330-348 Uphall Road, Ilford, Essex IG1 2JJ
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www.exitfoundation.org.uk

Exiting street life into a brighter future

Children & Vulnerable Adults Safeguarding Policy

January 26th 2026

To be next reviewed in: January 2027

Organisation details

Name of the project	EXIT FOUNDATION
Office Address	330-348 Wilkerson House. Uphall Road. Ilford. Essex. IG1 2JJ
Director	Paul Dayes
Trustees	Dr Claude Halm-Adjepong Jos Lucas Gordon Urquart
Telephone	0208 004 7448 – Office 07429 026 981 – Paul Dayes
Email	admin@exitfoundation.org.uk
Web	www.exitfoundation.org.uk
Designated Safeguarding Lead	Paul Dayes – TEL: 07429026981
Deputy Safeguarding Lead	Nigel Dayes – TEL: 07956902620

- The local Social Services office telephone number Tel: 0208 708 3885
- (Monday to Thursday, 9am-5.15pm and Friday, 9am-5pm)
- CPAC Team 0208 708 3885

Telephone - 020 8708 3885
Fax - 020 8708 3886
Email - cpat.referrals@redbridge.gov.uk

Or write in to the following address:

Redbridge Multi Agency Safeguarding Hub Redbridge
Children and Families
Lynton House, 255-259 High Road
Ilford
IG1 1NY

People to Contact

Barking

Barking & Dagenham Safeguarding Children Board Room 119

Town Hall Barking IG11

7LU

Phone: 020 8227 3578

Email: lscb@lbbd.gov.uk

Barnet

Multi-Agency Safeguarding Hub (MASH)

North London Business Park (NLBP), Oakleigh Road South, London N11 1NP Tel: 020 8359 4066

FAX: 0871 594 8766

Email: mash@barnet.gov.uk

Bexley

Address:

Civic Offices

2 Watling Street Bexleyheath

Kent

DA6 7AT

United Kingdom Email:

childrenssocialcare.admin@bexley.gov.uk

Tel: 020 8307777

Brent

http://democracy.brent.gov.uk/documents/s21299/MASH-%20presentation.pdf

Bromley

Email:

mash@bromley.gov.uk

Tel: 020 8461 7373 / 7379 / 7026

Fax: 020 8313 4400

Civic Centre, Stockwell Close, Bromley, BR1 3UH

Croydon

Multi-agency Safeguarding Hub (MASH)

Telephone:

0208 726 6400

Out of hours:

0208 726 6400 (ask for out of hours team)

Email:

childreferrals@croydon.gov.uk

Address Line:

Bernard Weatherill House

8 Mint Walk

Croydon

CR0 1EA

Ealing

Referrals can be made by telephone on (020) 8825 8000 or in writing to:

Ealing Children's Integrated Response Service

Perceval House

2nd Floor blue area 14-16 Uxbridge Road, Ealing, W5 2HL

Referrals can also be made by fax on (020) 8825 9127

Enfield

Report Adult Abuse referral form and email it to us at themashteam@enfield.gov.uk .

You can report abuse out of hours by telephone to the Enfield Adult Abuse Line on tel: 020 8379 5212.

Haringey

Whittington Health NHS Trust
Magdala Avenue
London
020 7272 3070

Harrow

Harrow Civic Centre, Harrow HA1 2XY

Phone:020 8901 2690

Or Children's Access Team
Golden Number
Tel: 020 8901 2690

Havering

https://www3.havering.gov.uk/Pages/ServiceChild/Multi-Agency-Safeguarding-Hub.aspx

Hillingdon

Hillingdon MASH

Description:

Multi Agency Safeguarding Hub (MASH). If you are concerned about the welfare of a child the MASH team can help

Address:

Civic Centre

High Street

Uxbridge

Middlesex

UB1 1UW

Email:

lbhmash@hillingdon.gov.uk

Telephone:

Telephone: (01895) 556633

Telephone: (01895) 250111

Kings upon Thames

Adult & Children's Social Care

Royal Borough of Kingston Strategic

Business

Third Floor Guildhall

Telephone: 020 8547 4716

Fax: 020 8547 6148

https://www.kingston.gov.uk/info/200235/supporting_and_safeguarding_children

Merton

MASH Team

12th Floor, Merton Civic Centre London Road,

Morden

SM4 5DX

Telephone: 020 8545 4226 or

020 8545 4227 or

020 8770 5000 (out of hours)

Fax: 020 8545 4204

Email: mash@merton.gov.uk

Newham

IN CASE OF EMERGENCY:

Newham Children's Triage Team- 02033734600

Out of hours- 02085529587

Forest Gate Police Station. 350-360 Romford Road. E78BS. Open 24 hours a day.

Plaistow Police Station. 444 barking Road. E138HJ. Tel: 02072301212. Open Tuesday to Saturday noon-8pm.

Redbridge

Telephone

020 8708 3885

E-mail cpat.referrals@redbridge.gov.uk

Redbridge Multi Agency Safeguarding Hub (MASH), 3rd floor, Lynton House, 255-259High RoadIlfordEssexIG1 1NY

Postcode

IG1 1NY

Richmond upon Thames

Civic Centre, 44 York Street, Twickenham, TW1 3BZ

Sutton

Address: Sutton Multi-Agency Safeguarding Hub

1st Floor Sutton Police Station

6 Carshalton Road

Sutton

SM1 4RF

MOB: 07736338962

Tel: 020 8649 0418

Fax: 0208 652 5657

Email: mash@sutton.gov.uk

Waltham forest

Waltham Forest Multi Agency Safeguarding Hub

221 Hoe Street,

Walthamstow

London

E17 9PH

020 8496 2310 (Mon-Thurs, 9am-5.15pm and Fri, 9am-5pm)

020 8496 3000 (out of hours)

Txt:

Fax: 020 8496 2313

MASHrequests@walthamforest.gov.uk

Introduction

EXIT FOUNDATION believes in the intrinsic value of every person and as such, that everyone should be treated fairly and without discrimination or favour. It recognises that when working with adults and young people it has the responsibility to protect and safeguard their welfare whilst entrusted to its care.

EXIT FOUNDATION MENTORING ORGANISATION is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- The safe recruitment, supervision and training for all caseworkers working with Exit Foundation.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.

Mentee Policy

EXIT FOUNDATION Directors recognise the need to provide a safe and caring environment for all. It also acknowledges that adults and young people can be the victims of physical, sexual and emotional abuse, and neglect. The Directors have therefore adopted the procedures set out in this document (hereafter “the policy”). It also recognises the need to build constructive links with statutory and voluntary Children and Vulnerable Adults agencies. The Directors are committed to on-going Children and Vulnerable Adults training for all staff, sessional worker and volunteers and will regularly review the operational guidelines attached.

The Directors also undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Activities covered by this policy

This policy will cover all work with children, young people or vulnerable adults whether located on or off the premises of EXIT FOUNDATION.

What to do if you suspect that abuse may have occurred

1. **If you work with children or vulnerable adults:**

   Under no circumstances should an EXIT FOUNDATION worker carry out their own investigation into the allegation or suspicion of abuse.

   a. Your Concerns must be reported as soon as possible to The EXIT FOUNDATION Children and Vulnerable Adults Coordinator – (Paul Dayes) who is nominated by the Directors to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

   b. In the absence of the coordinator, or if the suspicions in any way involve the coordinator, then the report should be made to The EXIT FOUNDATION Deputy Children and Vulnerable Adults Coordinator – (Yemisi Cedar).

   c. If the suspicions implicate both the Coordinator and the Deputy Coordinator, then the report should be made in the first instance to the London Borough of Redbridge (LBR) Social Services and take their advice. (See page 2 for contact details.)

d. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with EXIT FOUNDATION procedures and kept in a secure place.

e. Whilst allegations or suspicions of abuse will normally be reported to the coordinator, the absence of the Coordinator or Deputy Coordinator should not delay referral to the Children's or Adults Social Services Department.

f. It is, of course, the right of any individual as a citizen to make a direct referral to the Children and Vulnerable Adults agencies, although the Directors hope that staff will use the procedure. If, however, the individual with the concern feels that the Coordinator /Deputy Coordinator has not responded appropriately, or where they have a disagreement with the coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Directors demonstrate the commitment of EXIT FOUNDATION to effective safeguarding of Children and Vulnerable Adults.

g. Where staff are working off site at the invitation of another agency for example a school or PRU, it will be necessary to follow the agencies child protection process as well as our own. The school's child safeguarding procedures take president over our own.

1.1 Signs of abuse

1.1a Signs of possible physical abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls or rough games.
- Injuries which have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation.
- The child gives inconsistent accounts for the cause of injuries.
- Frozen watchfulness

1.1b Signs of possible sexual abuse

- Any allegations made by a child concerning sexual abuse.
- The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age or regularly engages in sexual play inappropriate for their age.
- Sexual activity through words, play or drawing.
- Repeated urinary infections or unexplained stomach pains.
- The child is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations.
- Eating disorders such as anorexia or bulimia.

1.1c Signs of possible emotional abuse

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity
- Running away, stealing and lying

1.1d Signs of possible financial or material abuse

- Theft
- Fraud
- Exploitation
- Pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- There are also material signs to watch out for, such as a sudden change in a person's finances, not having as much money as usual to pay for shopping or regular outings or getting into debt.
- Watch out for any official or financial documents that seem unusual, and for documents relating to their finances that suddenly go missing.

1.1e Signs of possible neglect

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left unsupervised or alone
- Frequent diarrhoea
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry
- Overeating junk food

2. Disclosure Procedure

2.1 Some incidents of abuse only come to light because the abused person discloses the information himself or herself. The abused person may not understand that they are being abused and so not realise the significance of what they are telling you. Some disclosures happen many years after the abuse. There may be good reasons for this for example the person they were afraid of has left the setting. Therefore, any delay in an individual reporting an incident should not cast doubt on its truthfulness. Disclosures may not always be made verbally or in writing to the worker. Sometimes, a worker will observe a situation which seems to be abusive or neglectful. Sometimes the adult has no means to communicate verbally but communicates distress by some other means, such as tears. Careful 'listening' is important and an adult may need support to tell their story. It is important that the story is received and taken seriously. It is not the worker's job to investigate. That is the task of the Local Authority's Adult Services and the police. Immediate safety should be ensured if necessary.

2.2 Process and confidentiality - The first issue which needs to be taken account of is confidentiality. An adult will be presumed to have capacity to make decisions for him/ herself. Therefore, if an adult requests confidentiality in respect of an issue, this should be accepted. (The worker should be able to access their own support in dealing with the issues and conflicts this raises.) A note should be retained of the matter.

2.3 The exceptions to this are as follows: Where the disclosure relates to harm to another person. So,

for example, if the disclosure is of domestic abuse in relation to a partner. Where the disclosure relates to a risk of harm to a child or vulnerable adult. For example, if an adult discloses childhood abuse and the alleged perpetrator is still in a position to harm children. Similarly, if the complaint relates to a worker. Where the disclosure is by an adult who does not have the capacity to make a decision as to whether the matter should be dealt with through an adult safeguarding route, i.e. adult social care.

2.4 When someone discloses to you, remember you are not investigating.

2.4a Do:
• Stay calm and try not to show shock.
• Listen very carefully.
• Be sympathetic.
• Be aware of the possibility that medical evidence might be needed.
• Tell the person that:
o They did a good/right thing in telling you.
o You are treating the information seriously.
o It was not their fault.
• Explain that you must tell your Line Manager and, with their consent, the manager will contact Adult Services, Health and/or Police. The manager will, in specific circumstances, contact Adult & Community Services without their consent but their wishes will be made clear throughout.
• If a referral is made but the vulnerable adult is reluctant to continue with an investigation, record this and bring this to the attention of the Safeguarding Adults Co-Ordinator. This will enable a discussion of how best to support and protect the vulnerable adult. However, a professional case discussion will still need to take place and should be recorded appropriately.

2.4b Do not:
• Press the person for more details.
• Promise to keep secrets (you can never keep this kind of information confidential).
• Pass on the information to anyone other than those with a legitimate “need to know”, such as your Line Manager.
• Make promises you cannot keep (such as, "I will never let this happen to you again").
• Contact the alleged abuser.
• Be judgmental (for example, "Why didn’t you run away?").
• Gossip about abuse.
• Stop someone when they are telling you what has happened to them, as they may never tell you again.

2.4c You must
• Make a note of what the person said, using his or her own words and phrases.
• Describe the circumstance in which the disclosure came about.
• Note the setting and anyone else who was there at the time.
• When there are cuts, bruises or other marks on the skin use a body map (see page 20) to indicate their location, noting the colour of any bruising.
• Make sure the information you write is factual. You may wish to indicate your own opinion or a third party’s information. If you do, ensure the separation is made very clear.
• Use a pen or biro with black ink so that the report can be photocopied. Try to keep your writing clear.
• Sign and date the report, noting the time and location.
Be aware that your report may be needed later as part of a legal action or disciplinary procedure.

3. Reporting Procedure

3.1 If you are the children and vulnerable adults Coordinator:

a. The role of the coordinator/ deputy coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Children's or Adult's Social Services Department. It is Children's Social Services task to investigate the matter under Section 47 of the Children Act 1989.

b. The Directors will support the Coordinator/Deputy Coordinator in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

c. The coordinator may also be required by conditions of the EXIT FOUNDATION Insurance Policy to immediately inform the Insurance Company.

3.1.1 When the allegation is about physical injury, neglect or emotional abuse

The Coordinator/Deputy Coordinator will:

3.1.1.1 Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

Contact Adult Social Services if concerned about an adult.

3.1.1.2 Will not tell the parents or carers unless advised to do so having contacted Social Services.

3.1.1.3 Seek medical help if needed urgently, informing the doctor of any suspicions.

3.1.1.4 For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child or adult at risk of injury.

3.1.1.5 Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.

3.1.1.6 Seek and follow the advice given by Social Services.

3.1.2 When the allegation is about sexual abuse

The Coordinator/Deputy Coordinator will:

3.1.2.1 Unless for any reason they are unsure, contact the relevant Social Services Department Duty Social Worker for children and families or Police Safeguarding Team direct. They will NOT speak to the parent/carer or anyone else.

3.1.3 When the allegation of abuse is against a person who works with children or vulnerable adults

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above the coordinator in accordance with Local safeguarding boards procedures will need to liaise with the local authorities designated office in regards to the suspension of the worker and making a referral to the Safeguarding Adviser Network.

4.CHILD PROTECTION POLICY

The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent, safeguards as well as promote the welfare of all young people.

Exit Foundation and its staff have a duty of care to children and young people and acknowledge its legal and moral responsibility to ensure the wellbeing of its participants.
If any parent or child/young person has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with:

Definitions
Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Legislation and regulation
This policy is based on the guidance of:

- Working together to safeguard children 2018

https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

- And the legislation: The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children.

We will review our child protection policy and procedures as and when necessary and no longer than every 2 years to make sure they are still relevant and effective.

4.1 CHILD PROTECTION POLICY

Child Protection Policy is based on the following principles:

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to;
- The people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.
- The people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

STANDARD 1: PROCEDURES FOR RESPONDING APPROPRIATELY TO CONCERN

In all cases, it is vital to take whatever action is needed to safeguard the child/ren i.e.:

- If emergency medical attention is required, action should be by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger, the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

Staff within the organisation needs to be alert to the potential abuse of children both within their families and from other sources including abuse by members of Exit Foundation. All staff should also be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

STANDARD 2: IMPLEMENTATION AND MONITORING

DO:

- Do treat any allegations seriously and act at all times towards the child as if you believe what they are saying Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do tell the child what you are doing, when, and who you have to tell, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Do write down everything said and what was done.

DO NOT:

- Don’t make promises you can’t keep.
- Don’t interrogate the child – it is not your job to carry out an investigation – this will be up to police officers or social workers, who have experience in this.
- Don’t cast doubt on what the child has told you, don’t interrupt them or change the subject.
- Don’t say anything that makes the child feel responsible for the abuse.
- Don’t do nothing – make sure you tell your nominated Safeguarding Children person immediately – they will know how to follow this up and where to contact for further advice.

Recording and Storing of Information

At Exit Foundation every effort will be made, to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and will only be shared on a strictly need-to-know basis.

Exit Foundation keeps confidential records on children/young people where there are ongoing concerns enabling cases to be developed in a co-ordinated and constructive way.

The organisation will liaise with Social Services and other groups as appropriate to ensure co-ordination of approaches and actions. Sharing of information about concerns with agencies that need to know and involving parents and children appropriately.

Protection of Children and Young People from Abuse

If a child or young person's behaviour and/or appearance gives rise for concern and abuse could be a possible reason, staff will record information clearly and follow reporting procedure immediately.

If a child or young person has physical injury, which could possibly have been caused through abuse, staff will record details and follow reporting procedures immediately.

If a child or young person confides to a staff member about abuse, the staff member will make a detailed account of language and record everything in the language of the child or young person to avoid any miscommunication and follow reporting procedures. – ANY CONCERNS NO MATTER HOW SMALL MUST BE ACTED UPON AND REPORTED TO THE DESIGNATED SAFEGUARDING LEAD OR DEPUTY SAFEGUARDING LEADS IMMEDIATELY.

Reporting Procedure

The staff member(s) must ensure that the child is aware (where possible, prior to the disclosure) that through duty of care they are duty bound to let the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead know and are unable to keep the disclosure a secret.

1. In exploring the disclosure with the child to gain more information, the staff member(s) must only ask open questions (i.e. can you tell me what happened?) rather than closed questions (i.e. so your dad hit you?)

2. The member of staff must write down all conversations had with the child in as much detail as possible, in the child's own words and pass this onto the Designated Safeguarding Lead or Deputy Safeguarding Lead and save confidentially.

3. The staff member must raise any concerns immediately with the Designated Safeguarding Lead or Deputy Safeguarding Lead.

4. Management will then liaise with all appropriate staff members and gather all relevant information or observations in order to create a confidential log. The log will be factual and each entry will include times and dates.

5. Management and staff will meet with the child's parent/s or carers away from the group to discuss any concerns, if appropriate based on the information provided.

6. If the concerns remain, Social Services will be informed, a referral will be made through The Children's Triage Service for a multi-agency assessment.

Confidentiality will be maintained and information shared only with those who need to know in order to ensure the safety of the child. Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection. *If in doubt, consult.*

Staff should refer to The Children's Triage Service procedures for the relevant Borough at all times.

N.B. In cases of any physical or sexual abuse that has been alleged or found, procedure two and five will possibly be omitted from the above list depending on the nature of the allegation. The Designated Safeguarding Lead or Deputy Safeguarding Lead will make a referral to The Children's Triage Service for the relevant Borough.

Procedure for Reporting Allegations or Suspicions of Abuse

Be prepared to give as much of the following information as possible (in emergencies all of this information may not be available). Unavailability of some information should not stop you making a referral.

In any case where an allegation is made, or someone in Exit Foundation has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? *If so, record details*
- What has prompted the concerns? Include dates and times of any specific incidents
- Has the child or young person been spoken to? *If so, what was said?*
- Has anybody been alleged to be the abuser? *If so, record details*
- Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, social services etc.
- Has anyone else been consulted? *If so, record details*

STANDARD 3: PREVENTION

Exit Foundation operates employment procedures that ensure a safe recruitment of staff and volunteers

- **Disclosure Barring Service:** each new member of staff is required to undergo a Disclosure Barring Service check as part of our recruitment policy
- **Supervision, support & training:** Exit Foundation encourages the development of staff and volunteers through ongoing support, supervision and training.
- **Induction:** each new member of staff or volunteer is made familiar with Exit Foundations policies and procedures including the Child Protection Policy and Code of Conduct

For the purpose of this policy, volunteers are defined as anyone who is not a project member and requires two references as a requirement of Exit Foundations recruitment process.

We exclude known abusers.

All staff who have direct access to children and young people whether paid or voluntary will be required to-

- Successfully complete a recruitment interview.
- Provide two references (excluding relatives).
- Have a clean enhanced Disclosure and Barring Service check.
- Complete a three/six-month probationary period.
- All posts within the provision will be exempt from the Rehabilitation of Offenders Act 1974.

Risk assessments are conducted for all trips and competitions.

STANDARD 4: CODES OF ETHICS AND CONDUCT

Staff/Volunteer behaviour in relation to children and young people.

Staff/volunteers need to be aware of the potential risk of their actions and behaviour being misinterpreted by children and young people. To minimise this risk, the following guidelines should be followed at all times:

- Staff/volunteers should never be in a situation where they are alone with a child or young person unless specifically authorised by a parent or relevant professional. Following any such contact a detailed report should be submitted detailing times/engagement to relevant professionals.
- Staff/volunteers should avoid any direct physical contact with children and young people.
- Within the Exit Foundation environments staff should not exceed acceptable levels of physical contact that take place naturally within mentoring workshops/training (i.e. cuddling children, kissing children or touch in inappropriate places).
- Inappropriate touch should be assumed as any area that would be covered by a swimsuit including the upper leg and holding of hands.

Allegations against members of staff (paid and voluntary)

If a child or young person confides in a staff member, or a staff member becomes aware of a situation where another staff member is alleged to have abused a child, either verbally, sexually or physically, staff will record, and report immediately to the Management who will take appropriate action.

ALL RECORDINGS RELATED TO ABUSE ISSUES WILL BE MADE BY THE STAFF MEMBER ON A WORD DOCUMENT AND EMAILED TO THE DESIGNATED SAFEGUARDING LEAD OR DEPUTY SAFEGUARDING LEAD.

IN ALL INCIDENCES, IF THE DESIGNATED SAFEGUARDING LEAD OR DEPUTY SAFEGUARDING L E A D ARE NOT PRESENT, THEY SHOULD BE CONTACTED BY TELEPHONE.

STANDARD 5: EQUITY

Exit Foundation provides supervision to staff that work directly with children and young people and specifically in relation to cases where there are concerns about harm, self-harm or neglect of a child or young person.
All staff are held accountable to their work and have reporting responsibilities to their line managers.

STANDARD 6: COMMUNICATION

- Information about Exit Foundations commitment to safeguard children and young people policies are available to all upon request.
- Children and young people are made aware of their right to be safe from abuse
- Information for young people and for parents is made available about where to go for help in relation to child abuse.
- Everyone in the organisation knows the designated person/s for safeguarding and protecting children and how to contact them
- Contact details for the Children's Social Care, police, and emergency medical help and the NSPCC Child Protection Helpline are readily available.

STANDARD 7: EDUCATION AND TRAINING

At Exit Foundation the management take responsibility for the training needs of staff and volunteers. The individual, however, also plays a part in identifying areas they feel they require training. Training is highlighted for Staff who have direct access to children and young people (paid and voluntary) so they are able to recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. Designated Safeguarding Lead and Deputy Safeguarding Lead participate in specialist safeguarding training and refresher training every two years (minimum).

- **Objectives:** Each new member of staff undergoes a check-in at the end of probation period and an annual appraisal.
- **Annual appraisals:** There is an official annual appraisal system for every member of staff.

STANDARD 8: ACCESS TO ADVICE AND SUPPORT

The following organisations can be contacted by and on behalf of a young person:

Help Organisations:

- Children's Legal Centre 0845 345 4345
- Parent line Plus 0808 800 2222
- Youth Access 020 8772 9900
- Bullying Online www.bullying.co.uk

STANDARD 9: IMPLEMENTATION AND MONITORING

Exit Foundation is committed to providing a caring, friendly and safe environment for all its members so they can participate in Mentoring/Workshops in a relaxed and secure atmosphere.

Avoiding accidents and running safe activities and events

- We have the insurance required for our services and activities, certificates of which can be obtained from the Operations Manager.
- We have a Health & Safety Policy and a Risk Assessment Procedure, both of which are updated regularly.
- We are committed to ensuring that the risks associated with all our services and activities

are identified and managed, by completing risk assessments.

- We ensure that regular checks are carried out on equipment used during our services and activities, in accordance with health and safety guidance.
- We seek the consent of the parent or responsible carer for their child or young person to participate in our services and activities.
- We ensure that all session staff have access to a telephone.
- We commit to ensuring that at least one member of staff at our services and activities is trained in delivering first aid.
- We have a clear, simple procedure for recording accidents, incidents and 'near-misses', all which are regularly reported to the wider team.
- We have procedures for fire safety in the Exit Foundation offices.

What to do if a child/young person talks to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations, you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that:
    - you are glad they have told you.
    - they have not done anything wrong.
    - what you are going to do next.
    - explain that you will need to get help to keep the child safe.
    - do NOT ask the child to repeat his or her account of events to anyone

Consulting about your concern

The purpose of consultation is to discuss your concerns in relation to a child/young person and decide what action is necessary. You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child.

- It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.
- If you are concerned about a child/young person you must share your concerns. Initially you should talk to one of the designated safeguarding lead.
- If one of these people is implicated in the concerns, you should discuss your concerns directly with a member of the charity's Trustee.

You should consult externally with the relevant Social Services Department in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist
- when there is disagreement as to whether child protection concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for child protection
- when the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

Action to be taken following the referral.

Ensure that you keep an accurate record of your concern(s) made at the time.
Put your concerns in writing to Social Services following the referral (within 48 hours).
Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Support to Families

Exit Foundation will aim to develop and build trusting and supportive relationships between user Families and Project Staff. We will ensure that all parents recognise our role in child protection incidents and will respect and understand our responsibilities should we have any concerns.

Where abuse at home is suspected, the provision will continue to work with the child and parents while investigations continue, with the proviso that the wellbeing and safety of the child must always be paramount.

STANDARD 10: INFLUENCING

Exit Foundation as an organisation has a range of partners, including donors, local NGOs, government, Contractors and suppliers who agree to a commitment to keep children safe that is appropriate to individual partnership. This means making sure that:

- partners are clear about the nature of the partnership relationships that are entered into
- there is a sound assessment of the partner's contact with, and impact on children during the partnership and what this means for child safeguarding agreements.
- an understanding and/or agreement is reached on how we and the partner will support one another to achieve compliance and competence around child safeguarding, including the provision or exchange of resources.
- there is clarity in partnership agreements on reporting and responding to child safeguarding concerns.
- There is a clause to avoid termination of agreements if a concern arises. Termination will be dependent on the partner's mishandling of the concern.

APPENDIX 1 – ABUSE, NEGLECT AND BULLYING

Recognition of Abuse or Neglect

Abuse: 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/young person.

Physical Abuse
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described as, fabricated illness by proxy or Munchausen Syndrome by proxy.

Emotional Abuse
Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Sexual Abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- Child Sexual exploitation: a form of sexual abuse where children and young adults are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online.
- A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.
- Some of the following signs may be indicators of sexual exploitation: children/young people
    - who appears with unexplained gifts or new possessions.
    - who associates with other young people involved in exploitation.
    - who has older boyfriends or girlfriends.
    - who suffers from sexually transmitted infections or become pregnant.
    - who suffers from changes in emotional well-being.

- who misuses drugs and alcohol.
- who goes missing for periods of time or regularly come home late; and
- who regularly miss school or education or do not take part in education.

Neglect
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is good practice to be as open and honest as possible with parents/carers about any concerns. However, you must not discuss your concerns with parent where sexual abuse is suspected,

- where organised or multiple abuse is suspected,
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a child, yourself or others at immediate risk.

Possible signs of abuse

Physical signs of abuse:

- Any injuries not consistent with the explanation given for them,
- Injuries, which occur to the body in places that are not normally exposed to falls or games,
- Unexplained bruising, marks or injuries on any part of the body,
- Bruises which reflect hand marks or fingertips (from slapping or pinching),
- Cigarette burns, bite marks, broken bones, scalds,
- Injuries, which have not received medical attention,
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care,
- Repeated urinary infections or unexplained stomach pains.

Changes in behaviour, which can also indicate physical abuse:

- Fear of parents being approached for an explanation,
- Aggressive behaviour or severe temper outbursts,
- Flinching when approached or touched,
- Reluctance to get changed, for example, wearing long sleeves in hot weather,
- Depression, withdrawn behaviour, running away from home.

Emotional signs of abuse - the physical signs of emotional abuse may include:

- A failure to thrive or grow particularly if a child puts on weight in other circumstances: e.g. in hospital or away from their parents' care,
- Sudden speech disorders, persistent tiredness,
- Development delay, either in terms of physical or emotional progress.

Changes in behaviour, which can also indicate emotional abuse include:

- Obsessions or phobias,
- Sudden under-achievement or lack of concentration,
- Inappropriate relationships with peers and/or adults,
- Being unable to play,
- Attention seeking behaviour, fear of making mistakes, self-harm,
- Fear of parent being approached regarding their behaviour.

Sexual Abuse - the physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area,
- Bruising or bleeding near genital/anal areas,
- Sexually transmitted disease,
- Vaginal discharge or infection,
- Stomach pains,
- Discomfort when walking or sitting down,
- Pregnancy.

Changes in behaviour, which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive,
- Fear of being left with a specific person or group of people,
- Having nightmares,
- Running away from home,
- Sexual knowledge, which is beyond their age or developmental level,
- Sexual drawings or language,
- Bedwetting,
- Eating problems such as over-eating or anorexia,
- Self-harm or mutilation, sometimes leading to suicide attempts,
- Saying they have secrets they cannot tell anyone about,
- Substance or drug abuse,
- Suddenly having unexplained sources of money or expensive gifts,
- Not allowed to have friends (particularly in adolescence),
- Acting in an inappropriate sexually explicit way with adults.

Neglect - the physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children,
- Constantly dirty or smelly,
- Loss of weight or being constantly underweight,
- Inappropriate dress for the conditions.

Changes in behaviour, which can also indicate neglect include:

- Complaining of being tired all the time,
- Not requesting medical assistance and/or failing to attend appointments,
- Having few friends,

- Mentioning being left alone or unsupervised.

PREVENTING BULLYING

Statement of Intent

Exit Foundation is committed to providing a caring, friendly and safe environment for all its mentees.

Bullying of any kind is unacceptable within Exit Foundations premises or supervision.

If bullying does occur, Exit Foundation staff will be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the **Designated Safeguarding Lead – Paul Dayes** or **any of the Deputy Safeguarding Leads**.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

Emotional	being unfriendly, excluding, tormenting (e.g. threatening gestures)
Physical	pushing, kicking, hitting, punching or any use of violence
Racist	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focussing on the issue of sexuality
Religion	name-calling
Verbal	name-calling, sarcasm, spreading rumours, teasing
Cyber	all areas of internet, such as email & internet chat room misuse
Mobile threats	by text messaging, sexting & calls including misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Exit Foundation has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All Exit Foundation staff and volunteers should have an understanding of what bullying is.
- All staff members and volunteers should know what the Exit Foundation policy is on bullying and follow it when bullying is reported.
- At Exit Foundation we take bullying seriously. Mentors, volunteers and parents should

be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child or young person may indicate by signs or behaviour that he or she is being bullied. Staff should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from the E.F office.
- doesn't want to go on the school / public bus.
- changes their usual routine/behaviour.
- begins to truant.
- becomes withdrawn anxious or lacking in confidence.
- starts stammering.
- attempts or threatens suicide or runs away.
- loses motivation to participate/engage in sport sessions.
- has unexplained cuts or bruises.
- becomes aggressive, disruptive or unreasonable.
- is bullying other children or young people.
- is frightened to say what's wrong.
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and be investigated.

Procedures

1. Report bullying incidents to the Designated Safeguarding Lead and/or Deputy Safeguarding Lead,
2. In serious cases, parents should be informed and asked to come into a meeting to discuss the problem,
3. If necessary and appropriate, police will be consulted,
4. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly,
5. An attempt will be made to help the bully (bullies) change their behaviour,
6. If mediation fails and the bullying continues, disciplinary proceedings will be initiated.

Mediation

1. Reconciliation by getting the parties together- it may be that a genuine apology solves the problem.
2. If this fails/not appropriate, a small panel (made up of the Designated Safeguarding Lead, Deputy Safeguarding Lead, Youth workers) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true acount.
3. The same persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view, taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension, consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. All Mentors and youth workers involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the members will be reconciled.
4. After the incident(s) have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

The Designated Safeguarding Lead will raise awareness about bullying and why it matters, and if issues of bullying arise within Exit Foundation will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk.

Appendix 3 – Communication and Travel

Mobile Phones`

No staff should give their personal mobile phone number(s) or use their personal mobile to contact / communicate with participants under the age of 18 years or over 18's classified as vulnerable.

It is best practise **not** to use your personal mobile phone for contacting mentees over the age of 18 years. Wherever possible the office phones should be used, and work mobiles will be issued to all staff requiring regular contact with participants.

All staff members sending text messages to young people under the age of 16 years that fall out with the generic messages (e.g. opening times, PD, guest visits etc) should send a copy of the text to the young person's parent/guardian at the time of sending e.g. arranging 1:1 meeting. This does not apply to mentors who are covered by the Exit Foundation referral form.

Facebook, LinkedIn and other social networking sites

Staff should **strictly** decline friendship requests from project participants under the age of 18 years. To maintain professional boundaries, Exit Foundation **strongly** discourages staff from accepting friendship requests from participants over the age of 18 years.

Staff who use Facebook/LinkedIn for professional marketing purposes are advised to use a fan page where personal information and photographs are not shared. In this professional context, where personal information is not shared, Exit Foundation accepts participants over the age of 18 can be added (**strictly no under 18's** owing to Child Protection requirements).

Photographs and filming

Any photograph/film with Exit Foundation and/or its participants (both under and over the age of 18 years) must contact the Safeguarding lead for permission. Clarification regarding the use of the images must also be provided and the photographic consent of participants will be checked prior to authorisation being given.

All staff have a responsibility to cascade this information to participants.

Travel Policy - Personal Vehicles

Consent must be obtained from the parent/guardian prior to staff traveling in their personal vehicles with participants under the age of 18 years.
Best practice recommends staff do not travel alone in their cars with any young person over the age of 18 years and wherever possible two members of staff to be present. When dropping off young people, staff should rota their journey so the same young person is not always the last person and any one under the age of 18 years should not be the last remaining young person in the car.

APPENDIX 3 – SUSPECTED RADICALISATION OR RISK OF FUNDAMENTALISM TO EXIT FOUNDATION MENTEES

Responding to concerns:

Concerns and/or any disclosures around fundamentalist language, discussion or fears that Exit Foundation mentees are being radicalised are to be escalated immediately to the Designated Safeguarding Lead or Deputy Safeguarding Lead. The following will then, be put into action:

- A referral to The Channel Project (counterterrorism) – *overseen by the* Programme Manager.
- A risk assessment to assess whether the young person should be banned entirely from the project, or whether more intensive support alongside external intervention – as advised by personnel at The Channel Project – is the best course of action - *overseen by the* Head of Programmes.
- A risk assessment and plan of how to manage any potential infiltration or recruitment of Exit Foundation mentees and PD engagement and/or 121 sessions to uncover if this is the case. Experts from The Channel Project to assist if required - *overseen by the Head of Programmes.*

5.Child Protection Whistleblowing Policy

5.1 This guidance is written for all employees and volunteers working at EXIT FOUNDATION.

Staff must acknowledge their individual responsibilities to bring matters of concern to the attention of the Co-Ordinator, and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concern out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I am wrong—think what if I am right.

4.2 Reasons for whistle blowing.

- Everyone has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself.

4.3 What stops people from whistleblowing?

- Starting a chain of events which spirals.
- Disrupting the work or project.
- Fear of getting it wrong.
- Fear of repercussions or damaging careers.
- Fear of not being believed. How to raise a concern
- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner it is possible for action to be taken.
- Try to pinpoint what practice is concerning you and why.
- Approach someone you trust and who you believe will respond.
- Make sure you get a satisfactory response—don't let matters rest.
- Put your concerns in writing on a 'Confidential Incident Record' form.
- Discuss your concerns with the Co-Ordinator.
- A member of staff is not expected to prove the truth of an allegation, but you will need to demonstrate sufficient grounds for the concern.
- The Co-Ordinator will undertake an investigation into your concerns and offer you support.

People to contact – see page 4-8

6.The appointment of workers (see also Equality & Diversity policy)

In appointing workers, the Trust will be responsible for:

1. Interviewing a potential worker, to establish whether they are suitable for the job that they have applied for. This will include the acquisition of professional and character references.

2. Ensuring that successful candidates complete a self-declaration form which informs EXIT FOUNDATION whether they have ever been convicted, charged or cautioned in relation to any offence and informed of the provision of the Rehabilitation of Offenders Act 1974.

3. Providing the applicant with copies of the EXIT FOUNDATION Children and Vulnerable Adults Policy and other appropriate current information and discuss it with them to ensure that they fully understand it in relation to practice issues.

4. Reviewing the applicant's DBS certificate and online updates, if they are part of the updating service alongside two forms of identity (i.e. Passport or Drivers Licence for photo ID and bill with their address). It important to check that the DBS certificate applies to the same type of work (i.e. for working with children or with Vulnerable adults at the checks carried out differ)

5. We will not recruit anyone who has been barred from working with vulnerable groups to undertake regulated activity i.e. work which involves close and unsupervised contact with vulnerable groups including children

6. If applicant does not have a DBS check then the appointed worker will process the applicant's DBS documentation in line with the current Local Safeguarding Board guidelines. It should be noted that all DBS Applications should include the title of the work that they will be doing.

7. Applicants will be strongly encouraged to sign up for the DBS update service at the time of receiving their DBS certificate.

8. Issuing a contract of employment.

9. Providing a full current list of all workers on an annual basis in time for publication at the Annual General Meeting.

10. Providing on-going training for all of its workers. Support to those affected by abuse

The Directors are committed to working with statutory agencies as appropriate to support those who have been affected by abuse.

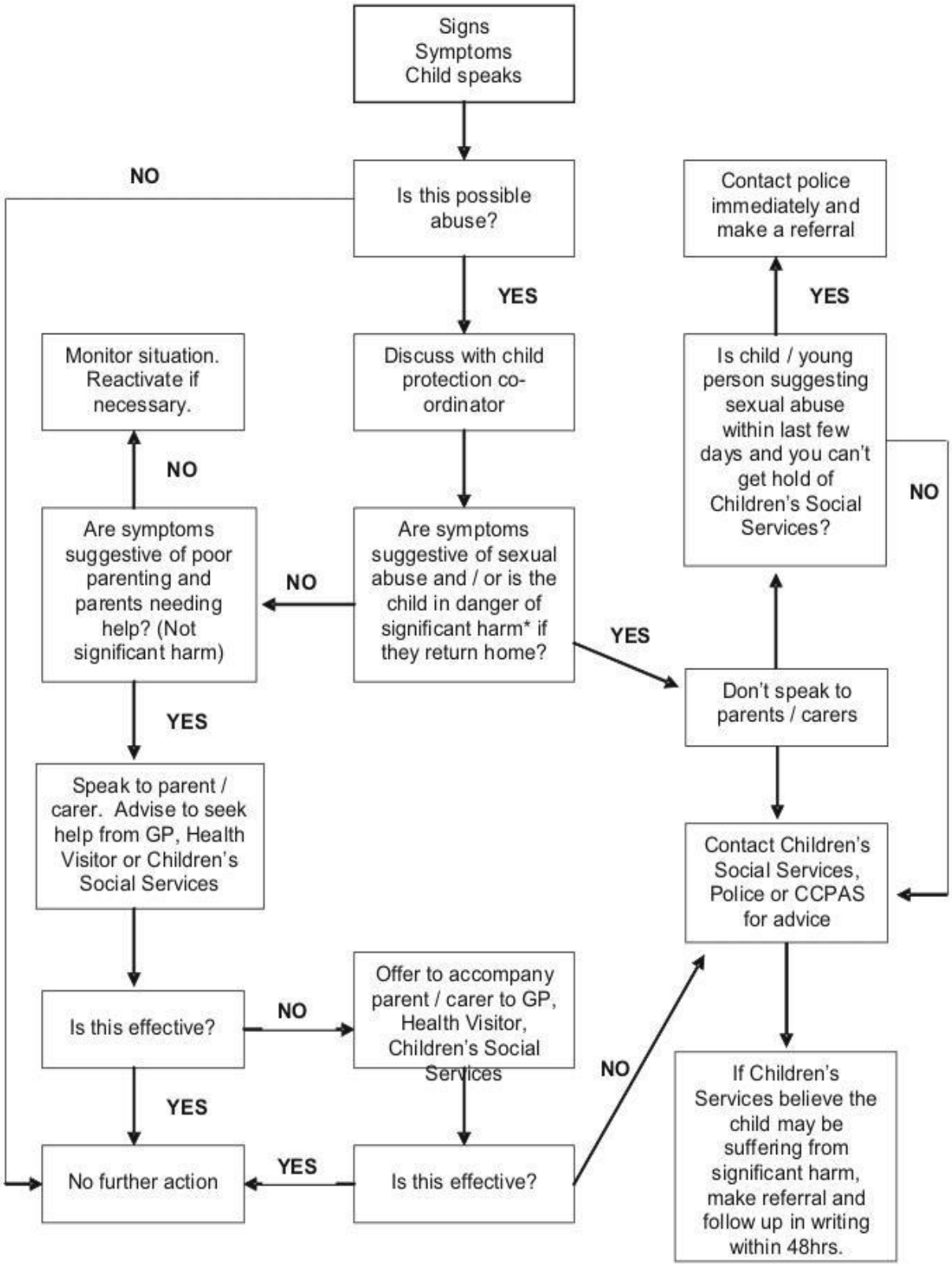
6.Working with offenders

When someone attending a EXIT FOUNDATION activity is known to have abused children, the Directors will arrange for the supervision for the individual concerned and in its commitment to the protection of children and vulnerable adults, set the boundaries for that person which they will be expected to keep.

This policy is subject to review, monitoring and revision every 12 months (or sooner if work activity or legislation changes.)

Signed: (Director)	Paul Dayes
Date:	26/01/2026

Flow Chart for Action (Children & Young People)



Police Child Protection Team

Referral Desk: Telephone: 020 8345 3633
Police Child Protection Unit -- Tel: 020 8345 3611

NSPCC
Ways to contact the NSPCC


Telephone
0808 800 5000


Text
88858


Email
help@nspcc.org.uk


Online
nspcc.org.uk/report concern


Text phone / Webcam (for deaf or hard-of-hearing)
18001 0808 800 5000 / Sign Video

FORM 8

ACCIDENT AND INCIDENT FORM

This form should be completed immediately after any accident or significant incident. The worker should discuss with the worker what follow up action is necessary

Day, date and time of the incident _____

What are the names, addresses and ages of those involved in the incident?

_____

_____

Where did this incident take place? _____

Who is normally responsible for the client? (name, address and telephone number)

_____

_____

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

_____

_____

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

_____

_____

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

_____

_____

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

_____

_____

_____

Have you retained any defective equipment?
• YES • NO • NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

_____

What action have you taken to prevent a recurrence of the incident?

_____

_____

Is the site or premises still safe for your group to use • YES • NO (Please tick)

Is the equipment still safe for your group to use? • YES • NO (Please tick)

Who else do you need to inform?

_____

Have they been informed? • YES • NO (Please tick)

If so, when and by whom?

Signature of person in charge of group at time of accident/incident

_____ Print Name _____

Date ____/____/____

Form seen by Director

Signature _____

Date ____/____/____

FORM 9

Name of organisation EXIT FOUNDATION Wilkerson House, Uphall Road, Ilford, Essex IG1 2JJ

CONFIDENTIAL

RESPONDING TO ABUSE –

WORKER'S ACTION SHEET

Name of Child/Young Person: _____

Address _____

Date of Birth ____/____/_____

Name of Person Reporting Event_____

Date ____/____/_____ Time _____

Sequence of Events/Actual Words Used/Observations
(Use body chart overleaf where appropriate, but do not undress the child!)

_____

_____

_____

Action Taken

_____

_____

Name of Person Contacted: _____

Date ____/____/_____ Time _____

Notes:

_____

_____

_____

_____

BODY CHART