



HOPE Aylesbury Safeguarding Policy

October 2026

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Section 1: Details of the Organisation

Name of Organisation: HOPE Aylesbury

Postal Address: 39 Hendrix Drive, Aston Clinton, Bucks, HP22 0AT

Meeting Address: Buckingham Park Community Centre (BPCC hereafter), Jubilee Square, Aylesbury, HP19 9DZ

Tel No: 07894 228 798

General Email address: timcninnis@aol.com

Senior Leader Name: Tim Ninnis

Senior Leader Contact Telephone / Email: 07894 228 798 / timcninnis@aol.com

Safeguarding Lead Name: Tim Ninnis

Safeguarding Lead Contact Telephone / Email: (as above)

Deputy Safeguarding Lead Name: Mrs Wendi Dulley

Deputy Safeguarding Lead Contact Telephone / Email: 07811 427 035 / wmeredith.hbc@gmail.com

Safeguarding Trustee Name: Tim Ninnis

Safeguarding Trustee Contact Telephone / Email: (as above)

Membership of Denomination: Baptist Union of Great Britain and Central Baptist Association (CBA hereafter)

CBA Safeguarding Lead: Gillian Jones

Contact Details for CBA Safeguarding Lead: 07729 688 791 / safeguarding@centralba.org.uk

Charity Number: 1125839

Regulators: Charity Commission for England and Wales

Insurance Company: Baptist Insurance

The following is a brief description of our organisation and the type of work / activities we undertake with children and adults at risk:

HOPE Aylesbury gather as a church weekly each Sunday afternoon at BPCC. A weekly Zoom meeting on Wednesdays is also hosted online. The Sunday gatherings are all ages, and we do not currently split into smaller groups or separated out rooms. **HOPE Aylesbury** occasionally gather or hold one-off events throughout the year, and the Safeguarding Team consider each in turn in terms of potential risks and the management of those risks. Any other gatherings/events are arranged on an ad hoc basis. As we hire a public building, there are other users who are not part of **HOPE Aylesbury** in other parts of the building which are arranged and booked by BPCC staff.

Section 2: Governance and Culture

Our Commitment

HOPE Aylesbury are committed to providing a safe and caring place for children and adults.

We know that people can experience harm, abuse and neglect.

We believe everyone should be treated fairly and with respect. We support the UN Universal Declaration of Human Rights and the International Covenant on Human Rights. These say that everyone should have equal rights and freedoms, whoever they are and whatever their circumstances.

We also support the Convention on the Rights of the Child. This says that every child should be safe, protected from harm and supported to reach their full potential.

This is why **HOPE Aylesbury** follows the safeguarding procedures in this policy, in line with law and guidance.

We are committed to working with statutory and voluntary agencies to help keep children and adults safe.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

Governance

HOPE Aylesbury has a Board of Trustees (or governing board) with legal responsibility for the organisation. The Board helps make important decisions and makes sure the organisation follows the law and good practice.

The Board also helps create the organisation's culture. Culture means "the way we do things around here". It includes **HOPE Aylesbury's** values, behaviours and how people treat one another. A good culture helps keep people safe.

The Board of Trustees has overall responsibility for safeguarding. This includes making sure:

- safeguarding is taken seriously
- people know how to report concerns
- workers are trained
- policies are followed
- risks are managed
- legal duties are met
- concerns are reported to the relevant charity regulator when required **The Charity Commission for England and Wales**. This will be required in the case of a serious incident which the Charity Commission define as an adverse event, whether actual or alleged, which results in or risks significant:

- harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work)
- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work or reputation
- Further details can be found at: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Culture

This Safeguarding Policy and Safeguarding Statement are designed to help create a safe environment and a positive culture where:

- leaders set a good example
- safeguarding is everyone's responsibility
- information about types, signs and indicators of harm, abuse and neglect is accessible and available
- workers and volunteers are recruited safely
- workers receive the training they need
- people are accountable for their actions
- workers follow the Code of Conduct
- the organisation's values are seen in everyday actions and behaviour
- people feel able to speak openly about concerns

HOPE Aylesbury Safeguarding Statement can be found in Appendix 1 and should be read alongside this policy.

Section 3: Awareness and Prevention

Understanding Harm, Abuse and Neglect

Safeguarding means taking steps to prevent and respond to harm, abuse and neglect.

Anyone can experience harm or abuse. It can happen to children and adults. Harm and abuse can happen in many places, including:

- at home
- in the community
- in schools, churches and other organisations
- online
- in places where people live or receive care

Harm and abuse can be caused by:

- a family member
- a friend
- someone in a Position of Trust
- a carer
- a stranger
- another child or adult

Everyone has the right to live free from harm, abuse and neglect. UK law gives extra protection to children and some adults who may be at greater risk of harm.

For the purposes of this policy, **a child is anyone under 18 years old.**

An **adult at risk of harm** will be defined as follows:

The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

- has care and support needs.
- is experiencing, or is at risk of, abuse or neglect.
- is unable to protect themselves because of their care and support needs.

HOPE Aylesbury follow the UN Convention on the Rights of the Child (UNCRC). Article 19 says that children should be protected from all forms of violence, abuse, neglect and exploitation.

We also support the UN Universal Declaration of Human Rights. Article 5 states that no one should experience cruel, inhuman or degrading treatment or punishment.

This policy follows the safeguarding laws and statutory guidance that apply where **HOPE Aylesbury** operates. Currently this is only in England. If at any time the organisation undertakes work in other nations of the UK, or further abroad, additional definitions and training will be implemented before any such work is undertaken.

Further information about:

- **types of harm and abuse can be found in Appendix 2 and should be read alongside this policy.**
- **signs and indicators of harm and abuse can be found in Appendix 3 and should be read alongside this policy.**

Organisational Awareness

We want everyone who comes into contact with **HOPE Aylesbury** to know that safeguarding is important. We will make sure people know how to get help, raise concerns and find information about safeguarding.

HOPE Aylesbury will share our safeguarding message in the following ways:

- We will publish this policy on our website.
- We will display posters and safeguarding information in our buildings.
- Safeguarding will be discussed at relevant meetings.
- We will include safeguarding information in newsletters and other communications as appropriate.
- We will remind workers, volunteers and service users how to report concerns.

HOPE Aylesbury will also make sure that children and adults at risk of harm know where to get help if they are worried about:

- abuse
- harm
- neglect
- bullying
- discrimination
- exploitation
- any other concern affecting their safety or wellbeing.

We believe that safeguarding information should be easy to find, easy to understand and available to everyone who needs it.

Safeguarding Training

HOPE Aylesbury is committed to providing safeguarding training for all workers and volunteers. Training helps people understand their responsibilities and know what to do if they have a safeguarding concern.

We want everyone in the organisation to understand:

- what safeguarding is

- how to recognise signs of harm, abuse and neglect
- how to respond to concerns
- how to report concerns
- their role in keeping people safe.

All workers and volunteers will receive safeguarding training that is appropriate for their role. This will include induction training when they start and refresher training at agreed intervals.

Training requirements will be set for:

- Trustees **(Every 2 Years)**
- Safeguarding Lead **(Every 2 Years)**
- Deputy Safeguarding Lead **(Every 2 Years)**
- Safeguarding Team members **(Every 2 Years)**
- Senior Leaders **(Every 2 Years)**
- Children's Workers **(Every 2 Years)**
- Workers who support Adults at Risk of Harm **(Every 2 Years)**
- Other Workers and Volunteers. **(Every 2 Years)**

The organisation will keep records of safeguarding training and make sure people complete the training needed for their role.

Where national safeguarding training standards apply, **HOPE Aylesbury** will follow those standards and make sure workers complete the required level of training.

Safeguarding training is an important part of creating a culture where people are aware of safeguarding issues and know how to help keep others safe.

Safer Recruitment

HOPE Aylesbury is committed to recruiting workers and volunteers safely. We will follow government guidance and safer recruitment practices to help protect children and adults at risk of harm.

Before someone starts work or volunteering with us, we will make sure that:

- there is a written role profile, job description or person specification for the role
- applicants complete an application form
- suitable applicants are interviewed
- safeguarding is discussed during the recruitment process
- references are obtained and checked where appropriate
- relevant criminal records checks are completed, where required for the role
- qualifications are checked where these are needed for the role
- a suitable induction and training programme is provided
- any probationary period is completed successfully
- the worker or volunteer receives a copy of the safeguarding policy and knows how to report concerns.

When carrying out criminal records checks, we will follow the relevant Code of Practice and handle information fairly, securely and lawfully.

Safer recruitment helps us make informed decisions about who works and volunteers in our organisation. It is an important part of our commitment to safeguarding.

Managing Those Who May Pose a Risk

Sometimes a person who attends the organisation may be known to pose a risk to children or adults at risk of harm. When this happens, HOPE Aylesbury will take steps to help keep everyone safe.

The Leadership will:

- assess the risks involved
- seek advice from appropriate agencies and professionals where needed
- put appropriate safeguarding measures in place
- clearly explain any boundaries that must be followed
- monitor the situation to help ensure those boundaries are kept
- offer wellbeing support or pastoral care where appropriate.

Any boundaries or restrictions will be based on:

- a risk assessment
- the needs of those who may be at risk
- advice from relevant external agencies and professionals. Our priority is to protect children and adults at risk of harm while treating all people fairly and with dignity.

Section 4: Management of Workers

Practice Guidelines

As an organisation that works with children and adults at risk of harm, **HOPE Aylesbury** is committed to good practice. Good practice helps us:

- keep people safe
- run activities safely
- build positive relationships
- reduce the risk of harm, abuse and neglect
- reduce the risk of misunderstandings or false allegations.

HOPE Aylesbury have practice guidelines for the activities we run. These guidelines explain how activities should be planned and delivered safely.

The practice guidelines can be found in Appendix 4 and should be read alongside this policy.

HOPE Aylesbury will use risk assessments where needed to identify and manage risks.

We will also use consent forms when they are needed for an activity.

All workers and volunteers are expected to follow the practice guidelines that apply to their role and activities.

Good practice helps us create a safe, positive and supportive environment for everyone involved in our organisation.

Code of Conduct

HOPE Aylesbury is committed to supporting all workers and volunteers. We will provide support, supervision and training to help people carry out their role safely and well.

All workers and volunteers will receive a Code of Conduct. This explains the standards of behaviour expected when working with children and adults at risk of harm.

The Code of Conduct helps **HOPE Aylesbury** workers and volunteers:

- understand their responsibilities
- act safely and professionally
- maintain appropriate boundaries
- protect the people they work with
- protect themselves from misunderstandings or unfounded allegations.

All **HOPE Aylesbury** workers and volunteers are expected to:

- follow the Code of Conduct
- act in ways that support safeguarding
- treat people with dignity and respect
- follow organisational policies and procedures
- seek advice if they are unsure what to do.

The Code of Conduct can be found in Appendix 5 and should be read alongside this policy.

The **HOPE Aylesbury** Code of Conduct applies both during organisational activities and, where relevant, outside of those activities when a person's behaviour could affect their role, the safety of others and the reputation of the organisation.

Additional training and support will be provided where needed to help **HOPE Aylesbury** workers and volunteers understand and follow the Code of Conduct.

Positions of Trust

All adults who work with children or adults at risk are in a **Position of Trust**. This means people place trust in them because of their role and responsibilities.

People in a Position of Trust have a responsibility to use their role safely and appropriately. They must always act in the best interests of the people they support.

HOPE Aylesbury Workers and volunteers must:

- maintain professional boundaries
- treat people with dignity and respect
- act in a safe and appropriate way
- avoid behaviour that could be misunderstood
- never misuse their position, influence or authority.

People in Positions of Trust should be aware that the power they hold can affect the people they support. Because of this, they must take extra care in how they behave and interact with others.

Any behaviour that exploits, manipulates or harms another person is unacceptable and may result in safeguarding action being taken.

It is illegal in England, Wales, Scotland and Northern Ireland for a person in a Position of Trust within a faith setting to engage in sexual activity with a 16- or 17-year-old who is under their care or supervision.

All **HOPE Aylesbury** workers and volunteers are expected to understand the responsibilities that come with being in a Position of Trust and to act in a way that supports safeguarding at all times.

Whistleblowing / Raising a concern

HOPE Aylesbury wants people to feel safe speaking up about concerns. We encourage workers, volunteers and others to report anything that may put people at risk or go against our values.

We are committed to:

- promoting an open and honest culture
- creating a safe environment where concerns can be raised

- listening to concerns carefully
- responding fairly and appropriately
- taking concerns seriously
- protecting people who raise concerns from unfair treatment, retaliation or mistreatment.

HOPE Aylesbury workers and volunteers should report concerns if they believe:

- someone may be at risk of harm
- safeguarding procedures are not being followed
- there has been misconduct or poor practice
- behaviour is putting people or the organisation at risk
- something does not feel right and needs to be checked.

People who raise concerns in good faith will be supported. They will not be treated unfairly because they reported a genuine concern.

All concerns will be considered carefully and managed in line with organisational policies and procedures.

HOPE Aylesbury Whistleblowing Policy can be found in Appendix 6 and should be read alongside this policy.

Section 5: Partnership Working

From time to time, **HOPE Aylesbury** will work with a range of organisations and groups. We know that safeguarding practices may differ between organisations, so it is important that everyone understands our safeguarding expectations.

When **HOPE Aylesbury** works in partnership with others, we will:

- discuss safeguarding arrangements
- share our safeguarding expectations
- engage to ensure there is agreement between **HOPE Aylesbury** and collaborating organisations concerning safeguarding arrangements
- agree how concerns will be reported and managed
- work together to help keep people safe.

Where appropriate, we will use a safeguarding partnership agreement.

*At the time of creation of this policy **HOPE Aylesbury** is still only using Buckingham Park Community Centre as our meeting place and **HOPE Aylesbury** does not own or lease any premises we can sublet.* In future, if **HOPE Aylesbury** owns or leases property that can be sublet, any organisation that uses our premises must have its own safeguarding policy that meets our safeguarding standards. This will apply as part of any letting or hire agreement.

HOPE Aylesbury expect all partner organisations to:

- take safeguarding seriously
- follow relevant safeguarding laws and guidance
- respond appropriately to concerns
- provide a safe environment for children and adults at risk of harm.

HOPE Aylesbury has the following regular partnership arrangements:

- **Lettings to organisations**
 - (none)
- **Lettings from organisations**
 - Buckingham Park Community Centre, Jubilee Square, Aylesbury, Bucks, HP19 9DZ
- **Overseas mission partners**
 - New Missions - 2500 Sand Lake Rd, Orlando, FL 32809, United States
- **Other organisations**
 - Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot, OX11 8RT
 - Central Baptist Association, 14 Sedgwick Street, Haddenham, Bucks, HP17 8FF

Good partnership working helps **HOPE Aylesbury** create safer environments and provide better support for children and adults at risk of harm.

Section 6: Responding to Concerns

Never investigate a safeguarding concern yourself. If someone tells you about harm, abuse or neglect, your role is to listen, record the information and report it. All safeguarding concerns must be recorded using the organisation's safeguarding reporting form. **A copy of the Record of Concern form can be found in Appendix 7 and should be read alongside this policy.**

If a worker or volunteer receives a disclosure, allegation or concern about harm, abuse or neglect, they should report it as soon as possible to the Safeguarding Lead.

Safeguarding Lead - refer to Section 1

The Safeguarding Lead has been appointed by the trustees or leadership team to manage safeguarding concerns and make referrals to statutory authorities when needed.

Deputy Safeguarding Lead - refer to Section 1

If the Safeguarding Lead is unavailable, or if the concern involves the Safeguarding Lead, the concern should be reported to the Deputy Safeguarding Lead.

Safeguarding Trustee - refer to Section 1

If the concern involves both the Safeguarding Lead and the Deputy Safeguarding Lead, the concern should be reported to the Safeguarding Trustee.

Support From Thirtyone:eight and CBA Safeguarding Lead

HOPE Aylesbury is a member of Thirtyone:eight; the Safeguarding Lead or other authorised workers may contact the Thirtyone:eight Safeguarding Helpline for advice. Telephone: **0303 003 1111 (Option 2)** or CBA Safeguarding Lead: Telephone: **07729 688 791** / safeguarding@centralba.org.uk

Recording Concerns

The worker or volunteer should:

1. listen carefully
2. take the concern seriously
3. record the information accurately
4. complete the safeguarding reporting form
5. share the information with the Safeguarding Lead, Deputy Safeguarding Lead or Safeguarding Trustee as soon as possible.

Concerns should only be shared with people who need to know. All records must be stored securely.

Getting Advice and Making Referrals

The **HOPE Aylesbury** Safeguarding Lead may need to seek advice or share information with other organisations.

Depending on the concern, this may include:

- the Chair of Trustees
- the trustee responsible for safeguarding
- the organisation's insurer
- the relevant charity regulator
- local safeguarding professionals
- statutory agencies.

This may include referrals to:

- **Children's Services (MASH Team)**
 - **01296 383 962** between 9am to 5:30pm Monday to Thursday, 9am to 5pm Friday.
 - **0800 999 7677** before 9am, after 5:30pm (5pm on a Friday) or at weekends (Emergency Duty Team)
 - **Website:** <https://www.buckinghamshire.gov.uk/health-care-and-community/fostering-adoption-and-care-for-children/child-protection-and-safeguarding/>
- **Adult Services**
 - **Website:** <https://adultsportal.buckinghamshire.gov.uk/web/portal/pages/saconcernpub#hSaPub>
 - Call 999 if you think a crime has been committed or someone is in immediate danger.
- **Police: 101** or **999** if person at is at risk of harm
- **Local Authority Designated Officer (LADO).** You can contact the LADO Duty Desk:
 - **Monday to Thursday 9am to 5pm**
 - **Fridays 9am to 4:30pm**
 - **Email:** secure-lado@buckinghamshire.gov.uk (The LADO will respond within 1 working day)
 - **Phone: 01296 382 070**
- **Charity Commission for England and Wales:**
 - **0300 066 9197** (Available Monday to Friday, 9am to 5pm)
 - **Online Reporting (For use by Trustees):** Submit via the official [Report a Serious Incident Portal](#)
 - **General Concerns (Public/Workers):** Raise issues using the [Raise a Concern Online Form](#)

If there is an allegation about a person who works with children, the Safeguarding Lead may need to inform **the Local Authority Designated Officer (LADO)** as detailed above.

HOPE Aylesbury Chair of Trustees or trustee responsible for safeguarding may need to contact the insurance company or the charity regulator (**Charity Commission for England and Wales**) **to report a serious incident/raise a concern.**

If the HOPE Aylesbury Safeguarding Lead Is Unavailable

The absence of the Safeguarding Lead or Deputy Safeguarding Lead should never delay action to protect someone from harm.

If there is an immediate risk, contact the relevant statutory service, emergency service or **police** without delay.

Making a Referral Yourself

Anyone can make a referral to safeguarding agencies as a citizen. However, **HOPE Aylesbury** encourages workers and volunteers to follow this policy wherever possible.

If someone believes a concern has not been managed appropriately, or disagrees with a decision about a referral, they may contact an external agency directly.

The Role of the Safeguarding Lead

The Safeguarding Lead and Deputy Safeguarding Lead do not investigate safeguarding concerns themselves.

Their role is to:

- gather information about the concern
- make sure concerns are recorded properly
- seek advice where needed
- share information with relevant agencies
- make referrals when appropriate
- support safe decision-making.

Statutory agencies have the legal responsibility to investigate safeguarding concerns.

Whistleblowing

As laid out in Section 4 and Appendix 6, anyone can make a qualifying disclosure following **HOPE Aylesbury's** Whistleblowing policies and procedures.

Detailed Procedures Where There Is a Concern About a Child

Concerns About Physical Injury, Neglect or Emotional Abuse

If there are concerns that a child may have experienced physical injury, neglect or emotional abuse, the Safeguarding Lead or Deputy Safeguarding Lead will take appropriate action.

They will:

- make sure the concern is recorded
- consider the child's immediate safety
- seek advice from the appropriate safeguarding services where needed
- make referrals when required.

If the child needs urgent medical help, emergency or medical services should be contacted straight away. Medical staff should be told about any safeguarding concerns.

The Safeguarding Lead may contact:

- Children's Social Care
- Safeguarding Lead for Central Baptist Association (CBA)
- Thirtyone:eight for advice.

If the concern involves a parent or carer, they should not be informed unless safeguarding professionals advise that it is safe and appropriate to do so.

For lower-level concerns, such as concerns about parenting, families should be encouraged to seek support where this does not place the child at risk.

If there is uncertainty about whether a referral is needed, advice should be sought from safeguarding professionals, CBA Safeguarding lead or Thirtyone:eight.

Concerns About Sexual Abuse

If there is a disclosure, allegation or concern about sexual abuse, the Safeguarding Lead or Deputy Safeguarding Lead will act without delay.

They will:

- contact the relevant children's safeguarding service
- contact the police
- seek advice from Thirtyone:eight or CBA Safeguarding Lead if needed.

The child's safety and wellbeing will always be the main priority.

The Safeguarding Lead will consider whether parents or carers should be informed and will seek advice if they are unsure.

Concerns About Financial Abuse

Where there are concerns about financial abuse involving a child, the Safeguarding Lead or Deputy Safeguarding Lead will:

- record the concern
- report the concern to the appropriate children's safeguarding service
- contact the police where needed
- follow advice from safeguarding professionals.

Detailed Procedures Where There Is a Concern About an Adult at Risk

Concerns may involve:

- Physical harm or abuse

- Sexual harm or abuse
- Organisational abuse
- Financial harm or abuse
- Discriminatory abuse
- Neglect
- Self-neglect
- Exploitation
- Forced marriage
- Modern slavery and human trafficking
- Domestic abuse
- Other forms of harm.

If there are concerns about an adult at risk, the Safeguarding Lead or Deputy Safeguarding Lead will take action to help protect them from harm.

If the person is in immediate danger or has been seriously injured, emergency services should be contacted on **999**.

Where possible, the adult should be involved in decisions about safeguarding concerns. Their views, wishes and consent should be considered before making a referral.

However, a referral may still be made without consent if:

- the person cannot understand the risk
- the person cannot protect themselves
- others may also be at risk
- there is a legal duty to share information.

Referrals for Adults at Risk

The Safeguarding Lead may contact:

- **Adult Social Care (England)**
- **Adult Social Services (Wales)**
- **Adult Support and Protection Team (Scotland)**
- **Adult Gateway Team (Northern Ireland)**
- **Thirtyone:eight or CBA Safeguarding Lead** for advice.

Concerns About Spiritual Abuse

If there is a concern about spiritual abuse, the Safeguarding Lead will:

- make sure the concern is recorded
- identify appropriate support for the victim-survivor
- consider counselling, wellbeing support or pastoral support
- seek advice from Thirtyone:eight or CBA Safeguarding Lead

- consider what safeguarding action may be needed.

Allegations Against Workers Who Work with Children

If a concern involves a **HOPE Aylesbury** worker or volunteer who works with children at **HOPE Aylesbury**, the Safeguarding Lead will:

- make a referral to the **Local Authority Designated Officer (LADO)**
- share information with safeguarding agencies as required
- contact the police when appropriate
- consider whether a referral should be made to the Disclosure and Barring Service (DBS).
HOPE Aylesbury will cooperate fully with any safeguarding investigation.

Allegations Against Workers Who Work with Adults at Risk

If a concern involves a **HOPE Aylesbury** worker or volunteer who works with adults at risk at **HOPE Aylesbury**, the Safeguarding Lead will:

- liaise with the relevant adult safeguarding service
- follow safeguarding advice received
- consider making a referral to the DBS or Disclosure Scotland
- share information with the police where appropriate.

Safeguarding investigations are the responsibility of the relevant statutory agencies, not **HOPE Aylesbury**.

Allegations of Non-Recent Sexual Abuse

If an adult at **HOPE Aylesbury** discloses non-recent sexual abuse, the **HOPE Aylesbury** Safeguarding Lead will:

- listen carefully and take the disclosure seriously
- offer support to the victim-survivor
- explain their options
- offer the opportunity to report the matter to the police.

If the person does not wish to report the abuse, information about the alleged perpetrator may still be shared where there are safeguarding concerns, but the identity of the victim-survivor should be protected wherever possible.

If the alleged perpetrator currently works with children or adults at risk both at **HOPE Aylesbury** or an outside organisation, the **HOPE Aylesbury** Safeguarding Lead will contact the relevant safeguarding agencies and seek advice about further action.

Section 7: Supporting Victim-Survivors

Supporting Those Affected by Harm and Abuse

HOPE Aylesbury is committed to supporting people who have experienced harm, abuse or neglect. We recognise that abuse can have a lasting impact on people and those around them.

HOPE Aylesbury will treat all victim-survivors with:

- dignity
- respect
- compassion
- sensitivity
- fairness.

Where appropriate, **HOPE Aylesbury** will:

- listen to people and take their concerns seriously
- provide wellbeing support or pastoral care
- help people access specialist support services
- work alongside statutory agencies
- support people through safeguarding processes where appropriate.

HOPE Aylesbury understand that every person's experience is different. Support will be offered in a way that respects the person's wishes, needs and circumstances wherever possible.

Support from **HOPE Aylesbury** should never replace the work of safeguarding agencies, healthcare professionals or other specialist services. However, we will do what we can to help people feel safe, supported and listened to.

The persons responsible for wellbeing support or pastoral care is:

Name: Tim Ninnis

Tel: 07894 228 798

Email: timcninnis@aol.com

Adoption of the Policy

This policy has been approved by the leadership of **HOPE Aylesbury**.

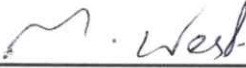
The policy will be reviewed every year to make sure it:

- remains up to date
- reflects current safeguarding guidance
- reflects changes in legislation
- continues to meet the needs of the organisation.

Review Date: 22.10.27

Signed: 

Position: TRUSTEE w/ SAFEGUARDING RESPONSIBILITY.

Signed: 

Position: Trustee

Date: 22/10/26

APPENDIX 1: Safeguarding Statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Organisation: HOPE Aylesbury

Date Agreed:

Our Commitment

HOPE Aylesbury organisation is committed to safeguarding children and adults at risk of harm and promoting their wellbeing.

We recognise that everyone has a responsibility to help prevent harm, abuse and neglect.

We respect the dignity, rights and wellbeing of every child and adult. Our policies and procedures reflect this commitment.

We believe everyone should be able to take part in the life and activities of **HOPE Aylesbury** in a safe and welcoming environment.

We are committed to recruiting workers and volunteers safely and responsibly.

We believe that every child and adult should be:

- valued
- safe
- respected
- supported.

We want everyone who comes into contact with **HOPE Aylesbury** to know they can speak up if they are worried about harm, abuse or neglect.

HOPE Aylesbury Is Committed To:

- following statutory, denominational and specialist safeguarding guidance
- following the procedures in our safeguarding policy
- meeting the requirements of all relevant legislation
- providing training and support for workers and volunteers
- keeping up to date with national and local safeguarding developments
- making sure workers and volunteers understand their safeguarding responsibilities
- supporting people affected by abuse.

HOPE Aylesbury Recognise:

- Children's Social Care (England), Children's Services (Wales), Local Council Child Protection Teams (Scotland) and Children's Gateway Services (Northern Ireland) have responsibility for investigating concerns about children.

- Adult Social Care (England), Adult Services (Wales), Adult Support and Protection Teams (Scotland) and Adult Gateway Teams (Northern Ireland) have responsibility for investigating concerns about adults at risk of harm.
- The police should be contacted if a concern may involve a criminal offence.
- Safeguarding is everyone's responsibility.

Review

HOPE Aylesbury will review this safeguarding statement and our safeguarding policy every year.

Safeguarding Contacts

If you are worried about a child or an adult, contact one of the people listed in Section 1 of the HOPE Aylesbury Safeguarding Policy:

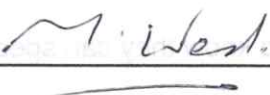
Safeguarding Lead

Deputy Safeguarding Lead

A copy of the safeguarding policy is available online and on request. timcinnis@aol.com

Signed on behalf of the leadership/organisation

Signed: 

Signed: 

Date: 22/10/26

APPENDIX 2: Types of Harm and Abuse

CHILDREN

- Physical
- Sexual
- Emotional
- Neglect

ADULTS

- Physical
- Sexual
- Emotional
- Financial
- Organisational
- Domestic
- Modern slavery
- Discriminatory
- Neglect
- Self-neglect

Types of Harm and Abuse Defined:

PHYSICAL ABUSE

Across the UK, a shared definition of physical abuse or harm is:

The deliberate use of physical force by one person against another with the intent to cause harm.

It includes actions such as:

- hitting, slapping, kicking, shaking, throwing
- burning or scalding
- poisoning
- misuse of medication
- inappropriate or unlawful use of restraint
- involuntary isolation or confinement
- forcible feeding or withholding food
- fabricated or induced illness.

This definition applies across all UK nations and reflects the core elements of physical abuse as recognised in statutory guidance and safeguarding frameworks.

In England, physical abuse includes assault and pushing explicitly, it focuses on misuse of medication and restraint and draws from the [Domestic Abuse Act 2021](#), which includes physical abuse as part of broader domestic abuse definitions.

Relevant Legislation:

Children: [Children Act 1989](#), [the Children Act 2004](#) and [Working Together to Safeguard Children](#)

Adults - [Care Act 2014](#)

SEXUAL ABUSE

Across the UK, a shared definition of sexual abuse or harm is:

Any behaviour perceived to be of a sexual nature that is unwanted or happens without consent or understanding. The abuse may involve physical contact and touching or non-contact activities.

This includes, but is not limited to:

- forcing or enticing a child to take part in sexual activities
- rape
- sexual harassment
- indecent exposure
- sexual assault
- sexual photography
- inappropriate looking, touching, or sexual teasing

Consent is a critical factor and must be freely given, **with full understanding and capacity**. Sexual Abuse may occur physically, emotionally, or digitally, and can be perpetrated by adults or other children.

In **England**, the term used is sexual abuse, and the legal framework is mainly based on the [Sexual Offences Act 2003](#). The definition focuses on unwanted sexual behaviour and lack of consent or understanding.

Relevant Legislation:

Adults - [Care Act 2014](#), [Sexual Offences Act 2003](#)

Children - [Children Act 2004](#)

EMOTIONAL ABUSE

Across the UK, a shared definition of emotional or psychological harm and abuse is:

Emotional or psychological harm and abuse refers to ongoing emotional mistreatment that can lead to serious and lasting harm to a person's emotional development.

It typically involves actions or behaviours such as:

- making someone feel worthless, unloved, or inadequate
- repeatedly causing fear or humiliation
- threatening harm or abandonment
- using coercion or intimidation
- isolating someone from others
- harassing or bullying, including online (cyberbullying)

Some level of emotional abuse is always an aspect of all other types of abuse and harm, but it can also happen on its own.

NEGLECT

Across the UK, a shared definition of neglect is:

When a person's basic needs are not met, either deliberately or through failure to act, and this causes harm or puts them at serious risk.

It can affect both children and adults and may involve:

- not providing enough food, clothing, or shelter
- not keeping someone safe or properly supervised
- not giving access to medical care or treatment
- ignoring emotional needs or failing to offer support
- not helping with education, learning, or development
- failing to respect someone's identity, culture, or beliefs
- leaving someone in unsafe or unhygienic conditions

Neglect can happen in families, care settings, or institutions. It may be ongoing or happen in isolated incidents, and it often builds up over time. The impact can be serious and long-lasting, affecting physical health, emotional well-being, and life chances.

Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action, whether deliberate or not.

In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.

Neglect is the most common form of child abuse in the UK. In England, neglect is recognised as a serious safeguarding concern for both children and adults.

For children, it includes not meeting essential needs like:

- food
- clothing
- medical care
- education
- emotional support.

It also covers situations where a parent or carer fails to protect a child from harm or danger.

[Children Act 2004](#)

For adults, neglect is defined under the [Care Act 2014](#) and includes failing to provide necessary care such as:

- help with hygiene, nutrition, or health needs.
- ignoring someone's emotional or psychological needs.

England also recognises that neglect can begin before birth, such as when a pregnant person misuses substances.

The law highlights that neglect often builds up over time and can cause lasting harm, even if it's not immediately obvious.

FINANCIAL ABUSE

Across the UK, a shared definition of financial abuse or harm is:

The unauthorised, improper, or exploitative use of an individual's money, property, possessions, or benefits.

It includes:

- theft, burglary, or fraud (including internet scamming).
- exploitation and embezzlement.
- coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).
- misuse or misappropriation of property, possessions or benefits.
- withholding pension or other benefits.

In England, financial abuse is formally recognised under the Care Act 2014 as one of six types of adult abuse. The definition highlights coercion in relation to financial matters such as wills, property, inheritance, and transactions. It also includes internet scamming and is further expanded under the Domestic Abuse Act 2021 to encompass economic abuse, which involves controlling access to essentials like housing, food, and transport.

APPENDIX 3: Signs and Indicators of Harm and Abuse

Different types of harm and abuse will have particular indicators, and harm impacts individual people in different ways, but there are some common indicators that it is helpful to recognise:

Changes:

Changes are one of the most important indicators of abuse and neglect.

This could be a change in behaviour: a person becomes more withdrawn, nervous, or watchful. They may display some of the behaviours they have experienced – you might notice a person has recently become more aggressive, angry or threatening. They might display sexualised behaviour and language that is not typical for them or is surprising for their age or stage if they are a child.

Changes in appearance are also significant. This could be a lower level of personal care than they had before, clothes that are dirty or don't fit well, or a person looking exhausted. It is also helpful to recognise if someone suddenly has a lot more expensive items or clothes than they used to, particularly for a child, as this could be an indicator of exploitation or grooming.

Relationships:

Abuse affects relationships. Pay attention if someone seems fearful of a particular person, they are becoming overly reliant on a new relationship above all others, or a new partner is isolating someone from family and friends. Relationships of all kinds can be affected by abuse as it can affect a person's ability to trust others, or their feelings about themselves. If something doesn't feel right, pass on your concern.

Physical signs:

Sometimes we can see physical signs of abuse - injuries, cuts, burns, bruises, someone finding it difficult to sit or stand. Of course, accidental injuries happen as part of normal life, but if you're worried, pass on your concern. Particular attention should be paid to injuries to babies who can't yet crawl or walk, or other people who aren't mobile, injuries to soft and hidden parts of the body, explanations that are inconsistent with what we see, and injuries that should have medical attention but the person hasn't gone or been taken to have it checked. Remember, injuries appear differently on different skin tones. Workers should equip themselves to recognise injuries on all those with whom they work so everyone can be kept safe.

Comments:

You might get an indication that someone isn't safe because of a comment they make. Children and adults at risk do not always realise that what they are experiencing is abuse and neglect. Pay attention to comments that make you wonder, as well as clear disclosures of abuse. This could be the way someone talks about themselves or another person, words they use, responses to situations etc.

Absence:

If you usually see a baby, child or adult at risk regularly and this stops, or there are periods of absence and then a return, this could be an indicator that all is not well. Many children who are experiencing physical abuse are kept off school and away from clubs and faith groups while injuries heal. Teenagers who are being exploited often go missing for periods of time. An adult at risk may be kept away from community groups if a family member or carer is abusing them. This is complex, and many of our organisations don't have set patterns for attendance but pay attention to your instincts and pass on concerns.

Interactions:

You might see, hear or otherwise notice interactions that cause you concern. It could be the way parents or carers interact with a child, the words or actions children use in play, or the way another worker seems to treat one child or adult at risk differently from others in the group.

Things to consider

A sign or indicator on its own will not necessarily mean that abuse is taking place, so knowing who to report concerns to is important so that appropriate action can be taken.

Early experiences of abuse can impact all aspects of a child's life, including behaviour and the way they interact with others. Children and adults living with non-recent or current abuse may show changes in their behaviour which can be challenging. It is important that we respond with caring curiosity and engage in ways that feel safe and build trust.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows. Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs. Some level of emotional abuse is present in all types of abuse or neglect, but it can also occur on its own and needs to be recognised and responded to.

Below are signs and indicators particularly associated with different categories of harm and abuse:

Physical harm and abuse:

- visible injuries and bruising.
- unexplained cuts, marks or scars.
- loss of hair in clumps
- injuries that don't match the explanation given.
- getting injured often
- unexplained falls
- subdued or changed behaviour
- changes in weight, being excessively under or overweight or malnourished.
- failing to get medical treatment or changing doctors often.

Emotional harm and abuse:

- low self-esteem
- attachment issues
- depression
- self-harm
- eating disorders
- signs of distress, tearfulness or anger
- reluctance to be alone with a particular person
- seeming detached from others
- fear of making mistakes
- difficulty controlling strong emotions

Neglect:

- lower than expected level of personal hygiene e.g. appearing smelly or dirty
- living in an unsuitable home environment e.g. having no heating
- inappropriate or inadequate clothing
- being hungry or showing signs of malnutrition
- having frequent and untreated medical issues or an accumulation of untaken medication.
- body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- poor language or social skills
- being left alone for a long time
- being withdrawn, depressed or anxious
- tiredness or finding it hard to concentrate or take part in activities
- self-soothing behaviours such as drug or alcohol misuse and self-harm.
- poor school attendance or performance

Sexual harm and abuse:

- physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- bleeding, pain or itching in the genital area or when walking or sitting.
- sexually transmitted diseases or infections.
- pregnancy in a woman who is unable to consent to sex.
- reluctance to be with a particular person
- uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.

Self-harming:

- poor concentration, withdrawal, sleep disturbance.
- excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.
- visible injuries or trying to hide unexplained marks or scars.

APPENDIX 4: Practice Guidelines

All organisations working with children and adults have a duty of care to safeguard and promote their well-being. Agreeing ways of working and communicating safely will help **HOPE Aylesbury** workers and volunteers keep themselves and those they are working with and for, safe.

HOPE Aylesbury will promote and follow safe working practices that enable **HOPE Aylesbury** workers and volunteers to run activities safely, develop healthy relationships and minimise the risk of unfounded allegations.

All **HOPE Aylesbury** workers and volunteers will be recruited following our safer recruitment process and will receive relevant safeguarding training as part of their induction. They will receive a copy of **HOPE Aylesbury** safeguarding policy and be familiar with how it relates to their role.

All **HOPE Aylesbury** workers and volunteers are to:

- Be aware that they have a legal and moral duty of care towards those they work with.
- Treat those they are caring for with respect and dignity.
- Take reasonable steps to ensure the safety and wellbeing of those they have responsibility for.
- Know how to communicate safely and effectively with those they come in contact with.
- Demonstrate competence and integrity.
- Understand and acknowledge the responsibilities and position of trust their role gives them.
- Expect to be treated fairly and to work in a safe environment and culture.

Forms available on request

To help promote and engage safe practices, the following forms have been provided for consistency. If you are unsure how to complete any of these forms, please speak to **HOPE Aylesbury's** DSL or another member of the safeguarding team.

- form-general-information-and-consent-form.doc
- form_activity-risk-assessment-template.docx
- form-accident-incident-form.doc

APPENDIX 5: Code of Conduct

HOPE Aylesbury behaviour code for working with children and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all **HOPE Aylesbury** workers (staff and volunteers).

The code of conduct aims to help protect children and adults at risk of harm from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children or adults at risk of harm, you are acting in a position of trust for **HOPE Aylesbury**. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and take action immediately

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches **HOPE Aylesbury** social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances

- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave **HOPE Aylesbury**. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the **HOPE Aylesbury** safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

APPENDIX 6: Whistleblowing Policy

HOPE Aylesbury Whistleblowing Policy

Introduction

By actively developing a healthy culture of openness **HOPE Aylesbury** wants to encourage volunteers and employees to raise issues which concern them at **HOPE Aylesbury**. As an organisation we want to observe high standards of business and personal ethics within the conduct of all duties and responsibilities. A healthy culture is one where we practice honesty and integrity in fulfilling our responsibilities and we comply with all applicable laws and regulations. **HOPE Aylesbury**'s understanding of a healthy culture is one that is based on our Statement of Faith and our Community Standards. We endeavour to train our all workers and volunteers in Whistleblowing law and the organisation's policies.

Whistleblowing definition:

According to ACAS, Whistleblowing constitutes:

"By law, there are several issues you can whistle blow about. These are called 'qualifying disclosures'.

Qualifying disclosures include:

- *a criminal offence – for example, an employer has been trying to bribe people*
- *the breach of a legal obligation by an organisation – for example, an employer has neglected their duty of care towards children in a care home*
- *a miscarriage of justice – for example, a member of staff has been dismissed for something that turned out to be a computer error*
- *someone's health and safety being in danger – for example, an employer has forced staff to serve contaminated food*
- *damage to the environment – for example, an employer has been regularly polluting local rivers*

You can also whistle blow about someone trying to cover up information about any of these issues."

Personal grievances (E.G. bullying, harassment, discrimination) are not covered by whistleblowing law, unless it is in the public's interest. These would be addressed through the complaint's procedure.

How does the whistleblowing process work?

- If an employee or volunteer is concerned about any form of malpractice, they should normally first raise the issue with their line manager. This can be done at any time, either verbally or in writing.

- If they feel they cannot tell their line manager, for whatever reason (e.g. the malpractice issue the employee wishes to raise may involve their line manager or a person who is a friend of the line manager/the matter is so serious it should be brought to the attention of senior leadership) they should raise the issue with their line manager's manager; a prescribed person or their third party manager.
- If the employee or volunteer feels they cannot raise it with any of the above, they can raise the malpractice issue with the Compliance Officer/nominated person or the leadership team/trustees.
- The whistleblower does not need to provide evidence to support their concern.
- You can whistle blow anonymously (using the organisation's process); however, **HOPE Aylesbury** might not be able to take the claim any further, if there isn't enough information to follow.

Our Response

- After an employee or volunteer has raised a concern, **HOPE Aylesbury** will decide how to respond in a responsible and appropriate manner. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised. External investigators may be brought in where necessary. **HOPE Aylesbury** will endeavour to complete investigations within a reasonable time, which will be communicated at each stage of the investigation.
- **HOPE Aylesbury** will keep the whistleblowing employee or volunteer informed of the progress of the investigation carried out and when it is completed. **HOPE Aylesbury** will not be able to inform them of any matters which would infringe the duty of confidentiality owed to others; however, **HOPE Aylesbury** will take reasonable steps to maintain the confidentiality of the whistleblower, where requested (unless required by law to break that confidentiality).
- If the whistleblower is anonymous, **HOPE Aylesbury** cannot guarantee feedback can be given and the action of looking into a concern could be limited.
- Employees or volunteers will not be opening themselves up to detrimental treatment, retribution or risking their job security by whistleblowing, and all staff have organisational protection if they raise concerns in the right way. Any person who victimises a bona fide whistleblower will be liable to disciplinary action and liable to an employment tribunal claim (which may include liability for unlimited damages) brought by the whistleblower against them personally. To ensure the protection of all our employees or volunteers, those who maliciously make an allegation, that they do not reasonably believe to be true and/or made in the public interest, may also be liable to disciplinary action.

If you are not happy with how **HOPE Aylesbury** handled the whistleblowing, you can contact:

[Protect - Speak up stop harm - Whistleblowing Homepage](#)

[Work and employment law advice | Acas](#)

Government's guidance on Whistleblowing:

[Whistleblowing for employees: What is a whistleblower - GOV.UK](#) (England / Wales / Scotland)

[Whistleblowing - mygov.scot](#) (Scotland)

[Blowing the whistle on workplace wrongdoing | nidirect](#) (Northern Ireland)

[Written Statement - Whistleblowing \(17 April 2013\) | GOV.WALES](#) (Wales)

[What someone can whistleblow about - Whistleblowing at work - Acas](#)

NSPCC whistleblowing line on 0800 028 0285 or email help@nspcc.org.uk.

APPENDIX 7: Record of Concern

Form 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Signature:		Role/Job title:
Other members of the household:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Lead: _____ (to be filled in by Safeguarding Lead)		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Lead without delay

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body **HOPE Aylesbury** is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children, 2018 and the Care Act, 2014. (Refer to **HOPE Aylesbury's** safeguarding policy at this point too).

2. Essential principles of recording the information received/disclosed/observed:

Remember:

- a. do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child or adult at risk of harm can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from **HOPE Aylesbury** safeguarding lead, CBA safeguarding lead or thirtyone:eight at this stage.
 4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
 5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
 6. ***Passing information to the Safeguarding Lead*** – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within **HOPE Aylesbury** and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between **HOPE Aylesbury** and external agencies.

Form 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :				
Initial Assessment of concern following advice ²					
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Lead:		Signature:	

OVERVIEW OF ACTIONS³:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by HOPE Aylesbury (this can include monitoring)- include dates
1.				

Guidance notes for Form 2 (safeguarding lead only)

Following are some helpful pointers in completing the above form(s)

- 1. Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
- 2. Initial assessment-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CBA/CEOP etc), what are the concerns categorised as?
- 3. Overview of actions -** Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.