practice and encourages whistle blowing.

3.8 Transitions UK RECORD-KEEPING

All records, information and confidential notes must be kept in separate files in a locked drawer or filing cabinet. Only the Designated Persons will have access to these files.

WHAT TO DO when recording information shared:

Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues. Listen to the child, young person or vulnerable adult, rather than question him or her directly. Offer him / her reassurance without making promises, and take what they say seriously. Allow them to speak without interruption, accept what is said – it is not your role to investigate or question. Do not overreact. Alleviate feelings of guilt and isolation, while passing no judgement. Advise that you will try to offer support, but that you must pass the information on. Explain what you have to do and whom you have to tell. Record the discussion accurately, as soon as possible after the event, Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say. Contact the **Transitions UK** Designated Person for advice/guidance. The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.

If either the Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves.

Record any discussions or actions taken within 24 hours.

3.9 FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

Transitions UK operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection.

All new members of staff will be appropriately referenced and are required to undergo a DBS check as part of our recruitment policy

3.10 PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERS THROUGH SUPERVISION, SUPPORT & TRAINING

Transitions UK encourages the development of staff and volunteers through its ongoing support, supervision and training.

INDUCTION

Each new member of staff or volunteer is made familiar with **Transitions UK** policies and procedures including the Child Protection Policy and Code of Behaviour

APPRAISALS AND WORK REVIEWS

Each new member of staff undergoes induction training, regular monthly work reviews and annual appraisals. Probationary reviews are also conducted as appropriate.

TRAINING

In ***Transitions UK*** the management take responsibility for the training needs of staff and volunteers. The individual, however, also plays a part in identifying areas they feel they require training in.

ANNUAL APPRAISAL

There is an official annual appraisal system for each member of staff and for volunteers.

A final word....(to all)

We realise that these things all sound quite frightening, particularly when committed to paper in this way. It is often very difficult to know when to share concerns about a child, young person or vulnerable adult's safety and wellbeing.

ROP would not expect to use this policy or the procedures very often, but they do need to be there for everyone's sake. We have a continuing responsibility to everyone connected with the organisation, including our staff and volunteers. Nevertheless, however great an importance we place on our work-force (and we certainly do) everyone does need to understand that our very first priority is to protect the vulnerable children and people with whom we work. We do hope that the above policy and procedures will enable us to work in real partnership to that end.

Review

This policy is dated January 2017 and replaces all previous versions. It will be normally reviewed annually and no less than every two years – or when there is any significant change in legislation.

Transitions UK Child and Vulnerable Adults Protection Policy

Appendix A: Parent/Carers responsibilities

This appendix will be issued to all Parent/Carers using our services.

Statement of Intent

Transitions UK exists to support and benefit disadvantaged people including children and adults with Special Needs. The very first priority of the organisation is to ensure that the young people and vulnerable adults who use our services are safe and well cared for. We will therefore seek at all times to work in a positive partnership with parents/carers, staff, volunteers and all other interested parties in a way that ensures that priority is maintained. The purpose of this policy and procedure is to ensure that everyone working with Transitions UK and anyone receiving a service from us, is aware of the responsibilities they and others have - and knows what to do if harm or injury is suspected or is discovered. As part of that process, all staff and volunteers as well as Trustees of the charity, will be given a full copy of the policy and procedures and will be expected to abide by them. This policy and procedures will also form the basis of training which will be given to all staff and volunteers working on the project.

We will work to ensure that a safe and caring environment is provided and to ensure, so far as possible, that young people are given the knowledge and skills with which to protect themselves, or obtain protection. All staff and volunteers working in the Charity will be appropriately referenced and DBS -Checked.

The following information and procedures are designed to assist you in this area. *If you would like a full copy of our child protection policy and procedures, please ring the office 07939 510922 and we will be pleased to send it to you.*

Please remember that Transitions UK staff and volunteers have a responsibility to share with the organisation any concerns they may have about unexplained injuries or about the safety and wellbeing of children they are caring for.

Young people do have accidents; children get into „scrapes“ and can occasionally be injured through play or injured through simple clumsiness - or because they are thinking about something else and forget the everyday dangers of obstacles like tables and chairs etc. Often this will be a graze, bump or bruise. Some such injuries can be accidentally incurred by vulnerable adults in the same way, particularly if they have mobility, co-ordination or other challenges.

We give all our staff and volunteers training and guidance on how to minimise the risk of such incidents.

Our staff and volunteers will advise you of any such injuries which may occur at the end of any support session or arrangement. In any situation where the injury is more serious or requires medical attention we will contact you immediately. If you are not available we will contact the emergency contact person you nominated.

A full copy of our Safeguarding Policy is on our website and is available from the office on request.

If, following an arrangement through Transitions UK, your child has an injury that you think may not be accidental, or you are not happy with the explanation given, or should you suspect your child or vulnerable adult in your care has been sexually or otherwise abused: (i) make a written note of why you are concerned and what your child/the vulnerable adult said about the incident and about any subsequent conversations with ROP staff or

volunteers on the matter. If you are unhappy or not satisfied with explanations or information given to you, you should also note the reasons why.

(ii) contact the Chair of Trustees (our Child Protection Officer) at the charity office (01582 523869 or 07939 510922). If you prefer you can contact Social Care or the Social Care Emergency Duty Team in any area.

If you contact Social Care, they will decide whether to carry out an investigation under the child and vulnerable adult protection procedures. The form of this investigation will depend upon the seriousness and nature of the injury or concern. It is likely that it will include the appointment of a key worker by Social Care, who will have overall responsibility for co-ordinating the investigation and convening a strategy meeting and possibly a case conference.

If you contact Transitions UK, the Project Co-ordinator/Manager, in consultation with the Chair of Trustees, will decide whether to request an investigation by Social Care under the child and vulnerable adult protection procedures.

A final word....(to all)

We realise that these things all sound quite frightening, particularly when committed to paper in this way. It is often very difficult to know when to share concerns about a child, young person or vulnerable adult's safety and wellbeing. Transitions UK would not expect to use this policy or the procedures very often, but they do need to be there for everyone's sake. We have a continuing responsibility to everyone connected with the organisation, including our staff and volunteers. Nevertheless, however great an importance we place on our work-force (and we certainly do) everyone does need to understand that our very first priority is to protect the vulnerable children and people with whom we work. We do hope that the above policy and procedures will enable us to work in real partnership to that end.

Child and Vulnerable Adults Protection Policy

Appendix B:

Transitions UK response to allegations of abuse against a staff member or volunteer

Our first response, in everyone's interest will be to suspend the staff member or volunteer from any further contact with clients or volunteers under the age of 18yrs and any vulnerable adult, whilst we consider what needs to be done and in the best way possible. The Chair of Trustees will implement such a decision.

If we are concerned that harm or injury may have been caused non-accidentally, or that sexual abuse may have taken place, we will inform Social Care. The decision as to whether or not we should involve Social Care will ultimately rest with the Director. We will contact the child's or vulnerable adult's named social worker, if there is one; if not, we will contact the duty senior member of staff at Social Care, or the emergency duty team (if out of office hours). We will request an investigation under the child protection procedures on the same day as we become aware of the concerns.

Should the child's or vulnerable adult's parent(s)/carer(s) contact Social Care direct, they will make a decision as to whether or not to carry out an investigation under their child and vulnerable adult protection procedures.

Whilst the investigation is pending and until a decision is reached, we will continue to suspend the staff member or volunteer as above. This is clearly in everyone's interest. Paid staff will not be paid during this suspension but may be paid retrospectively dependent upon the outcome of the investigation and will be paid if the allegation is unfounded.

Transitions UK will offer support during this time, without prejudice to the investigation, to the volunteer or staff member.

After the investigation, the Chair of Trustees and line manager will meet with the staff member or volunteer concerned to clarify the outcome of the investigation and any recommendations made. A support person may attend with the staff member or volunteer concerned.

A report will then be prepared by the line manager, in consultation with the CEO. Part of that report will be a decision as to the staff member or volunteer's future with the organisation. Should the person concerned be a member of permanent staff, that report will constitute a recommendation in accordance with our discipline policy and procedures. They will then make the final decision in such a case. If the staff member or volunteer is unhappy with the decision reached by the organisation they may appeal using Transitions UK's complaints procedure.

Child and Vulnerable Adults Protection Policy

Appendix C: Logging Concerns Form

Logging Concerns about a Child's safety and welfare	
<i>Name of Child</i>	<i>Date of Birth</i>
<i>Date form completed</i>	<i>Time form completed</i>
<i>Your Name</i>	<i>Your organisation</i>
<i>Your signature</i>	<i>Your position</i>
<i>Reason for Recording the Incident</i>	
<i>Record as factually as possible below (use overleaf if necessary)</i>	