Creating a safe environment for Children and Vulnerable Adults

If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should contact a HPHA Board Member. You should act whether the person is a child, vulnerable adult or not vulnerable adult. If they are not immediately available then you should contact your local Children and vulnerable adults' Social Care, Local Authority Designated Officer (LADO) or Police without delay. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000.

Hampshire LADO contact information 0300 555 1384 in office hours and 0300 555 1384 out of hours

Foreword and Introduction

The activities of HPHA can have a very powerful and positive influence on those who benefit from involvement in our work. Not only are opportunities provided for enjoyment and achievement but help to promote physical and mental development and valuable qualities such as self- esteem, leadership, teamwork and many other benefits. These positive effects can only be maximised if they take place in a safe and supportive environment where the welfare of all is paramount.

Abuse is a very emotive and difficult subject which has received more publicity in recent years than ever before. The reality is that both physical and emotional abuse, does take place in all walks of life; its effects on those abused can be lifelong. Incidents of abuse may be obvious to an observer but it may also not be obvious but subtle. The abuse may not always be a criminal offence.

The Board of HPHA and employees are responsible for ensuring that all those who are present at any HPHA activity are not harmed and will take all reasonable steps within their power to ensure a safe and supportive environment. This involves good safeguarding practices and procedures.

In fulfilment of its general duty of care towards children and vulnerable adults involved in its activities, the Safeguarding Policy and Procedures set out in this document aim to create the safe and supportive environment in which all its activities can flourish, but to deal sensitively, effectively and expeditiously with any matters which might be an infringement of its duty of care. Although this document focusses on the subject of protection of children and vulnerable adults nothing in this document should be taken to exclude adults of whatever ability from these measures. In this regard HPHA:

[a] takes the welfare of children and vulnerable adults who are involved in any aspect of its work extremely seriously and aims to provide a safe and positive environment for everyone involved in its charitable operations;

[b] recognises its obligations to safeguard children and vulnerable adults as well as its employees, involved in its activities;

[c] will seek to promote best practice when working with children and vulnerable adults;

[d] to support anyone who, in good faith, reports his or her concerns that they, or a colleague, is at risk of, or may actually be, or have been abused;

[e] to protect from abuse all persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity;

[f] to treat in strict confidence all personal information, within the limits of the laws of the United Kingdom or any territory in which HPHA activities occur that requires that the Police, Children and vulnerable adults' Social Care (Social Services) and/ or any other statutory agencies, including the NSPCC, be informed where there are concerns that a child or adult is at risk of harm or it is believed that a crime has been committed.

[g] is committed to working in partnership with all agencies involved in protection work.

The policy and procedures contained in this document are without exception mandatory for the whole of HPHA and its employees. All individuals involved in HPHA at every level, including, staff, volunteers and partners agree to abide by all HPHA policies and procedures, which have been agreed by the HPHA Board.

We are continually trying to improve our procedures and make our documents as user-friendly as possible. If you have any comments, please contact a member of the Board

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Definitions Roles and Responsibilities

Activity: refers to any events, programmes, projects or other related activities where HPHA has a responsibility for the welfare of individuals taking part.

HPHA: refers to Hythe Pier Heritage Association (HPHA), its workforce, and its activities, and applies equally to its members and associated organisations.

Child: any person under the age of 18 as defined in the Children and vulnerable adults Act of 1989.

HPHA Safeguarding Officer (SO): This is the person for the time being designated within The HPHA to oversee all safeguarding matters. The role includes managing the safeguarding practice and procedures as laid out in this document, coordinating the dissemination of relevant policy, procedures and resources. The Safeguarding Officer also provides administrative support for the Case Management Group (CMG) as well as managing the administration of cases of poor practise/abuse within HPHA. This includes being the central point of contact for enquiries such as from the complainants, Local Authority Designated Officers (LADO), Children and vulnerable adults' Social Care and the Police. The current Safeguarding Officer is Anthony Smith.

Harm: means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another. Harm will often be related to abuse of which there are several recognised forms many relating to both children and vulnerable adults and vulnerable adults: emotional (including bullying), discriminatory, financial, physical, neglect and sexual.

Local Authority Safeguarding Officer (LADO): The LADO works within Children and vulnerable adults' Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children and vulnerable adults has: behaved in a way that has harmed, or may have harmed a child; possibly committed a criminal offence against children and vulnerable adults, or related to a child; behaved towards a child or children and vulnerable adults in a way that indicates he/she is unsuitable to work with children and vulnerable adults.

NSPCC: National Society for the Prevention of Cruelty to Children and vulnerable adults

Statutory Agencies: **This includes the police, relevant local authority and the NSPCC where it has a statutory role.** Children and vulnerable adults' Social Care (previously known as Social Services) have a duty to ensure the welfare of the children and vulnerable adults and a legal responsibility to make enquiries where a child in their area is considered to be at risk of, or actually suffering from, significant harm. Where an allegation relates to a crime against a child, the Police and Children and vulnerable adults' Social Care will work together to investigate. Usually the LADO is involved throughout to ensure information is shared with those who need to know.

Vulnerable Adult: is a person aged 18 years or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Children and vulnerable adults: for the purposes of this policy 'Children and vulnerable adults' refers to children and vulnerable adults.

HPHA Case Management Group (CMG): The purpose of the CMG is to ensure all decisions relating to safeguarding children and vulnerable adults are reached following a fair, open and transparent process. The group comprises a minimum of 3 people including the Safeguarding Officer. The exact membership determined by the nature of the case and availability of members. The group is formed by the SO as required and may call upon whatever professional input they feel is required.

Workforce: this refers to any person, employed or deployed, by HPHA managers to work on a paid or voluntary capacity on an activity. Such individuals may be full or part-time, permanent or fixed term staff employed directly by HPHA; they may be deployed on a temporary or casual basis; they may be volunteers deployed by HPHA management; they may be deployed via a third party contractor.

HPHA Policy Statement

HPHA expects every person employed by or involved in any capacity with or on behalf of HPHA to be responsible for the protection of children and vulnerable adults, involved in anyway with HPHA, from abuse and are deemed to have accepted and understood this responsibility, the policy and procedures set out in this document and to be aware of the relevant principles and accountabilities.

HPHA will seek to work in partnership with children, their parents, vulnerable adults and other agencies as appropriate to ensure proper safeguarding of these children and vulnerable adults. HPHA recognises overriding responsibilities of the statutory agencies and their employees to ensure the welfare of children and vulnerable adults.

Responsibilities

All HPHA workforce will:

- Accept responsibility to implement procedures to provide a duty of care for children and vulnerable adults, to safeguard their wellbeing and protect them from abuse;
- Respect and promote the rights, wishes and feelings of children and vulnerable adults;
- Recognise that some children and vulnerable adults could face barriers to getting help because of additional vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture;
- Ensure they adopt best practise to safeguard and protect children and vulnerable adults from abuse and to reduce the likelihood of allegations being made against themselves;
- Accept and abide by the Safeguarding Policy and Procedures as well as all other policies and procedures;
- Respond appropriately to any complaints about poor practise or allegation of abuse.

Principles

The guidance given in the procedures is based on the following principles:

- The child's and vulnerable adult's welfare is paramount;
- All children and vulnerable adults, regardless of any characteristic including their age, gender, ability, disability, culture, racial origin, religious belief and sexual identity have the right to protection from abuse;
- An adult has a duty of care for any child or vulnerable adult under their supervision;
- All incidents of poor practise or suspicions of poor practise and allegations of abuse, will be taken seriously and responded to swiftly and appropriately;
- All children and vulnerable adults have the right to an enjoyable and safe environment;
- Children and vulnerable adults have the right to expect appropriate support in accordance with their personal and social development;.
- It is the responsibilities of the child protection experts, agencies and ultimately the courts and any binding arbitration process to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

Equality

All people have the same rights to be safeguarded from abuse, but it should be recognised that some children and vulnerable adults may face additional vulnerabilities and extra barriers to getting help. (see Principles above) There should be awareness that these characteristics may mean that they are at greater risk of abuse because of factors such as prejudice, discrimination, reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

Promoting Good Practice

Child abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation. It is important to understand these feelings and not allow them to interfere with your judgement about what action to take. Some individuals will actively seek employment or voluntary work with children and vulnerable adults in order to harm them.

All concerns about poor practise or alleged abuse should be reported following the guidelines in

this document. In such instances HPHA will work with the appropriate agencies to ensure the young person receives the required support.

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect children and vulnerable adults and to protect themselves from allegations. The following are examples of good practise and how to create a positive culture:

- Always put the welfare of each young person first
- Always work in an open environment (e.g. avoiding private or unobserved situations and encourage an open environment with no secrets)
- Building balances relationships based on mutual trust which empowers children and vulnerable adults to share in the decision- making process
- Making working with HPHA fun and enjoyable
- Giving enthusiastic and constructive feedback rather than negative criticism
- Treating all children and vulnerable adults equally and with respect and dignity
- Maintaining a safe and appropriate distance emotionally and physically (e.g. it is not appropriate for an adult to have an intimate relationship with a young person or vulnerable adult or to share a room with them)
- Keeping a written record of any injury that occurs, along with the details of any treatment given, which is then reported to the parents at the first opportunity

Electronic Communication

When contacting children and vulnerable adults, these are good practise guidelines that HPHA will follow:

Emails

Emails can provide an excellent opportunity to quickly disseminate information to a group of people. However there are some risks to be aware of:

- Language should be appropriate and professional

- Emails should come from the same person, i.e. project officer
- Emails should be about legitimate HPHA information and avoid over-familiarity
- Ideally emails should be sent to groups rather than individual children and vulnerable adults. If communication needs to be sent to an individual child then another adult such as their parent or guardian must be copied.
- For group emails, consideration should be given to if it is appropriate to allow others access to all the recipient's email addresses. This can be achieved by sending the email to yourself and adding the intended recipients emails to BCC (Blind Carbon Copy), therefore any recipients of the email will not be able to see the other recipients email addresses
- People should be given the opportunity to opt out of future emails
- For Under 16s, parental consent must be gained before collecting email addresses and parents should also be copied into the email. Parents should be able to include their own email addresses instead of their child's and vulnerable adult's
- For children and vulnerable adults aged 16-18, their permission should be granted to email them and parents should be made aware of that HPHA will be emailing their child and the reasons for this
- If HPHA receives any emails of concern from a young person, the safeguarding policy should be followed
- Email addresses should not be passed on or used for other purposes without permission

Other Messaging (Text,Whatsapp,Snapchat etc)

The use of direct messaging increases the vulnerability of the young person. Sending messages to children and vulnerable adults as a result of interactions initiated at a HPHA event or as a result of HPHA workforce involvement is FORBIDDEN.

Websites/ Social Networking

The internet provides an excellent opportunity to reach a wide audience at little cost. HPHA uses the internet to promote ourselves and keep in contact with those interested in our work. However HPHA is mindful in how we present ourselves online and the risks the internet can pose to children and vulnerable adults if not used appropriately. Good practise guidelines include:

• The website/ profile should present a professional image, ensuring all language and content is appropriate.

• HPHA will plan use of website/ social media. There should be more than 1 person with moderator responsibilities so content can be edited/ removed quickly if necessary.

• Procedures and contact details for reporting any problems or concerns about the online content should be easy to locate.

• Permission to publish photo/ film of children and vulnerable adults should be gained from them and their parents/ guardians.

• If HPHA becomes aware of problems such as cyber bullying or a young person placing themselves at risk with the information they share on the internet, they will follow the set procedures for concerns or contact a help organisation for advice.

Physical Contact

It is important that everyone at HPHA understands that these guidelines are to protect their own position and the reputation of HPHA. It is perceived that there are very few instances where physical contact is appropriate however if required the person, with approval/ guidance from an adult from the visiting organisation (e.g. special school), should explain the nature of the contact and unless the situation is an emergency, ask the child's and vulnerable adult's/ adult at risk permission. Physical contact should meet the child's and vulnerable adult's/ adult at risk needs not those of the HPHA individual.

Photography

HPHA is committed to ensuring children and vulnerable adults are protected from the inappropriate use of their images. No images of individual children or vulnerable adults should be taken at events without the necessary consent being obtained first. This consent should include how the images will be used, especially if this is on websites and in other publications. Images of children and vulnerable adults in a general public situation may be recorded without consent provided the person is not the focus of the image, rather being just one of multiple people being recorded.

Relationship of Trust

Although children and vulnerable adults aged over 16 years can legally consent to sexual activity, it is inappropriate and extremely poor practise for an adult to pursue a relationship with a young person with whom they are in a position of trust. In some cases an ‘abuse of trust’ is a criminal offence (Sexual Offences Act 2003). Whilst the adult/ minor relationship exists, adults should not enter into an intimate relationship with someone under 18 years old, and should be aware that in some cases, a relationship could be considered inappropriate or criminal by the statutory agencies. This would also be a breach of this policy and may be a criminal offence. All those in a position of trust should be aware that sending messages or images deemed inappropriate and/ or sexually provocative by text, email, web-cam or other electronic media to children and vulnerable adults under 18 years of age is a breach of this policy and may be a criminal offence.

Appropriately Qualified and Vetted

It is essential that all people working or volunteering with children and vulnerable adults are appropriately vetted. HPHA will enact a safe recruitment process including procedures such as checking documents to confirm the person’s identity, obtaining references and conducting interviews. For all roles which are eligible, a DBS disclosure (previously known as a CRB disclosure) should be completed. All are included. It is essential that those working with children and vulnerable adults are appropriately experienced or mentored/supervised until they have gained experience. HPHA staff and volunteers in any role which involves working/volunteering with children and vulnerable adults should undertake regular safeguarding training to refresh and update their knowledge. This will be supplied by HPHA as required.

Recognition of Poor Practice and Possible Abuse

The workforce of HPHA are not expected to be experts in recognition of child abuse. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or young person) towards a child and to follow the reporting procedures in this document.

Poor Practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern/harm to a child.

Examples of poor practise:

- Use of physical or humiliating punishments
- Failure to act when you witness possible abuse or bullying
- Being unaware of or breaching any HPHA policy
- Spending excessive amounts of time alone with children and vulnerable adults away from others
- Inviting or allowing children and vulnerable adults into your home where they will be alone with you
- Engaging in rough, physical or sexually proactive activity, including horseplay
- Allowing or engaging in any inappropriate touching
- Allowing children and vulnerable adults to use inappropriate language unchallenged
- Making sexually suggestive comments even in fun
- Reducing a person to tears as a form of control
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for children and vulnerable adults that they can do for themselves

N.B. It may sometimes appear necessary for staff or volunteers to do things of a personal nature for children and vulnerable adults. **These tasks should not be carried out.**

Arrange for an accompanying parent or guardian or the person with this delegated authority (e.g teacher) to become involved. **Refuse** to take on the responsibility for tasks for which you are not appropriately trained.

Abuse

Somebody may abuse a young person by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution or in extreme cases attempt suicide.

Reporting Procedures

How to Respond to a Disclosure from a Child

If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:

- React calmly so as to not deter the disclosure
- Listen carefully and take what they say seriously
- No probing or "asking" questions other than for clarification
- Tell them they are not to blame and that they are right to tell
- Reassure them and tell them that you have to share what they have said
- It is not for you to decide if abuse has taken place but to always report the concerns
- Make a record of everything said and any actions taken as soon as possible
- If you think the situation is an emergency, contact HPHA's Safeguarding Officer. If they are

not immediately available then you should contact your local Children and Vulnerable Adults Social Care, LADO or Police without delay. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000

Actions to Avoid

The person receiving the disclosure should not:

- Panic or allow their shock to show
- Ask questions other than to clarify that you have enough information to act
- Speculate or make assumptions
- Make promises or agree to keep secrets
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Discuss the allegations with anyone who does not have a need to know
- Take sole responsibility
- Delay in reporting the concerns

It should be noted that not all children and vulnerable adults are able to express themselves verbally. Communication difficulties may mean that is it hard for them to explain or be understood.

Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of a child is paramount and where there are concerns about safety of a young person, record what has been observed in detail and follow the procedures to report these concerns.

Records and Information

Information passed to the Children and Vulnerable Adults Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the

time of the disclosure/concern. Reporting the matter to the Children and Vulnerable Adults Social Care or the Police should not be delayed to obtain more information. Wherever possible, referrals telephoned to Children and Vulnerable Adults Social Care should be confirmed in writing within 24 hours

Confidentiality

Every effort should be made to ensure that confidentiality is maintained with information shared on a need to know basis only. This includes but is not limited to the following people:

- The child's and vulnerable adult's Club Welfare Officer or equivalent
- The parents of the person who is alleged to have been abused **(only following advice from Children and Vulnerable Adults Social Care)**
- Children and Vulnerable Adults Social Care/ Police
- The HPHA Safeguarding Officer and members of the HPHA Case Management Group (CMG)
- The alleged abuser and parents if the alleged abuser is a child. **(only following advice from Children and Vulnerable Adults Social Care)**

The information should be stored in a safe place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, relevant and secure).

The 7 golden rules of information sharing are:

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how, and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, the lack of consent can be in the public interest. You will need to base your judgement on the fact of the case.

5. Consider safety and wellbeing: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purposes for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.

7. Keep a record of your decision and the reasons for it- whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Action Procedures

It is acknowledged that the suggestion that a child has/is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations but it is important that concerns are acted on.

The alleged perpetrator will need to be informed of the specific allegation to give them the opportunity to respond, but only after advice from statutory agencies. The HPHA Case Management Group (CMG) will decide if it is appropriate and/or possible to protect the identity of the complainant, although it should be noted that in some cases this may be apparent or necessary. If a complainant is particularly concerned about their name being disclosed this should be discussed when making the referral. Where possible, those who have provided information will be informed about the progress and conclusion of the investigation.

Suspension

If a case is judged to be potentially serious poor practice or abuse, the CMG may decide to take the neutral act of temporarily suspending the individual pending further investigations (this decision will be made on the basis of actual or potential deemed risk to the children and

vulnerable adults). Following a Children and Vulnerable Adults Social Care or Police investigation, HPHA will assess the available information to decide whether the individual can be reinstated to their role in HPHA. This may be a difficult decision; particularly where there may be insufficient evidence for the Police to act or obtain a conviction. In such cases, the CMG may decide that an individual should undertake certain actions such as further training or completing a new DBS disclosure, with failure to comply resulting in suspension.

Appeals

The appeals procedure is available to anyone under investigation as part of natural justice. Anyone wishing to appeal against decisions by the CMG must do so in writing, to be received by HPHA within 14 days of the original decision being made.

Whistle Blowing Policy

Anyone at HPHA may suspect that a young person's safety and welfare are under threat, but they may not express their concerns due to a fear of harassment or victimisation. In these circumstances it may be easier for them to ignore the concern, or hope someone else speaks out rather than report what may be a suspicion of poor practice. HPHA is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of a young person's safety and welfare, to come forward and voice those concerns. ALL those involved in activity carried out under the jurisdiction of HPHA are covered by this policy.

All information received and discussed will be treated in confidence and only shared with those individuals within HPHA who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies.

Purpose

- To encourage individuals to feel confident and supported in raising concerns about the welfare of children and vulnerable adults involved in HPHA in accordance with HPHA Safeguarding Policy and Code of Ethics and Conduct.
- To implement a method of raising concerns directly to the child protection lead officer and to receive feedback on any action taken.
- To insure the individuals receive a timely response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure individuals that they will be protected from reprisals or victimisation for whistle blowing in good faith.

Principles

This policy makes it clear that individuals **CAN** raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns **WITHIN** HPHA rather than overlooking a problem or having to look outside HPHA.

It is in the interests of all concerned that disclosure of potential abuse, poor practise or breaches of the Code of Ethics and Conduct are dealt with appropriately. This is essential to ensure that the welfare of children and vulnerable adults is prioritised and in the interests of all involved in HPHA.

HPHA is committed to good practice and high standards, and wants to be supportive of everyone within the HPHA community. The decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear because in reporting their concern they will be doing their duty to the young person concerned. HPHA will not tolerate any form of harassment or victimisation and will take appropriate action to protect individuals when they raise a concern in good faith.

Confidentiality

HPHA will do its best to protect the identity of the whistle blower, when they raise a concern and do not want their name to be disclosed. It must be appreciated that disclosing the identity of the whistle blower may be apparent or a statement by the whistle blower may be essential as part of the evidence. Any concerns about this should be discussed, when concerns are raised with the HPHA Safeguarding Officer.

Anonymous Allegations

This policy encourages the whistle blower to put their name to their allegation, even if they do not wish to be disclosed to other parties. It may not be possible to seek further information or provide updates if the allegations are anonymous.

Unfounded Allegations

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. However, if it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them.

How to Raise a Concern

The whistle blowing policy should only be followed if the person raising the concern feels unable

to follow the standard reporting procedures as set out in HPHA's Safeguarding Policy. Individuals should raise the concern in the first instance with the HPHA Safeguarding Officer. The individual should set out the background and history of the concern. Where possible the whistle blower should complete the HPHA Incident Referral Form. Although the whistle blower is not expected to prove the truth of an allegation, they will need to be able to explain clearly why they are concerned in order for the HPHA Safeguarding Officer to determine whether there are sufficient grounds for taking further action.

How HPHA will Respond

The action taken by HPHA will depend on the nature of the concern. This should include informing the statutory agencies and/ or the formation of a HPHA Child Protection Case Management Group.

The amount of contact between the people considering the issue and the whistle blower will depend in the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistle blower as part of the investigation process.

If any meeting is arranged, the whistle blower has the right, if they wish, to be accompanied by a friend or person of their choice who is not involved in the matter to which the concern relates. HPHA accepts that the whistle blower needs to be assured that the matter has been properly addressed. Subject to constraints, they will receive information about the outcomes of any investigation, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

How the Matter Can Be Taken Further

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of any young person involved in HPHA activity. HPHA hopes individuals will be satisfied that any safeguarding issue raised has been considered appropriately. If they are not satisfied and feel it is right to take the matter outside of HPHA they should contact:

- Their local Children and Vulnerable Adults Social Care
- Their local Police Child Protection Team