

Children and Young People Safeguarding Policy & Procedure

Contents:

Safeguarding Policy	Page 1
Document Control	Page 10
Appendix I – Regulated Activity	Page 11
Appendix II – Procedures	Page 13
Appendix III – Reporting Forms	Page 16

Purpose

This policy represents the commitment that Dorset Mind makes to safeguarding those individuals that do or may need protection from harm and to actively promote the welfare of children and young people – not just to protect, but to safeguard.

The purpose of this policy statement is:

- To protect children and young people who receive Dorset Mind's services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

Background

Every child, or young person at risk deserves to be safe and secure in their activities. Their parents or carers (if they have them) need to feel sure that the people in charge of these activities are trustworthy, responsible and will do everything they can to keep the child or young person safe from harm (including abuse, injury, and neglect). Unfortunately, sometimes people who work or volunteer may pose a risk to children or young people at risk and may wish to harm them.

Dorset Mind has put in place safeguards to protect children and young people. Dorset Mind has also put in place safeguards to avoid putting their workers, volunteers, and trustees in positions where harm might be alleged, and to ensure that all workers, volunteers, and trustees know exactly what to do should harm be suspected. Dorset Mind believes it is important to not only protect the vulnerable from harm but to actively promote the welfare of children and young

people - not just to protect, but to safeguard. Therefore, we also have a responsibility to act if we know, or suspect, that a child or young person is at risk of harm.

Scope

This policy applies to all staff, trustees, volunteers, sessional workers, freelance workers, and anyone else working/volunteering on behalf of Dorset Mind.

It sets out our working practices and the approach we will take if any cases of abuse are suspected, alleged, observed, or reported. This policy indirectly also protects you as an employee/volunteer from such claims.

Responsibilities

Dorset Mind has a Designated Safeguarding Lead (DSL) and will ensure a minimum of 3 Deputy Designated Safeguarding Leads (DDSL) as well as a Trustee DSL.

Safeguarding is reported to the Board of Trustees in alignment with reporting structures, where trends and serious incidents are highlighted.

All staff, volunteers and trustees must complete the Dorset Mind mandatory training.

All staff, volunteers and trustees have a duty to report any concerns or suspicions that a child or young person is being, or is at risk of being harmed, abused, or neglected, in a timely way.

The priority of all staff and volunteers must be to ensure the safety and protection of the child or young person. All staff and volunteers should be aware of the multi-agency and local safeguarding policy and procedures, Dorset Mind's Safeguarding Children and Young People Policy, Dorset Mind's Safeguarding Children and Young People Procedure and have a responsibility to be aware of issues of abuse, neglect, or exploitation.

We develop and then implement procedures for identifying and reporting cases, or suspected cases, of harm and make our Safeguarding Policy and Safeguarding Procedures available.

Safeguarding Values

- All children and young people have the right to a friendly, secure, caring, and safe environment whilst with Dorset Mind.
- The needs of the child/young person are paramount and should underpin all safeguarding work, working to the policy and procedures agreed by the Bournemouth, Poole and Dorset Local Safeguarding Children Boards.
- The primary duty of staff, volunteers, and trustees, whatever their nominated role, is to protect children and young people from significant harm.
- Responsibility for safeguarding children and young people must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another.
- Dorset Mind has a responsibility to promote non-abusive relationships and create anti-abusive environments.

- Dorset Mind has a responsibility to inform organisations we work with and children and young people, and their parents and/or carers as appropriate, of its duty to follow up any safeguarding concerns and report suspected cases of harm when disclosed or observed.

Identifying Safeguarding Concerns

Definition - A child/young person is defined as anyone under 18.

Types of abuse

- **Physical abuse:** Including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint.
- **Sexual abuse:** Including rape, indecent assault, inappropriate touching, exposure to pornographic material.
- **Psychological or emotional abuse:** Including belittling, name calling, threats of harm, intimidation, isolation.
- **Financial or material abuse:** Including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits, internet scamming.
- **Neglect and acts of omission:** Including withholding the necessities of life such as medication, food, or warmth, ignoring medical or physical care needs.
- **Discriminatory abuse:** Including racist, sexist, that based on a person's disability and other forms of harassment, slurs, or similar treatment.
- **Institutional or organisational:** Including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment.
- **Domestic Abuse:** Any incident of threatening behaviour, violence or abuse between adults who are or have been intimate partners or family members, regardless of gender or sexuality. (This can include Psychological, Physical, Sexual, Financial, Emotional abuse and so-called 'honour-based' violence).
- **Controlling behaviour:** An act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten a victim. The acts can be designed to make a person subordinate and/or dependant by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means for independence, resistance and escape and regulating everyday behaviours.
- **Coercive Behaviour:** A pattern of controlling behaviours that create an unequal power dynamic in the relationship. These behaviours give the perpetrator power over their partner, making it difficult for them to leave.
- **Forced marriage:** A forced marriage is where one or both people do not (or in cases of people with learning disabilities or young people) cannot consent to the marriage and pressure or abuse is used.
- **Exploitation by radicalisation:** Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.
- **Sexual exploitation:** A form of sexual abuse that involves someone taking advantage of a child or young person, sexually, for their own benefit through threats, bribes, and violence.
- **Modern slavery:** Including slavery, human trafficking, forced labour, sexual exploitation, domestic servitude.

- **Human Trafficking:** The unlawful act of transporting or coercing people to benefit from their work or service, typically in the form of forced labour or sexual exploitation.
- **Internet or Cyber Bullying:** Any type of abuse that happens on the internet, it can happen across any device that is connected to the web, and it can happen anywhere.
- **Self-neglect:** Any failure or refusal to take care of a person's own basic needs. (This can include neglecting to care for their own personal hygiene, health or surroundings and can include a wide range of behaviours including hoarding).
- **Cuckooing:** Some cases a property is 'taken over' by a gang/dealer, normally belonging to a vulnerable person to exploit them.
- **Organisational abuse:** Services provided focus on the needs of the organisation above the needs of the individuals it is serving (e.g., strict bedtimes, no choice in mealtimes etc).
- **Self-Harm:** The act of an individual intentionally damaging or injuring their own body, which could involve self-injury, self-neglect, risk taking behaviour or be trauma/abuse related. Abuse by another adult, young person, or child at risk
- **County Lines:** Where illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs. The 'County Line' is the mobile phone line used to take the orders of drugs.

Where the person causing the harm is also an adult at risk, young person or child, the safety of the person who may have been abused is paramount. Organisations may also have responsibilities towards the person causing the harm, and certainly will have if they are both in a care setting or have contact because they attend the same place (e.g., a day centre). In this situation it is important that the needs of the adult at risk, young person or child who is the alleged victim are addressed separately from the needs of the person allegedly causing harm.

It may be necessary to reassess the adult at risk, young person or child allegedly causing the harm. This will involve a meeting where the following could be addressed:

- The extent to which the person causing the harm can understand his or her actions.
- The extent to which the abuse or neglect reflects the needs of the person causing the harm not being met (e.g., risk assessment recommendations not being met)
- The likelihood that the person causing the harm will further abuse the victim or others.
- The principles and responsibilities of reporting a crime apply regardless of whether the person causing harm is deemed to be an adult, young person, or child at risk.

Disclosures

The importance of these definitions is that, in deciding what action to take, consideration must be given not only to the immediate impact on and risk to the person, but also to the risk of future, longer-term harm.

Seriousness of harm, or the extent of the abuse, is not always clear at the point of the alert or referral. Therefore, all reporting must be factual and without opinion.

It can be extremely hard for children and young people to speak out about abuse. Often, they fear there may be negative consequences if they tell anyone what is happening to them.

It is vital that children and young people can speak out and that whoever they tell takes them seriously and acts on what they have been told.

Many abusive behaviours constitute a criminal offence. All suspected abuse must be investigated. Many situations may involve more than one type of abuse. Consider the definition of each category in turn, together with their indicators. Be aware that the lists given above are only an indication that abuse is happening and disclosure from an individual may also be offered. The presence of one or more of these signs does not confirm abuse. However, the presence of one or a number of these indicators may suggest the potential for abuse and a safeguarding alert must be made.

All disclosures are reported and recorded utilising the Safeguarding Children and Young People Procedure – **Appendix II**

Confidentiality and Consent

Staff will have access to information to carry out work and, therefore, are under a duty to respect the confidentiality of all personal data held by Dorset Mind.

Staff will have explained or made privacy information available to the individual to explain the purpose of recording the personal data, how that information will be used and whether it will be shared with any third parties when they collect the information or in the instance of Safeguarding.

Wherever possible, you should seek consent and be open and honest with the individual from the outset as to why, what, how and with whom, their information will be shared. You should seek consent where an individual may not expect their information to be passed on. When you gain consent to share it must be explicit and freely given.

If staff need to break confidentiality and inform someone such as a medical professional, safeguarding children and young persons' team, or the person's emergency contact about concerns without their consent, this should be done with the support of a DDSL, the DSL or a manager.

Should a decision be made to break confidentiality, it must be recorded via reporting processes and to continue to discuss this decision after it has been taken and to look out for the wellbeing of the staff or volunteer involved.

Examples of when confidentiality may be breached.

- There is immediate danger. If a person has clearly told you that they plan to take their life within the next 24 hours or has already acted which puts their life in danger but does not want to seek support themselves and does not give their consent for you to do so – call 999.
- The person is physically present at your club or group and is experiencing a crisis. You should act immediately to get them support. This may involve contacting their emergency contact* or a mental health professional.
- The person is planning to take action that will put others at risk (for example, stepping in front of a train). We suggest calling 999.

- The person is under 18. In these situations, the young person's welfare should come first, and we suggest contacting their emergency contact* and seeking support from 999. *Do not contact their emergency contact if the disclosure is linked to that person. Only contact their emergency contact if it is safe to do so.
- There is a safeguarding concern that may have a wider impact. For example, if someone alleges that they have been abused by a volunteer but asks you not to say anything. You would have to report this as it is in the public interest that it is investigated.
- There is a safeguarding issue that concerns a child. Follow your safeguarding policy for children and young people.

Gillick Competency

A young person who is deemed Gillick competent has the right to have their views, wishes and decisions respected. However, safeguarding professionals need to balance the wishes of the child with a duty to keep them safe from harm. Where safeguarding issues are identified, professionals must act in the best interests of the child, even when this conflicts with the child's wishes. Practitioners should also be aware that whilst a child might show maturity and understanding around one important area that requires their decision, they may not necessarily have the same understanding around another issue, depending on the complexity of the subject and decision they are faced with. Their capacity to understand may also be affected by other factors e.g., health, social or emotional issues.

Some things to consider when assessing whether a child is Gillick competent:

- The child's age, maturity (physical and mental) and intellect.
- Do they understand the problem or issue, and what it involves?
- Do they understand the risks, implications, and any consequences, that may arise from their decision?
- Do they understand the advantages and disadvantages of the issue they face?
- Do they understand any advice or information they have been given?
- Do they understand any alternative options (if available)?
- Can they articulate a rationale around their reasoning and decision making?

Professionals should satisfy themselves that the child has come to the decision without any form of coercion, exploitation, or influence from a third party.

Monitoring of Concerns

Once a Safeguarding concern has been raised and reported, the safeguarding instance will remain open for the period that the person engages with Dorset Mind, or the concern has been de-escalated or closed.

Whilst the instance remains open, they are reviewed within the following platforms.

- In staff 1:1s with their line manager.
- In team reflective practice.
- Bi-monthly managers safeguarding meetings.

- Bi-monthly DSL meetings.

Storage and Effectively Sharing Concerns

All personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject. Dorset Mind will collect, process, and share personal data fairly and lawfully and for specified purposes. The GDPR (General Data Protection Regulation) restricts our actions regarding personal data to specified lawful purposes. These restrictions are not intended to prevent processing but ensure that we process personal data fairly and without adversely affecting the data subject.

All practitioners should be confident of the processing conditions which allow them to store, and share, the information that they need to carry out their safeguarding role. Information which is relevant to safeguarding will often be data which is considered 'special category personal data' meaning it is sensitive and personal.

Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 (GDPR) includes 'safeguarding of children and individuals at risk' as one of conditions that allows practitioners to share information with others without consent:

- Information can be shared legally without consent, if a practitioner is unable to/cannot be expected to gain consent from the individual, or if to gain consent could place a child at risk.
- Relevant personal information can also be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional, or mental harm, or if it is protecting their physical, mental, or emotional well-being.
- Practitioners looking to share information without consent should consider which processing condition in the Data Protection Act 2018 is most appropriate in the circumstances of the case. This may be the safeguarding processing condition or another relevant provision.

Personal data must be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.

You may only process personal data when performing your job duties requires it. You cannot process personal data for any reason unrelated to your job duties.

You may only collect personal data that you require for your job duties: do not collect excessive data. Ensure any personal data collected is adequate and relevant for the intended purposes.

You must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised in accordance with Dorset Mind's data retention guidelines.

Safer Practice

We recognise that we must ensure that we have the right staff in place and that we train you – this will be covered within your induction and if you have not had that training then you must let your line manager know via email so that it can be arranged.

Annually we will hold refreshers as we see training being one of the cornerstones of ensuring the risks of abuse are minimised.

In addition:

- We adopt rigorous **Safer Recruitment** procedures including DBS (Disclosure and Barring Service) checks for all staff or volunteers working directly with children and young people.
- Dorset Mind risk assesses all roles at Dorset Mind and any roles that qualify will need a DBS check – separate roles may require a different level of DBS Check.
- Dorset Mind will also seek at least two references for every paid or unpaid post.
- Maintain personal and sensitive information according to our own Confidentiality Policy and the Data Protection Act.
- No Dorset Mind member of staff, volunteer or trustee should be alone with a child or young person without alerting others to the reason, as per the Lone Working policy.
- The culture of Dorset Mind is that allegations of abuse from staff, volunteers, or trustees, in whatever form will be investigated thoroughly and if substantiated and carried out by a member of staff, will result in disciplinary action and reporting to DBS.
- If any allegation is made against a member of Dorset Mind staff/volunteer/trustee concerning alleged harm of a child or young person the procedure to be followed will be in line with the Dorset and Bournemouth, Christchurch & Poole (BCP) Safeguarding Boards.
- Dorset Mind has a “Whistleblowing Policy” which encourages all staff, Trustees, and volunteers to report wrongdoing or suspected wrongdoing. Staff, Trustees, and volunteers will be protected by this policy unless it is clear reports have been vexatious.
- If Dorset Mind is delivering a service specifically to children and young people through another organisation, or in partnership, then it will ask for proof that the organisation has an appropriate policy and procedures in place.
- Participant Risk Assessments and Risk Management and Role Risk Assessments are completed.
- Members of staff, volunteers and trustees must not use inappropriate language or behaviour.
- All allegations of abuse against a worker/volunteer/trustee, however minor, are reported to the Safeguarding Lead.
- Carers or next of kin consent (where appropriate) and contact details to be recorded for all children and young people using Dorset Mind services if unaccompanied.
- Safeguarding also means reducing the risk of injury. Therefore, we will carry out appropriate risk assessments before undertaking events/activities that will be attended by children and young people. This will include balancing the danger of injury against the benefits for participants.
- When undertaking events/activities we will arrange for appropriate first aid cover and other health and safety measures.
- Assess by role what levels of training are required and train team members accordingly.

Designated Safeguarding Lead

Dorset Mind has a Designated Safeguarding Lead (DSL) and will ensure a minimum of 3 Deputy Designated Safeguarding Leads (DDSL) as well as a Trustee DSL.

The DSLs are responsible for the following:

- Make staff aware of their duty to report any allegations or suspicions of abuse and the procedure for doing so.
- Be available for consultation with staff or volunteers raising safeguarding concerns.
- Ensure that safeguarding alerts are raised as appropriate.
- Ensure the alleged victim is made safe and preserve any evidence relating to the abuse.
- Ensure that any member of staff or volunteer who may have caused harm is not in contact with the alleged victim, other participants or others who may be at risk (e.g., 'whistleblowers').
- Coordinate safeguarding cases and relevant paperwork.
- Review safeguarding practice within the organisation.
- Ensure all staff receive training in safeguarding children and young people consistent with their job roles and responsibilities.

Associated Policies and Procedures

- Safeguarding Procedures.
- Confidentiality Policy.
- Data Protection Policy.
- Adult Safeguarding Policy.
- Digital Safeguarding Policy.
- Lone Working Policy.

Relevant Legislation

Links lead to www.cpdonline.co.uk knowledge base.

- [What legislation and policies surround safeguarding children?](#)
- [Key information from the legislation](#)
- [The Children Act 1989](#)
- [Equality Act 2010](#)
- [Children and Families Act 2014](#)
- [The United Nations convention on the Rights of the Child 1992](#)
- [The Human Rights Act 1998](#)
- [Keeping Children Safe in Education 2019](#)
- [Working Together to Safeguard Children 2018](#)
- [The Children and Social Work Act 2017](#)
- [The Education Act 2002](#)
- [Designated Safeguard Lead](#)
- [Summary](#)

The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy.

Policy Ownership

Policy Name	Version	Doc ref
Children and Young People Safeguarding Policy	7.0	24

Policy Owner	Trustee Safeguarding Lead
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Latest Version Approval Status

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Document Control

Reviewers

Name	Position
Anna Windett	Chair of Trustee Quality Sub-Group
Ros Maycock	Trustee Safeguarding Lead
Nicole McCormack	Services and Integrated Care Lead
Rachel Rous	Business Support Manager

Change History

Issue	Date	Author	Reason
1.0	Jan 15	Jackie Lillywhite	
2.0	Mar 16	Chris Price	Reviewed and updated
3.0			
4.0	Jan 21	NMC & VH	Reviewed and updated
5.0	Jan 22	NMC, TT & VH	Review and updated
6.0	Dec 22	Victoria Heeley, Team Leaders	Reviewed and updated

6.1	May 23	Karen Butcher	Addition of links to relevant legislation, as requested by MQM (Mind Quality Mark)
7.0	July 23	Nicole McCormack	Reviewed and updated
8.0	Oct 24	Tracey Digby/Talya Tirtiryan	Reviewed DSL/DDSL and update

Appendix I – Regulated Activity

Regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012). For more information, see ‘Changes to disclosure and barring: What you need to know’

www.gov.uk/government/uploads/system/uploads/attachment_data/file/97875/leaflet-england-wales.pdf

Regulated activity still excludes family arrangements, and personal, non-commercial arrangements.

1. Regulated activity relating to children

- i) Unsupervised activities: teach, train, instruct, care for, or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.
- ii) Work for a limited range of establishments (‘specified places’), with opportunity for contact: for example, schools, children’s homes, childcare premises. Not work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly. For statutory guidance about supervision of activity which would be regulated activity if unsupervised see <http://media.education.gov.uk/assets/files/pdf/s/supervision%20guidance%20revised%20sos%20sept%202012.pdf>

(iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional.

(iv) Registered childminding; and foster-carers.

2. Regulated activity relating to adults

The new definition of regulated activity relating to adults no longer labels adults as ‘vulnerable’. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that time.

- (i) Providing health care - any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction or supervision of a health care professional.
- (ii) Providing personal care - anyone who:
- provides physical assistance with eating or drinking, going to the toilet, washing, or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness, or disability.
 - prompts and then supervises an adult who, because of their age, illness, or disability, cannot make the decision to eat or drink, go to the toilet, wash, or bathe, get dressed or care for their mouth, skin, hair, or nails without that prompting or supervision; or
 - trains, instructs, or offers advice or guidance which relates to eating or drinking, going to the toilet, washing, or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness, or disability.
- (iii) Providing social work
- (iv) Assistance with cash, bills and/or shopping
- (v) Assistance in the conduct of a person's own affairs
- (vi) Conveying - a person who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family and friends or taxi drivers.

Appendix II – Safeguarding Children and Young People Procedure

Where a staff member, volunteer or trustee suspects a child or young person is at risk, has been, or is being harmed you should follow the process, taking into consideration the Care Act 2014 Safeguarding Principles as outlined in the Dorset Mind Children and Young People Safeguarding Policy:

1. If you believe a child or young person is at serious risk which **is immediate and/or life threatening** - call the police and /or an ambulance on 999.

Once the immediate risk has been managed, follow the steps in point 3 of this procedure.

2. If you have concerns about a child's or young person's welfare, and/or if the child disclosed information you should:
 - a) Stay calm, take what they disclose seriously, offer them support and listen to them but refrain from pressing for unnecessary details.
 - b) Explain that you cannot guarantee confidentiality and that you have a duty to report to a designated safeguarding lead who may inform other agencies of the concerns.
 - c) If parental consent has not been given, please ensure that the young person is Gillick competent.
 - d) Write down what they tell you using their own words as soon as possible. Make sure to state the facts and avoid making assumptions.
 - e) If the notes are handwritten, keep safe and secure until they can be transferred to DM2 or Safeguarding Log. Notes must be updated electronically within two working days and the handwritten document disposed of appropriately.
 - f) Do not attempt to discuss this with the person alleged to have caused the harm.
3. If the identified risk **is not** immediate or life threatening; Inform the appropriate statutory agency including the GP, the BCP Multi Agency Safeguarding Hub (MASH) or the Dorset Child Advice & Duty Service (CHAD), statutory worker if they have one, and school or organisation DSL if relevant. Notification to parents, carers or guardians will be informed unless it is not safe to do so. In this instance discuss with the DSL to support decision making.

4. Contact a Deputy Designated Safeguarding Lead (DDSL) or a Designated Safeguarding Lead (DSL) if you require guidance before or after you have made the call. You can call a specific DDSL or DSL or email debriefteam@dorsetmind.uk and someone will contact you as soon as possible.

Multi Agency Safeguarding Hubs contacts

Please note, the contact details are subject to change, please utilise the link for most recent contact information.

Dorset

Child Advice and Duty Service (CHAD)

Email: childrensadviceduty@dorsetcouncil.gov.uk

Tel: 01305 228558

Monday-Friday 8am-10pm

Saturday & Sunday and bank holidays 9am-10pm

Out of Hours - Emergencies call: 01305 221000

Bournemouth, Christchurch and Poole

Children's First Response MASH - BCP Council

Email: childrensfirstresponse@bcpcouncil.gov.uk

Tel: 01202 123334

Monday-Thursday 8.30am-5.15pm

Friday-Sunday 8.30am-4.45pm

Children's Social Care Out of Hours Service - BCP Council

Email: childrensoohs@bcpcouncil.gov.uk

Tel: 01202 738256

Out Of Hours – The Children’s Social Care Out of Hour’s service is the emergency response service for any child who is in crisis, needs urgent help or is at serious risk of significant harm. Hours of operation are 5pm to 9am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year’s Day.

5. Record your concerns & actions within two working days utilising the Dorset Mind Safeguarding Concern Reporting Form in DM2. If you do not have access to DM2, please use the form below and ensure it is added to DM2 as soon as possible. If using other system’s such as SystmOne, please add notes and updates as appropriate.
6. Advise your Line Manager and one of the DDSLs or DSLs who are listed below of completed form on DM2.
7. Manager, DDSL or DSL managing incident to complete the Safeguarding Lead Reporting Form within two working days of receipt.
8. Manager, DDSL or DSL managing incident must securely file a copy of the report of the incident within the Safeguarding SharePoint Site Service Folder within two working days (where the form is not on DM2).

9. Where an individual contacts via email, social media or other online forum or attending an event and is not a Dorset Mind registered participant all incidents resulting in the contact of external services, such as emergency services 101 or 999 will be recorded on the [safeguarding log](#). If an individual contacts via telephone and:

a) Expresses **immediate risk** of harm – stay calm, stay on the phone, keep talking to them, get support from a colleague/DDSL/DSL– gather information if you can and dial 999. Try to remain on the phone until the emergency services take over. Then follow recording steps outlined above.

b) Is **not** in immediate risk of harm – if an allegation or concern is raised, follow steps 2 through to 7 listed above.

Remember you are not on your own. If you need advice or emotional support, you can talk to your manager or one of the DDSL's or DSL's who are listed below.

If after the safeguarding concern has been dealt with you need to speak to someone email debriefteam@dorsetmind.uk and one of the DSL team will contact you as soon as possible. There will be opportunities for reflective practice with your manager and team.

The DSL Team

Designated Safeguarding Leads (DSLs) act as the main source of support, provides advice and expertise for safeguarding within organisations. Deputy DSLs provide support to the DSL in liaising with staff on safeguarding matters.

DSLs – Tracey Digby and Talya Tirtiryan

Deputy DSLs - David Sutherland, Mery Zanutto

Trustee Safeguarding Lead - Dr Ros Maycock

Responsibilities

The Trustees and CEO has overall responsibility for all policies and procedures. The Designated Safeguarding Lead is responsible for managing this procedure and overseeing its implementation. Managers are responsible for implementing the procedure within their areas of work, and for overseeing adherence by staff. Every member of staff should take personal responsibility for conforming to it.

Appendix III

Dorset Mind Safeguarding Concern Reporting Form

Please ensure that the following information supplied is a **factual** account and is based on your observations and **not** speculative opinion.

Participant name:	
Participant date of birth:	
Participant address:	
Participant school/college (if applicable):	
Date of incident:	
Place of incident:	
Were emergency services contacted?	
If yes, Incident number:	
Any other witnesses to the incident if known – detail:	
Names of person/organisations involved:	
Is the participant aware of Dorset Mind's confidentiality procedures?	
Details of safeguarding concern: <i>Please ensure that your account is factual and does not contain opinion.</i>	

Details of actions: <i>Please include who is responsible for actions, date due and ensure they are SMART</i>	
Have you reported this concern to a Dorset Mind Manager or the DSL verbally?	
If yes details of date, time and person reported to:	
Name of person completing form:	
Signature of person completing form:	
Date form completed:	

Safeguarding Lead Reporting Form

For completion by Designated Safeguarding Lead (Business Support Manager or CEO in Safeguarding Officers absence):

Name of person completing form:	
Date and time of completion:	
Date you were made aware of SG concern:	
Was SG Concern Reporting form completed by staff member reporting?	
Has advice been sought by DSL?	
Name of agency:	
Name of worker:	
Contact number:	
Date and time of contact:	
Details of advice given:	
Has a participant risk assessment and risk management plan been completed?	
Outcomes: <i>Please include details of actions</i>	
DSL Signature:	
Date signed:	