



Pride Action North's Safeguarding policy (children and adults at risk)

**Last review: 08/07/2024 by
Angela Brudenell-Charity
Manager
Next Review: 12/12/2024**

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Northumberland Pride Limited is a registered company limited by guarantee 11326518 Registered Charity number: 1176263

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SECTION A: Safeguarding policy and statement

1. Safeguarding Policy Statement

Northumberland Pride Limited t/a Pride Action North is committed to safeguarding all children, young people and adults ¹ at risk that come into contact with our work. The welfare of the child, young person or vulnerable adult is paramount. We believe that all children, young people and adults at risk have an equal right to feel safe and be protected from abuse regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/ young person/ adults at risk as paramount. We recognise that safeguarding children, young people and adults at risk and protecting them from harm is everyone's responsibility².

This policy establishes the roles and responsibilities of everyone who works for Pride Action North in relation to the protection of children, young people and Adults at risk with whom their work brings them into contact. In the context of child protection, children and young persons refers to anyone under 18 years of age and vulnerable adult is someone over 18 who is vulnerable in either their physical or mental capacity.

Pride Action North is committed to creating and maintaining the safest possible environment for the children, young people and adults at risk who access our programmes and facilities and come into contact with members of our staff. We will take all reasonable steps to protect children, young people and adults at risk using our programmes and facilities, from harm, discrimination or degrading treatment whilst respecting their rights, wishes and feelings.

We enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding and child protection. We expect everyone (staff, directors, mentors, associates and volunteers and anyone working on behalf of the Charity) to have read, understood and adhere to this policy and the related policies and procedures, and to have undergone any necessary safeguarding training relevant to their role within the organisation. It is everyone's responsibility to promote the protection of children, young people and vulnerable adults.

In following the policy Pride Action North personnel are always expected to maintain a sense of proportion, apply common sense to situations and protect the child, young person or vulnerable adult's welfare as priority.

Pride Action North duties include safeguarding staff, volunteers and associates. Staff, volunteers and associates are expected to adhere to our Code of Conduct as well as the policies and procedures associated with this Safeguarding policy.

This policy will be reviewed at every year, or when significant changes are required. The policy review date is shown on the front page of this policy.

¹ Definitions of safeguarding for children and adults at risk adhered to in this policy are contained in the Appendices of this document

² *Working Together to Safeguard Children* HM Government 2015

2. Aims of the Safeguarding Policy

2.1 The Charity will take every reasonable step to ensure that children, young people and adults at risk are protected where:

- Our own staff are directly involved in a project or programme.
- We broker the relationship between a school/ youth setting/ community venue and an associate/ organisation working directly on our behalf.
- We contract an associate/ organisation to work with a school/ youth setting/ community venue.
- We work in partnership with another organisation or agency.

2.2 We endeavour to safeguard children, young people and adults at risk by:

- Recognising that all children and adults at risk have the right to freedom from abuse and protection from harm.
- Valuing, listening to and respecting all children, young people and adults at risk that access our programmes and facilities.
- Creating a safe and healthy environment within all our programmes, avoiding situations where abuse or allegations of abuse may occur.
- Ensuring safe recruitment of all staff, volunteers and associates by adhering to the Recruitment Policy and carrying out all the necessary checks, including DBS and reference checks.
- Providing effective management of staff and associates through supervision, support and training.
- Ensuring that all staff who work with children, young people and adults at risk adopt best practice to safeguard and protect individuals from abuse, and themselves against false allegations.
- Sharing information about safeguarding with staff, directors, children, parents, school staff, community workers, carers, associates and clients as appropriate.
- Developing and implementing an effective policy and related procedures around taking and accessing images of children, young people, and adults at risk who access our programmes.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedure.
- Having in place Designated Officers who will be trained appropriately to co-ordinate child protection issues and give advice.
- Ensuring confidentiality is maintained where appropriate and that access to confidential information is restricted to the appropriate authorities.
- Carrying out a regular audit and review of the effectiveness of our Safeguarding Policy.
- Sharing concerns with agencies who need to know involving children, school staff, community workers, carers and parents appropriately.
- Adopting this policy and adhering to our associated policies, procedures and code of conduct for staff.

3. Roles and responsibilities

Pride Action North has identified a Designated Officer to oversee Safeguarding practice and manage Safeguarding issues. In the Designated Officer's absence, the role will be undertaken by the Deputy Designated officer.

The role of the Designated Officer is to:

- Assume overall responsibility for safeguarding and child protection for the Charity.
 - Ensure and support the rest of the Charity to understand the key issues in relation to safeguarding and the cultural/ education sectors.
 - Establish contact with the senior member of Gateway services responsible for child protection in the local area.
 - Be a point of contact within the organisation for staff, board, partners and associates in relation to safeguarding and child protection. This includes advice, guidance and disclosures.
 - Be aware of local statutory safeguarding procedures and networks.
 - Make decisions about safeguarding and child protection.
 - Receive and assess information from staff and associates who have a child protection concern.
 - Report the issue to a Safeguarding Officer within the school/ organisation where the events took place.
 - Make a formal referral to a statutory child protection agency or the police without delay.
 - Record the concern and action in the child protection log.
 - Decide which positions require DBS disclosure

N.B. It is not the role of the Designated Officer or the Charity to investigate individual child protection or safeguarding concerns. The responsibility of the Designated Officer of the Charity is to ensure that concerns are shared and appropriate action taken.

Designated Officer

Angela Brudenell

Ashington Workspace, Lintonville Parkway, Ashington, Northumberland NE63 9JZ

Tel: 0333 242 7307 / 07474053687

Email: angela@prideactionnorth.org.uk

Designated Trustee Deputy Designated Officer

Darren Irvine-Duffy

Ashington Workspace, Lintonville Parkway, Ashington, Northumberland NE63 9JZ

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Email: darren@prideactionnorth.org.uk

Pride Action North conducts some work through outreach sessions in other settings. In doing so, all staff and volunteers should be clear that other settings' policies and procedures should be adhered to at all times.

When working in other settings the host organisation's Safeguarding and Child Protection policies and procedures will always supersede the Pride Action North Safeguarding and Child Protection policy in the event of a procedural dispute. Child protection matters should be brought to the attention of the host organisation's contact by Pride Action North personnel on the ground. These concerns should also be reported to the Designated Officer as soon as is practicable.

Responsibilities of personnel/partners working with Pride Action North:

1. Each person/partner should familiarise themselves with this child protection policy and have their own in place as appropriate within children, young people and Adults at risk protection Legislation if they are sub contractors.
2. When setting up any new project or scheme, each Project Manager will assess whether children, young people and Adults at risk are to be involved/included in the project in any capacity and identify the implications of that in terms of children, young people and Adults at risk protection including occasional circumstances e.g. providing transport.
3. Project managers should consider the necessity of parental/career consent before participation in Pride Action North activities, and consider the necessity of chaperones.
4. There is an opportunity in the consent process to inform both parents/carers and participants of the issues/tasks involved. This is not always possible at all events - eg in a public festival setting. A disclaimer notice is helpful in this instance - This responsibility may also be that of the client. Children should not necessarily be prohibited from an activity due to the lack of parental consent as this may not be possible, or achievable and in some cases parental consent may be implicit in allowing the child to be present in the first place.
5. Projects involving childrens', young peoples' and vulnerable adults' organisations ie schools, will require that a teacher, member of support staff or project worker must always accompany the children when they are involved in the project. It is deemed reasonable that this person is responsible for the children's safety and conduct. Consideration should be taken as to whether they should be encouraged to undertake their own risk assessment.
6. If the **project is run by a partner organisation** and children, young people and Adults at risk associated with that organisation are involved, if the Project Manager has concerns about child protection, they should discuss with the Nominated Child Protection Officer.
7. Before a child, young person or vulnerable adult is filmed during a Pride Action North event, considerations of appropriate consent should be made, where at all possible and individual children's opinions respected where consent is withdrawn by the participant.
8. All personal data is to be kept secure, not passed onto a third party and securely deleted once the project is finished, or on request of parent/guardian.
9. Any suspicions of abuse should be reported to the Project Manager/ Producer who will alert the Designated Officer. The Designated Officer will report on to other jurisdictions as appropriate.
10. Pride Action North recognises that the internet plays an important part of people's lives for both the purposes of education and entertainment. Pride Action North personnel will adhere to Pride Action North's social media policy.

SECTION B: Code of conduct for safeguarding

1 Principles of Good Practice

Pride Action North undertakes to:

- Promote the general welfare, health and personal development of children, young people and adults at risk and protect them from harm of all kinds.
- Recognise that children, young people and adults at risk have rights as individuals and treat them with dignity and respect.
- Recognise that those working for Pride Action North will be perceived by children, young people and Adults at risk as trusted representatives of Pride Action North.
- Ensure communication with children, young people and Adults at risk is open and clear
- Assess the risks to children of its activities.
- Raise awareness about what children, young people and adults at risk are entitled to be protected from.
- Adopt and consistently apply a thorough and clearly defined method of recruiting and selecting staff and volunteers.
- Have an appropriate response procedure in relation to accidents and complaints and to alleged or suspected incidents of abuse.
- Establish positive links with parents/ guardians and other relevant organisations.
- Ensure staff only have appropriate physical contact with children, young people and Adults at risk i.e for reasons of health and safety as outlined in the Code of Conduct. Pride Action North staff, volunteers and associates must adhere to Code of conduct rules relating to contact.

2. Pride Action North Standards and Practice for Safeguarding

2.1 Standard

Pride Action North provides services to children, young people and Adults at risk including face to face support, group support, mental health advice, financial advice, educational workshops and hosts a series of events across the county.

The principles in this policy extend to all the ways children, young people and Adults at risk can be involved with Pride Action North.

2.1.1 To value each child, young person and adult at risk, recognising their individuality and seeking to develop their potential - mental, physical, emotional- and to maximise their contribution to the group and to society.

2.1.2 To ensure that all children, young people and adults at risk participate in an enjoyable and safe environment in which they can have fun and feel valued.

2.1.3 To treat children, young people, and adults at risk with dignity and respect, and to encourage them to do likewise in their relationship with others.

2.2 Practice

2.2.1 To deliver programmes which are appropriate planned in advance.

2.2.2 To have adequate leadership in terms of participant ratios as determined by health and safety standards for the programme.

2.2.3 To ensure there is a GDPR compliant contact, address and telephone number on file for each child, young person and adults at risk.

2.2.4 To be aware of the parent/ guardian's arrangements for the delivery and collection of children/ young people from Pride Action North activities, and generally to maintain good communication with parents.

2.2.5 To ensure each worker has access to a copy of the Charity Safeguarding Policy and be familiar with its contents. They should know who to contact if neglect or abuse is suspected, or if a complaint is made and what basic procedures to follow.

2.2.6 Plan all programmes with safety in mind ensuring dynamic risk assessments are standard practice.

3. Responding to allegations or suspicions

If a member of staff, volunteer or associate has any reason to suspect that a child, young person or adult at risk is being subjected to physical, emotional, or sexual abuse or exploitation, then the Safeguarding children and adults at risk procedure must be followed.

- Report the matter to the Designated Officer, or in their absence the Deputy Designated Officer.
- The Designated Officer will assess the nature of the suspicions or the disclosure.
- The Designated Officer will consult the relevant Officer at the venue involved (e.g. school, theatre, community centre etc) , and or contact NSPCC or the police.
- Charity staff must not attempt to investigate the matter themselves. This is the responsibility of the police.
- If an allegation is made against a member of the Charity staff, volunteer or associates, the
- Charity will act swiftly and there will either be a criminal investigation, a child protection investigation, or a disciplinary or misconduct investigation.
- If an allegation is made against an attendee, the charity reserves the right to implement measures, including barring the attendee, to safeguard participants.
- The charity aims to promote a 'safe city' by collaborating with organisations around safeguarding concerns.

Making a referral for children

As soon as possible (within 24 hours) to the Designated Safeguarding Lead. It is not your job to notify the police or children's services unless it is urgent, and the Designated Safeguarding Lead cannot be contacted. I

If it is urgent and the Designated Safeguarding Lead are unavailable contact the Police.

In **Northumberland**, you can also report non-urgent incidents online at <https://www.northumberland.gov.uk/Children/Northumberland-Local-Offer-SEND-0-to-25-years/Social-Care/Worried-About-a-Child-or-Young-Person.aspx>.

or

In **Newcastle upon Tyne**, <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>.

Making a referral for adults at risk

As soon as possible (within 24 hours) to the Designated Safeguarding Lead. It is not your job to notify the police or children's services unless it is urgent, and the Designated Safeguarding Lead cannot be contacted.

If it is urgent and the Designated Safeguarding Lead are unavailable contact the Police.

In **Northumberland**, you can report non-urgent incidents online at via the Safeguarding Adults Enquiry Form, accessed at the following link

[https://www.northumberland.gov.uk/Care/safeguarding.aspx#:~:text=Adults%20Board%20only.-,If%20you%20are%20concerned%20that%20someone%20is%20at%20risk%20of,or%20neglect%20please%20contact%20OneCall.&text=The%20Children's%20Northumberland%20Strategic%20Safeguarding,\(SAB\)%20from%20April%202022](https://www.northumberland.gov.uk/Care/safeguarding.aspx#:~:text=Adults%20Board%20only.-,If%20you%20are%20concerned%20that%20someone%20is%20at%20risk%20of,or%20neglect%20please%20contact%20OneCall.&text=The%20Children's%20Northumberland%20Strategic%20Safeguarding,(SAB)%20from%20April%202022). You can also call OneCall / Safeguarding adults team on 01670 536400.

or

In **Newcastle-upon-Tyne**, you can report non urgent incidents online via their online referral form at <https://www.newcastle.gov.uk/services/care-and-support/report-abuse-or-neglect>. Outside of office hours and at weekends, telephone 0191 278 7878.

Making a referral about a person who works with children or adults at risk

If an allegation is made against a professional working with children, you must inform the Local Authority Designated Officer. You should report this to the LADO in the Local Authority area where the young person lives. If this is unclear, you should report this to the LADO in

If the allegation is against a professional, and you are aware that they work with children in multiple local authority areas, you should make a referral to each LADO.

Pride Action North has offices in two local authority areas. However, you should consider if other local authority LADO's require notification based on the information you hold. LADO's will be able to provide guidance on this issue.

Northumberland County Council

The Northumberland LADO is **Louise Prudhoe**.

You can call Louise on 07500 606174 (Monday to Thursday 08:30-17:00, Friday 08:30-16:30) or 01670 536400 (Out of hours). You can also email LADO@northumberland.gov.uk at any time.

Like other referrals you can also complete Online Referral Form by visiting <https://www.northumberland.gov.uk/Children/Safeguarding/Safeguarding-children-information-for-professional.aspx>.

Referrals about professionals will be dealt with by the LADO following the flow chart at <https://proceduresonline.com/trixcms1/media/12699/lado-information-and-flowchart.pdf>.

Newcastle City Council

The Newcastle-upon Tyne LADO is **Melanie Scott**.

You can call Melanie on 0191 277 4636. Outside of office hours and at weekends, telephone 0191 278 7878. You can also email lado@newcastle.gov.uk at any time.

Information about reporting concerns can be found at <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>.

You should report this to the LADO in the Local Authority area where the young person lives in the first instance.

4. Whistle blowing policy

All staff, associates and volunteers are assured that they can disclose confidential information relating to unacceptable behaviour by other members of staff/ associated and will be protected in doing so. Where a complaint made, there may be three types of investigation:

- A criminal investigation (undertaken by the police)
- A child or adult protection investigation (undertaken by social services/police)
- A disciplinary or misconduct investigation (undertaken by Pride Action North)

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse. Any disciplinary investigations will be conducted in accordance with Pride Action North's disciplinary policy and will take into account all available information including details from the police and social services.

5. Complaints Policy

Pride Action North strives for high standards in all aspects of our work. Using the policies and procedures in place we aim to be fair at all times, providing satisfaction to anyone using our services. The staff and associates who represent the organisation are committed to high standards of conduct and service at all times. The complaints procedure will be made available to members of the public on request.

These internal procedures do not replace or detract from the right of employees or associates to pursue complaints under any relevant discrimination legislation.

6. Grievance Policy

Pride Action North has a Grievance Procedure in place to ensure all staff, volunteers and associates are given a fair hearing concerning any grievance that they may wish to raise. The grievance procedure is available to staff via the employee handbook or on request.

7. Procedures for the recruitment, appointment, and training of staff, associates and volunteers.

Pride Action North recognises that it is important that all staff, working in a 'Regulated' position with children and young people, whether they are full-time, part-time, freelance, paid or unpaid, have appropriate recruitment and selection procedures applied to them and that as much information as possible is ascertained as to their suitability for the position. This means choosing people with the necessary skills, knowledge and experience, and working to ensure those whose behaviour could be a threat to the safety and well-being of children, young people or adults at risk are identified and screened out. To ensure this the Charity adheres to our Recruitment, appointment and training policy and procedures.

8. Disclosure

Where working with children and young people is an expected part of the job personnel will be required to have an Enhanced DBS disclosure (as prescribed by regulatory authorities) and completed by Gateshead Council on behalf of Pride Action North. This applies to trustees, staff, persons engaged on freelance contracts, volunteers and leaders. In cases, which should be exceptional, where the position is going to entail unsupervised

work, ie regularly caring for, training, supervising or being in sole charge with children and young people, a disclosure will be required before the role may be undertaken.

Personnel engaged in positions which do not usually entail working with children will, on occasions where an assignment involves supervised contact with children, be required to complete a Child Protection Personal Disclosure Form. Barred Persons from working with children, young people and Adults at risk will be excluded from work with Pride Action North.

If an individual elects not to undertake a disclosure/DBS check once requested by a Nominated Manager, they will not be entitled to participate in work relating to children, young people and vulnerable adults.

9. Use of images and documentation

There is evidence that some people have used children and young people's events and activities as an opportunity to take inappropriate photographs or video footage of children and young people. Staff members should be vigilant at all times ensuring that any person using camera or videos at Pride Action North events or activities which involve children, young people, and adults at risk should be approached with a customer care approach. Staff members should adhere to our Use of images policy and procedures.

10. Work Experience

Pride Action North offers work experience placements to children, young people and vulnerable adults, although primarily designed to help young people become familiar with the workplace and LGBTQIA+ services, it is also beneficial to Pride Action North as it encourages a sense of being involved in the LGBTQIA+ community. Safeguarding and Protection issues will be considered by the Designated Officer prior to the start of any work experience, particularly if a mentor is to work solo with the child, young person and vulnerable adult.

11. Health and Safety

Where children, young people and Adults at risk are involved, the risk assessment must take account of their particular vulnerabilities which will include protection. The risk assessment should set out what arrangements are in place for their care and supervision, eg by a school, parent, carer, guardian or chaperone and how these will be communicated to the appropriate parties. All Pride Action North staff, volunteers and associates must adhere to the Health and Safety policy.

12. Transport

Children, young people and Adults at risk will be deemed to remain the responsibility of their parents or guardians outside of activities/sessions and may use public transport on their own. Pride Action North is only responsible once they have arrived at destination unless being accompanied. However in circumstances where individuals are known to be at risk or where other arrangements are agreed responsible adults should ensure that these arrangements are met.

When children, young people and Adults at risk are being transported as part of a Pride Action North project/activity they should be accompanied by a parent, guardian, carer, chaperone or teacher as is deemed appropriate in a suitable vehicle.

Young Persons - A Young Person in these terms is someone who is officially over school leaving age 16, so does not require a chaperone, but is under 18. Pride Action North provides a duty of care for young persons when travelling on behalf of Pride Action North.

13. Accommodation

Children: Children will be accompanied by a cleared person (DBS) responsible adult or their own parent, if required to stay overnight as part of a project. Should a parent prefer to accompany and stay overnight with their child then Pride Action North will respect their wish where this is possible to accommodate.

Sleeping arrangements will depend on the event or type of accommodation, camping, hotel, hostel etc.

Parent's will be informed of these arrangements in advance. There will always be a no boys in girls room and visa versa rule, unless this is supervised. E.g. a meeting needs to happen in a hotel room

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Young Persons : (a Young Person is someone who is over 16, but under 18) Written parental/guardian consent will be sought before a Young Person is asked to stay unaccompanied overnight in accommodation unless this is a public event to which they are travelling to as an independent person with their own parental knowledge.

Adult at Risk: In the event of an adult at risk requiring overnight accommodation suitable care arrangements need to be in place including potentially the presence of a carer.

SECTION C: Review

The charity is committed to reviewing policy and procedures every year, updating and amending as appropriate. The Board of Trustees sign off policies and procedures: they may choose to select a representative sample to review at any given time.



Pride Action North Safeguarding procedure (children and adults at risk)

Last review: 05/01/2024
Next Review: 12/12/2024

Registered Address: Ashington Workspace, Lintonville Parkway, Ashington, Northumberland NE63 9JZ | Tel: 0333 242 7307 | Email: feedback@prideactionnorth.org.uk | Website: www.prideactionnorth.org.uk

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Safeguarding children and adults at risk procedure for dealing with concerns

Standard:

- The welfare and safety of children, young people and adults at risk is paramount.
- Failing to respond to information is not an acceptable option.
- Never assume that someone else will respond or has responded, unless this has clearly been established.
- Even though it may not be the responsibility of the person receiving the report or information to manage or investigate a concern, it is their responsibility, as a minimum, to pass the information on to an appropriate person.
- Delays in responding can increase the risks to a vulnerable person.

Reporting a safeguarding concern/issue

- All concerns and allegations must be taken seriously and without judgement.
- In circumstances where information is disclosed about abuse, colleagues must listen to the vulnerable person without questioning.
- The information must be recorded and passed to the Designated Safeguarding Lead at the earliest opportunity, within 24 hours.
- Incidents may occur where the alleged perpetrator may be a young person. This must be referred to the Designated Safeguarding Lead who will contact the appropriate agency to ensure support for both the victim and alleged perpetrator.
- A 'Safeguarding Report Form' must be completed and passed to the Designated Safeguarding Lead at the earliest opportunity, within 24 hours.
- It is the Designated Safeguarding Lead's responsibility to decide what further action is required, and to ensure this is carried out.
- If neither the Designated Safeguarding Lead nor a deputy is available, advice should be sought from Northumberland County Council's One Call service, Newcastle City Council's local Children's or Adult Services or if outside of hours Police, about an appropriate response. In this instance, the Designated Safeguarding Lead should be fully informed at the earliest opportunity, and the completed Safeguarding Report Form passed on.
- Reporting to the Police or Social/Children's Services should not be delayed by attempts to obtain more information.
- Referrals telephoned to One Call or Newcastle City Council should be confirmed in writing within 24 hours (usually by the Designated Safeguarding Lead).
- A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time, date of the call and reference, in case any follow-up is needed.

Whistleblowing

If a concern is raised about a staff member, mentor, volunteer or associate of Pride Action North from another employee of the organisation, then the Pride Action North Whistleblowing policy should be referred to. If the concern relates to safeguarding, the steps in this policy will then take effect.

Types of Safeguarding concerns

The types of concerns that Pride Action North staff and volunteers may come across that require reporting to the Designated Safeguarding Lead may include allegations or suspicions about:

- Concerns over the general health and welfare of a vulnerable person
- Welfare issued raised directly to a staff member or volunteer.

- Poor practice (either serious or lower level) from a staff member, either Pride Action North or network organisation.
- Bullying, hazing and harassment (physical, verbal or emotional) by adults or young people
- Abuse (physical, sexual, emotional, or neglect - by adults or young people) occurring within a sports context or outside.
- Worrying behavior of an adult (for example someone acting suspiciously at a venue or similar organisation)
- Historical abuse (allegations dating back several years)
- Extremist views or risks around radicalisation
- Reports relating to these concerns may:
- Relate to children and young peoples' or Adults at risk experiences within Pride Action North's activities and programs (e.g. behavior of mentors or volunteers), or outside (e.g. experiences at home or school)
- Be produced as a result of a Disclosure and Barring Service check, disclosing information relating to that staff member or volunteer.
- Be very specific and contain clear details
- Be more general and less detailed
- Be from identified sources or anonymous
- Seem insignificant in isolation - this information may constitute an important part of a much wider picture of abuse or harm

The types of abuse, descriptions and understanding can be found at <https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/>.

Information about the Children Act 1989 can be found at [Children Act 1989 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1989/41)

More information about Adults at Risk can be found at

[Care Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/16)

Tips On Handling Disclosures

The following guidance is designed to help you be clear about what action to take if a child, young person or adult at risk discloses information to you that you are concerned about or if you consider them to be at risk.

- 1. Remain calm and in control** – don't panic.
- 2. Find a safe space** – take the individual to one side so they cannot be overheard but so that you are both visible to other staff or adult practitioners.
- 3. Listen carefully to what is being said** – you need to remember as much as you can.
- 4. Don't give your own view or opinions** – actively listen but do not comment even if what they are saying is shocking or difficult to hear, try not to show this.
- 5. Only ask questions if you don't understand what is being said** – perhaps they said something very quietly, perhaps you didn't understand a word they used.
- 6. Don't promise to keep a secret** – often an individual begins by saying "please don't tell anyone". You cannot keep this secret. You do not need their consent to share the information but it is best practice.
- 7. Reassure them that you will only tell the Designated Safeguarding Lead to support their safety.** Information should be handled and disseminated on a "need to know basis" only and always in the best interests of the child or young person or vulnerable adult.
- 8. Reassure them that they have done the right thing** – you could say something like "you did the right thing to tell me this."
- 9. Make notes straight after your meeting with the child or young person** - use

their words. Write it up accurately and clearly as possible recording the date and time. All documentation relating to disclosures must be passed to the

Safeguarding Officer/ Lead to be stored in a secure place with limited access to designated people, in line with Data Protection Laws

- 10. Report it** - as soon as possible (within 24 hours) to the Designated Safeguarding Lead. It is not your job to notify the police or social/children's services unless it is urgent and the Designated Safeguarding Lead cannot be contacted. If it is urgent and the Designated Safeguarding Lead are unavailable contact the Police. You can also report non-urgent incidents online at <https://www.northumberland.gov.uk/Children/Northumberland-Local-Offer-SEND-0-to-25-years/Social-Care/Worried-About-a-Child-or-Young-Person.aspx> in Northumberland or <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person> in Newcastle-upon-Tyne.
- 11. Do not contact the alleged perpetrator** -this may jeopardise an investigation.
- 12. Seek medical attention** if needed, do not examine the vulnerable person yourself.
- 13. Seek advice** – when you cannot reach the Designated Safeguarding Lead or if you are not sure if it is a child protection concern adult at risk you can call One Call on **01670 536400 24 hours a day. You can also call ThirtyOne:Eight** on 0303 003 111 who Pride Action North are a member of available Mon-Fri 9am-5pm. The first question you will be asked is “do you have a concern about a child or vulnerable adult?” If you say yes, your call will be transferred to a safeguarding professional.
- 14. Request support** – safeguarding disclosures are difficult. Support your own wellbeing by accessing the Employee Assistance Programme (EAP) and talking to your line-manager about any worries you have.

Please follow this procedure if you have safeguarding concerns about a child, young person or adult at risk.

Making a referral for children

As soon as possible (within 24 hours) to the Designated Safeguarding Lead. It is not your job to notify the police or children's services unless it is urgent, and the Designated Safeguarding Lead cannot be contacted. I

If it is urgent and the Designated Safeguarding Lead are unavailable contact the Police.

In **Northumberland**, you can also report non-urgent incidents online at <https://www.northumberland.gov.uk/Children/Northumberland-Local-Offer-SEND-0-to-25-years/Social-Care/Worried-About-a-Child-or-Young-Person.aspx>.

or

In **Newcastle upon Tyne**, <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>.

Making a referral for adults at risk

As soon as possible (within 24 hours) to the Designated Safeguarding Lead. It is not your job to notify the police or children's services unless it is urgent, and the Designated Safeguarding Lead cannot be contacted.

If it is urgent and the Designated Safeguarding Lead are unavailable contact the Police.

In **Northumberland**, you can report non-urgent incidents online at via the Safeguarding Adults Enquiry Form, accessed at the following link [https://www.northumberland.gov.uk/Care/safeguarding.aspx#:~:text=Adults%20Board%20only.-,If%20you%20are%20concerned%20that%20someone%20is%20at%20risk%20of,or%20neglect%20please%20contact%20OneCall.&text=The%20Children's%20Northumberland%20Strategic%20Safeguarding,\(SAB\)%20from%20April%202022](https://www.northumberland.gov.uk/Care/safeguarding.aspx#:~:text=Adults%20Board%20only.-,If%20you%20are%20concerned%20that%20someone%20is%20at%20risk%20of,or%20neglect%20please%20contact%20OneCall.&text=The%20Children's%20Northumberland%20Strategic%20Safeguarding,(SAB)%20from%20April%202022). You can also call OneCall / Safeguarding adults team on 01670 536400.

or

In **Newcastle-upon-Tyne**, you can report non urgent incidents online via their online referral form at <https://www.newcastle.gov.uk/services/care-and-support/report-abuse-or-neglect>. Outside of office hours and at weekends, telephone 0191 278 7878.

Allegations about professionals and staff who work with Children.

If an allegation is made against a professional working with children or vulnerable adults, you must inform the Local Authority Designated Officer. You should report this to the LADO in the Local Authority area where the young person lives. If this is unclear, you should report this to the LADO in

If the allegation is against a professional, and you are aware that they work with children or Adults at risk in multiple local authority areas, you should make a referral to each LADO.

Pride Action North has offices in two local authority areas. However, you should consider if other local authority LADO's require notification based on the information you hold. LADO's will be able to provide guidance on this issue.

Northumberland County Council

The Northumberland LADO is **Louise Prudhoe**.

You can call Louise on 07500 606174 (Monday to Thursday 08:30-17:00, Friday 08:30-16:30) or 01670 536400 (Out of hours). You can also email LADO@northumberland.gov.uk at any time.

Like other referrals you can also complete Online Referral Form by visiting <https://www.northumberland.gov.uk/Children/Safeguarding/Safeguarding-children-information-for-professional.aspx>.

Referrals about professionals will be dealt with by the LADO following the flow chart at <https://proceduresonline.com/trixcms1/media/12699/lado-information-and-flowchart.pdf>.

Newcastle City Council

The Newcastle-upon Tyne LADO is **Melanie Scott**.

You can call Melanie on 0191 277 4636. Outside of office hours and at weekends, telephone 0191 278 7878. You can also email lado@newcastle.gov.uk at any time.

Information about reporting concerns can be found at <https://www.newcastle.gov.uk/services/care-and-support/children/keeping-children-safe/report-concern-about-child-or-young-person>.

If the individual is in immediate danger call the police - 999

You may need to raise a concern because you have observed a situation or because of a disclosure made to you;

- **Listen** carefully and do not comment on the information
- Do not promise confidentiality, **reassure** the individual that you will only tell Darren John Irvine-Duffy as Safeguarding Lead or Laura Collinson-Knapp as deputy.
- Make a written **record** of the factual information immediately
- Ask the individual for their **consent** to pass the information on to the Safeguarding Lead
- **Phone** the Designated Safeguarding Lead **immediately** and email the record as soon as possible and **always within 24 hours** to Angela Brudenell, on 07474053687 and to angela@prideactionnorth.org.uk. You should also make relevant notes on Upshot.
- **Be prepared to leave a message should the call go to voicemail: “This is [name] from Pride Action North. I [your name] [your number] need to raise a safeguarding concern. Please could you call me back on [number]”**
- If you are unable to get in touch with the Designated Safeguarding Lead you should **Phone** the Designated Safeguarding Trustee **immediately** and email the record as soon as possible and **always within 24 hours** to Angela Brudenell, on 07395061956 and to darren@prideactionnorth.org.uk. You should also make relevant notes on Upshot.

When you have confirmation that the report has been received. Remove the record from your email by ensuring it is deleted from your sent and deleted items. The record will be stored securely on Upshot.