



**Aston University**  
Birmingham

**SCHOOLS AND COLLEGES LIAISON**

**SAFEGUARDING POLICY**

(Updated October 2015)

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# 1 Policy Statement

- 1.1 The Aston University Schools and Colleges Liaison Department (SCL) has a duty of care to safeguard from harm all young persons involved in events organised by SCL. All young persons have a right to protection and the needs of young persons with disabilities and others who may be particularly vulnerable must be taken into account. SCL wishes to ensure it maintains the highest possible standards to fulfil its duty to protect and safeguard those young persons for whom it has responsibility. It will achieve this by adhering to the Safeguarding guidelines as outlined in this policy.
- 1.2 This policy details procedures to follow when there is concern about a young person's welfare and when an allegation is made during SCL activities (see Appendix 1 for definition). The Safeguarding Policy provides information to ensure that staff (see Appendix 1 for definition) do not put young people at risk. It is designed to protect any person in a position of trust and all those who participate in SCL activities.
- 1.3 The key statements of this policy are:
- For the purposes of this policy and associated documents a young person may also be defined as a student or child. A young person is defined as a person who has not reached their 18<sup>th</sup> birthday.<sup>1</sup>
  - The safety and welfare of the young person is paramount and it is the responsibility of all staff to help prevent abuse.
  - An acknowledgement that young people can be the victims of physical, sexual and emotional abuse, neglect and bullying.
  - All young persons have the right to live in safety and be protected from abuse.
  - All allegations or suspicion of abuse or ill treatment will be taken seriously and responded to swiftly and appropriately.
  - All staff working on SCL events have a responsibility to report concerns to the event organiser (See Appendix 2 for procedures). Staff are not trained to deal with situations of abuse nor make a judgement on whether abuse has occurred.
- 1.4 The above statements apply to all young persons irrespective of their race, culture, religion or belief, language, gender, age, disability or sexual orientation.
- 1.5 SCL will endeavour to uphold these statements by:
- Following appropriate and careful recruiting and selection procedures to ensure the suitability of staff who will be working directly with young persons.
  - Making all staff involved in SCL events aware of safeguarding issues as appropriate. Young persons will be treated with respect, dignity and an understanding of their needs, without any advantage being taken of their weaker position.
  - Establishing procedures which will minimise any opportunity for abuse. This will include staff avoiding private or unobserved situations with young persons.
  - Establishing procedures for reporting any suspected abuse. This could include physical or verbal evidence that a young person has been abused, either before arrival at SCL events or during their stay, or allegations made by a young person about abuse.

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<sup>1</sup> The fact that a child has reached 16 years of age, is living independently or is in a further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status of entitlements to services or protection. *"Working Together to Safeguard Children" March 2013*

- Following all procedures in reporting cases of injury. In the case of a young person being injured, the incident will also be reported to the Department Safeguarding Officer(s) (see Appendix 1 for definition).
- Ensuring up-to-date records of appointment to the posts of Department Safeguarding Officer(s) and University Safeguarding Officer (see Appendix 1 for definition) are kept within this document.

## 2 Recruitment

- 2.1 SCL recognises that anyone may have the potential to abuse young persons in some way and has taken all reasonable steps to ensure unsuitable people are prevented from working with young persons.
- 2.2 All staff involved in non-residential SCL events and residential SCL events will have read and agreed to adhere to this Safeguarding Policy, and signed the Safeguarding Code of Conduct.
- 2.3 In addition, Aston University will ensure that all staff participating in regulated, frequent (at least once a week working with the same young person/group of young persons), intensive (four or more consecutive days) activity and/or with overnight responsibilities on residential SCL events have had a satisfactory enhanced Disclosure and Barring Service (DBS) check before allowing them to work with children or vulnerable adults on behalf of SCL/Aston University.
- 2.3a A 'satisfactory' check is defined as having no criminal convictions (including cautions, reprimands and final warnings).
- 2.4 Should a DBS check return a positive disclosure for any student employed by SCL (as defined in Appendix 1) and reveal a criminal conviction (including cautions, reprimands and final warnings), this will be further investigated by SCL following the procedures set out in Appendix 4.
- 2.5 All staff with DBS checks and still in the employment of Aston University must report any subsequent criminal convictions (including cautions, reprimands and final warnings) to the relevant named person on the Contacts page of this document. In the case of SCL and Academic staff, such convictions must be reported to the named HR contact. All other staff must report any such convictions to the named member of SCL staff in charge of the scheme for which the DBS check was undertaken. Failure to do so will result in disciplinary action.
- 2.6 Aston University administers a policy to renew staff DBS checks every three years for those still in the employment of the University and to whom it is relevant. In certain circumstances it may be necessary to renew staff DBS checks earlier than the three year period in which case the relevant staff member(s) will be informed.

## 3 Training/Briefing Session

- 3.1 All staff (excluding academic staff) involved in SCL activities will be required to attend a briefing session upon recruitment. This will inform them of the SCL Safeguarding Codes of Conduct and all of the matters raised within this Safeguarding Policy.
- 3.2 Prior to each SCL event, academic staff involved in the event will be informed appropriately regarding the SCL Safeguarding Code of Conduct and Safeguarding Policy.

## 4 Identifying Abuse

- 4.1 The identification of abuse is not always easy and SCL acknowledges that its staff are not experienced in this area and will not easily be able to identify whether or not abuse is taking place. Indeed it is not the responsibility of SCL staff to make such a judgement; however it is their responsibility to act on concerns in order to safeguard the welfare of the young person.  
(For definitions, symptoms and indicators of abuse see Appendix 1).

## 5 What to do if abuse is reported or suspected

- 5.1 SCL assures all staff that it will fully support and protect anyone who, in good faith, reports his or her concern that a young person may be being abused.
- 5.2 Staff are encouraged to discuss any concerns directly with the SCL Event Organiser (see Appendix 1 for definition). If concerns relate to the SCL Event Organiser, staff are expected to discuss the matter with the Department Safeguarding Officer(s).
- 5.3 If concerns relate to the Department Safeguarding Officer(s), staff are expected to discuss the matter with the University Safeguarding Officer.
- 5.4 Suspicions, allegations or incidents must not be discussed with anyone else other than those nominated above and every effort must be made to maintain confidentiality.
- 5.5 The Department Safeguarding Officer(s) have the responsibility to act on behalf of SCL in dealing with suspicions, allegations or incidents.
- 5.6 Under no circumstances should staff carry out their own investigation into suspicions, allegations or incidents which may distort any subsequent investigation.
- 5.7 The following guidelines should be adhered to when a suspicion, allegation or incident arises or is disclosed by a young person to a member of staff.

### **Listen and Reassure**

- Be calm and make it clear you are glad they have told you.
- Reassure the young person that you have taken the disclosure seriously but do not make promises you cannot keep. Explain that the information relayed will have to be passed on to the SCL Event Organiser (or another named contact).
- Keep questions to a minimum; if you have to ask questions keep them open and not leading.
- Do not interrupt the young person when they are recalling significant events.

### **Important points to remember when dealing with a disclosure**

- Do not display any sign of shock or disapproval when the young person is making a disclosure. Be aware that your own opinions regarding the disclosure may differ from those of the young person involved.
- Do not jump to conclusions. Only report what has been said, not your own opinions or any conclusions that you make.
- Take care of yourself by making sure that you have the opportunity to discuss the experience and how it has affected you with the SCL Event Organiser (or another named contact) who can suggest appropriate counselling, helplines or support groups.
- Do not destroy any evidence as it may be useful in a court of law should a legal investigation become necessary.

- Initial disclosure, even if it is retracted, must still be referred to the SCL Event Organiser (or another named contact).
- Make factual and legible notes as soon as possible after the disclosure has been made.
- Once a disclosure has been made, maintain confidentiality by ensuring information regarding the disclosure is not passed on to third parties other than the SCL Event Organiser, Department Safeguarding Officer(s) and/or the University Safeguarding Officer.

**Information should be handled and disseminated on a need to know basis only**

## 6 Procedure for dealing with suspicions, allegations or incidents of abuse involving a member of staff

- 6.1 It can be difficult to accept that a colleague may deliberately harm a young person. It may also be that the behaviour that causes concern is bad practice rather than intentional abuse. When a concern arises, there are three processes that may need to take place. These are:
- A safeguarding investigation
  - A criminal investigation
  - A disciplinary or misconduct investigation
- 6.2 It is important that events are managed in the right order. SCL will take no direct action against a member of staff, except where such action is necessary to protect a child. Any allegations will be passed on to the University Safeguarding Officer for further investigation.
- 6.3 The following action should be taken if there are concerns (see Appendix 2 for detailed guidelines):

### **Poor Practice**

If, following consultation and consideration, the allegation involves bad practice rather than abuse, the Department Safeguarding Officer(s) will take the necessary action to advise, manage or instigate disciplinary action against the member of staff about whom the allegation has been made.

If the allegation is about poor practice by the Department Safeguarding Officer(s), or if the matter has been handled inadequately and concerns remain, it should be reported to the University Safeguarding Officer, who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

### **Suspected Abuse**

Any suspicions that a young person has been abused by a member of staff should be reported to the SCL Event Organiser who will, in consultation with the Department Safeguarding Officer(s), take such steps as considered necessary to ensure the safety of the young person in question, and any other young person who may be at risk.

The Department Safeguarding Officer(s) will refer the allegation to the University Safeguarding Officer.

The Department Safeguarding Officer(s) and the University Safeguarding Officer will take the necessary action to deal with any media enquiries.

If the Department Safeguarding Officer(s) is the subject of the suspicion/allegation, the report must be made directly to the University Safeguarding Officer.

## 7 Procedure for dealing with suspicions, allegations or incidents of abuse involving a parent or carer

- 7.1 In these circumstances the individual to whom the disclosure has been made should record what has been said, including dates and times, and should report their concerns to the SCL Event Organiser who will then refer their concerns to the Department Safeguarding Officer(s) (see Appendix 2).

## 8 Recording Information

- 8.1 If there are suspicions either through disclosure, suspicious injury, unusual behaviour or rumours amongst young persons that a young person is suffering abuse, it is essential that the details are recorded correctly and legibly, as this may be critical later on in the proceedings (see Appendix 2). A disclosure form (see Appendix 3) is available as a guide to highlight the type of information that should be recorded. Details should be recorded as soon as possible and certainly within 24 hours of the disclosure or suspicion being made.
- 8.2 The issue should be reported IMMEDIATELY to the SCL Event Organiser who will take the appropriate action.

## 9 Internal enquiries and suspension

- 9.1 All concerns will be dealt with by the University Safeguarding Officer.

## 10 Support to deal with the aftermath

- 10.1 The University will give consideration to the support of the child(ren) involved.
- 10.2 Consideration will also be given to the person to whom the disclosure is made, and appropriate counselling / helplines / support groups can be made available.

## 11 Action if bullying is suspected

- 11.1 SCL views bullying as a form of abuse of young persons.
- 11.2 **Action to help the victim and to prevent bullying**
- Take all signs of bullying very seriously. (see Appendix 1)
  - Encourage all young people to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
  - Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
  - Keep records of what is said (what happened, by whom, when).
  - Report any concerns to the SCL Event Organiser.
  - The SCL Event Organiser will take appropriate action to ensure the victim is safe.
- 11.3 **Action towards the bully(ies)**
- Inform the SCL Event Organiser of any concerns and they will then take appropriate action.

## 12 The use of images of children, young people and vulnerable adults

- 12.1 Whilst it is not illegal to take photographs of children during SCL events, photographs and video images of young people are classed as personal data under the terms of the Data Protection Act 1998. Therefore using such images for publicity purposes will require the consent of either the individual concerned or in the case of a young person under 16, their legal guardian. This means that the University will not display images of young persons on websites, in publications or in a public place without consent. If photographs do need to be taken for public purposes a consent form will be issued before the commencement of the event.
- 12.2 SCL will ensure that:
- No young person will be named in any photographs that are used by SCL.
  - Images are securely stored and used only by those authorised to do so.

## 13 Minimising Risk

- 13.1 Abuse can occur within many situations including the home, school and the social environment. SCL recognises that some individuals will actively seek employment or voluntary work with young people in order to harm them. Any suspicions of poor practice should be reported following the guidelines within this document.

## 14 Data Protection

- 14.1 Any information regarding safeguarding issues will be stored in a secure place and access will be limited to the Department Safeguarding Officer(s) and University Safeguarding Officer as required.
- 14.2 All information relating to disclosures will be passed to the Department Safeguarding Officer(s) who will then take any appropriate action.

## 15 Whistleblowing

- 15.1 In accordance with the *Public Interest Disclosure Act 1998*, SCL will support and protect those staff and students who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions. SCL staff are expected to follow the procedures laid out in this policy.

## 16 Review

- 16.1 This policy will be regularly monitored and reviewed by SCL:
- In accordance with changes in legislation and guidance on the safeguarding of young persons and vulnerable adults or any changes within Aston University.
  - Following any issues or concerns raised about the safeguarding of young persons or vulnerable adults within Aston University.

In all other circumstances this policy document will be reviewed on an annual basis.



## **Contacts**

## **Academic Year 2015-2016**

**Aston University Security (Contact for First Aid) – 0121 204 4803**

**Aston University Emergency Number – 0121 359 2922 (internal: 2222)**

### **Schools and Colleges Liaison Department**

Schools and Colleges Liaison Office – 0121 204 4771

Gill Clark – Student Ambassador Scheme – 0121 204 4772

Baljinder Rana – Students into Schools Programmes – 0121 204 4776

Stephen Heslegrave – Mentoring/Volunteering – 0121 204 4774

Stephen Heslegrave – Aimhigher Mentoring – 0121 204 4775

Amanda Cudby – Pre-16 Enrichment Officer – 0121 204 4750

Sarah Fullwood – Sixth Form Enrichment Officer – 0121 204 4787

Schools Liaison Assistant – 0121 204 4881

### **Department Safeguarding Officers**

James Seymour – Director of UK Recruitment & Outreach – 0121 204 4780

John Connolly – Head of WP & Recruitment – 0121 204 4781

### **University Safeguarding Officer**

Alan Charters - Chief of Operations & Estates – 0121 204 4159

### **Human Resources DBS Officer**

Anne-Marie Lokwiya - HR Adviser for Support Services – 0121 204 5385

### **Useful Telephone Numbers**

NSPCC 24 hour helpline – 0808 800 5000

Childline – 0800 1111

# APPENDIX 1 - Definitions

## ***SCL Activities and Events***

This term includes any activities organised and/or facilitated by members of the SCL Department. Activities include:

- Mentoring
- Tutoring
- Volunteering (in Schools and the Community)
- Undergraduate Open Days
- Higher Education Conventions
- School and College visits on to the Aston University campus
- Residential Visits on to the Aston University campus.
- Events organised and/or facilitated by the SCL Event Organiser but taking place away from the Aston University campus.

## ***SCL Event Organiser***

For the purposes of this document, the SCL Event Organiser is defined as a member of staff from the SCL department who has co-ordinated and/or facilitated the actual event.

## ***Staff***

When the term 'staff' or 'a member of staff' is referred to in this document, unless specifically stated, the following groups are included within this definition:

- SCL staff.
- University staff involved in SCL events.
- Any Aston University students employed by the SCL department to be involved in SCL events including: Student Ambassadors, Mentors, Student Tutors and Volunteers.
- Any external event facilitators involved in SCL events.

## ***Department Safeguarding Officer(s)***

The Department Safeguarding Officer(s) is/are the appointed member of senior-level staff within the SCL Department to whom the SCL Event Organiser and/or staff will report any suspicions, allegations, incidents or concerns.

The Department Safeguarding Officer(s) have the responsibility to act on behalf of SCL in dealing with suspicions, allegations, incidents or concerns. This person will also be responsible for maintaining confidential records regarding any investigation or report.

## ***University Safeguarding Officer***

The University Safeguarding Officer is the appointed member of senior-level university staff to whom the Department Safeguarding Officer(s) will report any serious suspicions, allegations, incidents or concerns.

The University Safeguarding Officer will be responsible for establishing appropriate procedures for reporting concerns to the relevant authorities and for training and other procedures to support this policy. This person will also be responsible for maintaining confidential records regarding any serious investigation or report. The

University Safeguarding Officer will keep the Department Safeguarding Officer(s) informed on current legislation and other matters relating to Safeguarding.

## ***Types of Abuse***

The following defines the different forms of abuse and outlines ways in which the abuse may be identified. This is **not** intended as an exhaustive list and it is **not** the staff member's responsibility to determine if abuse is occurring. It is the responsibility of all staff to report any concerns they may have about the safety of a young person.

The following definition is drawn from the Department for Education guidance entitled 'Working Together to Safeguard Children' (March 2013):

*Child 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). They may be abused by an adult or adults, or another child or children."*

### **Physical Abuse**

This involves the deliberate physical harm to a young person(s).

It can also include:

- Hitting;
- Shaking;
- Throwing;
- Squeezing;
- Burning;
- Biting;
- Giving young people alcohol; inappropriate drugs or poisonous substances;
- Attempted suffocation;
- Fabricating the symptoms of an illness.

Reasonable physical restraint to prevent a young person from harming themselves, another person, or from causing serious damage to property is not deemed to be abuse.

All of the signs below are deemed to be indicators of physical abuse. If you become aware of or are concerned about any of these signs in a young person you should inform the SCL Event Organiser immediately:

- Unexplained injuries or burns, especially if they are recurrent;
- Improbable excuses given to explain injuries;
- Untreated injuries;
- Admission of punishment which appears excessive;
- Bald patches;
- Flinching;
- Withdrawal from physical contact;
- Arms and legs kept covered in hot weather (N.B. This may be a customary symbol in some religious and cultural communities, particularly for females);
- Fear of returning home;
- Fear or refusal of medical help;
- Self-destructive tendencies;
- Persistent problems with bedwetting, sleeping, nightmares;
- Aggression towards others;
- Running away.

## **Sexual Abuse**

This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the young person is aware of what is happening and involves the use of a young person(s) by adults both male and female to meet their own sexual needs.

This can also include:

- Direct sexual activity;
- Penetrative or non penetrative acts;
- Masturbation;
- Taking indecent photographs or videos;
- Showing a young person pornographic material;
- Encouraging a young person to behave in sexually inappropriate ways.

All of the signs below are deemed to be indicators of sexual abuse. If you become aware of or are concerned about any of these signs in a young person you should inform the SCL Event Organiser immediately:

- Disclosure by the young person;
- Persistent problems with bedwetting, sleeping, nightmares;
- Overt sexual behaviour;
- Displays of affection in a sexual way inappropriate to age and/or situation;
- Tendency to need constant reassurance;
- Tendency to cry easily;
- Regression to childish behaviour;
- Distrust of or anxiety about being left alone with a familiar adult;
- Possession of large amounts of unexplained money or expensive gifts;
- Running away;
- Unhappiness, isolation, depression, withdrawal or apparent secretive behaviour;
- Aggressive eruptions/tantrums;
- Complaints of genital itching or pain or chronic illness especially throat and urinary infection;
- Refusal to undress for sport;
- Anorexia, bulimia, excessive 'comfort eating';
- Phobias and panic attacks;
- Unexplained pregnancy;
- Reluctance to go home.

## **Neglect**

This is the persistent failure to meet a young person's physical, emotional and/or psychological needs and is likely to result in significant impairment of the young person's health or development.

This can also include:

- A failure to provide food, warmth or clothing;
- A failure to provide love, affection, attention or recognition;
- A failure to protect a young person from physical harm or danger;
- A failure to ensure access to appropriate medical care or treatment.

All of the signs below are deemed to be indicators of neglect. If you become aware of or are concerned about any of these signs in a young person you should inform the SCL Event Organiser immediately:

- Constant hunger;
- Poor personal hygiene;
- Constant tiredness;
- Emaciation;
- Poor state of clothing;
- Frequent lateness or non-attendance at school;
- Untreated medical problems;
- Destructive tendencies;
- Low self-esteem;
- Neurotic behaviour;
- No social relationships;
- Running away;
- Compulsive stealing or scavenging.

## **Emotional Abuse**

This involves the persistent emotional ill treatment of a young person such as to cause a severe and adverse effect on the young person's emotional development. There is some level of emotional abuse in all types of abuse of young persons but it can also occur alone.

This can also include:

- A persistent lack of love and attention;
- Criticism, threats or taunting;
- Words or actions that demean the young person;
- Persistent denigration of a young person's work or ability;
- Conveying to the young person that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person;
- Causing a young person to feel frightened or in danger;
- The exploitation or corruption of young persons.

All of the signs below are deemed to be indicators of emotional abuse. If you become aware of or are concerned about any of these signs in a young person you should inform the SCL Event Organiser immediately:

- Over-reaction to mistakes;
- Continual self-deprecation;
- Sudden speech disorders;
- Noticeable disparity in physical, mental and emotional development;
- Admission of punishment which appears excessive;
- Fear of new situations;
- Inappropriate emotional responses to situations e.g. laughing upon hearing sad news;
- Neurotic behaviour;
- Self mutilation;
- Fear of parents being contacted;
- Extremes of passivity or aggression;
- Drug/solvent abuse;
- Running away;
- Compulsive stealing or scavenging.

## **Bullying**

In addition to the definitions given above it is important to recognise the impact and extent of bullying on the lives of young persons.

SCL views bullying as a form of abuse of young persons.

Abusers can be parents/relatives, teachers/carers, other adults and young persons.

Bullying is most often defined in terms of three components:

- Usually repeated over a period of time, rather than being a single aggressive act;
- It involves an imbalance of power - the powerful attack the powerless;
- It can be psychological, verbal or physical in nature.

***Points to note:***

It is often difficult for young people to disclose abuse.

Young people from ethnic minorities may have regularly experienced racism. This may lead them to believe that they are regarded as unequal by individuals, including those in authority roles, due to their ethnic background.

Disabled young people may have to overcome additional barriers before feeling that they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care. The abuse they receive may be the only attention/affection they have experienced. There may be communication differences and they will have to have overcome prejudices over their lifetime. Disabled young people may try to hide indicators of abuse by using their medical condition to explain away indicators which in a non-disabled young person would concern us.

## APPENDIX 2 - A Quick Guide to Procedures

### ***If you are concerned about the behaviour of a parent or carer***

This section is designed to inform the most appropriate action in relation to concerns about either a parent or carer.

In these circumstances the individual to whom the disclosure has been made should record what has been said including dates and times and should report their concerns to the SCL Event Organiser who will then refer their concerns to the Department Safeguarding Officer(s).

The Department Safeguarding Officer(s) will refer the allegation to the University Safeguarding Officer.

The University Safeguarding Officer will handle and refer all serious allegations, as necessary, to the relevant Local Authority.

### ***If you are concerned about the behaviour of a member of staff***

This section is designed to inform the most appropriate action in relation to concerns about a member of staff within the University environment.

#### ***Has there been a serious poor practice or an alleged breach of the code of conduct/Safeguarding Policy by a member of staff?***

If so, immediately report the incident to the SCL Event Organiser. If the incident involves the SCL Event Organiser, report the incident directly to the Department Safeguarding Officer(s).

The SCL Event Organiser/ Department Safeguarding Officer(s) will work quickly to resolve the situation and ensure the safety of the young person involved (and all other young persons).



**You should make notes of any conversations at your earliest convenience as soon after the disclosure as possible.**

Information must be as helpful as possible hence the necessity for making a detailed record at the earliest convenience after the disclosure/concern has been made.

Information can include the following:

- Name of young person;
- Age of young person and date of birth;
- Home address and telephone number;
- Is the person making the report expressing their own concerns or those of someone else?
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information;
- Make a clear distinction between what is fact, opinion or hearsay;
- A description of any visible bruising or other injuries - are there any behavioural signs or other indirect signs of abuse?
- Witnesses to the incidents;
- The young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred;
- Have parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details;
- If it is not the young person making the report has the child concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? If so, record details.

**Please note:** The above bullet points are guidelines only and are not intended to be used as a checklist of information to be recorded nor should it be seen as an exhaustive list. Information should be collected as deemed appropriate at the time and the person making the disclosure should not feel pressured to give more information than they are comfortable with.

## APPENDIX 3 - Disclosure of information

When completing this form record what the young person has said and/or your concerns legibly and accurately.

**Young Person's Name** .....

**Young Person's account of what has happened (if given)**

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.....  
.....  
.....  
.....

**Your observations (e.g. change of behaviour and/or evidence of physical injury)**

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.....

*(Please note that you must inform the young person that you will be passing the information on to relevant senior staff.)*

**Response that you made as a result of this disclosure (if applicable)**

.....  
.....  
.....  
.....

Your Name .....

Your Signature ..... Date .....

Please ensure that this form has been filled out accurately. In the event of a disclosure, relevant authorities will contact the person to whom the disclosure is made for an account of what was said.

Please pass this form to the SCL Event Organiser or Department Safeguarding Officer as soon as possible.

## APPENDIX 4 - DBS Disclosure Process within SCL

