



TOWER HAMLETS YOUTH SPORT FOUNDATION

(PLATFORM CRICKET)

SAFEGUARDING POLICY

2023

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PART 1

Statement of General Policy

Tower Hamlets Youth Sport Foundation (THYSF) Foundation accepts the moral and legal responsibility to provide a duty of care to safeguard the welfare of, and offer a right to protection from abuse for, all children, young people and vulnerable adults, irrespective of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

Scope

This policy applies to all Tower Hamlets Youth Sport Foundation Trustees/Directors, Staff and Volunteers.

Responsibility

Operational responsibility for the implementation of the policy lies with Tower Hamlets Youth Sport Foundation's Senior Management.

All Tower Hamlets Youth Sport Foundation Trustees/Directors, Staff and Volunteers are required to support and uphold the policy.

Document Control:

Date Approved	
Approving Body	Tower Hamlets Youth Sport Foundation Board of Trustees
Implementation Date	October 2023
Target Audience	Tower Hamlets Youth Sport Foundation Trustees/Directors, Staff & Volunteers
Review Schedule	1 year from the date of approval, when legislation changes and / or when updated policies are received from partner organisations
Date of Last Review, and reviewer	October 2023, Chris Willetts
Lead Manager/s	Chris Willetts

PART 2

Introduction to the THYSF Safeguarding Policy

Tower Hamlets Youth Sport Foundation (THYSF) is committed to the delivery of a service that promotes good practice and protects vulnerable people from harm.

Dealing with the safety and protection of children, young people and vulnerable adults is a demanding and difficult area of work. We recognise this and aim to ensure that all Tower Hamlets Youth Sport Foundation staff working with these groups are provided with the appropriate policy, direction, and training in this sensitive area.

It is well established that effective work to prevent abuse requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in recognising and responding to situations where the protection of a child, young person or vulnerable adult is an issue.

This policy, which is informed by acknowledged good practice, draws upon the experience, procedures, and practice of a number of agencies and professionals who work with children, young people and vulnerable adults in various capacities and settings.

All children, young people and vulnerable adults who need or use the services provided by the Tower Hamlets Youth Sport Foundation team have a fundamental right to be protected from harm. Consequently this policy document and the policies and procedures contained and referred to within apply to ALL service employees in either a paid or voluntary capacity.

This document should be read in conjunction with the following policies:

- THYSF Safeguarding Statement
- THYSF Equality and Diversity Policy
- THYSF Social Media Policy
- THYSF Anti-Bullying Policy

We also welcome those responsible for the children, young people and vulnerable adults who may use our services to raise issues and concerns in any way or with any member of staff, and feel confident that their contact will be dealt with appropriately.

PART 3

Platform Cricket

The overwhelming majority of Tower Hamlets Youth Sport Foundation's current work is done under the programme title of Platform Cricket.

For the purpose of clarity, the Platform Cricket programme, and any other project of a different name that the charity may decide to create and operate as a means to address its objectives from time to time, will be entirely subject to this Safeguarding Policy and its requirements.

As an initiative which predominantly focuses on cricket as a means to supporting children, we adopt, implement and base our own Safeguarding Policy and Procedures on the England and Wales Cricket Board (ECB) "Safe Hands – Cricket's Policy for Safeguarding Children".

PART 4

Aims & Principles of the THYSF Policy

The key **aims** of this policy document and associated policies and procedures are as follows:

1. To ensure that **ALL** THYSF services are provided in a manner that serves to protect children, young people and vulnerable adults from harm.
2. To protect **ALL** THYSF staff and volunteers from potential allegations of misconduct.
3. To ensure that **ALL** THYSF staff and volunteers are carefully / appropriately selected, trained, and supervised while working with children, young people and vulnerable adults.
4. To ensure that **ALL** THYSF staff and volunteers are familiar with the issues in relation to the protection of children, young people and vulnerable adults and receive appropriate training to enable them to be competent and confident in recognising and responding to such situations.

These key aims are underpinned by the following **principles**:

1. The welfare of all children, young people and vulnerable adults is paramount.
2. Anyone under the age of 18 should be considered as a young person for the purposes of this policy and associated policies and procedures.
3. Everyone, whatever their age, gender, culture, ability, language, religious beliefs, racial origin, and/or sexual identity should be able to enjoy the services that THYSF provides, safe from abuse of any kind.
4. It is the responsibility of statutory agencies in child protection to determine whether abuse has taken place, but **it is everyone's responsibility within the THYSF team to report concerns.**
5. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Where THYSF works in partnership with other service providers, their safeguarding policies should, as a minimum, comply with this policy and the associated policies and procedures.
6. **ALL** Individuals working with children, young people and vulnerable adults will be made aware of good practice in order to ensure that they are not placed in situations where allegations could be made.
7. Working in partnership with parents/carers is essential for the protection of children, young people and vulnerable adults.
8. THYSF recognises and supports the statutory responsibilities of Safeguarding and Specialist Services to ensure the welfare of children, young people and vulnerable adults and is committed to complying with the relevant Local Safeguarding Children Board policy and procedures.

9. THYSF will ensure that the appropriate background checks are carried out for **ALL** staff involved in working with children, young people and vulnerable adults, however they are employed and whether they are paid or voluntary.
10. **ALL** staff and volunteers working directly with children, young people and vulnerable adults will be required to complete an appropriately identified level of safeguarding training. ALL staff and volunteers will be required to undertake refresher training every 3 years, except those who are Designated Safeguarding Leads for the NCS programme, who must undertake refresher training every 2 years. A training record is stored centrally.

PART 5

Commitment to Safeguarding

THYSF is committed to ensuring the welfare and safety of all children, young people and vulnerable adults involved in any activities or competition in line with the 5 key outcomes of the Every Child Matters agenda, ensuring that all children, young people and vulnerable adults:

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution to their community/society
- Improve economic well being

THYSF is committed to ensuring the welfare and safety of all young people and vulnerable adults involved in any activities or competition in line with the principles identified through Working Together 2018. This states that underpinning work to safeguard and promote the welfare of children should:

- be child-centered - where there is a conflict of interest, decisions should be made in the child's best interests: be rooted in child development: be age-appropriate; and be informed by evidence
- be focused on action and outcomes for children
- be holistic in approach, addressing the child's needs within their family and any risks the child faces from within the wider community
- ensure equality of opportunity
- involve children, ensuring their voice is heard and providing appropriate support to enable this where the child has specific communication needs
- involve families
- identify risks to the safety and welfare of children
- build on strengths as well as identifying difficulties
- be integrated in approach
- be multi-agency and multi-disciplinary
- be a continuing process, not an event
- lead to action, including the provision of services
- review services provided on an ongoing basis
- be transparent and open to challenge

PART 6

Types of Abuse & Neglect

The National Society for the Prevention of Cruelty to Children identifies 13 categories of abuse:

- **Bullying & Cyberbullying** – Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.
Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming, and mobile phone.
- **Child Sexual Exploitation** – Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused. Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited. Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them. Anybody can be a perpetrator of CSE, no matter their age, gender, or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.
- **Child Trafficking** – Trafficking is where children and young people tricked, forced, or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for: sexual exploitation; benefit fraud; forced marriage; domestic slavery like cleaning, cooking and childcare; forced labour in factories or agriculture; committing crimes, like begging, theft, working on cannabis farms or moving drugs.
Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be sexually exploited.
- **Criminal Exploitation & Gangs** – Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.
The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs, with a peer group being a relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context, a street gang being "Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity, and organised criminal gangs being "a group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'" It's not illegal for a young person to be in a gang – there are different types of 'gang' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.
"County Lines" is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines".

- **Domestic Abuse** – Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and experiencing domestic abuse is child abuse. It's important to remember domestic abuse: can happen inside and outside the home; can happen over the phone, on the internet and on social networking sites; can happen in any relationship and can continue even after the relationship has ended; both men and women can be abused or abusers.
- **Emotional Abuse** – Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate, or ignore a child. Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.
- **Female Genital Mutilation (FGM)** – FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names.
- **Grooming** – Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and abuse them. Children and young people who are groomed can be sexually abused, exploited, or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.
- **Neglect** – Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision, or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.
- **Non-Recent Abuse** – Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse. You might have known you were abused for a very long or only recently learnt or understood what happened to you.
- **Online Abuse** – Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming, and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.
- **Physical Abuse** – Physical abuse is when someone hurts or harms a child or young person on purpose. It includes: hitting with hands or objects; slapping and punching; kicking; shaking; throwing; poisoning; burning and scalding; biting and scratching; breaking bones; drowning. It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.
- **Sexual Abuse** – When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

In addition to the main types of abuse shown above, disabled children in residential homes or other institutions might experience:

- **Institutional abuse** - when staff in a home or other institutions sacrifice the needs, wishes and lifestyle of a disabled child in favour of the institution's regime. For example, by showing lack of respect for a child's dignity or privacy, or denying them opportunity to make day-to-day choices or decisions about their life. An example in sport would be if coaches or volunteers followed their club's usual procedures where these conflicted with the rights and needs of a disabled child.
- **Financial abuse** - deliberate misuse and exploitation of a disabled child's money or possessions. For example, if the child is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

THYSF (Platform Cricket) also recognises that it manages and operates in environments, and works with age groups, where **Peer-on-peer abuse** may occur.

Peer-on-peer child abuse can include:

- bullying (including online bullying and bullying because of someone's race, religion, sexuality, disability or trans status)
- abuse by a girlfriend, boyfriend or partner
- physical abuse
- sexual violence, such as rape and sexual assault
- sexual harassment
- sharing naked or semi-naked photos or videos without permission
- upskirting
- initiation/hazing type violence and rituals to harass, abuse and humiliate
- emotional abuse
- financial abuse
- coercive control

THYSF (Platform Cricket) also recognises the difference between **abuse** and **harm**, and the relationship between the two.

PART 7

School-based work

Platform Cricket activities take place in both school and community settings.

We approach our work in schools as guests, supporting a school's enhancement of their Physical Education and sport offer to students, and therefore defer to schools' own policies and procedures in relation to safeguarding.

Where possible, our staff are inducted into each school environment as visitors and in turn, we provide assurances to schools around our recruitment standards and compliance.

If an incident, concern, suspicion, or disclosure occurs within a school environment, our charity's staff will refer it directly to our Designated Safeguarding Lead as soon as possible, referring to guidance from the Safeguarding Flow Chart (Appendix 2).

If appropriate, the matter will be raised with the school's safeguarding lead as soon as possible.

If not appropriate, the concern will be raised with a Local Authority's Multi-Agency Safeguarding Hub (MASH – See Appendix 3).

PART 8

E-Safety

Where appropriate, participants in THYSF programmes will be made aware of the safe use of internet, media and social media and the dangers of grooming via chat rooms, instant messaging, mobile phones or text messaging.

The THYSF Social Media Policy outlines the Code of Conduct for staff.

Photographs of participants without their permission is forbidden and for participants under 16 the permission of parents or carers must be sought. This consent is to be captured using the registration form or equivalent related to that project or programme. This consent form must also ask permission before any photographs or video recordings can be used for publicity or display purposes.

Indecent Images & Online Grooming

What to do if a member of staff/volunteer is inadvertently exposed to indecent images of children or young people whilst using the internet

- The URLs (web page addresses) which contain the suspect images should be reported to the Internet Watch Foundation via www.iwf.org.uk by, or the Designated Safeguarding Lead (DSL) connected to the NCS programme. They are to avoid sending copies of the images to the Internet Watch Foundation.
- Any copies that exist of the image, for example in emails, should be deleted.

What to do if indecent images of children or young people are found on THYSF devices

- This should be referred to the CEO (or in their absence a Trustee) immediately.
- The CEO or Trustee will then:
 - Report the URLs (web page addresses) that contain the suspect images to the Internet Watch Foundation via www.iwf.org.uk. They will avoid sending copies of the images to the Internet Watch Foundation.
 - Inform the police and complete a Safeguarding Reporting Form.
 - If any copies need to be stored at the request of the police, then they should be stored securely where no one else has access to them.
 - All other copies must be deleted.

What to do if a member of staff/volunteer is found in possession of indecent images of children or young people on their electronic device provided by THYSF:

- This should be referred to the CEO (or in their absence a Trustee) immediately.
- The CEO and any Trustee will be aware of their obligations under the Sexual Offences Act 2003 (England and Wales) and the associated Memorandum of Understanding.

- The CEO or Trustee will then:
 - Contact the police regarding the images. If they are in doubt about whether the images are criminal, they are to discuss with the police the best way for them to receive copies to determine whether they are criminal or not.
 - Discuss with the police what to do about the device that the images are on
 - Quarantine the device in question and discuss with the police about checking for any other images on that machine;
 - Liaise with theon the management of this allegation, including an initial discussion with the police to consider temporary suspension of the member of staff/volunteer pending investigation.

What to do if a child/young person discloses that they are being groomed/abused by someone online

- Follow the procedures within this policy.
- The CEO (or in their absence a Trustee) should contact the police.
- Advice can be sought from, or if appropriate a report can also be made to, CEOP, the specialist police command dealing with inappropriate online behaviour.
- If the adult is a staff member or volunteer, then also follow the allegations procedures outlined within this policy.

PART 9

Radicalisation & Violent Extremism

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. *Extremism* is defined by the Government in the 2011 Prevent Strategy as: ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.’ It also includes calls for death of members of the armed forces, whether in this country or overseas.

All THYSF (Platform Cricket) must commit to periodic Prevent Training.

Where staff are concerned that young people are developing extremist views or show signs of becoming radicalised, they should consult their line manager for advice and next steps. Where appropriate, the charity’s Safeguarding Lead will then make a referral to the relevant Local Authority utilising Government guidance.

Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs
- Seek to provoke others to terrorist acts
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts
- Foster hatred which might lead to inter-community violence in the UK

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Young people may become susceptible to radicalisation through a range of social, personal, and environmental factors: it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.

Indicators of vulnerability include:

- **Identity crisis** – the young person is distanced from their cultural/religious heritage and experiences discomfort about their place in society
- **Personal crisis** – the young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging
- **Personal circumstances** – migration; local community tensions; and events affecting the young person’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
- **Unmet aspirations** – the young person may have perceptions of injustice; a feeling of failure; rejection of civic life

- **Experiences of criminality** – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration
- **Special educational needs** – young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism. More critical risk factors could include:

- Being in contact with extremist recruiters
- Accessing violent extremist websites, especially those with a social networking element
- Possessing or accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis

Indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference, including faith, culture, gender, race or sexuality
- Graffiti, art work or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views
- Advocating violence towards others

Young people who are showing signs of radicalisation will need to be considered as at risk of harm to themselves or others, and therefore such concerns should be acted upon following the procedures outlined in Part 11, Safeguarding Reporting Procedures below.

PART 10

Responsibilities and Implementation of Policies & Procedures

Directors, Staff & Volunteers

ALL THYSF Trustees/Directors, Staff and Volunteers have responsibility for ensuring that the principles contained within this policy are adhered to and to co-operate with the relevant policies and procedures in place to ensure the protection of all children, young people and vulnerable adults.

CEO

The THYSF CEO will ensure that systems and procedures are in place that will allow the policy and associated policies and procedures to be fully implemented throughout the service.

Managers

Managers will be directly responsible for ensuring that the policy is adhered to within their individual service area, that incidents are reported to Safeguarding and Specialist Services where relevant, and for regularly reviewing the effectiveness of the THYSF policy and procedures.

Designated Safeguarding Officer (if different)

The DSO will be responsible for:

- Providing support, advice and policy to all THYSF staff in matters relating to safeguarding .
- Ensuring that THYSF and procedures are regularly updated to reflect changing legislation and/ or accepted practice.
- Liaising with Safeguarding and Specialist Services and other statutory agencies when required.

PART 11

Reporting Concerns and Allegations

The **Safeguarding Reporting Procedures** that are to be followed and the **Safeguarding Reporting Forms** that are to be used in the event of suspicion, allegation, or direct disclosure of abuse to children, young people and vulnerable adults are as follows:

- THYSF Safeguarding Flow Chart – To be followed in the event you receive a direct disclosure of abuse, an allegation of abuse or are suspicious that abuse is taking place (APPENDIX 2)
- THYSF Safeguarding Reporting Form – To be used to record information in the event you receive a direct disclosure of abuse, an allegation of abuse or are suspicious that abuse is taking place (APPENDIX 1)

REMEMBER: it is everyone's responsibility within the THYSF team to report concerns, allegations and disclosure
Non-action is not an option in these situations – your actions could be the difference between life and death.

PART 12

APPENDIX 1: Safeguarding Reporting Form

Please use this form to report a safeguarding concern to the THYSF CEO/Safeguarding Lead/Lead Trustee.

If you have a problem completing this form or would like advice about reporting a concern, please email safeguarding@platform-LDN.org providing your contact details so that we can obtain further information from you, if required.

After submitting your concern you will receive an automated email with a unique reference number. Please keep a record of this. THYSF will use the personal information that you provide in accordance with the THYSF information and privacy agreement (as may be updated from time to time).

In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call the police without delay on 999.

Do not delay in reporting, fill in as much information as you can and submit. Additional information can follow on. The ECB Safeguarding Team will liaise with the Local Authority Designated Officer (LADO) on your behalf.

Details of person completing this form.

Name:

Address:

Contact number:

Email address:

Role:

Name of club / venue /organisation / activity you are concerned about:

Details of the person you are concerned about:

It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you.

Please specify which & include as much personal information as you can.

If you are concerned about a child please include their name, address, date of birth, club details, school, contact details.

If you are concerned about an adult, please also specify their role (player/lead coach/ treasurer/barman etc)

If your concern relates to more than one person, please be specific about who they are.

Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities.

Please do not give your opinion but provide this information based on factual evidence.

Details of parent/carer (if known/applicable)

Name:	
Address:	
Contact number:	
Email:	

Time / location of concern.	<i>If your concern relates to a number of concerns which have come to light over a period of time, then please specify.</i>
When did this incident take place?	
Where did this incident take place?	

Details of Concern

Circumstances : Please include ALL the information known to you.

Points to cover:

- 1. What has happened*
- 2. Where it happened*
- 3. When it happened*
- 4. Who is involved, and who did what*
- 5. Why it happened*

Try to report in a chronological order.

*If your information has come to you from a number of individuals, please be clear about who said what.
Detail any previous concerns about the person you are referring to.
Include any verbatim comments and the demeanour of the person if possible.*

Injuries:

Describe nature of injury, any treatment obtained and by whom.

Witnesses:

*Full details of all witnesses to be recorded (Name, address, contact details, role, club) Have they been spoken to?
What did they witness?*

Action taken:

Outline what action has already been taken and by whom.

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CONFIDENTIALITY

Please tell us whether anyone has spoken to the child's parent / carer about the concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?

If you have any concerns about approaching a parent / carer please seek advice from the THYSF CEO.

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Person against whom allegation has been made.

If the allegation is against a member of staff or volunteer, that person should not be informed of the concern until advice has been sought from the THYSF CEO.

Name	
Date of birth	
Role	
Address	
Contact number	
Email address	
Relationship to child / adult at risk.	
Have they been spoken to?	Yes / No
Account given.	

Action taken.

Include things such as

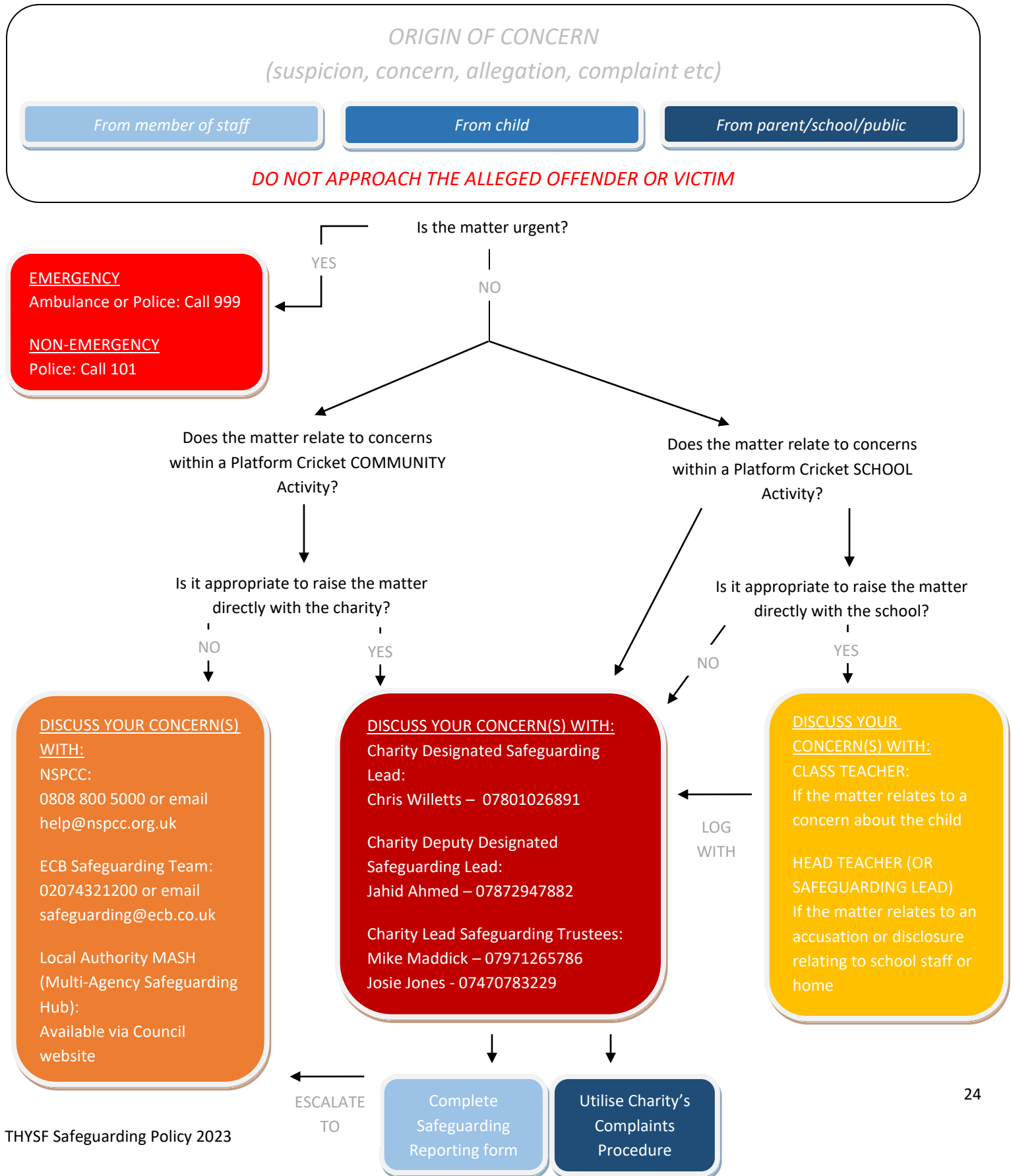
Whether or not the Police or Social Services have been contacted

Who you have spoken to about this matter

Who has been notified (Name and contact details)

When they were notified

APPENDIX 2: Safeguarding Flow Chart



APPENDIX 3: Local Authority Safeguarding Contacts

Barking & Dagenham

Telephone: 020 8227 3811
Out of hours: 020 8594 8356
Secure Email: childrensservices2@lbbd.gov.uk

Barnet

Telephone: 020 8359 4066
Fax: 08715948766
Email: MASH@Barnet.gov.uk
Secure Email: mash@barnet.gcsx.gov.uk

Bexley

Telephone: (Mon-Fri, 9am – 5pm) 020 3045 5440
Out of hours (including weekends): 020 8303 7777 or 020 8303 7171
Secure Email: Childrensocialcare.admin@bexley.gov.uk

Brent

Telephone: 020 8937 4300
Out of hours: 020 8863 5250
Fax: 020 8397 1986
Secure Email: Family.FrontDoor@brent.gov.uk
Web link: <https://www.brent.gov.uk/services-for-residents/children-and-family-support/child-protection-and-care/child-protection/contact-our-protection-team/>

Bromley

Telephone Children's Services (Mon-Fri 8.30 5.00pm): 020 8461 7373 / 7379 / 7026
Out of hours/weekends/public holidays: 0300 303 8671
Email (MASH): mash@bromley.gov.uk

City of London

Telephone Children's Services : 020 7332 3621 (9.00am- 5.00pm, Mon – Fri)
Email: children.duty@cityoflondon.gov.uk
Secure email: Children.Duty@cityoflondon.cjsm.net
Out of hours: 020 8356 2710
Email: emergency.duty@hackney.gov.uk

Camden

Telephone: 020 7974 3317 (9.00am- 5.00pm)
Out of hours: 020 7974 4444
Email: LBCMASHadmin@camden.gov.uk
Secure email: LBCMASHadmin@camden.gov.uk.cjism.net

Croydon

Croydon MASH Team
Tel: 020 8726 6400
Email: childreferrals@croydon.gov.uk

Ealing

Telephone: 020 8825 8000
Out of hours: 020 8825 8000
Fax: 020 8825 5454
Email: ECIRS@ealing.gov.uk
Secure Email: Via Egress – please telephone if unable to access Egress directly.

Enfield

Telephone: 020 8379 5555
Out of hours: 020 8379 1000
Email: childrensmash@enfield.gov.uk
Secure Email: childrensmash@enfield.gov.uk

Greenwich

Telephone referrals: 020 8921 3172 (Mon-Thur, 9.00-5.30pm, Fri 9.00-4.30pm)
Out of hours: 020 8854 8888
Fax: 020 8921 3180
Secure Email: MASH-referrals@royalgreenwich.gov.uk

Hackney

Hackney First Access Screening Team (FAST)
Email: fast@hackney.gov.uk
Secure Email: fast@hackney.gov.uk or fast.account@hackney.cjism.net
Tel: 020 8356 5500
Tel: 020 8 356 2710 (Out of Hours)
Fax: 020 8356 5516 / 17

Hammersmith and Fulham

Telephone: 020 8753 6600
Out of hours: 020 8748 8588
Fax: 020 8753 4209
Email: familyservices@lbhf.gov.uk

Haringey

MASH Telephone: 020 8489 4470
MASH email: MASHReferral@haringey.gov.uk
Out of hours: 020 8489 0000
LSCB Telephone: 020 8489 3145 / 5837
LSCB Email: lscb@haringey.gov.uk

Harrow

Telephone: 020 8901 2690
Out of hours: 020 8424 0999
Fax: 020 8861 1816
Secure Email: duty&assess@harrow.gov.uk.cjism.net

Havering

Telephone: 01708 433 222
Out of hours: 01708 433 999
Fax: 01708 433 375
Email: tmash@havering.gov.uk
Secure email: tmash@havering.gcsx.gov.uk

Hillingdon

Telephone: 01895 556633
Out of hours: 01895 556633
Email: lbhmash@hillingdon.gov.uk

Hounslow

Team number: 0208 583 6600 (option 2 and then 3)
Out of hours: 0208 583 2222
Team email: childrensocialcare@hounslow.gov.uk

Islington

Telephone: 020 7527 7400
Out of hours: 020 7226 0992
Email: CSCreferrals@islington.gov.uk
Secure Email: CSCTreferrals@islington.gov.uk

Kensington and Chelsea

Telephone: 020 7361 3013
Out of hours: 020 7373 3227
Fax: 020 7368 0228
Email: socialservices@rbkc.gov.uk

Kingston Upon-Thames

Contact our children's Single Point of Access (SPA) Team (Open 8.00-6.00 pm, Mon-Fri)

Telephone: 020 8547 5008

Secure Email: spa.referrals@achievingforchildren.org.uk

Out of Hours Duty Social Worker: If you need to speak to someone urgently outside of hours, please ring the Duty Social Worker on:-Telephone: 020 8770 5000

Lambeth

Telephone: 020 7926 5555 (24 hours)

Email: helpandprotection@lambeth.gov.uk

Secure Email: helpprotection@lambeth.cjsm.net

Lewisham

Telephone: 020 8314 6660

Out of hours: 020 8314 6000

Secure Email: mashagency@lewisham.gov.uk

Merton

Telephone: 020 8545 4866/3736

Out of hours: 020 8770 5000

Fax: 020 8545 4198

Email: mertonLSCB@merton.gov.uk

Merton MASH: 020 85454227 (Out of Hours: 020 8770 5000)

Secure Email: MertonLSCB@merton.gov.uk.cjsm.net

Newham

Telephone: 020 8430 2000

MASH Golden Number: 020 3 373 4600 – Option 3

EDT: 020 8430 2000

Secure Email: MASH@newham.gov.uk

Redbridge

Telephone: 020 8708 3885

Out of hours: 020 8708 5897 (after 5.00pm and weekends)

Email: cpat.referrals@redbridge.gov.uk

Richmond

Contact our children's Single Point of Access (SPA) Team (8.00-6.00pm, Mon-Fri)

Telephone: 020 8547 5008

Out of hours: 020 8770 5000

Secure Email: spa.referrals@achievingforchildren.org.uk

Southwark

Telephone: 020 7525 1921
Out of hours: 020 7525 5000
Fax: 020 7525 7992
Secure Email: MASH@southwark.gov.uk

Sutton

Telephone: 020 8770 6001
Out of hours: 020 8770 5000
Email: mash@sutton.gov.uk
Secure Email: mash@sutton.gov.uk.cjism.net

Tower Hamlets

Telephone: 020 7364 5606 / 5601
Out of hours: 020 7364 4079
Fax: 020 7364 2656 / 2655
Secure Email: MASH @towerhamlets,gcsx.gov.uk

Waltham Forest

Telephone: 020 8496 2310
Out of hours: 020 8496 3000
Fax: 020 8496 2313
Secure Email: MASH requests@walthamforest.gov.uk

Wandsworth

Telephone: 020 8871 6622
Out of ours (after 5pm): 020 8871 6000
Email: IPOC@wandsworth.gov.uk
Secure Email: ipoc@wandsworth.cjism.net

Westminster

Telephone: 020 7641 4000
Out of hours: 020 7641 6000
Fax: 020 7641 7526
Email: accesstochildreancesservices@westminster.gov.uk