

<p>TITLE</p>	<p>SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES</p>
<p>Introduction</p>	<p>Trinity College London is an international examination board for the performing arts and English language. It has a rich heritage of academic rigour and a positive, supportive approach to assessment.</p>
<p>Principles</p>	<p>Unless individuals are safe and treated well, with dignity and respect, it is impossible for them to realise their potential or to benefit fully from their involvement with Trinity.</p> <p>Over recent years there has been increasing recognition of the way in which vulnerable groups can be at risk of harm from organisations and institutions that are supposed to help them, either as a result of abuse and exploitation by individuals in positions of trust, or via programme activities in general.</p> <p>As a consequence, there has been a significant increase in the efforts made by charities to ensure that no harm comes to beneficiaries or others who come into contact with their work either from contact with their staff and associates or as a result of any of the charity's activities.</p> <p>This duty of care extends beyond statutory safeguarding requirements. Trinity does engage in activity with children or vulnerable adults such as is regulated by safeguarding legislation and it also takes seriously its obligations to operate in such a way as to ensure so far as is possible that its work causes no harm to anyone who comes into contact with it or its work.</p> <p>Given these values and in light of widely recognised risks, Trinity has developed this policy to promote protection for all those people it comes</p>

into contact with as well as staff and volunteers within Trinity itself and any partner organisations with which we work.

Whenever we come into contact with vulnerable groups Trinity takes responsibility to ensure it is doing all it can to protect such groups from all forms of harm, including abuse, neglect and exploitation and to ensure appropriate action is taken if such harm occurs.

Trinity College London acknowledges its particular duty of care towards children and for safeguarding children taking its examinations, assessments or participating in any educational activity or who otherwise find themselves under its temporary care.

It recognises that good safeguarding and child protection policies and procedures are of benefit to everyone involved with Trinity's work.

Trinity is committed to practices that protect children from harm. As child protection is a public concern it is important that Trinity responds appropriately and proportionately to any concerns. Therefore, those who have unsupervised access to, or contact with, children are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues that can cause children harm; and
- report concerns following the procedure outlined below.

Trinity will endeavour to safeguard children by:

- adopting best practice safeguarding and child protection procedures and a Code of Practice for all who work on behalf of the organisation (see below);
- reporting any concerns to relevant authorities including statutory agencies and the Charity Commission;
- strict adherence to safer recruitment and selection procedures for all appointments; and
- providing effective management of all staff and associates through support and training
- using these tools to embed safeguarding as a key principle throughout the organisation.

<p>Scope</p>	<p>This policy applies to:</p> <ul style="list-style-type: none"> • All Trinity employees on the payroll. • All fixed term and temporary agency workers engaged by Trinity • Consultants and contractors including all members of Trinity’s Panels i.e. examiner, assessor, moderator, trainer. • All and any individuals acting as Trinity’s representatives or agents. • All of the above who work internationally for or on behalf of Trinity. • Trustees
<p>Purpose</p>	<p>The purpose of this policy is to enable all Trinity staff, associates and board members to:</p> <ul style="list-style-type: none"> • Comply with their safeguarding duties through a shared understanding and by following the guidelines and requirements set out here • Be aware of the need to protect children and adults at risk and to ensure risks to them are minimised; • Be clear about what to do if a safeguarding concern or allegation is identified
<p>Definitions</p>	<p>A child is defined in law (Children Act 1989) as a person who is up to the age of 18 years. Therefore, the term ‘child’ is used throughout the policy and procedure and this includes young people. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his or her status or entitlement to protection under the Children Act 1989.</p> <p>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 e.g. via the internet or by those responsible for providing support or care. Children may be abused by an adult or adults, or another child or children. It does not make any difference whether or not the abuser intends to cause harm</p>

	<p>to the child. Maltreatment can take many forms: sexual, emotional, physical and neglect. For more information, see Appendix 1.</p> <p>Safeguarding is about the prevention of harm. It includes putting into place policies, procedures and training and appointing suitable people to minimise the possibility of abuse and to respond appropriately to abuse if it occurs.</p> <p>Child protection is one element of safeguarding. It relates to the protective action that is undertaken for a specific child or children who are suffering, or likely to suffer, significant harm</p>
<p>Legislation, Policy and Guidance</p>	<p>In England and Wales:</p> <p>The Children Acts 1989 and 2004</p> <p>Data Protection Act 2018</p> <p>General Data Protection Regulation EU/</p> <p>Sexual Offences Act 2003</p> <p>Safeguarding Vulnerable Groups Act 2006</p> <p>Protection of Freedoms Act 2012</p> <p>The Counter-Terrorism and Security Act 2015</p> <p>United Nations Convention on the Rights of the Child 1991</p> <p>HM Government (2015) Working Together to Safeguard Children</p> <p>Welsh Government (2011) The Rights of Children and Young persons (Wales) Measure</p> <p>In Scotland:</p> <p>The Children (Scotland) Act 1995</p> <p>Protection of Vulnerable Groups (Scotland) Act 2007</p>

	<p>National Guidance for Child Protection in Scotland 2014</p> <p>In Northern Ireland:</p> <p>The Children (Northern Ireland) Order 1995</p> <p>Safeguarding Board Act 2011</p> <p>Safeguarding Vulnerable Groups (Northern Ireland) Order 2007</p> <p>Criminal Law Act (Northern Ireland) 1967</p> <p>Co-operating to Safeguard Children</p> <p>Trinity Worldwide:</p> <p>Safeguarding and child protection procedures in countries outside the UK will follow the principles and practice given in this policy. Trinity will also take account of any local procedures and will liaise with local agencies where possible as appropriate.</p>
<p>Implementation</p>	<ul style="list-style-type: none"> • Trinity's policy on Safeguarding and Child Protection will be referred to or included in recruitment, induction, training, standardisation, moderation and policy materials where appropriate, and widely available and actively promoted across the organisation. • A culture of mutual respect between children and those who represent Trinity in all its activities will be encouraged, with adults modelling good practice in this context. • All staff, panel members and anyone in paid or unpaid work on behalf of Trinity with unsupervised access to children will be checked and vetted appropriately. • It is part of Trinity's acceptance of its responsibility of duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of Trinity will be supported when they report their concerns in good faith.

	<ul style="list-style-type: none"> • The Designated Safeguarding Lead (DSL) within Trinity will take action following expression of concern as outlined in this policy and procedure. • All those covered by the scope of this policy will be expected to adhere to the Code of Practice (see below) • Trinity will ensure that safer recruitment and employment practices are applied for specific roles that are child facing and/or assess children's work • Trinity has implemented a Whistleblowing Policy aimed at encouraging a culture of openness and accountability wherein staff are confident that they can raise any matter of genuine concern without fear of reprisal in the knowledge that they will be taken seriously and that matters will be investigated appropriately and regarded as confidential. • An Employee Code of Conduct also supports our wider commitment to wellbeing and safeguarding internally
<p>Responsibilities</p>	<p>Trinity has appointed the Director of Human Resources & Corporate Services as the person responsible for dealing with any concerns about child protection and is the Designated Safeguarding Lead. They can be contacted by telephone on +44 (0)20 3752 4720.</p> <p>The role of the designated person(s) is to:</p> <ul style="list-style-type: none"> • Know which outside child protection agency to contact in the event of a child protection concern coming to their attention; • Provide information and advice on safeguarding and child protection within Trinity; • Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover; • Liaise with all external agencies, as appropriate; • Keep relevant people within Trinity informed about any action taken and any further action required; for example, disciplinary action against a member of staff, removal of an examiner from a panel, referral to the Disclosure and Barring Service; • Ensure that an appropriate written record is kept of any referral and action taken, and that this is kept safely and in confidence; • Advise Trinity of child protection training needs.

	<ul style="list-style-type: none"> • Act as a source of advice and support for Trinity staff on safeguarding and child protection matters
	CODE OF PRACTICE
Expectations	<p>Trinity expects that all those covered by the scope of this policy will be aware of this Code of Practice and adhere to its principles in their approach to children. All Trinity staff and associates are required to uphold the highest levels of professional conduct in their dealings with children. This includes avoiding any physical, verbal or other conduct that could be construed as abusive, by not placing themselves in situations where they are open to false allegations and by protecting children from possible abuse by others.</p> <p>Staff and associates must:</p> <ul style="list-style-type: none"> • conduct the examination/assessment process as openly as possible • restrict time spent alone with a child to the time required to conduct the examination or assessment • model good practice and appropriate conduct • value and respect children as individuals • treat all children equally, with respect and dignity • keep a physical and professional distance from the candidate • report any safeguarding concern or allegation following the safeguarding procedures <p>Staff and associates must not:</p> <ul style="list-style-type: none"> • have physical contact with a child • make suggestive or inappropriate remarks to a child • be alone with a child other than during the time required to conduct the examination or assessment • be unnecessarily inquisitive – do not ask for personal details that are not necessary for completion of the assessment • do or say anything that might make a candidate feel uncomfortable and that includes being aggressive, hostile or impatient • be drawn into personal conversations or introducing personal subjects with candidates

	<ul style="list-style-type: none"> • make comments that could be misinterpreted, such as about a candidate’s appearance • meet a candidate other than in the agreed assessment venue • exchange personal contact details including email or phone numbers • contact a child through any form of social media • permit a child to swear or use sexualised language unchallenged • permit a child to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism • promise that information shared by a child will be kept confidential • try to investigate any allegation of abuse themselves <p>The Sexual Offences Act 2003 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust. This applies even if they do not work together directly</p>
Breaches	Breaches of the Code of Practice will be dealt with following the allegation procedure described in “Allegations against Trinity staff and associates” below.
Procedures for reporting concerns about a child	<p>Concerns about a child may come from:</p> <ol style="list-style-type: none"> a) A child disclosing abuse b) Evidence of physical hurt, which may or may not be accompanied by unusual behaviour by a child c) Hearing or seeing inappropriate conduct against a child d) The conduct of an individual working on behalf of Trinity
Responding to a disclosure from a child	<p>If a child should raise or make an allegation of abuse to you:</p> <ul style="list-style-type: none"> • Stay calm and listen carefully to what is said. • Take what the child is saying seriously • Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.

- Tell the child that the matter will only be disclosed to those who need to know about it
- Allow the child to continue at his/her own pace.
- Ask questions for clarification only.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Make a written report of what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the report is signed and dated. **See Appendix 2**
- **As soon as possible notify the DSL**

You should not:

- Promise to keep secrets
- Ask leading questions that suggest a particular answer
- Express an opinion about what you have been told
- Start to investigate
- Contact the alleged abuser

Remember that those who abuse children can be any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a responsibility of the professional child protection agencies, following a referral from the designated child protection person in the organisation. Accordingly, you should report the matter to the Director of HR & Corporate Services immediately.

Hearing a disclosure of abuse can be upsetting and you may need to seek some support. You can do this by contacting the Director of HR & Corporate Services or NSPCC Helpline on 0808 800 5000.

<p>Responding to an emergency</p>	<p>If you think that a child is at immediate risk of harm, then:</p> <ul style="list-style-type: none"> • Ensure the appropriate emergency service is contacted if the child is in need of immediate protection or medical attention • Inform the Designated Safeguarding Lead at Trinity as soon as possible • Complete the report form at Appendix 2 and send to the DSL at Trinity within the same working day if possible or at least within 24 hours
<p>Concerns arising from a script or performance</p>	<p>Particular care must be given to texts, images or other media that are or could be inferred to be:</p> <ul style="list-style-type: none"> • Gratuitously offensive in language • Sexually explicit • Containing nudity or representations of sexual acts • Promoting illegal or criminal behaviour • Describing or promoting abuse, self-harm including suicide • Describing or promoting the support of terrorism or radicalisation • Describing or promoting violence, inequality or inhumanity <p>If you have any of these concerns, then you should contact the Director of HR & Corporate Services</p>
<p>Allegations against Trinity staff or associates</p>	<p>Trinity recognises that abuse can occur within organisations where staff have opportunities to have contact with children through their work. Trinity endeavours to safeguarding children by strict adherence to recruitment and selection procedures, pre-employment checks, professional references and enhanced checks by the Disclosure and Barring Service. A culture of vigilance at Trinity ensures that an attitude of “it couldn’t happen here” is avoided. When dealing with an allegation against a member of Trinity staff or an associate, the welfare of the child is kept as the central concern.</p> <p>An allegation against a Trinity member of staff or associate is defined as:</p> <ul style="list-style-type: none"> • Behaviour that has harmed a child, may have harmed a child or might lead to a child being harmed; • Having committed or planning to commit a criminal offence against a child or related to a child; • Behaviour towards a child that indicates s/he is or would be unsuitable to work with children

	<p>An allegation may concern:</p> <ul style="list-style-type: none"> • Any type of abuse • A breach of Trinity’s Code of Practice • Accessing abusive images of children online, grooming children online with the intent to cause harm <p>An allegation may arise as a result of:</p> <ul style="list-style-type: none"> • A direct allegation from a child or parent against an individual • A staff member or associate’s concern about a colleague’s behaviour • A related Trinity procedure including disciplinary action, complaints procedure or whistleblowing • Police or Local Authority contact with Trinity concerning a member of staff or associate • Trinity staff or associate informing Trinity that they have been the subject of allegations, have harmed a child or committed an offence against or related to a child
<p>Managing allegations procedure</p>	<p>Once an allegation has been received by Trinity an investigation will commence to establish:</p> <ol style="list-style-type: none"> 1. The nature of the allegation; 2. The evidence provided to support the allegation; 3. Whether a criminal offence may have been committed; 4. The potential risk to any child; 5. Whether a referral to the police, children’s social care, or the designated officer¹ should be made or whether advice should be sought from them first; 6. What steps from an employment perspective are necessary. Guidance should be sought first from the statutory agencies so that any criminal or safeguarding investigation is not compromised;

¹ This role was previously known as the Local Authority Designated Officer (LADO) and the term is still widely used. Working Together 2015 states that local authorities should designate a particular officer, or team of officers, to be involved in the management and oversight of allegations against people that work with children. This applies in England only. In Wales the social service department should be contacted

	<p>7. Any media response taking into account that the management of allegations should maintain confidentiality of the alleged perpetrator, alleged victim and alleged witness</p>
<p>Responding to an allegation</p>	<ul style="list-style-type: none"> • In dealing with an allegation against Trinity staff or associates, Trinity will balance the seriousness of the allegation, the risk of harm to children and the welfare of the staff member concerned. • Investigations will be dealt with quickly, fairly and impartially. The member of staff or associate should be informed of the allegation against them (once agreed by the local authority/police), notified of the processes that will follow and signposted to independent support should they require it. • The member of staff or associate will be kept up to date about any progress in relation to their case; advised to contact their union or professional association at the outset; informed of arrangements to keep him/her updated about developments in the workplace in cases where the employee is suspended or where Trinity cease to use the services of an associate; sent correspondence confirming all of the above including the arrangements for support. <p>A record will be kept of the allegations made, how they are to be followed up, agreed actions, timescales and who will take the lead in the process. If, during the investigation or any subsequent disciplinary procedures, the member of staff or associate decides to resign or ceases to cooperate in the process, the process must continue to its conclusion.</p>
<p>Outcomes</p>	<p>The following definitions should be used when recording the outcome of a safeguarding allegation:</p> <ul style="list-style-type: none"> • Substantiated: there is sufficient identifiable evidence to prove the allegation. • False: there is sufficient evidence to disprove the allegation. • Malicious: there is clear evidence to prove that there has been a deliberate act to deceive and the allegation is entirely false. • Unfounded: there is no evidence or proper basis that supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.

	<ul style="list-style-type: none"> • Unsubstantiated: this is not the same as a false allegation. It means that there is insufficient evidence to prove the alleged behaviour occurred
Referral to Disclosure and Barring Service and Professional Registration Bodies	<p>Once the final outcome of the allegation management process is concluded:</p> <p>Where a member of staff or associate is engaged in providing regulated activity then the issue of whether they are allowed to continue with this must be considered, depending on the outcome of the investigation /disciplinary process. If it is concluded that the person should no longer be engaged in regulated activity, then Trinity must refer the person to the DBS for consideration to bar the person from working with children. The process for this is outlined on the DBS website.</p> <p>Where the person is registered with a professional body, Trinity needs to determine if that body should be notified of the outcome of any safeguarding allegation investigation and outcome.</p> <p>These decisions must be made even if the staff member resigns or the associate ceases to work for Trinity. A record of decisions made must be kept on file.</p>
Breaches of the Code of Practice	<p>Breaches of the Code of Practice will be dealt with following the allegation procedure described above.</p>
Poor Practice	<p>Allegations may be about poor professional practice rather than child abuse or intent to abuse a child. If, after investigation, the allegation is found to be about poor practice Trinity will decide how best to respond, for example through performance management or disciplinary procedures.</p>
Information Sharing and Confidentiality	<p>The Children Act 1989 states that the “welfare of the child is paramount”. This means that considerations of confidentiality which might apply to other situations should not be allowed to override the right of children to be protected from harm. However, every effort should be made to ensure</p>

	<p>that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.</p> <p>The Data Protection Act 2018 allows for the disclosure of personal information without consent of the subject in certain situations, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern. Fears about sharing information cannot stand in the way of the need to safeguard and promote the welfare and protect the safety of children or adults.</p> <p>Effective information sharing between professionals and local agencies is essential in order to safeguard children. Information has to be shared with relevant agencies in order to obtain a full picture of the child and his/her circumstances.</p> <p>For more guidance on information sharing go to https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice</p>
<p>Record Keeping</p>	<p>Trinity will keep clear and comprehensive records of any safeguarding concern or allegation made against an individual, including details of how the allegations were followed up and resolved, and details of the decisions reached, and any action taken will be kept. Records should distinguish between fact, hearsay and opinion.</p> <p>Additional records e.g. email or hard copy documents are likely to be created as part of the investigation process. At the end of the investigation the DSL will create a file of all emails including scanned copies of all hard copy documents. The file must be appended to the safeguarding concerns form by the DSL. All original hard copy documents should be immediately destroyed (post scanning) using confidential waste.</p> <p>Records of all allegations and subsequent processes against staff or associates must be passed to the HR Director. Such information should be retained, including for people who leave the organisation, at least until the person reaches 65 years, or for 10 years if that is longer. The records should also be stored safely in a password protected folder in a shared</p>

	drive and with restricted access by the HR Director, DSL and anyone else authorised by him/her.
Record keeping for a concern about a child	All the information relating to a concern, including concerns arising out of scripts, and any subsequent action taken must be recorded using the safeguarding concerns form and additional log of actions and emails. This information should be stored by the DSL for 7 years.
International Staff	Where overseas students are taking Trinity exams the procedure to follow if there is a safeguarding concern about a child is the same as outlined above. In addition, the DSL may contact the Foreign and Commonwealth Office in the relevant country as a useful source of advice or the NSPCC Helpline on 0808 800 5000.
References	The organisation has a duty to ensure that all requests for references are accurate and where necessary ensure that future employers etc. are aware of any allegations relating to safeguarding matters. Where an allegation has been made that has been substantiated or unsubstantiated, details of the allegation will be divulged to enquirers seeking a reference regardless of any referral (or not) to the DBS or other professional body.
Notes	This policy is subject to review at the discretion of Trinity College's Executive and/or as required by changes to legislation
Effective Date	November 2009
Review Dates	Reviewed and amended: September 2013 June 2015

	July 2016
	October 2017
	October 2018

Appendix 1

Definitions and indicators of abuse

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect. Each has its own specific warning indicators, which you should be alert to. *Working Together to Safeguard Children* (HM Government, 2015) sets out full descriptions.

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 such as to cause 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 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to 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 or not 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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:

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

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

Radicalisation: The process by which people come to support terrorism and extremism and, in some cases, to then participate on terrorist activity (HM Government Prevent Strategy 2011).

Extremism is the demonstration of unacceptable behaviour by using any means or medium to express views which:

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

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Indicators of sexual exploitation include children who:

- appear with unexplained gifts or new possessions
- associate with other young people involved in exploitation
- have older boyfriends or girlfriends
- have sexually transmitted infections or become pregnant
- misuse drugs and alcohol
- go missing for periods of time/ regularly come home late/absent from school without explanation

Appendix 2

Safeguarding Concerns Form

This form should be used to record safeguarding concerns that are (a) as a result of a direct disclosure; (b) a concern expressed by a third party or (c) observation of a child

It should be completed as soon as possible after the concern has been expressed and sent to the Designated Safeguarding Lead within 24 hours.

Name of child/vulnerable adult:	
Date of birth (of child):	Gender: (M/F)
Time, location, date or other relevant information:	
The child's account:	
Description of any visible bruising or other injuries:	
Any other observations/information: (including the child's emotional state, appearance or behaviour)	
Have you spoken to anyone else about your concerns? (Please give details)	
Signed:	
Name (print):	

Position:

Contact telephone number:

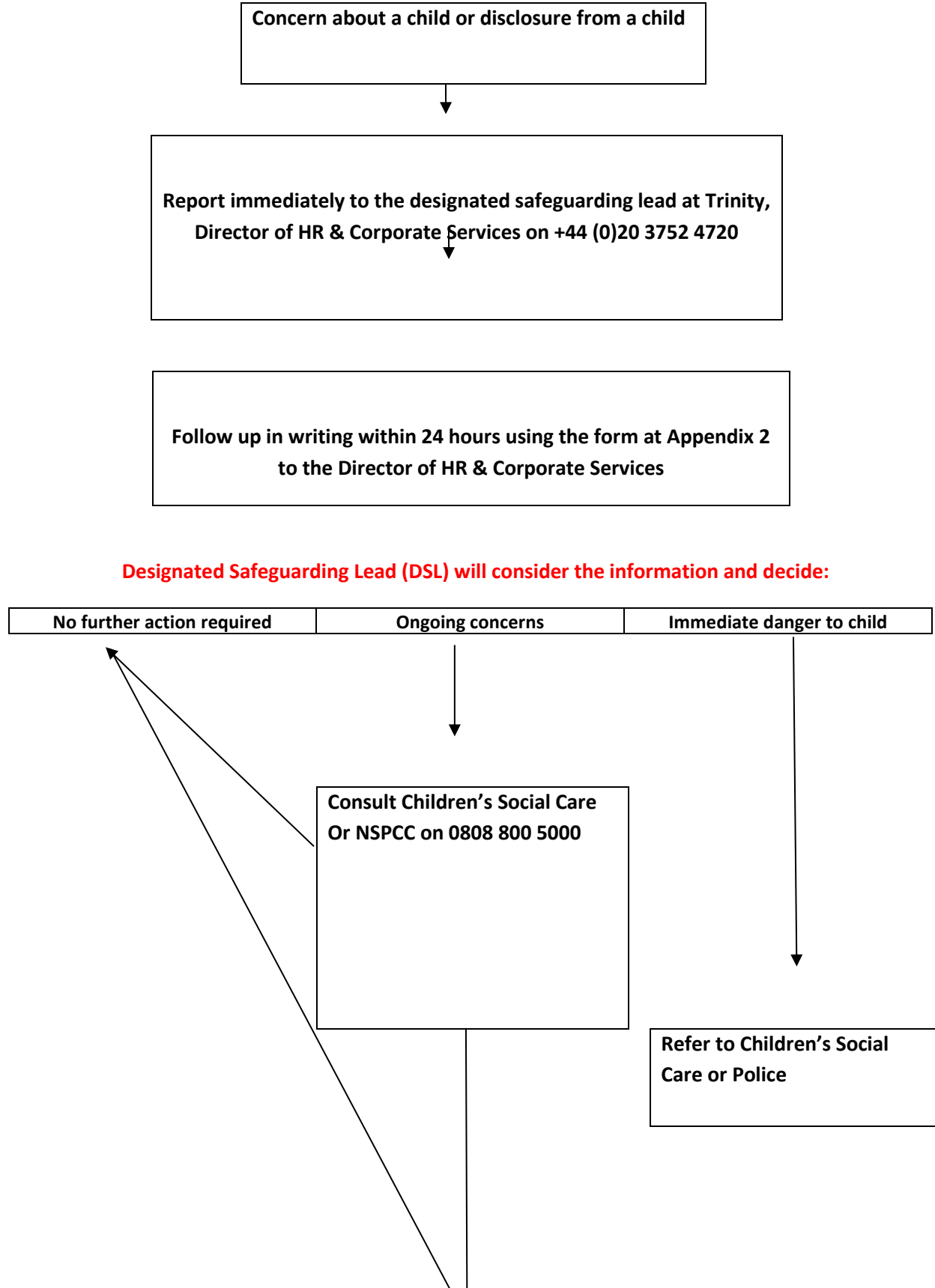
Date:

Date received by designated safeguarding lead:

Action taken by designated safeguarding lead:

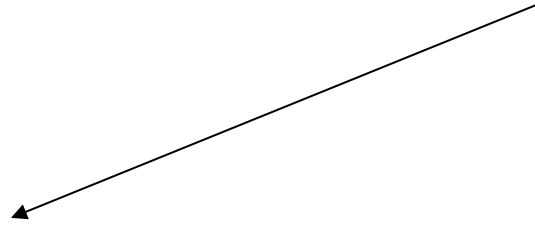
Appendix 3

Flowchart – Responding to concerns about a child



Follow up in writing

**Follow up in 3 working days
if no feedback from
Children's Social Care**



Record action and decision taken and feedback to staff member

Appendix 4

Useful contacts

Trinity College London:

The Designated Safeguarding Lead is the Director of HR & Corporate Services +44 (0)20 3752 4720

Advice and Support:

NSPCC Helpline 0808 800 5000 or help@nspcc.org.uk provides advice for adults concerned about a child 24 hours a day, across the UK.

In an emergency staff should contact the Police or Children's Social Care. The phone number for Children's Social Care in the local authority in which the child lives should be available on the local authority's website. (England and Wales)

In Scotland staff can also contact The National Child Protection Line on 0800 022 3222.

In Northern Ireland, for non-emergencies and general enquiries contact 0845 600 8000.