

Kingsgate Church Safeguarding Policy

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Kingsgate Safeguarding Policy 2024	
Drawn up by:	Claire O’Riordan Deputy Safeguarding Coordinator
Reviewed by :	Becky Miles Safeguarding Coordinator
Date reviewed:	29.5.24
Approved by:	Kingsgate Trustees and David Richardson
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Review cycle:	1 year
Date for next review	June 2025

Section 1: Details of place of worship or organisation

Name of Place of Worship / Organisation: Kingsgate Church

Sunday meeting address: King Edward VI School, Grove Road, Bury St Edmunds, Suffolk.
IP33 3BH

Office / Postal Address: Office D, Hoste House, Whiting Street, Bury St Edmunds, Suffolk.
IP33 1NR

Tel No: 01284 769441

General email address: info@kingsgate-church.org

Senior Leader Name: David Richardson

Senior Leader email address: dave@kingsgate-church.org

Safeguarding Coordinator Name: Becky Miles

Safeguarding Coordinator email address: safeguarding@kingsgate-church.org

Membership of Denomination/Organisation: Part of the Relational Mission group of churches (Newfrontiers) & member of the Evangelical Alliance.

Denomination / Organisation Safeguarding Officer:

Contact Details for Denomination / Organisation Safeguarding Officer:

Charity Number: 1087562

Insurance Company: Public Liability Insurance with Congregational and General Insurance.

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Our Work with Children & Adults with additional Care and Support Needs

Kingsgate Church meets at King Edward VI School Performing Arts Centre (PAC) in Bury St Edmunds every Sunday morning.

Our church community comprises people from a range of ethnicities and ages gathered from the Bury St Edmunds and nearby villages. During our Sunday morning meetings young and old join together for refreshments, a time of worship and some social activities. During the Bible teaching section of the morning the congregation separates into age appropriate classes. Currently the children and young people are provided for in four different age groups: Footsteps (ages 0 to 4 years), Trailblazers (Reception Year to Year 4), Climbers (Years 5 and 6) and Youth (Years 7 and above). All groups catering for children and youth are staffed by suitable volunteers who have met our staff/ volunteer selection requirements: good references / recommendations, clear DBS checks, safeguarding training, regular input and reviews re their role.

Midweek, Kingsgate Church runs various groups including regular home groups, Bible study and prayer meetings, a youth club, a community allotment group and Youth, Adult and Prison Alpha courses.

As we do not have our own building we either meet in homes for these activities or hire suitable facilities in the locality.

Our youth plus a large adult team participate in Newday, a residential Christian camp/festival held each summer.

We also enjoy a residential Church weekend away each year; this is open to church members (and invited guests) of all ages.

Section 2: Our commitment

As a Leadership (Eldership and Trustees) we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and our practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (thirtyoneeight.org/ten-standards) and

- Working Together to Safeguard Children 2023 (England and Wales)
- The Care Act 2014 (For adults in England and Wales)

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people
- and there is open communication

Section 3: Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse can be found here:

<https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/>

Safer recruitment

The Leadership will ensure all workers (paid or volunteers) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying for paid positions have completed an application form
- Those short listed for paid positions have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given/ sent an electronic copy of 'Good Practice Guidelines for Workers with Children, Young People and Vulnerable Adults'. They will be required to submit an e-form to say that they have read and understood it. Paid staff will be sent an electronic copy of the Kingsgate Safeguarding Policy and all volunteers will have access to it. Both staff and volunteers know how to report concerns.
- All workers are committed to the work of Kingsgate Church and have completed the Kingsgate Foundation Course

No applicant will be allowed to work with Children or Adults with additional Care and Support Needs until successful completion of checks and upon mutual agreement of the leadership and group leader.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

All staff and volunteers are required to complete the Thirtyone:Eight training 'Gateway to Safeguarding'. Training must be revised and refreshed every three years.

Practice Guidelines

As a church community working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We have specific good practice guidelines contained in 'Good Practice Guidelines for Workers with Children, Youth and Vulnerable Adults'. For occasional and one-off activities they will have their own particular guidelines or ground rules that are circulated to team and / or participants as the need arise.

For some activities we will need specific forms, e.g. consent forms, risk assessments etc. Again these will be circulated to the relevant people at the time.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and outside of their specific role. They will also receive further training as necessary.

These can be found in the booklet 'Kingsgate Church Good Practice Guidelines for Workers with Children, Young People and Vulnerable Adults'.

Paid staff will receive regular staff input and an annual review and volunteers have access to team meetings, informal discussions and feedback.

Kingsgate Church provides a group leader over each group providing activities for Children, Young People or Adults with additional Care and Support Needs. The job of the group leader is to ensure the supervision of all workers, as well as to arrange regular meetings for workers. Group leaders are to report to The Leadership of Kingsgate Church.

Whistle blowing As a place of worship, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore we expect that all employees (paid or voluntary) will report improper actions and omissions to their group leader or to a member of The Leadership. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Coordinator or Deputy.

Handling Complaints Kingsgate Church views complaints as an opportunity to learn and improve for the future as well as a chance to put things right for the person who has made the complaint.

Grievance & Disciplinary Procedure In matters of discipline the employee (whether paid or voluntary) shall be answerable to The Leadership of Kingsgate Church. In the case of serious or persistent misconduct, the employer may without notice or payment in lieu of notice (where applicable) terminate the employee's/volunteers contract. Where possible, the employee/volunteer will not be dismissed without having received two warnings, one of which will be in writing.

Step One - Put in Writing. In the case of serious misconduct, the Trustees of Kingsgate Church will put in writing why action is being considered for disciplinary proceedings. Similarly, if you have a grievance, you must put the reason for the grievance in writing addressed to the Trustees of Kingsgate Church.

Step Two - Meet and Discuss. In either case, after allowing 10 working days to consider the issues raised, both parties must meet and discuss the issues. After that meeting the Trustees of Kingsgate Church will inform you of their decision in writing within 10 working days. You may have the right to appeal the decision made.

Step Three - Appeal. You will have 14 calendar days to appeal the outcome of the Disciplinary/ Grievance Meeting. Your appeal will be heard by another party outside of Kingsgate Church. They will be nominated by Trustees of Kingsgate Church. The outcome of the meeting will be communicated to you in writing within 10 working days. You have the right to choose to be accompanied to both meetings. Your chosen representative must be neutral to your case and may not be a family member or related to you in any form.

Section 4: Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

From time to time we work in partnership with other groups and organisations e.g King Edward VI School, Bury Christian Youth, Relational Mission, Newday Generation UK, local schools, HMP High Point and Bury Women's Refuge.

We will discuss with all partners our safeguarding expectations and have a partnership agreement.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The section below is taken from King Edward VI School Child Protection and Safeguarding Policy – the premises we hire every Sunday:

“Use of school premises for non-school activities

The governing body will ensure that where school facilities/premises are hired or rented out to organisations or individuals, sports associations or service providers to run community or extra-curricular activities appropriate arrangements are in place to keep children safe. The governing body will seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place, including inspecting these as needed. Arrangements will also be put in place for the body hiring or renting the school facilities or premises to liaise with the school on these matters where appropriate.

These arrangements will apply regardless of whether or not the children who attend any of these services or activities are children on the school roll. Where a lease or hire agreement is entered into the governing body will ensure safeguarding requirements are included as a condition of use and occupation of the premises; this will make clear that any failure to comply would lead to termination of the agreement. The guidance on [Keeping children safe in out-of-school settings](#) details the safeguarding arrangements that schools and colleges should expect these providers to have in place.”

Section 5: Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

1. The worker or volunteer should make a report of the concern in the following way: Always make notes about a possible child / adult safeguarding incident or disclosure as accurately as possible and as soon as possible. These should cover what has happened, in what context, and anything that seemed particularly significant. Quote the child's / adult's words exactly where possible. Try, if possible, to note the child's/ adult's full name, age/date of birth, address, telephone number and GP. Remember to sign the record and add your name, role, date of incident and date of the recording. Ensure all notes are kept in a safe place in accordance with Kingsgate Data Protection Policy.
2. Report concerns /disclosure straight away to the Safeguarding Co-ordinator. Do not talk to others about the concerns / disclosure except if there is immediate danger in which case the worker / volunteer should contact the police.

Use the paper proformas found in the Sunday children's work registers or alternatively any method of written recording.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Becky Miles (hereafter the "Safeguarding Co-ordinator")

Tel: 07999 160452

Email: safeguarding@kingsgate-church.org

The above is nominated by the Leadership 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.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Claire O'Riordan (hereafter the "Deputy Safeguarding Co-ordinator")

Tel: 079104 03132

Email: safeguarding@kingsgate-church.org

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111. (24 hour helpline)

Alternatively contact Social Services or the police.

If the concerns implicate someone in the Eldership Team or a Trustee the report should still be made to the Safeguarding Lead or Deputy. Alternatively Thirtyone:Eight can be contacted or Social services or the Police.

3. The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Suffolk County Council

Children's Social Care - Customer First

Telephone: 0808 800 4005

<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding>

Bury St Edmunds LADO (Local Authority Designated Officer): lado@bury.gov.uk

If the matter is about the **immediate welfare of a child**, please contact the Bury Multi Agency Safeguarding Hub (MASH) on 0161 253 5678 and they will assist you or Emergency Duty Team on 0161 253 6606 if outside 9am to 5pm on any day.

Adult Social Care – Customer First

Tel: 0800 917 1109

<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult>

Police Tel: 999 for immediate danger or 101 to report possible child abuse

4. The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.

- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
5. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
 6. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
 7. The Leadership will support the Safeguarding Co-ordinator/Deputy 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.
 8. It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of Kingsgate Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(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 Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

The Charity Commission requires any registered charity to report 'serious incidents'. Kingsgate Church must report to the Charity Commission if any safeguarding concerns have resulted or could have resulted in harm.

Section 5a) Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. parenting struggles), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- 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 Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Section 5b) Detailed procedures where there is a concern that an adult needs protection:

Suspensions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

The link below on the Suffolk Safeguarding Partnership website provides very useful information and guidance on the different indicators of abuse and help in making a decision about when to raise a safeguarding concern:

<https://static1.squarespace.com/static/62ea37b2f412d231ae2c2f35/t/63931d986af0040f914acb10/1670585754789/Safeguarding+Adults+Framework+journey.pdf>

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Section 5c) Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Section 5d) Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against

the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 6: Pastoral Care

Supporting those affected by abuse

The Leadership and Pastoral Team are committed to offering pastoral care, working with statutory agencies and related professionals as appropriate, and support to all those who have been affected by abuse within the Kingsgate Church community or associated with it.

Kingsgate Church Pastoral Care Guidelines contain more details.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

Appendix 1: Safeguarding statement

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of worship: Kingsgate Church

The following statement was agreed by the leadership/organisation* on: 10th June 2024

- This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.

- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- Our aim is that all people should enjoy and have access to a range of activities at Kingsgate as far as it is considered safe for those concerned.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Becky Miles: Safeguarding Co-Ordinator

Claire O'Riordan: Deputy Safeguarding Co-Ordinator

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse can be found here:

<https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/>

Safeguarding Concern Form (Appendix 2)

About You:

Your Name	
Phone number	
Email	
What's your connection with Kingsgate Church	
Date of concern/incident	

Tell us about who or what the concern is about:

Full name	
D.O.B (if known)	
Address (if known)	
Ministry Group/Area	e.g. childrens / youth group, The Hangout, general adults, homegroup, Allotment etc

Tell us about the concern or incident:

Sequence of Events/Actual Words Used/Observations (please use separate sheet if necessary):
When did it happen? Time and date:
Did anyone else see or hear about it?
Action taken including who else has been informed:

Please contact Becky Miles (Safeguarding Lead) or Claire O'Riordan (Safeguarding Deputy) with your concerns as soon as possible. If they are not available and advice is needed urgently the Thirtyone:Eight 24 hours helpline – 0303 003 1111 can be contacted for help