



**St Catherine's**

*Specialists in Speech, Language and  
Communication Needs*

School - College - Post 19

# ADULT SAFEGUARDING POLICY

(Updated September 2024)

## Document Information

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# ADULT SAFEGUARDING POLICY

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**Please note the following definitions will help you understand this document:**

**British values** - a set of fundamental values that the UK government has developed to promote social unity and prevent extremism. For further details – please see here:

<https://www.gov.uk/government/news/guidance-on-promoting-british-values-in-schools-published>

**Child Protection Online Monitoring Service (CPOMS)** - is a software application that helps schools monitor child protection, safeguarding, and other welfare issues.

**Disclosure Barring Service (DBS)** - checks that employers can make on potential employees to see if they have a criminal record.

**SEND** – Special Education Needs and Disabilities

## ADULT SAFEGUARDING POLICY

### INTRODUCTION

St Catherine's runs a non-maintained residential special school for children and young adults with speech, language and communication needs. St Catherine's also runs a Post 19 Provision, which is a residential post 16 institution for 19 to 25 year old students with speech, language and communication needs. This policy covers all students who attend St Catherine's who are 18 years and over.

We provide speech and language therapy and occupational therapy. Additionally, care staff support transition and independence plans for our young adults, supported by individually-tailored life skills and leisure programmes. We facilitate support in our off site student accommodation and within the local community with respect to moving towards independent living and establishing new routines. Education includes provision supplied by outside providers such as the Isle of Wight College, HTP College and Platform One.

St Catherine's has a strong track-record of user engagement through progress meetings, discussion forums and interactive sessions, ensuring each individual's full involvement with their care and support plans after initial assessment, whilst at the same time respecting and preserving people's privacy, dignity and independence.

The purpose of this document is to set out St Catherine's policy on safeguarding vulnerable adults; the objective of which is to prevent and reduce the risk of significant harm to vulnerable adults from abuse and other types of exploitation, whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion.

The following principles will apply to St Catherine's adult safeguarding arrangements:

- Empowerment: presumption of person-led decisions and informed consent;
- Protection: support and representation for those in greatest need;
- Prevention: it is better to take action before harm occurs;
- Proportionality: proportionate and least intrusive response appropriate to the risk presented;
- Partnership: local solutions through working with our community in the detection and prevention of neglect and abuse
- Accountability: transparency and responsibility in delivering safeguarding.

Through their daily contact with young adults staff have a crucial role to play in noticing possible indicators of abuse or neglect and referring them to the appropriate agency. All staff will complete a safeguarding induction programme when they join the staff team and receive regular updates and appropriate training. Staff, volunteers and governors are provided with copies of this policy during their induction and all visitors are given clear details of safeguarding procedures.

This document states the commitment of staff at St Catherine's to apply good practice in promoting an ethos where young adults feel secure, are encouraged to talk and through discussions, be active in keeping a questioning and open dialogue between staff and themselves.

This policy must be read alongside the **Safeguarding Adults Board Nov 2018 Decision Making Guidance and tools**. Furthermore, it is recommended that it is read alongside the **Human Rights Act 1998**.

## **Definition of adults at risk under the SVGA 2006 (Safeguarding Vulnerable Group Act)**

An adult at risk is defined in full under section 59 of the 2006 Act and Article 3 of the 2007 order. In summary, a person is an adult at risk if they are the age of 18, and they are in residential accommodation, receiving domiciliary care and they receive any form of health care.

## **Key legislation - Legislation protecting vulnerable people from abuse**

### **The Care Act 2014**

The Care Act 2014 places a general duty on local authorities to promote the wellbeing of individuals when carrying out care and support functions. The definition of wellbeing includes-

- personal dignity (including treatment of the individual with respect);
- physical and mental health and emotional wellbeing;
- protection from abuse and neglect;
- control by the individual over day-to-day life (including over care and support);
- support provided to the individual and the way in which it is provided);
- participation in work, education, training or recreation;
- social and economic wellbeing;
- domestic, family and personal relationships;
- suitability of living accommodation; and
- the individual's contribution to society.

Professionals and other staff must ensure they work in line with the Mental Capacity Act 2005.

### **1. Prevention**

- 1.1 We recognise that high self-esteem, confidence, supportive friends and a good line of communication with a trusted member of staff helps prevention.
- 1.2 St Catherine's will therefore:
  - 1.2.1 Establish and maintain an ethos where young adults feel secure and are encouraged to talk, and are listened to;
  - 1.2.2 Ensure young adults know that there are other adults whom they can approach if they are worried or in difficulty;
  - 1.2.3 Ensure that the support programme works alongside an individual care programme to reinforce essential skills for every young adult. Self-esteem and confidence building, thinking independently and making assessments of risk based on their own judgements are encouraged throughout the programmes.

- 1.2.4 Ensure there are staff trained in mental health first aid and actively undertaking the role of mental health ambassadors within provision and the Mental Health Strategy

## **2. Procedures**

### **2.1 St Catherine's will:**

- 2.1.1 Ensure it has, as a minimum, a designated senior member of staff who has undertaken, as a minimum, Level 3 Designated Safeguarding Lead training course, accredited by the local Safeguarding Partners;
- 2.1.2 Ensure that the Principal has the same level of training to act in the same capacity as needed;
- 2.1.3 Ensure that there is a Deputy Designated Safeguarding Lead with the same level of training;
- 2.1.4 Ensure this training is updated every two years in accordance with government guidance;
- 2.1.5 Recognise the role of the Designated Safeguarding Lead/Deputy and ensure they have the time and training to undertake the duties;
- 2.1.6 Ensure there are contingency arrangements should any of these people be unavailable;
- 2.1.7 Ensure that the Designated Person will take advice from a safeguarding adult specialist when managing complex cases; and
- 2.1.8 Ensure that if staff have a concern about the Designated Safeguarding Lead they will know that they need to go directly to the Principal or Chair of Governors/Trustees as appropriate.

### **2.2 The role of trustees and staff**

St Catherine's will ensure every member of staff and every trustee knows:

- 2.2.1 The name of the Designated Safeguarding Lead and the Deputies and the nature of the role;
- 2.2.2 That they have an individual responsibility for referring safeguarding issues using the proper channels and within the time scales set out in the procedures; and
- 2.2.3 Where the safeguarding procedures are located.

### **2.3 Liaison with other agencies**

St Catherine's will:

- 2.3.1 Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding adult safeguarding matters including attendance and written reports at initial case conferences, core groups and safeguarding review conferences; and
- 2.3.2 St Catherine's will maintain good links with the Isle of Wight Local Authority Designated Safeguarding lead and each individual Students Local Authority Safeguarding Designated Lead.

St Catherine's will:

- 2.3.3 Keep clear detailed written records of concerns about young adults (noting the date, event and action taken) even where there is no need to refer the matter to Social Services immediately;
- 2.3.4 Ensure that all records are loaded onto Child Protection Online Management System (CPOMS) in a timely manner; and
- 2.3.5 Ensure the young adult's voice is included in all documentation.

## **2.4 Confidentiality and information sharing**

- 2.4.1 Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or outside agency as required;
- 2.4.2 The Principal or Designated Person will only disclose information about a young adult to other members of staff on a need to know basis;
- 2.4.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard adults; and
- 2.4.4 All staff must be aware that they cannot make a promise to a young person to keep a secret.

## **3. Supporting the young adult at risk**

- We recognise that young adults who are abused or witness violence may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame.
- St Catherine's may be the only stable, secure and predictable element in the lives of young adults at risk. Nevertheless, when using the service their behaviour may be challenging and defiant or they may be withdrawn.
- We recognise that some young adults actually adopt abusive behaviours and that these young adults must be referred on for appropriate support and intervention.
- St Catherine's will endeavour to support the young person through:
  - the support programme, which encourages self-esteem and motivation;



- the charity's ethos, which promotes a positive supportive and secure environment and gives young adults a sense of being valued;
  - liaison with other agencies which support the young adults such as Social Services, Mental Health Services, the Educational Psychology Service and Local Authority;
  - recognition that young adults living in a home environment where there is domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection; and
  - vigilantly monitoring young adult's welfare, keeping records and notifying Social Services immediately if there is a recurrence of a concern.
- Should an allegation of abuse be made against another young adult, the young adult involved will be kept safe and separate whilst the procedures outlined in this policy are followed.

### **3.1 Drug use and safeguarding**

- 3.1.1 If it has been reported to us that a young adult is believed to have illegal drugs on their person or concealed within their residential /college environment, contact with the police for advice and support will be sought.

When there is evidence or reasonable cause:

- to believe the young adult's drug misuse may cause him/her to be vulnerable to other abuse such as sexual abuse;
- to believe the young adult's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults;
- where the misuse is suspected of being prompted by serious parent/carer drug misuse.

- 3.1.2 Upon the discovery of a young adult using illegal drugs the impact upon other young adults will be considered as part of the risk assessment.

### **3.2 Peer on Peer Abuse, Sexual Violence and Harassment**

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This type of abuse should not be dismissed as 'banter'. Peer on peer abuse can involve:

- bullying (including cyber-bullying);
- sexual violence and sexual assaults (which could be gender- or race-based);
- sexual harassment;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm;
- sexting/producing and/or sharing sexual imagery
- initiation/hazing type violence and rituals.

St Catherine's Anti-Bullying Policy provides guidance on bullying and all incidents of bullying will be reported and managed through our anti-bullying procedures.

St Catherine's supports young adults to understand healthy relationships, consent and bullying (including cyber-bullying) through discussion and open dialogue.

If there is a risk of immediate serious harm, a referral will be made to the adult social care team immediately.

"**Hazing**" refers to any activity expected of someone joining a group (or to maintain full status in a group) that intentionally humiliates, degrades, causes embarrassment, ridicule or risks emotional and/or physical harm, to members of a group/ gang or team regardless of the person's willingness to participate.

**Sexual Violence and Sexual Harassment** can occur between two people of any age and sex. It can also occur through a group sexually assaulting or sexually harassing a single person or a group of people. This can occur online and offline (both physical and verbal) and is never acceptable. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children and young adults with SEND and LGBTQ people are at greater risk.

**Young adults with Special Educational Needs and Disabilities (SEND)** more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND young adults . These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the person's disability without further exploration;
- being more prone to peer group isolation than other young adults ;
- the potential for young adults with SEND being disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs; and
- difficulties may arise in overcoming communication barriers.

At St Catherine's we classify our young adults as those who might need more support to be kept safe or to keep themselves safe, since all students have SEND.

**Sexual Violence** is referring to sexual offences such as;

- rape;
- assault by penetration;
- sexual assault.

**Sexual Harassment.** When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. Sexual harassment is likely to: violate a person's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature;
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
  - non-consensual sharing of sexual images (including nudes/semi-nudes) and videos in cases of “sexting”. We follow the guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017 Sexting in schools and colleges, responding to incidents, and safeguarding young adults ;
  - sexualised online bullying;
  - unwanted sexual comments and messages, including, on social media; and
  - sexual exploitation; coercion and threats.

St Catherine’s safeguarding procedures will also be taken into consideration when the alleged perpetrator is part of the school community that he/she should also be provided with safeguarding support as appropriate.

### **3.3 Criminal Exploitation (CE)**

CE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a young person into criminal activity;

- in exchange for something the victim needs or wants;
- for the financial or other advantage of the perpetrator or facilitator; and
- through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. CE does not always involve physical contact; it can also occur through the use of technology.

CE can include young adults being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other younger people.

Some of the following can be indicators of CE:

- young adults who appear with unexplained gifts or new possessions;
- young adults who associate with other young adults involved in exploitation;
- young adults who suffer with changes in emotional wellbeing;
- young adults who misuse drugs and alcohol;
- young adults who go missing for periods of time or regularly come home late;
- young adults who regularly miss school or education or do not take part in education.

### **3.4 County Lines. Criminal exploitation of vulnerable adults**

'Criminal Exploitation of children and vulnerable adults: County Lines guidance' (Home Office, July 2017) states, "County lines" is the police term for urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or "deal lines". It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as 'cuckooing'.

The guidance continues, "County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons".

St Catherine's recognises that some of the indicators of county lines involvement and exploitation are:

- persistently going missing from college or home and/or being found out-of-area;
- unexplained acquisition of money, clothes or mobile phones;
- excessive receipt of texts/phone calls;
- relationships with controlling/older individuals or groups;
- leaving home/care without explanation;
- suspicion of physical assault/unexplained injuries;
- parental concerns;
- carrying weapons;
- significant decline in school results/performance;
- gang association or isolation from peers or social networks; and
- self-harm or significant changes in emotional wellbeing.

In such circumstances, St Catherine's staff will act in accordance with the procedures set down by the IOWSCP which shares this information with local authority social care services. If there is a risk of immediate serious harm to a young person, a referral will be made to the police immediately.

### **3.5 Preventing Radicalisation and Extremism. Children and vulnerable young adults at risk of being drawn into terrorism. Prevent Duty.**

St Catherine's accepts its duty under section 26 of the Counter Terrorism and Security Act 2015 (the CTSA 2015) regarding the need to prevent young adults from being drawn into terrorism. This duty is known as the Prevent Duty.

- Staff training will highlight the need to be vigilant to the threat of radicalisation (the process by which a person comes to support terrorism and forms of extremism such as the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs leading to terrorism).
- St Catherine's will be vigilant in identifying any young person who may be vulnerable to

radicalisation and will take steps to protect him/her. Any unusual activity or changes to a student's behaviour will be noted and reported to a senior member of staff. The Designated Safeguarding Lead (DSL) who has received training about the Prevent Duty will decide on the appropriate course of action in line with this policy. A risk assessment will be carried out. If there is a serious concern about a student then a referral to the Channel programme will be considered.

- **Channel** is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.
- Through the curriculum, students will be given an understanding of what fundamental British values are.
- The internet will have effective filtering systems to reduce the risk of inappropriate material being available to students. Their use of the internet will be monitored and any searches which indicate a potential threat to a young person will be highlighted.
- Should a person at St Catherine's be identified as being involved in terrorist-related activity, the police will be informed.
- Recognising Extremism may include:
  - showing sympathy for extremist causes;
  - making remarks or comments about being at extremist events or rallies ;
  - evidence of possessing illegal or extremist literature;
  - glorifying violence, especially to other faiths or cultures;
  - making remarks or comments about being at extremist events or rallies outside school;
  - evidence of possessing illegal or extremist literature;
  - advocating messages similar to illegal organisations or other extremist groups;
  - out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young adults can come across online so involvement with particular groups may not be apparent);
  - secretive behaviour;
  - online searches or sharing extremist messages or social profiles;
  - intolerance of difference, including faith, culture, gender, race or sexuality;
  - graffiti, art work or writing that displays extremist themes;
  - attempts to impose extremist views or practices on others; verbalising anti-Western or anti-British views; and advocating violence towards others.

### **3.6 Honour Based Abuse**

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed

to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing also known as breast flattening, this is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing. These family or community pressures can include multiple perpetrators. It is important to be aware of the dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a young person being at risk of HBA or already having suffered HBA.

### **3.7 Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion are used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

### **3.8 Female Genital Mutilation.**

Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. It affects girls particularly from north African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although it is believed by many to be a religious issue, it is a cultural practice. There are no health benefits.

St Catherine's believes that all young adults should be kept safe from harm. St Catherine's will be vigilant to any signs of HBA and take action as appropriate. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out.

St Catherine's will be particularly vigilant for any of the following risk factors:

- low level of integration into UK society;
- mother or sister who has undergone FGM;
- girls who are withdrawn from PSHE;
- a visiting female elder from the country of origin;
- being taken on a long holiday to the family's country of origin;
- talk about a 'special' event or procedure to 'become a woman'.

St Catherine's will be particularly vigilant for any of the following symptoms of FGM:

- difficulty walking, sitting or standing;
- spending longer than normal in the bathroom or toilet;
- unusual behaviour after a lengthy absence;
- reluctance to undergo normal medical examinations;
- asking for help, but not being explicit about the problem due to embarrassment or fear.

### **3.9 Faith abuse**

St Catherine's recognises that certain kinds of abuse are linked to faith or belief. These include belief in witchcraft, spirit possession, demons or the devil and use of fear of the supernatural to make children comply with being trafficked for domestic slavery or sexual exploitation.

St Catherine's standard adult safeguarding procedures will apply in all cases where abuse or neglect is suspected, including those which may be linked to particular belief systems. If there is a risk of immediate serious harm to a young person, a referral will be made to adult social care immediately.

### **3.10 Gangs and youth violence**

Home Office advice defines gangs as, *"a relatively durable, predominantly street-based groups of young people who: see themselves (and are seen by others) as a discernible group; engage in criminal activity and violence; lay claim over territory; have some form of identifiable structural feature; and are in conflict with other, similar gangs."*

#### **Gangs and knife crime;**

It is illegal to carry any knife, including folding knives in a public place even if it belongs to someone else, if there is intent to use it as a weapon.

- St Catherine's recognise that the early warning signs of gang involvement or young person violence include aggression, truancy and substance use.
- Should St Catherine's be affected by gang and young person violence, staff will work with the local police and appropriate community safety partners to develop an effective approach which might include: mentoring programmes; bullying prevention; improving social skills and resilience; involving parents where appropriate; and/or cognitive behavioural therapy. Further advice can be found on the Safe4me website.

### **3.11 Gender-based violence / Violence against women and girls**

Home Office advice states that these terms cover a number of offences including domestic abuse, stalking, sexual assault, forced marriage and FGM.

St Catherine's educates its students about healthy relationships and consent so that children and young adults recognise abuse and know they can seek help.

If there is a risk of immediate serious harm, the police will be called otherwise a referral will be made to social care.

### **3.12 'Mate Crime'**

Although there is no statutory definition of mate crime in UK law, the term is generally understood to refer to the befriending of individuals, who are perceived by perpetrators to be vulnerable, for the purposes of taking advantage of, exploiting and/or abusing them.

St Catherine's recognises that mate crime:

- can be associated strongly, but not exclusively, with individuals with a learning disability, learning difficulties or mental health conditions;
- involves additional and complex issues to understand which sometimes resonate with cases of domestic abuse; and
- perpetrators are likely to be perceived as close friends, carers or family members and will use this relationship for exploitation.

St Catherine's recognises further that:

- an individual experiencing mate crime can sometimes be unaware of any hidden motives;
- individuals with a learning disability, learning difficulties or mental health conditions may have less control and ability to develop and maintain friendships and this can lead to an acceptance of unequal relationships; and
- the relationship is likely to be of some duration and, if unchecked, may lead to a pattern of repeat and worsening abuse.

Additionally, St Catherine's acknowledges that the following features of mate crime can provide significant challenges to recognising and providing support for victims:

- social isolation;
- lack of support from agencies;
- fear of reporting;
- perpetrators' use of threats to control victims;
- accusations of sexual misconduct; and
- lack of recognition of requests for help.

St Catherine's recognises that perpetrators of mate crime may try to exploit the following forms of abuse:

- financial abuse (lending or stealing money or exploiting labour);
- physical abuse (exerting force to control the individual);



- emotional abuse (manipulating or misleading the victim, making them feel worthless);
- sexual abuse (coercing the victim into prostitution or exploiting them sexually); and/or
- criminal exploitation (coercing or grooming the victim to commit criminal offences).

St Catherine's recognises that some of the indicators the victims of mate crime may display are:

- noticeable changes in behaviour;
- unexplained injuries;
- bills not being paid and/or sudden loss of assets;
- weight loss;
- isolation from usual contacts;
- withdrawal from services;
- changes in behaviour and/or mood; and/or
- changes in friends or noticeable forms of control.

In such circumstances, St Catherine's staff will act in accordance with the procedures set down by the IOW Safeguarding Children Protection and share this information with local authority social care services. If there is a risk of immediate serious harm to a young person, a referral will be made to the police immediately.

In addition, St Catherine's recognises that, in many situations, mate crime will be an example of disability hate crime and will be reported to the police as such.

### **3.13 'Hate Crime'**

Hate crime is when a person, or group of people, bullies or hurts someone because they do not like who they are. This can be a crime or harassment, which is perceived to be motivated by malice, or ill will, towards a social group, by the victim or any other person. This can take many forms:

- online abuse;
- letters;
- verbal abuse; and/or
- physical abuse.

The attacker could be any age or anyone - a stranger, a parent, a carer, a friend or a neighbour. Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person's:

- disability;
- race or ethnicity;
- religion or belief;
- sexual orientation; and/or
- transgender identity.

St Catherine's recognises that some of the indicators the victims of hate crime may display are those that are the same as mate crime:

- noticeable changes in behaviour;
- unexplained injuries;
- bills not being paid and/or sudden loss of assets;
- weight loss;
- isolation from usual contacts;
- withdrawal from services;
- changes in behaviour and/or mood; and/or
- changes in friends or noticeable forms of control.

Hate crime will be reported to the police.

### **3.14 Up Skirting, Voyeurism (Offences) Act 2019 which criminalise the act of ‘up skirting’ (KCSIE Sept 2023)**

- The Criminal Prosecution Service (CPS) defines up skirting as a colloquial term referring to the action of placing equipment, such as a camera or mobile phone, beneath a person’s clothing without the person’s consent to do so and with the intention of viewing their genitals or buttocks in order to obtain sexual gratification, or to cause the victim humiliation, distress or alarm.
- It is not only confined to victims wearing skirts or dresses it equally applies when men or women are wearing kilts, cassocks, shorts and trousers.
- It is often performed in crowded public places, for example on public transport or at music festivals, which can make it difficult to notice offenders.

### **3.15 Mental Health**

All staff should also be aware that mental health problems can, in some cases, be an indicator that a young person has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe young adults on day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

St Catherine’s has: -

- a robust mental health strategy and mental health and wellbeing policy in place for all young people and adults. This is embedded through a team of mental health first aiders and qualified art and dance movement psychotherapy therapists; led by our integrated Heads of Departments and mental health lead.
- a process internally embedded whereby staff are able to refer any student to the mental health team for support and intervention in the short and longer term and a process in place to make referrals to and work with external professionals such as local bereavement services and adult mental health services; should further support be required
- an active approach to find opportunities to teach and support good mental health and wellbeing.

Where young adults have suffered abuse and neglect, or other potentially traumatic adverse

childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these experiences can impact on the young person's mental health, behaviour and education.

If staff have a mental health concern about a young person that is also a safeguarding concern, immediate action should be taken, following our child protection policy and speaking to the designated safeguarding lead or a deputy.

### **3.16 Domestic Abuse;**

*The cross –government definition of domestic violence and abuse is:*

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to; emotional, physical, sexual, financial or psychological, such as;

- kicking, hitting, punching or cutting;
- rape (including in a relationship);
- controlling someone's finances by withholding money or stopping someone earning;
- controlling behaviour, like telling someone where they can go and what they can wear;
- not letting someone leave the house;
- reading emails, text messages or letters;
- threatening to kill someone or harm them;
- threaten another family member or pet;
- Exposure to domestic abuse and /or violence can have serious, long lasting emotional and psychological impact on children.

NSPCC-UK domestic - abuse Signs and Symptoms that a young person has witnessed domestic abuse can include:

- aggression or bullying;
- anti-social behaviour, like vandalism;
- anxiety, depression or suicidal thoughts;
- attention seeking;
- bed-wetting, nightmares or insomnia;
- constant or regular sickness, like colds, headaches and mouth ulcers;
- drug or alcohol use;
- eating disorders;

- problems in college or trouble learning;
- tantrums; and
- withdrawal.

All young adults can witness and be adversely affected by abuse in the context of their home life where domestic abuse occurs between family members.

**Coercive control**, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence. Controlling and coercive behaviour is outlined in Government guidance issued under section 77 of the Serious Crime Act 2015 as part of the Government's non-statutory definition of domestic violence and abuse. It is described as:

- a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain;
- depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour;
- an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim;
- coercive control is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young adults , both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent. Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused;
- in some cases, a young person may blame themselves for the abuse or for when the family have had to leave the family home as a result.

### **3.17 Modern Slavery**

Includes: human trafficking, slavery, servitude, and forced and compulsory labour. The modern Slavery Act 2015 became law on March 26<sup>th</sup> 2015 and is designed to tackle slavery in the UK. (IOWLSAB)

Human trafficking is defined as the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

Any suspicion that someone is at risk of harm or exploitation due to trafficking will be referred to the police for investigation. If there is immediate danger to the suspected victim or if it is believed the suspected victim is under 18 or a vulnerable adult, the police should be contacted straightaway. If there is urgent information that requires an immediate response, dial 999. If general information is held that could lead to the identification, discovery and recovery of victims in the UK, the police should be contacted using the 101 number.

### **3.18 Other specific safeguarding issues - homelessness**

Being homeless or being at risk of being homeless presents a real risk to a young person's welfare. Contact should be made to the Local Housing Authority or if there is a risk of serious harm to a young person then to adult social services.

#### **4. Safer recruitment: Recruitment, selection and pre-employment vetting**

St Catherine's operates safe recruitment practices including ensuring appropriate Disclosure and Barring Service checks, barred lists, prohibition checks, reference checks are undertaken. Refer to the Recruitment policy for further details. St Catherine's recruitment procedures help deter, reject or identify people who are not suitable to work with children.

St Catherine's maintains a clear and up to date single central record.

#### **5. Safeguarding Learning and Development for staff**

##### **Training for staff**

St Catherine's will provide training for all staff from the point of their induction, and updated every year. All staff members will receive safeguarding and child protection (for those working with younger students) training yearly, updates via emails and staff meetings as required, but at least annually to provide them with the relevant skills and knowledge to safeguard children and young adults effectively.

This will ensure that they know the information below:

- their personal responsibility;
- Child Protection policy and procedures (for those staff working with younger students);
- Safeguarding policy and procedures;
- Staff Code of Conduct;
- Positive behaviour policy;
- Student mental health and wellbeing policy;
- Online safety policy;
- Equality and Diversity policy;
- procedures for managing children and young people who are Missing in Education;
- the name of the Designated Senior Person/Deputies;
- how to be vigilant in identifying suspected cases of abuse; and
- how to support and respond to a young adult who tells of abuse.

Senior staff and relevant governors will complete 'Safer recruitment' training.

Industry standard safeguarding training is provided to St Catherine's staff annually.

Other relevant training will be provided as it becomes available (with examples including *Keeping children safe on-line* and *E-safety*). A copy of part one of “Keeping Children Safe in Education” and Annex A (updated September 2023) will be provided to staff on induction and updated yearly to all staff as required. The IOWSCP list of training events and advice on safeguarding will be made available to all staff and Governors.

St Catherine’s will ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to young adults and children. St Catherine’s will then ensure that such concerns are addressed sensitively and effectively, in a timely manner and in accordance with the agreed whistle-blowing policy.

### **Education for young adults**

St Catherine’s actively seeks and promotes opportunities for the teaching of safeguarding. Students will be educated in the various ways of keeping safe, both physically and in relation to e-technology. Within the curriculum there are aspects covered in PSHE, ICT, Sex and Relationships Education, Physical Education, and Functional Communication. Other areas are covered within the life-skills and independence programmes.

## **6. Concerns/Allegations against members of staff**

### **Concerns**

Any concern about the behaviour or conduct of a member of staff should be reported immediately to the Principal or in his/her absence to the Deputy Principal. The Principal will decide whether it is a matter for the Local Authority Designated Officer (LADO) and act accordingly.

Any concern about the behaviour or conduct of the Principal should be reported immediately to the Chair of Trustees. The Chair will decide whether it is a matter for the LADO and act accordingly.

At all times the guidance in Part 4 of “Keeping children safe in education” (September 2024) and will be followed.

### **Allegations**

St Catherine’s will consult with the Adult Social Care team and the Police in the event of an allegation being made against a member of staff and procedures set out in Vulnerable Adults (Adults Safeguarding Team).

St Catherine’s will ensure that any disciplinary proceedings against staff relating to adult safeguarding matters are concluded in full even when the member of staff is no longer employed by the charity and that any notifications of any concerns are made to the relevant authorities and professional bodies and included in references where applicable.

St Catherine's will ensure that all staff are aware of the need for maintaining appropriate and professional boundaries in their relationships and not abuse their position of trust.

## **7. Trustees' safeguarding responsibilities**

The trustees fully recognise their responsibilities with regard to safeguarding and promoting the welfare of young adults . They will:

- 5.1.1 Designate a trustee for safeguarding who will oversee the adult safeguarding policy and practice and champion safeguarding issues;
- 5.1.2 Ensure an termly report is made to the governing body on safeguarding matters to include changes affecting safeguarding policy and procedures, safeguarding training received and the number of incidents/cases (no names);
- 5.1.3 Ensure that this policy is updated and reviewed regularly.

## **8. Other related policies/documents**

- Positive behaviour policy;
- Code of conduct;
- Confidentiality policy;
- Data protection policy;
- Diversity and equalities policy;
- Health and safety policy;
- ICT policy (including acceptable use policies);
- Intimate care policy;
- Lone working guidelines;
- Missing student policy;
- PSHE policy;
- Alcohol, smoking and substance abuse policy
- Privacy policies (for students, parents/carers and staff, trustees and volunteers);
- Recruitment policy;
- Safe practice guidelines;
- Social interaction policy;
- Whistle-blowing policy.
- Student mental health and wellbeing policy
- Online safety policy

These policies/guidelines, along with all other policies and guidelines, are available

on the St Catherine's intranet

### 9. Emergency contact

Staff will be aware that they should use St Catherine's on-call procedures in the event of any incident outside office hours.

### 10. Named persons

Designated members of staff for adult safeguarding at St Catherine's; all of which can be contacted via the school office on 01983 852722 or school email [general@stcatherines.org.uk](mailto:general@stcatherines.org.uk) where appropriate:

**Sarah Thompson** (Principal and DDSL)

**Jenn Walker** (Vice Principal, DSL and Designated Teacher of Looked After Children)

**Lisa Haycox-O'Toole** (Registered Manager Post 19 DDSL)

**Danny Carmichael** ( Safeguarding Governor/Trustee)

**Katherine Cotton** (Head of Residential and DDSL)

**Danny Bush** (Deputy Head of Residential and DDSL)

**Lucy Reed** (Family Liaison Officer and DDSL)

**Joanne Elliott** (Head of Sixth Form)

Signed:  Date:

Graham Pengelly, Chair of Trustees

Signed:  Date:

Jenn Snaithe, Designated Safeguarding Lead

Monitored by Governors: September 2024

Monitored by LADO

Reviewed

**This policy should be read in conjunction with Multi Agency Safeguarding Policy and Guidance 2<sup>nd</sup> Edition Dec 2016 (Hampshire and Isle of Wight Multi-Agency Safeguarding Adults Policy)**



**ADULT SAFEGUARDING POLICY APPENDIX 1**

**PROCEDURES FOLLOWING AN ADULT SAFEGUARDING DISCLOSURE**

- Remove the young adult from any potential risk;
- Report the incident to the Designated Safeguarding Lead, the Principal or to the Deputy Safeguarding Officer;
- DSL/Principal will talk to the young person without asking leading questions;
- DSL/Principal will contact Adult Social Services duty social worker giving information about the incident as appropriate;
- DSL/Principal will follow this up with a written report of the incident;
- DSL/Principal will liaise with the police if required to do so.

**Following the outcome of the investigation:**

- DSL/Principal will contact the local authority;
- DSL/Principal will liaise with the young person with regard to outcomes.

Hampshire and Isle of Wight Multi-Agency Safeguarding Adults Policy - copies are available from the DSL.

Hampshire and Isle of Wight 4LSAB (a collaboration between the Safeguarding Boards of Hampshire, Isle of Wight, Portsmouth, and Southampton) Allegations Management Framework June 2016

**Useful telephone numbers and addresses.**

**Support from the Isle of Wight Safeguarding Board (IOWSAB) will provide on their respective websites information about how and to whom to report a concern about possible abuse or neglect.**

**IOWSAB Membership; Has 3 statutory leads;**

**Isle of Wight Council**

**Hampshire and Isle of Wight Police**

**Clinical commissioning**

**Group Independent Chair**

**Teresa Bell**

**Adult Social Care**

Jubilee Stores, The Quay, Newport, IOW, PO30 2EH

Office hours, 01983 821000  
01983 814980

**Vulnerable Adults (Adults Safeguarding Team)**

Enterprise House, St Cross Business Park, Monks Brook, Newport PO30 5WB

Office hours Adult First Response Team 01983 814980

Out of hours service 01983 821105 [safeguardingconcerns@iow.gov.uk](mailto:safeguardingconcerns@iow.gov.uk)

Hampshire and Isle of Wight Police 101 or 999

Anti-terrorism hotline: 01983 814980 for making an adult Prevent referral

Human Trafficking, The Salvation Army 24 hour confidential Referral Helpline

0300 3038151

You First; Isle of Wight Integrated Domestic Abuse and Sexual Crime Service Helpline 0800 234 6266

Adult Social Care, Housing and Family Support, County Hall, Newport, Isle of Wight PO30 1UD

01983 823040

Hate Crime on the Isle of Wight can be reported directly to the police or reported through the Citizens Advice which is a Third-party reporting centre. 03444 111 444

Samaritans [www.samaritans.org](http://www.samaritans.org) Tel: 116 123

Safer Net [www.safernet.org.uk/for-people-with-ld](http://www.safernet.org.uk/for-people-with-ld) Tel: 0300 123 2040

Safe Place via People Matter (01983) 241494

IWmentalhealth.co.uk- Isle of Wight community mental health support hub

Isle help hub – (01983) 821000

ADULT SAFEGUARDING POLICY APPENDIX 2

LOCAL SAFEGUARDING ADULTS BOARD (LSAB)



**Safeguarding Adults Quick Guide**

**What do I do if I have a concern that an adult is being abused or neglected or is at risk of this?**

1. If the adult is in immediate danger, take action at once such as calling emergency services or medical assistance.
2. Report any concern about a child to the Children's MASH on 0300 555 1373. This includes where you know a child lives in the same home as an adult you think may be experiencing or at risk of abuse.
3. Unless it is not safe to do so, speak to the adult about your concerns and the risks you think they face and obtain their views and wishes.
  - Listen to their views, including the risks they face and what they would like to see happen next. (They may see the concern differently; some safeguarding concerns can be minor and easily resolved; others can be very serious and affect lots of people.)
  - Consider the person's ability to understand the concern (mental capacity). If they are not able to understand, you will need to decide what to do in their best interests. If you are in any doubt, refer the matter to Adult Social Care on: 01983 814980.
  - If the person declines support, consider if this is because they are scared of someone who may be trying to control what they say or do. That could be a sign of domestic abuse.
  - Discuss the concern and what to do with your supervisor/manager/person you report to, unless this would cause a delay that places the person at greater risk (but then make sure you inform them as soon as you can).
4. Take the action you have agreed to safeguard the adult. This could be:
  - The actions the adult wants that resolves a problem in the way they want.
  - If a crime has or is being committed, report this to the police. (Take action to protect any evidence of a crime.)
  - Where the person agrees (or where you have decided that for their safety you must act,) report the safeguarding adult concern to Adult Social Care on: 01983 814980 and ask to speak to the Safeguarding Duty Officer. Out of Hours if your concern cannot wait until the next working day contact: 01983 821105
  - Always record what you have done and the reasons for doing it and share this with your supervisor/manager.

I am asked my opinion if people around me think I am at risk of abuse or neglect.

I feel listened to and what I say is taken seriously.

I know that decisions are made in my best interest when I lack capacity to make them.

My views directly informs what happens next.

## Why is it so important to speak to the adult when I have a safeguarding concern about them?

The 2014 Care Act says that safeguarding an adult from abuse or neglect has to be done with their involvement to the greatest extent possible. Everyone has the human right to be involved in the decisions that affect their lives. This approach is known as "*making safeguarding personal*".

Adults with care and support needs have said that when people act to protect them without including them, this often makes things worse, not better.

## Remember "*No decision about me without me*".

### Should I report a safeguarding concern without the consent of the person and what if they tell me not to report anything?

You should always listen and take account of what the person says. But there may be occasions when you need to report a concern without the person's consent; for example:

- If you suspect the adult is being coerced or bullied into refusing support
- If waiting to get their consent would put them at further risk
- If there is a risk of harm to the adult or others, including children
- If it is necessary to prevent crime or if a crime may have been committed
- If the adult lacks mental capacity to understand the risks, they face
- If you suspect that the adult is at risk or has been harmed by a person in a position of trust, i.e. a professional, paid carer, volunteer.

In these circumstances you **must** report your concern.

The adult should always be told of your decision to report the concern and the reasons for this, unless by telling them would put their safety, or the safety of others, at risk.

The key issue in deciding whether to report a concern without their consent will be the level of risk of harm to the adult (or to any other adults who may have contact with the person or organisation causing the risk of harm.) If you are not sure what to do, report your concern to: 01983 814980.

Confidentiality and sharing information - sharing information on a "need to know" basis is essential to safeguard adults at risk of or experiencing abuse or neglect.

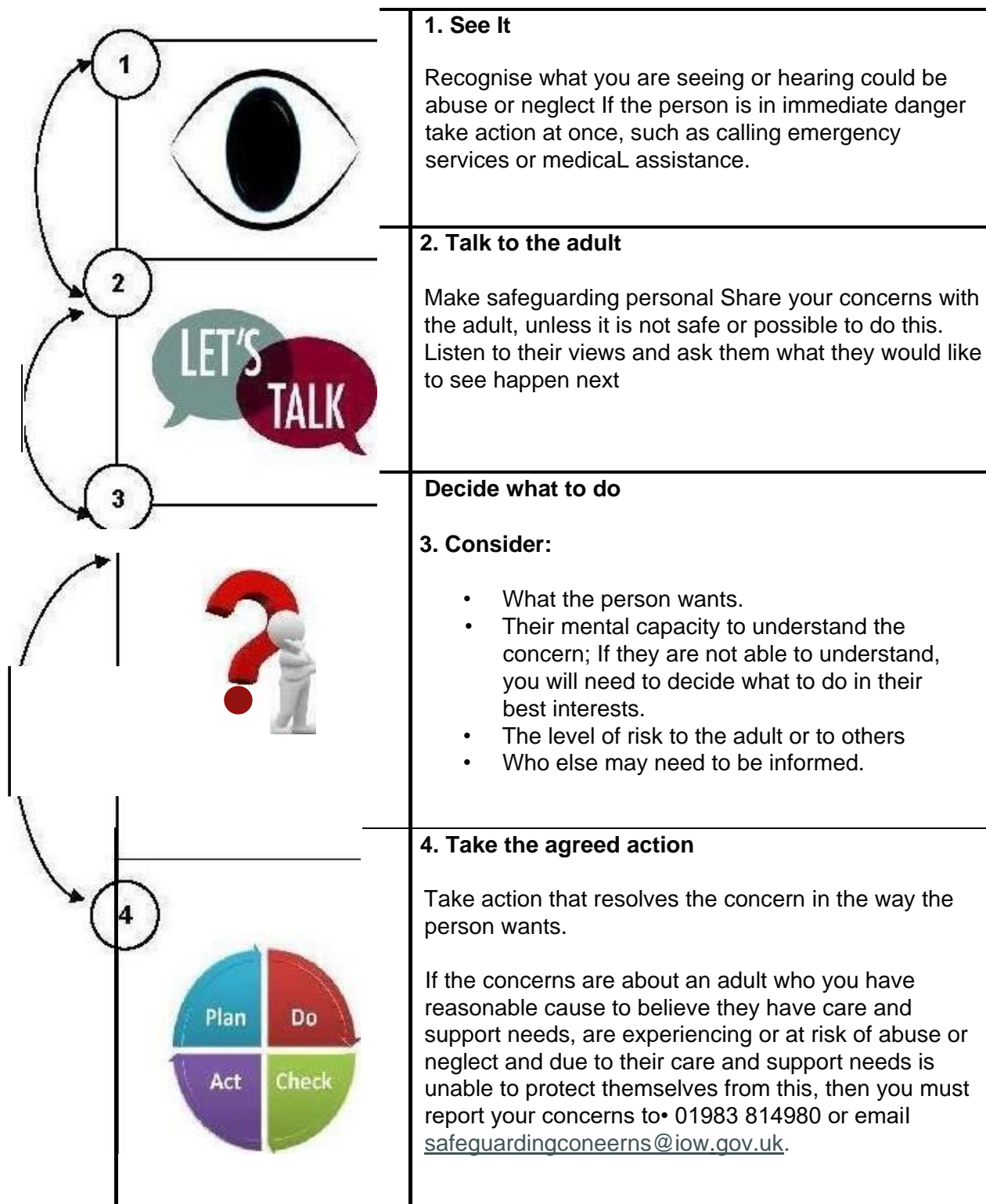
There is a duty to share information to stop or prevent abuse or neglect. But this needs to be balanced against your duty to protect the person right to confidentiality.

You should:

Wherever possible gain permission of the adult to share information if consent cannot, or is not given, if you judge this is essential to protect the adult and is in their best interests; or to protect others from harm.

Only share the information necessary to protect the adult; and only with people who need to know.

**Four steps to protecting adults with care and support needs from abuse and neglect.**





## ADULT SAFEGUARDING POLICY APPENDIX 3

## AN EXAMPLE OF LSAB SAFEGUARDING CONCERN REFERRAL FORM

## Safeguarding Concern Referral Form

## STRICTLY CONFIDENTIAL

If you suspect that someone is being abused and they are in **immediate** danger please ring the Police on **999**. If they are not in immediate danger you should complete and forward this form with as much detail as possible to:

[safeguardingconcerns@iow.gov.uk](mailto:safeguardingconcerns@iow.gov.uk)

A safeguarding concern is where there is reasonable cause to believe that an adult at risk is an adult with a need for care and support (whether or not the authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**This form should only be used by Professionals, Partner and Voluntary Agencies to report a safeguarding concern.**

The Adult Safeguarding Team can also be contacted for advice through Adult First Response on 01983 814980 and ask to speak to the Safeguarding Duty Officer however please be advised that the Duty Officer may be taking other calls so you may be requested to leave a message.

Date of referral:	Time of referral:
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<b>1 Tell us who the Adult at Risk is you are concerned about:</b> <i>(please complete as much of this as is known – if not known put N/K)</i>	
Name:	
Home address:	
Contact address <i>(if different)</i> :	
Telephone No:	
Age:	Date of Birth:
Is the Adult at Risk aware of the safeguarding referral? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If No, why not?</i>	
Does the Adult at Risk consent to this safeguarding concern being shared? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If No, why not?</i>	

<p>Are any of these other adults with care and support needs?          Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/></p> <p><i>If Yes, please describe the risk that remains and names of others potentially at risk          (please only refer to identified risk that relates directly to the concern)</i></p>
<p><b>If you are concerned about the Adult at Risk's welfare have you contacted their GP or the ambulance service?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Not, why not?</p>
<p><b>If criminal activity is suspected have police been contacted?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, what was the outcome?</i></p> <p><b>Police Crime/Ref No:</b></p>
<p><b>Who else has been informed of this safeguarding concern?</b></p>

**2b Details of the safeguarding concern(s) being raised**

<p><b>Please describe location of alleged safeguarding concern:</b></p>	<p><b>Date and Time of alleged safeguarding concern:</b></p> <p>Date:</p> <p>Time:</p>
<p><b>Brief factual details of the safeguarding concern:</b>  <i>This should include a clear factual outline of the concern being raised with details of times, dates, people and places where appropriate. (Please continue on a separate sheet if required).</i></p>	



**Please indicate the type of abuse suspected (please tick more than one if appropriate):**

Neglect or Acts of Omission

Financial/Material

Sexual

Organisational

Psychological/Emotional

Physical

Discriminatory

Self-neglect

**And do you consider this abuse:**

Hate Crime  
/Mate crime

Domestic Abuse

Modern Slavery

Forced Marriage

Other please record

**3 Details of the person/s alleged to have posed a risk of harm/ caused the harm (if known) please complete as much of this as is known and continue on a separate sheet if more than one person is involved)**

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Address:**

**Occupation/Position/Title/Organisation:**

**What is the relationship of the person alleged to have posed the risk of harm/caused the harm to the Adult at Risk?**

Does the person alleged to have posed the risk of harm /caused the harm live with the Adult at Risk? Yes  No

**Is this person alleged to have posed the risk of harm/caused harm, considered to be an Adult at Risk?**

Yes  No  Not Known

**Is the person alleged to have posed harm, the main family carer?**

Yes  No

**Are they aware of this safeguarding referral?** Yes  No

*If Yes, what is their response, and are there any hazards to be aware of?*

*If No, why not?*

**4 Details of person who raised the safeguarding concern**

**Name:**

**Organisation (if applicable):**

<b>Contact address:</b>	<b>Telephone No: Mobile No:</b>
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