



# **South West Philharmonia and Chorus (SWPC)**

## **Safeguarding Policy, Procedures and Guidance**

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*Document approved by: SWPC Senior Leadership Team*

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# Contents

Introduction.....	1
Section 1: Safeguarding Policy.....	2
Section 2: Reporting Concerns.....	6
Reporting Concerns About Yourself .....	6
Reporting Concerns About Others .....	7
Responding to a Direct Disclosure .....	8
Record Keeping .....	9
Section 3: What will happen next?.....	11
Procedure for Safeguarding Lead* .....	11
Immediate Response.....	13
Taking Action.....	14
Further Information and Useful Contacts .....	16
Section 4: Appendices.....	18
Appendix 1 – Safeguarding Report Form.....	18
Appendix 2 – Sources of Information and Support.....	22

# Introduction

South West Philharmonia and Chorus (SWPC) is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where children or vulnerable adults are at risk of harm.

The procedure should be implemented with reference to the South West Philharmonia and Chorus Safeguarding Policy.

This procedure details the steps to be taken in responding to any concern that a child or vulnerable adult involved in SWPC, or its activities, is at risk of or is experiencing harm.

The procedures have four main sections:

Section 1: SWPC Safeguarding Policy

Section 2: Reporting concerns– **For everyone**

Section 3: What happens next – **For Safeguarding Lead and organisational response**

Section 4: Appendices (including Safeguarding Report Form)

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

# Section 1: Safeguarding Policy

## Background Information

### Legal Context

The law requires any organisation involving young people and/or vulnerable adults to take all reasonable measures to ensure that the risk of harm to their welfare are minimised, and where there are concerns, to share them with other local agencies.

The South West Philharmonia & Chorus (SWPC) Management Team recognise that it is not the role of our organisation to decide whether or not a child or vulnerable adult has been abused. This is the role of the Social Services department who have legal responsibility or the NSPCC who have powers to investigate child protection concerns under the Children Act. However, we are committed to undertaking responsibility within our remit.

### Who are Children or Vulnerable Adults?

In this context anyone up to the age of 19 is classified as a child; anyone over 18 years of age who is or who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation, is classified as a vulnerable adult.

### Contact with children typically falls into the following categories:

- Young people become members of the Choir and attend its weekly rehearsals and other activities.
- Children take part in a concert, typically as part of a youth choir or as a soloist
- Children form part of the audience at public performances given by the Choir.

### How SWPC Operates

SWPC is owned by MLA Music and managed by a Management Team, composed of members of SWPC. The organisation consists of a choir and orchestra. Rehearsals are run by our Musical Director (Owner of MLA Music) or substitutes on occasion. A professional accompanist is used. From time-to-time SWPC organises other events such as choral workshops, social events and tours.

SWPC does not overtly advertise itself as an activity suitable for children or vulnerable adults. Most members are independent adults. It happens only rarely that a young person or a vulnerable adult join and/or rehearses and performs with us. There are no employed staff or volunteers who are charged with the care of others.

Rehearsals and performances are group activities, and there is no need for a member of the choir or orchestra to be alone with another member of any age. SWPC is therefore unlikely to be targeted by a person seeking opportunities to abuse children or vulnerable adults. Nonetheless the SWPC Management Group recognise the need to safeguard the welfare of any young and vulnerable people with whom we may work or come into contact.

This policy applies to employees, members, volunteers and all others invited to perform or work with SWPC.

## **General principles and guidelines**

1. The purpose of this policy is:
  - 1.1. to protect children, young people and vulnerable adults with whom the choir has any involvement from abuse.
  - 1.2. to provide an outline of the principles that guide our approach to safeguarding.
2. Young people will be welcome to participate in choral works requiring children and/or individual youth voices with SWPC if the following guidelines are followed:
  - 2.1. Children under the age of 18 must complete a SWPC membership application form.
  - 2.2. The child's parent or guardian must provide written permission for their child to take part in SWPC activities. A consent form for this purpose will be provided by the SWPC Membership Secretary. When completed, the form shall be attached to the child's application form and retained by the SWPC Membership Secretary.
  - 2.3. SWPC will also secure parental consent in writing to act in loco parentis if the need arises to administer emergency first aid and/or other emergency medical treatment if the parent or guardian cannot be contacted at short notice.
  - 2.4. The parent or guardian retains full responsibility for the child's transport arrangements to and from rehearsals and the venues for performances or activities.
  - 2.5. Rehearsals and other activities will be conducted in an open environment to avoid private or unobserved situations. Adult members and employees (other than a parent or guardian) should ensure that they are not alone with a young person.

## **Tours or trips (day and/or residential)**

1. Any child who wishes to go on a tour/residential trip or day trip with SWPC must be accompanied by a parent or guardian or a responsible adult of their parent/guardian's choice to act *in loco parentis*.
2. On residential tours/trips only the adult acting *in loco parentis* may share a room with the child. Other adults should not enter children's rooms or invite children into their rooms.

3. Parents or guardians will be informed of arrangements for the tour and asked to confirm their approval in writing.

## **Privacy arrangements**

1. In the rare event of it not being possible to arrive at a venue in concert dress, SWPC will endeavour to ensure an individual's privacy is respected if required to change at a venue.
2. In common with its policy for adult members, SWPC Management Team will not disclose contact details for any child member without first obtaining both the child's and their parent or guardian's permission. The purpose of any request for contact details, and the identity of any person making such a request will be provided.
  - 2.1. Note: Parents and guardians should be aware that photography, audio and video recording may be undertaken from time to time at concerts and rehearsals. The images and recordings may be stored digitally and used both on-and off- line including on the Internet. These provide valuable tools to promote the work of the choir to a wider audience and form part of the historical record of our work.

## **Joint concerts with children**

1. SWPC will make appropriate joint working arrangements to ensure that school/youth groups will always be in the care of their teachers and helpers and/or parents who will always bear responsibility for their welfare. This does not detract from the choir's general responsibility to provide a safe environment for joint activities, and the principles of this safeguarding policy still apply.

## **Children in audiences**

1. It is the responsibility of the parent, guardian or carer to ensure that their child/vulnerable adult is always supervised. If a parent/guardian/carers is not personally attending an event with their child/vulnerable adult, this policy requires them to be satisfied that their child/vulnerable adult will be accompanied and adequately supervised by a responsible adult always acting on their behalf.

## **Measures for implementation of this policy**

1. A copy of this policy is available on the SWPC website, and we draw it to the attention of members regularly. A copy will be sent to each parent/guardian/carers upon request.
2. SWPC has nominated a Designated Person, who will undertake appropriate training as required and will be identified to children as the principal person they should turn

to if they have any concerns or queries. Contact details for the named person are also given in the parent/guardian consent form and on the website.

3. SWPC members or anyone with concerns should report to the Designated Person (or in their absence any member of the Management Team), who will act as described in the 'Approach to be taken in event' section below and:
  - 3.1. Obtain and record information from the person expressing the concern;
  - 3.2. Assess the information quickly and carefully and ask for further clarification as appropriate;
  - 3.3. Seek medical attention if necessary and or make a referral to a statutory child protection agency or the police without delay depending on the particular circumstances;
  - 3.4. If in any doubt as to what to do, seek advice from Social Services;
  - 3.5. Maintain confidentiality as far as possible subject to the principle of the welfare of the child/vulnerable adult being paramount which means that information may have to be shared (but only with people who need to know about it).
4. A permanent confidential record will be kept of the report by the Designated Person.
5. The policy and procedures will be brought to the attention of members where necessary and reviewed annually by the Management Team.

## **Approach to be taken in event of a disclosure or complaint**

1. SWPC notes the importance of being alert to signals of abuse and to the difficulty individuals may have in reporting it. To assist in responding appropriately to a complaint, we offer the following strategy for anyone who is made aware of an issue:
  - 1.1. Listen carefully.
  - 1.2. Reassure the child or person involved that this matter will be disclosed only to those who need to know about it and that they are doing the right thing in telling you.
  - 1.3. Avoid leading questions or closed questions.
  - 1.4. Write down what has been said, with date and time and any names mentioned.
  - 1.5. Tell the child/person what you are going to do next (in the first instance, report the matter to the Designated Person for safeguarding)

## **List of contacts:**

1. The Designated Person is John Cavill.
2. Reports of suspicions or allegations of abuse or a serious incident are to be sent to the appropriate contact as soon as possible, either:
  - 2.1. Plymouth Safeguarding Adults Board (PSAB) 01752 668000
  - 2.2. Plymouth Multi Agency Safeguarding Hub (MASH) 01752 668000 (out of hours 01752 346982)
  - 2.3. Devon Safeguarding Adults Board (PSAB) 0345 155 1007
  - 2.4. Devon Multi Agency Safeguarding Hub (MASH) 0345 155 1071

## Section 2: Reporting Concerns

### Reporting Concerns About Yourself

**If you are experiencing harm within South West Philharmonia and Chorus contact John Cavill – Designated Safeguarding Lead.**

If you are in immediate danger or need immediate medical assistance contact the emergency services 999.

Please contact the Safeguarding Lead – John Cavill (07889111058/[john.cavill@me.com](mailto:john.cavill@me.com))

If you would prefer, please contact another member of staff who will help you raise the issue to the Safeguarding Lead.

If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to Marcus Alleyne, Director SWPC.

You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Other sources of support).

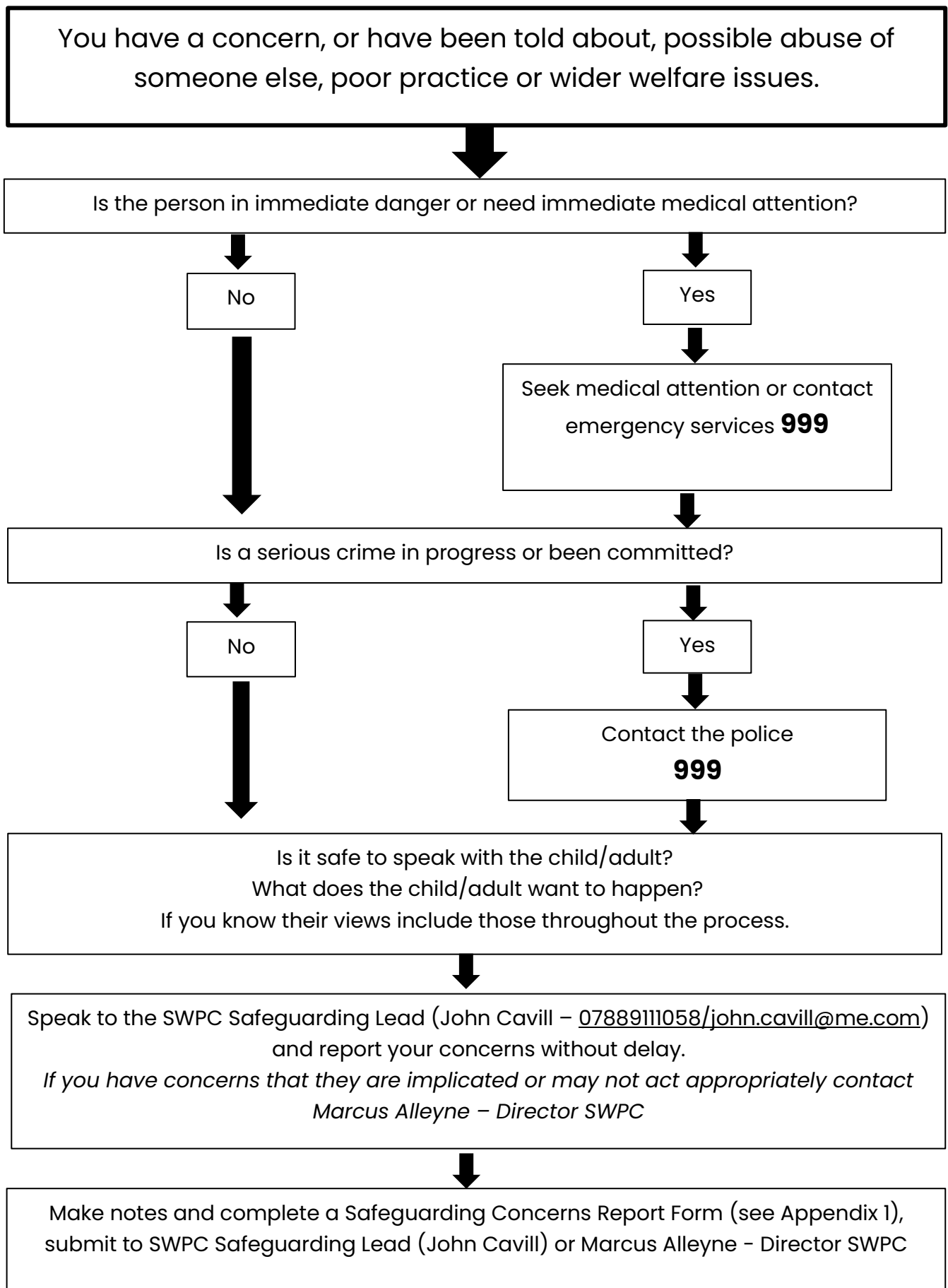
SWPC will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact Marcus Alleyne, Director SWPC.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

**It is of upmost importance to SWPC that you can take part in our activities safely and we will take every step to support you to do that.**



## Reporting Concerns About Others (Flowchart 1)



## Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

**You should not keep safeguarding concerns to yourself. If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the SWPC Safeguarding Lead as soon as you can – (07889 111058/john.cavill@me.com)**

If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to Marcus Alleyne – SWPC Director.

**If you are concerned** about harm being caused to **someone else**, please follow the guidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person centred/make safeguarding personal**. If it will not put them or you at further risk, discuss your safeguarding concerns with the person and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead. **Do not** contact the child or adult before talking to your Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- **Remember not to confront the person thought to be causing the harm.**

## Responding to a Direct Disclosure

If a child or vulnerable adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.

- Listen carefully to what is said, allowing the child/adult to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with the South West Philharmonia and Chorus Safeguarding.
- Ask for their consent for the information to be shared outside the organisation.
- Arrange how you/the Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support –see Appendix 6).
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the person’s own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

## Record Keeping

- Complete a Safeguarding Report Form (see Appendix 1) and submit to the SWPC Safeguarding Lead without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.

- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

**Be mindful of the need to be confidential at all times.**

**This information must only be shared with your Safeguarding Lead or and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be taken.**

## Section 3: What will happen next?

### Procedure for Safeguarding Lead\* (Flowchart 2)

(\*or appointed individual)

Steps 1–5 **Initial response** – actions taken by Safeguarding Lead\*

**Step 1:** Is someone at immediate risk of harm/ danger or in need of immediate medical attention?

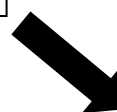
NO



YES



Call  
emergency  
services  
999



If harm is occurring within  
the organisation  
use relevant procedures e.g.  
breach of code of conduct  
to prevent further harm.

#### Step 2 – Safeguarding Report Details

Safeguarding Report Form submitted to Safeguarding Lead who will check that they understand what is written and that all the necessary parts have been completed  
If contacted directly safeguarding Lead will request a completed Safeguarding Report Form or fill in the form with the person making the report (public/themselves)

#### Step 3– Person Making the Report

Safeguarding Lead will inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

#### Step 4– Person at Risk

Safeguarding Lead what are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?  
Do they need to contact the adult directly? Is it safe for them to do so?

#### Step 5 – Person at Risk

If it is safe to do so – the Safeguarding Lead will ensure the person at risk has information about what will happen next.  
They will make sure they have been given information about other organisations that can support them (see Appendix 2).

## Steps 6– 14 **Taking Action**

### **Step 6 – Consult and Decide**

As needed, the Safeguarding Lead will consult SWPC Management Group/MD, Local Authority/the Police and decide which one or more of the following actions need to be taken.

<p><b>Step 7</b></p> <p><b>If a serious crime is suspected contact the police</b></p> <p>Criminal enquiry, investigation, proceedings</p>	<p><b>Step 8</b></p> <p><b>If you believe there is a child or ‘adult at risk’ make a safeguarding adults report to the Local Authority</b></p> <p>Safeguarding children or adults process led by Local Authority</p>	<p><b>Step 9</b></p> <p><b>If harm is suspected of being caused within South West Philharmonia and Chorus</b></p> <p>Organisation takes <b>short term steps</b> within relevant policy to <b>prevent harm</b> e.g. require member to stay away from SWPC activities.</p>	<p><b>Step 10</b></p> <p><b>Consult with and inform the adult</b></p> <p>Organisation decides who will maintain regular contact with the children or adult(s) who have been at risk of harm</p>
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### **Step 11**

Safeguarding Lead will take advice from, and **coordinate actions** taken by SWPC with those of **other agencies**. **Attend and contribute to Safeguarding strategy meetings** if required.

### **Step 12**

**Safeguarding Lead will chair Case Management meeting** to coordinate actions by SWPC.

<p><b>Possible outcomes: e.g.</b></p> <ul style="list-style-type: none"> <li>• Criminal Caution or Conviction</li> <li>• Police referral back to organisation</li> <li>• Referral to Independent Barring Board</li> <li>• Unsubstantiated– no further action</li> </ul>	<p><b>Possible outcomes e.g.</b></p> <ul style="list-style-type: none"> <li>• LA enquiries triggered</li> <li>• Adult supported to ‘make safeguarding personal’</li> <li>• Other adults at risk identified</li> <li>• Multi-agency meetings to coordinate actions</li> <li>• New/changed care and support and protection plan for any adult at risk</li> <li>• NOT an adult at risk – information and advice provided</li> </ul>	<p><b>Possible outcomes: e.g.</b></p> <ul style="list-style-type: none"> <li>• Informal resolution</li> <li>• Education and training</li> <li>• Formal warning</li> <li>• Dismissal</li> <li>• Role conditions applied</li> <li>• Contract ended</li> <li>• Referred to Independent Barring Board</li> <li>• Unsubstantiated – no further action</li> </ul>	<p><b>Possible Outcomes: e.g.</b></p> <ul style="list-style-type: none"> <li>• Adult receives information about the process</li> <li>• Adult supported to have their views and experience heard</li> <li>• Adult supported to gain support from other agencies</li> <li>• Adult continues to participate in organisation/sport</li> </ul>
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### **Steps 13 and 14**

Recording and reporting  
Ensure decisions made, actions taken, and outcomes logged and reported

## Procedure for Safeguarding Lead\*

(\*or appointed individual)

Once a concern has been passed to the SWPC Safeguarding Lead, they will coordinate the SWPC Safeguarding Procedure (see Flowchart 2 above).

The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the adult.

The Safeguarding Lead, where appropriate, in consultation with the Management Team and MD, will take the following actions:

### Immediate Response

1. Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of another person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the child/adult being harmed.

2. If they have been sent a **Safeguarding Adults Report Form** they will check that they can understand what is written and that all the necessary parts have been completed.

If they are contacted directly by a member they will request that they complete a Safeguarding Adults Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the adult themselves or a member of the public they will fill in the safeguarding report form themselves gaining the details with the person contacting you.

3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of **the views of the child/adult**, whether they have given their consent to the report being made and whether they might be considered to be a child or 'adult at risk'.

They will check to see if the person making the report believes the child/adult has the mental capacity to make decisions about what safeguarding actions they want

SWPC Safeguarding Policy, Procedures and Guidance  
to be taken (they are not expected to assess this, only provide their opinion).

They will decide if they need to **contact the child/adult** to get more information, determine their wishes, or explain what actions you need to take.

5. Ensure that the child/**adult has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

**They will ONLY do this if they have a known safe way of contacting the child/adult.**

## Taking Action

In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

### 6. Consult and Decide

If necessary, they will consult with SWPC Management Team/MD and, if necessary with the Local Authority/the Police and decide which of the following actions need to be taken.

### 7. Contact the police (where the crime took place)

**If:**

- a serious crime has been committed.
- a crime has been committed against someone without the mental capacity to contact the police themselves.
- the adult has asked you to make a report to the Police on their behalf because they are unable to themselves.

### 8. the Safeguarding Lead will make a referral/report to the Local Authority Safeguarding Adults Team or Multi-Agency Safeguarding Hub (MASH) if you believe they may be a **child or adult at risk**

**AND**

- the adult appears not to have the mental capacity to make decisions about their own safety and well-being.
- the risk is from a person employed or volunteering in work with adults with care and support needs (including within a sports organisations).
- there are other 'adults at risk' (e.g. another family member).



- the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.

If a child is at risk the Safeguarding Lead will make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

**If the Safeguarding Lead is unsure whether or not to make a referral/report they will ask for advice by contacting the Local Authority Safeguarding Adults Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the child or adult or the person who may be causing harm**

#### **9. Use policy and procedures to stop harm within the organisation**

If the person who may be causing harm is a person involved in SWPC in whatever capacity the Safeguarding Lead will inform Marcus Alleyne (MD).

Together a decision on what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

They will agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation/their sport.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

- 10.** If statutory agencies are involved, the Safeguarding Lead will **work together** with them to agree the next steps. E.g. the Police may need to interview a member of SWPC before any internal investigation is conducted.

The Safeguarding Lead will attend and contribute to any safeguarding strategy or case meetings that are called by the Local Authority – if required.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop SWPC taking internal steps to safeguard the adult.

- 11.** Decide who in the organisation will **maintain contact with the child/parent/adult** to consult with them, keep them informed and make sure they are receiving the support they need.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the child/parent/adult to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.

**12.** The Safeguarding Lead will chair a **Management Team meeting** to coordinate actions internally to your organisation:

- share information about what has happened with those within SWPC Management Team who have a role in safeguarding the adult.
- share the views of the adult.
- share any actions being taken by the Police/Local Authority.
- agree who will coordinate between SWPC and other agencies.
- decide what actions SWPC will take.
- Coordinate action by SWPC.

These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any member found to have caused harm to the Disclosure and Barring Service.
- Communication with the child/parent or carer/adult about the safeguarding process, offering support and making any arrangements needed for them to continue their involvement with the organisation.
- Offering support to members affected by the circumstances.

**13.** Case Management Group meeting must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.

**14.** Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to management team/MD as requested**.

## Further Information and Useful Contacts

Policies, procedures and supporting information are available on the SWPC website:

[www.swpac.co.uk](http://www.swpac.co.uk)

**Safeguarding Lead:**

John Cavill

Mobile: 07889 111058

Email: [john.cavill@me.com](mailto:john.cavill@me.com)

**Deputy Safeguarding Lead:**

Marcus Alleyne

Mobile: 07877 415274

Email: [marcus@swpac.co.uk](mailto:marcus@swpac.co.uk)

**Local Authority Safeguarding Contact Details:**

- Plymouth Safeguarding Adults Board (PSAB) 01752 668000
- Plymouth Multi Agency Safeguarding Hub (MASH) 01752 668000 (out of hours 01752 346982)
- Devon Safeguarding Adults Board (PSAB) 0345 155 1007
- Devon Multi Agency Safeguarding Hub (MASH) 0345 155 1071

# Section 4: Appendices

## Appendix 1 – Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding a child or adult.

If it is safe to do so, it is important to inform the child/adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of the person you have concerns about	
Name of adult	
Address	
Date of Birth/Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Section 3 – Details of concern	
<p>Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)</p>	

Date/ Time	What happened
Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to child/adult	
Section 6 – Have you discussed your concerns with the child/adult? What are their views; what have they stated about what they want to happen and what outcomes they want?	
Section 6A – Reasons for not discussing with the child/adult	
Discussion would put the child/adult or others at risk. Please explain:	
Child/Adult appears to lack mental capacity. Please explain:	

Child/Adult unable to communicate their views. Please explain:		
Section 7 – Risk to others		
Are any adults at risk      Yes/No/Not known – delete as appropriate If yes, please fill in another form answering questions 1-6		
Are any children at risk      Yes/No/Not known Delete as appropriate If yes, please fill in another form answering questions 1-6		
Section 8 – What action have you taken if any or agreed with the adult to reduce the risks?		
Actions taken by SWPC.		
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken	
Police		
Ambulance		
Other – please state who and why:		
Section 10: Contact with others within SWPC		
Who else has been informed of this issue? – and what was the reason for information sharing		
Consultation with Safeguarding Lead	Dates and times	

Completed Form copied to Safeguarding Lead; Date and time
Signed:
Date:

<b>SAFEGUARDING LEAD USE ONLY</b>
Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)
Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of SWPC?
Details of contact with the Local Authority Safeguarding Team/MASH – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of any other agencies contacted:
Details of the outcome of this concern:

## Appendix 2 – Sources of Information and Support

### Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org)

### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

### National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a>	Tel: 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a> Twitter: <a href="https://twitter.com/dsahelpline">www.twitter.com/dsahelpline</a> Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a>
Scotland	Wales
Tel: 0800 027 1234 Email: <a href="mailto:helpline@sdaafmh.org.uk">helpline@sdaafmh.org.uk</a> Web chat: <a href="http://sdaafmh.org.uk">sdaafmh.org.uk</a>	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.



Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### **Respond**

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### **Stop Hate Crime**

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

### **Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)

[www.suzylamplugh.org](http://www.suzylamplugh.org)

### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com)

### **Women's Aid Federation of England and Wales**

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)