



Rise in Unity CIC

SAFEGUARDING CHILDREN & Young People POLICY & PROCEDURES

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Rise in Unity CIC is a registered Community Interest Company delivering Alternative Provision (KS3, KS4 and Post-16), Day 6 placements, youth services, accredited education programmes and enrichment activities across Huddersfield.

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Policy Aims:

Rise in Unity CIC provides Alternative Provision (AP), Day 6 placements and post-16 education programmes for learners who may be at risk of exclusion, have SEND/EHCPs, SEMH needs or require re-engagement support.

As an Alternative Provision provider, we recognise our statutory safeguarding responsibilities under *Keeping Children Safe in Education (KCSIE 2024)* and *Working Together to Safeguard Children (2018, updated 2023)*.

We operate as an education setting and maintain safeguarding arrangements in line with expectations for independent education and commissioned AP providers.

Legal & Statutory Framework

This policy is informed by the following statutory guidance and legislation:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2024)
- Education Act 2002 s.175 and s.157
- Children Act 1989 & 2004
- Counter-Terrorism & Security Act 2015 (Prevent Duty)
- Serious Violence Duty (2022)
- Data Protection Act 2018 & UK GDPR
- Ofsted Education Inspection Framework (Leadership & Management; Personal Development)
- Alternative Provision Statutory Guidance (DfE)
SEND Code of Practice (2015)
Education (Independent School Standards) Regulations 2014 (where applicable)

Roles & Responsibilities

DSL – Leads on all safeguarding matters, oversees referrals, maintains safeguarding records, delivers staff training, and reports to the Board.

Deputy DSL – Deputises in the absence of DSL.

Board of Directors - Safeguarding is a standing agenda item at the Board's termly meetings.

The board receives anonymised data on referrals, training compliance, and lessons learned.

For Alternative Provision, the Board also receives termly safeguarding reports including attendance and punctuality trends, behaviour incidents (including serious incidents), and safeguarding themes/referral patterns, to ensure effective oversight and continuous improvement.

Staff & Volunteers – Must complete safeguarding training annually, follow procedures, and report concerns immediately.

Partner Organisations – Must have their own safeguarding policies and procedures in place before working with Rise in Unity CIC.

Safer Recruitment & Single Central Record

Rise in Unity CIC follows safer recruitment practices, including:

- Role descriptions and adverts stating a safeguarding commitment
- Written references verified with the last employer
- Enhanced DBS for regulated activity, renewed annually
- Section 128 checks for management positions
- Right to Work and qualification verification
- Record-keeping on our Single Central Record (SCR)

Staff Training & CPD

All staff receive:

Annual Safeguarding & Child Protection Training

Prevent, CCE and County Lines awareness

Behaviour management and de-escalation training

Trauma-informed practice and mental health awareness

Training records are monitored by the DSL and reported to the Board.

Recognising & Responding to Abuse

Rise in Unity CIC recognises the categories of abuse: physical, sexual, emotional and neglect. We also respond to:

Child-on-child abuse (including sexual harassment and violence)

Harmful sexual behaviour and online abuse

Child Criminal Exploitation (CCE) & County Lines

Child Sexual Exploitation (CSE)

Honour-based abuse (including FGM and forced marriage)

Radicalisation and extremism (Prevent)

Reporting Concerns

Concerns must be reported to the DSL immediately or to the Deputy DSL if the DSL is unavailable.

If both are unavailable, contact the LA Front Door (01484 414960) or the Police (999 if there is immediate danger).

All concerns are logged securely (in CPOMS or a locked file) and kept until the child is 25.

Escalation procedure displayed on staff noticeboard and in Appendix 1 flowchart.

Early Help & Multi-Agency Working

Rise in Unity CIC supports Early Help Assessments and attends TAC/Child in Need meetings. We work with schools to create reintegration plans for pupils returning to mainstream education.

Safeguarding in Curriculum & Learner Voice

Safeguarding is embedded in our curriculum:

- Personal Development sessions cover online safety, relationships, anti-bullying, and respect.
- Learners are encouraged to raise concerns through learner voice meetings.
- Curriculum and environment are adapted to support SEND learners.

Safeguarding in Alternative Provision

As an Alternative Provision provider, Rise in Unity CIC recognises that learners may present with increased vulnerabilities, including:

- SEMH needs
- Risk of exclusion
- Child Criminal Exploitation (CCE)
- County Lines involvement
- Persistent absence
- Trauma and adverse childhood experiences

To mitigate risk, we:

- Maintain enhanced supervision ratios (1:4–1:6 for KS3/KS4 AP learners)
- Complete individual risk assessments for all AP learners
- Implement behaviour support and positive handling policies
- Monitor attendance daily and report concerns to commissioning schools/LA
- Maintain clear signing-in and signing-out procedures
- Conduct risk assessments for off-site activities and community-based learning
- Maintain secure premises and visitor procedures

Safeguarding is embedded into timetabled personal development, employability and wellbeing sessions.

Confidentiality & GDPR

Safeguarding records are stored securely in line with UK GDPR and the Data Protection Act 2018. Access is restricted to DSL/Deputy DSL.

Definitions

A child is anyone under the age of 18.

Rise in Unity CIC also provides support for young people aged 18–25 with an Education, Health and Care Plan (EHCP). While these learners are legally adults, the organisation recognises its ongoing safeguarding responsibilities under the Children and Families Act 2014 and the SEND Code of Practice (2015) and will follow appropriate safeguarding and adult protection procedures where applicable.

Safeguarding children refers to protecting children and young people from abuse or neglect. Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Definition sourced from (Working Together to Safeguard Children 2018).

Public agencies are obligated under the Human Rights Act 1998 to intervene to protect citizens' rights. The Children's Act 1989 makes it clear that the welfare of the child is paramount, and everyone involved in the care of children has the responsibility to protect those children from harm.

The legislation sets out 4 categories of child abuse:

- 1) Physical Abuse**
- 2) Neglect**
- 3) Sexual Abuse**
- 4) Emotional Abuse (see Procedures for full definitions)**

Where this policy or the associated procedures refer to 'staff', this includes anyone employed by Rise in Unity CIC either through the payroll, on a freelance basis or as a volunteer, including committee members. It refers to anyone engaged in the planning and delivery of activities linked to children on behalf of Rise in Unity CIC

We will enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone at Rise in Unity CIC to have read, understood and adhered to our safeguarding procedures.

We will endeavour to safeguard children at risk by:

- Valuing them, listening to and respecting them.
- Adopting this policy and adhering to our associated procedures and code of conduct for staff.
- Ensuring we have a safer recruitment process for everyone recruited by RIU and that all applicable checks are made.
- Providing effective management of staff and volunteers through supervision, support and training.
- Ensuring organisations with which we contract, or partners, have appropriate safeguarding policies and procedures in place.

- Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties.
- Review this policy and procedures and update them as appropriate.

Consent, Confidentiality and Information Sharing

The Child Safeguarding Lead will be responsible for making decisions about sharing information with external agencies, including the police and local authority.

Rise in Unity CIC is committed to keeping accurate and factual records of all reported safeguarding concerns. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate, legible, and include a date, time, and signature.

It is important to have clear job descriptions and volunteer role descriptions – that way, it is easier to assess if the role requires a DBS. If you need help with safer recruitment, you can speak to TSL Kirklees, the Council DBS team and NACRO. It is important to remember that safer recruitment isn't just about criminal record checks but also about other safety measures such as character references, potential probationary periods, safeguarding training and supervision.

Safer Recruitment

Rise in Unity CIC aims to minimise the risk of involving unsuitable people in its work with children.

All staff and volunteers will have clear role descriptions, which will be assessed for regulated activity.

DBS checks will be undertaken for individuals involved in regulated activity with children as part of their role with Rise in Unity CIC DBS certificates will be updated every 1 year.

We will implement safer recruitment practices for all volunteers and staff, including: advertising that explicitly states the organisation's commitment to child safeguarding; an application form that clearly states the importance of child safeguarding; obtaining good-quality references; conducting interviews; and implementing probationary periods for any relevant positions.

Training

All staff and volunteers will undertake the Kirklees Safeguarding Children Partnership's (KSCP) Awareness of Child Abuse and Neglect e-learning course every 3 years – this is recommended as a minimum. Training will depend on the nature of your roles.

The safeguarding lead will undertake the Kirklees 'Working Together to Safeguard Children Foundation Course and the refresher course every three years.

Positive handling and physical intervention training (where appropriate and in line with our Behaviour Policy)

Reporting a Concern

If someone in Rise in Unity CIC believes a child to be in imminent danger, they must ring 999 immediately and ask for the Police.

Any safeguarding concern should be reported to the Safeguarding Lead (Chantelle McDade). If unavailable, report to second contact (Darren Fox) within one day, per our safeguarding procedures (see Appendix 1).

Any suspicion that a child has been abused by a member of staff or a volunteer must be reported to the Safeguarding Lead, who will take the necessary steps to ensure the safety of the child and any other child who may be at risk. The safeguarding procedures will be followed, including referring the allegation to Children's Social Care and the Local Authority Designated Officer (LADO), who may involve the police. If the Safeguarding Lead is the subject of the allegation, then the concern must be made directly to Children's Social Care and the LADO, whose responsibility it is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Assist suspension and referral to the Disclosure and Barring Service.

This may result in a criminal, safeguarding, /disciplinary or misconduct investigation.

All staff and volunteers should feel able to raise concerns about poor safeguarding practices, and these concerns will be taken seriously by the committee/trustees/board, etc.

Adult-to-Child Ratio

At Rise in Unity CIC, we are committed to maintaining appropriate supervision levels to ensure the safety, well-being, and effective engagement of all children participating in our activities.

We adhere to the following recommended adult-to-child ratios based on guidance from safeguarding bodies and best practices in youth sports settings:

| Age Group | Recommended Ratio (Adults: Children) | Notes |
|-------------------------------|---|---|
| 4 – 8 years | 1:6 | Best practice for primary age & higher supervision needs |
| 9 – 12 years | 1:8 | Lower than current (1:10) to reflect safeguarding risks |
| 13 – 17 years (mainstream) | 1:10–1:12 | For general youth sessions or sports where risk is lower |
| KS3/KS4 AP & SEMH | 1:4–1:6 | This is what LAs expect for AP placements, especially high-needs groups |
| SEND 1:1 Support | 1:1 or 1:2 | Where risk assessments show it's required |

Key Considerations:

- Higher supervision is provided for children with SEND or additional needs.
- Minimum of two adults always present to prevent one-on-one situations.
- Volunteers and staff must have undergone safeguarding training and appropriate background checks (DBS).

- Emergency procedures are in place to ensure immediate response if required.

We review these ratios regularly and adjust based on risk assessments, activity type, and group needs, ensuring a safe and supportive environment for all children in our care.

Prevent

At Rise in Unity CIC, we are committed to safeguarding children and young people from all forms of harm, including the risks associated with radicalisation and extremism. We recognise our responsibility to support the Local Authority's Prevent Strategy, which aims to protect individuals from being drawn into extremist ideologies, radicalisation, or terrorist activities.

- We achieve this by:

Promoting Inclusivity & Critical Thinking- Encouraging open discussions, respect for diversity, and awareness of different perspectives.

- **Providing a Safe & Supportive Environment-** Ensuring that young people feel valued, heard, and engaged in positive activities reduces the risk of vulnerability to extremist influences.
- **Staff Awareness & Training-** Our team is trained to recognise signs of radicalisation and understand how to respond appropriately.
- **Partnership with Local Authorities-** We work closely with safeguarding agencies, schools, and the Prevent team to ensure that any concerns are handled sensitively and in accordance with safeguarding protocols.
- **Clear Reporting Procedures-** Any concerns about a young person being at risk of radicalisation will be reported following our Safeguarding Policy and referred to the appropriate Local Authority Prevent Team.

Early Support

Safeguarding is also about prevention and recognising when a family may benefit from early support, providing interventions to build resilience amongst children, young people, and their families – particularly those who may be vulnerable. Where appropriate, we will support families to access support from Kirklees Council's Early Support Service as well as Early Support Partners such as Thriving Kirklees <https://www.thrivingkirklees.org.uk/>

Attendance & Missing Learner Protocol (Alternative Provision)

- Attendance is recorded daily for all AP learners.
- Unexplained absence is followed up immediately with parents/carers and commissioning schools.
- If a learner leaves the site without permission, parents/carers and the school/LA are contacted immediately.
- If a learner is deemed at risk, the Police and Local Authority are informed without delay.

Promoting the Wellbeing of Children

At Rise in Unity CIC, the well-being of children is at the heart of everything we do. We promote a safe, inclusive, supportive environment where children can grow, learn, and thrive.

Through our Brazilian Jiu-Jitsu programs, we provide structured activities that encourage physical fitness, mental resilience, and personal growth. Our sessions instil confidence, discipline, and teamwork while fostering positive relationships and social skills.

We are committed to safeguarding and protecting every child we work with. All staff and volunteers are trained to understand and adhere to safeguarding policies and procedures. Additionally, we actively engage with parents and carers to ensure a holistic approach to promoting children's well-being.

By empowering children with these skills and values, we aim to contribute to their overall happiness, health, and future success.

E-Safety

Rise in Unity CIC delivers education within Alternative Provision settings and maintains an Online Safety Policy aligned with KCSIE 2024.

All devices are filtered and monitored where appropriate.

Staff are trained to identify online grooming, exploitation, cyberbullying and harmful content.

Learners receive structured online safety education within Personal Development sessions.

Review of Policy

This policy will be reviewed annually and amended when necessary.

Version Control & Amendments

| Version | Date | Section Updated | Summary of Changes | Approved By |
|----------------|-------------|---|---|--------------------|
| V1.0 | 27 Jan 2025 | Original Policy | Initial policy created | Board |
| V1.1 | Feb 2026 | Policy Aims, Roles & Responsibilities, Safeguarding in AP | Updated to reflect delivery of Alternative Provision, strengthened governance oversight, and updated DSL references | Board |

APPENDIX 1

Rise in Unity CIC - Safeguarding Children Procedures

It is the responsibility of the Rise in Unity CIC (Designated Safeguarding Lead/Safeguarding Officer/Concerns Officer) to ensure that safeguarding procedures are adhered to and to support staff/stakeholders/volunteers in upholding their professional conduct.

Safeguarding Procedures

- If a child or young person is in immediate danger, then you must ring the Police (and/or ambulance service) on 999. This is the only time you should act without first speaking to the lead officer in your organisation.
- The Safeguarding Lead (Chantelle McDade) for Rise in Unity CIC, and all concerns must be referred to this person. (This includes if you have had to telephone the Police because a child or young person was in immediate danger and you were unable to speak to the lead officer at the time).
- The Safeguarding Report Form (Appendix 3) should be used by Staff/Volunteers to report safeguarding concerns relating to children. All the information provided must be treated as confidential and reported to the Safeguarding Lead within one working day (or sooner if that is what you have decided).
- If Staff or volunteers are unable to contact the Safeguarding Lead, they should use the contact numbers at the end of the form.

- The form should be completed at the time or immediately following the concern coming to your attention or disclosure being made to you, but after all necessary emergency actions have been taken.

- Remember that staff and volunteers must make it clear to the child or young person that they cannot guarantee confidentiality.

You must:

- - ✓ **Call the police and/ or an ambulance if the child / young person is in immediate danger.**
 - ✓ **Listen carefully to what you are being told and reassure the child that you are taking what they say seriously**
 - ✓ **Tell your manager what has happened**

You must not:

- × **Touch or clear away evidence**
- × **Interrupt the child/young person or ask “leading questions”**
- × **Make assumptions.**
- × **Promise absolute confidentiality. Or agree to keep it a secret**
- × **Attempt to investigate the allegation yourself.**
- × **Contact the alleged abuser**
- × **Discuss the allegation with other staff/volunteers**

Please note:

It is your duty to report concerns or disclosures of abuse.

It is not your responsibility to decide whether a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with in accordance with this procedure.

Rise in Unity CIC is an Alternative Provision provider and does not undertake statutory child protection investigations. Referrals are made to Children's Social Care in line with safeguarding procedures.

Review of Procedure

This procedure will be reviewed periodically and amended when necessary. It may also be reviewed if any new, relevant legislation requires it.

Details of safeguarding contacts in Kirklees

In an event where the Safeguarding Lead is unavailable, and you have a concern that a child in Kirklees is being abused or mistreated, or you have concerns about a child's well-being, you should call and speak to someone on one of the following numbers:

The LADO phone number for **Kirklees Council** is **01484 221126**

Kirklees Front Door to Children's Services

01484 414960

NSPCC Helpline: 0808 800 5000

NSPCC email: help@nspcc.org.uk

APPENDIX 2

DEFINITIONS (Taken from [‘Working Together to Safeguard Children 2018’](#))

Children

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, is in further education, is in the armed forces, is in hospital, or is in custody in the secure estate does not change their status or entitlements to services or protection.

Safeguarding and promoting the welfare of children

Defined for the purposes of this guidance as:

- a. protecting children from maltreatment
- b. preventing impairment of children's health or development
- c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- d. taking action to enable all children to have the best outcomes

Child Protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or inappropriate expectations being imposed on children. These may include interactions beyond a child's developmental capabilities, overprotection, limiting exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during

pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. protect a child from physical and emotional harm or danger
- c. ensure adequate supervision (including the use of inadequate caregivers)
- d. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism/ Prevent

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities based on race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

The Kirklees Prevent Strategy tackles all forms of extremism, and the Kirklees Prevent Hub is the main point of contact for concerns across Kirklees.

Local Authority Designated Officer (LADO)

County-level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address the child or children's welfare concerns should be taken promptly and in a coordinated manner. Local

authorities should, in addition, designate a particular officer, or a team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against individuals who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to fulfil this role effectively, for example, qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

The LADO phone number for **Kirklees Council** is **01484 221126**

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Crime Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Female Genital Mutilation

Female Genital Mutilation (FGM) is the collective term for all procedures involving partial or total removal of the external genitalia or other injury to the female genital organs for non-medical reasons. FGM is a form of child abuse and is illegal in the UK.

Signs of Abuse

- Unexplained or suspicious injuries such as bruising, cuts, or burns, particularly if situated on a part of the body not normally prone to such injuries, or the explanation of the cause of the injury is ill-fitting.
- A disclosure of abuse, or description of what appears to be an abusive act by a child or adult at risk.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour, such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of a particular individual, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends
- Eating disorders, depression, self-harm or suicide attempts.
- Deterioration in health or appearance, including loss of weight.
- Unexplained loss of money or material goods (financial abuse)
- Unexplained possession of money or goods such as mobile phones (child sexual exploitation)
- Fear or anxiety

This is not an exhaustive list of possible indicators of abuse.

Further resources, training and guidance can be found at:

Kirklees Safeguarding Partnership website – lots of good resources and training available, which is free to the third sector (please make sure you attend any training that you have booked onto).

<https://www.kirkleessafeguardingchildren.co.uk/>

NCVO – national guidance tools and tips for the third sector on safeguarding:

<https://knowhow.ncvo.org.uk/safeguarding/>

Government guidance on handling a safeguarding allegation within a charity:

<https://safeguarding.culture.gov.uk/>

Disclosure and Barring Service (including eligibility tool):

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

<https://www.nacro.org.uk/resettlement-advice-service/support-for-employers/>

Safeguarding Report Form

This form should be used to report safeguarding concerns relating to Children. In an emergency, please contact the Police / Ambulance on 999. All the information provided must be treated as confidential and reported to Carly Jaffier within one working day.

If you are unable to contact the Safeguarding Lead, use the contact numbers at the end of the form.

The form should be completed at the time or immediately following the concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1) YOUR DETAILS – THE PERSON COMPLETING THE FORM

Your Name:

Your position:

Your telephone number:

Your email address:

| | |
|-----------------------------|-----------------------------|
| Date form completed: | Time form completed: |
|-----------------------------|-----------------------------|

2) THE DETAILS OF THE PERSON AFFECTED

Name:

Date of Birth:

Address:

Telephone number:

Email address:

Details of the incident (please describe in detail using only facts):

3) OTHER PRESENT OR POTENTIAL WITNESS

Name:

Address:

Telephone number:

Email address

| |
|---|
| |
| Additional Relevant Information (please detail anything else that you believe to be helpful/important) |
| |

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

| | |
|-------------------|--|
| PRINT NAME | |
| SIGNATURE | |

To be completed by Safeguarding Lead:

| | |
|-----------------------------|--|
| Record action taken: | |
|-----------------------------|--|

USEFUL NUMBERS

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

- **Kirklees Duty and Advice Team**
01484 414960
- The LADO phone number for **Kirklees Council** is **01484 221126**
- **NSPCC Helpline:** 0808 800 5000

NSPCC email: help@nspcc.org.uk