

Buttle UK Safeguarding Policy

August 2025

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Document review and approvals

Reviewed by: Kamna Muralidharan	Role: DSL
Previous Review Date: August 2025	Next scheduled review: March 2026
Interim Designated Safeguarding Lead: Joseph Howes Tel: 07710716901 Email: josephh@buttleuk.org	
Designated Safeguarding Officers: <ul style="list-style-type: none"> • Charlotte Robey-Turner: charlottert@buttleuk.org.uk; 07873 705 568 • Jessie Adams: jessiea@buttleuk.org; 07563 029 210 (maternity leave from July 2025) • Katie Wood: katiew@buttleuk.org; 07739 643 431 (maternity leave till Oct 2025) • Sophie Lee: sophiel@buttleuk.org; 07999 949600 (from June 2025) 	
Safeguarding Lead Trustee: Tim Manly Email: timm@buttleuk.org	

Changes to policy since last review: Safeguarding contacts updated in Mar 2025. Updated to include expectations on engagement with young people on Buttle UK channels and personal social media channels.

1. Statement of Policy

Protecting and safeguarding all those who come into contact with us through our work (including children, young people and adults at risk) from abuse and mistreatment of any kind is a priority for Buttle UK and its Trustees. This includes:

- children, young people and adults who benefit from our work
- employees
- volunteers (including Trustees) and
- other people who come into contact with us through our work

Buttle UK's Trustees wish to promote a fair, open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.

This policy, and associated procedures, upholds Buttle UK's duties and reinforces our values and responsibilities in ensuring we provide a safe and responsive environment which safeguards children and adults at risk. Whilst this policy is largely informed by English legislation¹ and guidance, our Code of Conduct for employees and volunteers in Appendix A demonstrates compliance with UK legislation and other four nations' policy guidance, research and good practice. This policy applies to all employees and volunteers, including the Board of Trustees, agency employees, students, or anyone working on behalf of Buttle UK.

2. Purpose

Buttle UK is a charity dedicated to helping children and young people in the UK who have experienced crisis, live in financial hardship and are dealing with multiple challenging social issues. We provide support designed to improve emotional, educational and social outcomes through our Chances for Children grants and, for some children whose home environment is particularly disruptive and chaotic, grants which allow them to go to boarding school.

To ensure accountability to children and young people we support a young person's panel and regularly run events and research that include parents, children and young people we have supported.

Our work means we have contact with children, young people and vulnerable adults who have often been through significant abuse and trauma. They will usually, but not always, have a professional working with them. Our safeguarding approach acknowledges that support - **we do not duplicate safeguarding work being undertaken by an appropriate agency or professional**. However, we always need

¹ Each year around 80% of Buttle UK's funding and activity is in England.

to be alert in our work and contact with young people and vulnerable adults to safeguarding issues and risks.

The purpose of this policy statement is:

- to support children and young people who receive Buttle UK's grants and protect them from harm
- to protect children, vulnerable adults and young people that we come into contact with through our work
- to provide staff and volunteers, as well as children, young people, adults and their families, with the overarching principles that guide our approach to safeguarding

This policy provides clear procedures on what to do if you have a safeguarding concern, how to manage, respond and refer concerns, and where to go for help and support. This applies to all employees and volunteers across all parts of the charity.

3. Definitions

3.1 Types of Abuse

The Care Act, 2014 and Working Together to Safeguard Children 2023 (a guide to multi agency working to safeguard and promote the welfare of children), as well as other UK sources (outlined in Page 12), outline categories of abuse, which include but are not restricted to:

- Discriminatory
- Domestic violence
- Financial or material
- Organisational
- Modern slavery
- Neglect/acts of omission /self-neglect
- Physical
- Psychological/emotional
- Sexual
- Cyber abuse

3.2 People at risk of abuse

Child: Any person under the age of 18 years (16 years in Scotland)

Adult at risk: An adult who

- has needs for care and support (whether or not the local authority is meeting any of those needs), and

- is experiencing, or at risk of, abuse or neglect, and
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect. (Care Act 2014, England).

3.3 Safeguarding and child protection

Safeguarding: In its simplest terms safeguarding can be defined as ‘keeping children and adults at risk safe from harm’. It is a broad term that can refer to things such as road safety and playground safety, as well as specific abuse.

Child protection: Is part of safeguarding and refers to the activity undertaken to protect children and young people. It focuses on specific types of abuse and our response to its occurrence.

Safeguarding Children: Safeguarding children duties apply to any charity such as Buttle UK working with, or coming into contact with, anyone under the age of 18. The Charity Commission recommends charities use resources and follow standards from the NSPCC for safeguarding children. Safeguarding children means to:

- protect children from abuse and maltreatment
- prevent harm to children’s health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes
- in England follow Working Together to Safeguard Children 2023

4. Our approach to safeguarding

4.1 Safeguarding Group, Roles and Responsibilities

The Board of Trustees have oversight of how safeguarding and protecting people from harm are managed within Buttle UK.² Within the organisation we have:

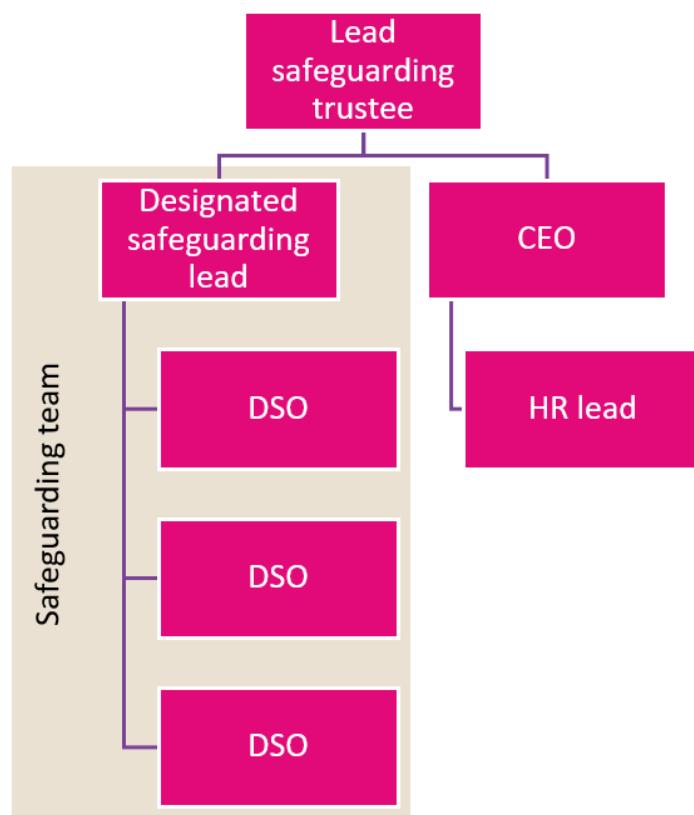
- A Safeguarding Trustee. Whilst safeguarding is the responsibility of all Trustees, they work closely with the CEO and DSL to oversee our safeguarding.
- Our CEO. The CEO ensures that the policy is being implemented across the staff team and trustees and that safeguarding is resourced properly.
- A Designated Safeguarding Lead (DSL). The DSL liaises with the board and leads on safeguarding across the organisation, providing support and guidance to the Designated Safeguarding Officers in dealing with difficult or urgent concerns or allegations regarding staff or volunteers. They ensure policies and procedures are complied with, reviewed, and updated, in liaison with the Board of Trustees, particularly the lead trustee for Safeguarding.

²<https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/safeguarding-law/legal-duties-charities/trustees/>

- Three Designated Safeguarding Officers (DSOs) who are the first point of contact for staff and provide advice and support to employees and volunteers about all elements of safeguarding, oversee investigations into allegations and concerns of abuse, and ensure compliance with policies and procedures. The Designated Safeguarding Officers liaise with and seek advice from the Designated Safeguarding Lead and external agencies, as required. The DSOs and DSL make up an internal Safeguarding team.
- The Human Resource lead (HR), who is responsible for consultation and advice in relation to the implementation of safeguarding issues in safer recruitment and employment, disciplinary, or grievance procedures.

All safeguarding roles are completed alongside each staff member's core role.

Safeguarding staffing structure:



4.2. Safeguarding Code of Conduct

All staff are asked to follow the Safeguarding Code of Conduct (Appendix A), to help protect the integrity of themselves and the organisation. This information forms part of the mandatory safeguarding induction module.

4.3 Safer Recruitment of Employees and Volunteers (including Trustees)

The recruitment of all staff and volunteers follows safer recruitment principles including, but not limited to, obtaining suitable references, providing evidence of identity and the successful completion of pre engagement/ appointment checks prior to joining. This includes criminal records checks appropriate to the level of contact with children or vulnerable people in an individual's role.

Staff (and volunteers, where appropriate) in England and Wales will be added to the DBS Update Service and their profile checked annually in line with regular reviews of Buttle UK's safeguarding procedures, and/or when they change roles to one which carries a new Safeguarding Level. Staff and relevant volunteers in Northern Ireland and Scotland will have their criminal record check renewed every three years and/or when they change roles to one which carries a new Safeguarding Level.

In England and Wales, criminal background checks are carried out by the Disclosure and Barring Service (DBS), in Northern Ireland by AccessNI, and in Scotland by Disclosure Scotland. Requesting a full criminal background check for a role that is not eligible is unlawful. Buttle UK will only carry out the appropriate level of criminal background checks on successful applicants, for employee and volunteer roles, where it can be clearly demonstrated that such a check is justified under the relevant national law.

4.3 Learning and development

All employees and volunteers will be made aware of their role in supporting Buttle UK's safeguarding responsibilities. There are different levels of training provided which are relevant to different roles and responsibilities.

All staff and representatives must complete their Safeguarding Induction Training within four weeks of commencing their role, in addition to other training relevant to their role and within appropriate timescales, as stipulated by Buttle UK. Refresher training must be completed by all staff every year. The Safeguarding team will lead safeguarding conversations during the year.

4.4 Safer activities and events

All staff will be supported to embed safeguarding into planning for all face to face and online events and activities that include children, young people and adults we have supported. This includes taking a standard approach to risk assessments using our **templates** (for both individuals and groups), and planning and putting in place mitigations and appropriate actions. The DSL will sign off all risk assessments and in their absence, a DSO.

4.5 E-safety and Social Media

All employees and volunteers are asked to exercise personal responsibility and maximise safety, in line with Buttle UK's Communications Policy; Social Media Policy Guidelines and Use of IT Policy when accessing Buttle UK's IT and Social Media.

The use of electronic media should always be within the context of a planned and supervised piece of work, consistent with Buttle UK's Safeguarding Code of Conduct.

Employees and volunteers are required to gain permission from their relevant line manager on taking and storing digital or film images, and gain appropriate consents using Buttle UK's forms for all images of children held and used (including when commissioned from an external photographer).

All forms of social media and internet postings must be moderated appropriately.

Personal Social Media

To maintain professional boundaries and ensure the safety of all children and young people, Buttle UK staff must not connect with young people or their families on personal social media platforms (e.g., Facebook, Instagram, TikTok, Snapchat). This includes accepting friend requests, following, or engaging in direct messaging outside of official, monitored channels. Any contact with young people should always occur through approved organisational platforms and processes.

Engaging with Young People on Professional Platforms:

Buttle UK values the vital contributions of our Young Advisors and acknowledges that engagement may occur on professional platforms (e.g., LinkedIn) or through official, monitored communication channels. When connecting with Young Advisors on such professional platforms, staff must:

- **Maintain Professional Boundaries:** Interactions must remain strictly professional, focused on the advisory role and Buttle UK's work.
- **Transparency:** Be transparent about the purpose of any connection and ensure it is always in the context of their advisory role.
- **Official Channels First:** Prioritise communication through official Buttle UK channels wherever possible.
- **Report Concerns:** Immediately report any communication that feels inappropriate, crosses boundaries, or raises safeguarding concerns to the Designated Safeguarding Lead (DSL).

More information on Buttle UK's official communication channels can be found in the [social media policy](#).

4.6 Co-production participants

We work closely with young people and families we have supported through our co-production activities. This policy applies to that activity but as it's face to face and potentially carries higher risk of disclosure or issues arising, we also ask each participant to sign up to a Co-Production Code of Conduct, which includes safeguarding behaviours and processes in line with this policy.

4.7 Suppliers and contractors (not referral agencies and boarding schools)

All contractors and suppliers will be given a copy of our Safeguarding Policy to consider. All contractors delivering projects for us will be required to agree to comply with the policy as part of the terms of their contract.

Before completing agreements we will undertake appropriate due diligence to assess a supplier or partner's ability to mitigate safeguarding risks in their work. The due diligence will be proportional to the scale of delivery and risk and may include:

- Interviews and meetings to discuss safeguarding
- Reviewing copies of relevant documents such as their own safeguarding policy or code of conduct
- Self-audit tools or questionnaires
- Internal audit reports
- Monitoring visits
- 360 review with partners or funders to share insights and capture references or testimonials

We will record the process and communication relating to the due diligence to seek assurance about how an organisation's delivery does not put any child or adult at risk of harm. We will also assess how equipped they are to respond to any concerns or incidents if they were to arise.

5. Recording and reporting concerns

At Buttle UK we work in partnership with referral agencies and schools who are frontline specialists with safeguarding policies and structures of their own. Every referral organisation or boarding school we work with must have an up to date safeguarding policy. Usually, it is clear from an application or update that the agency or school we are working with is already addressing safeguarding issues.

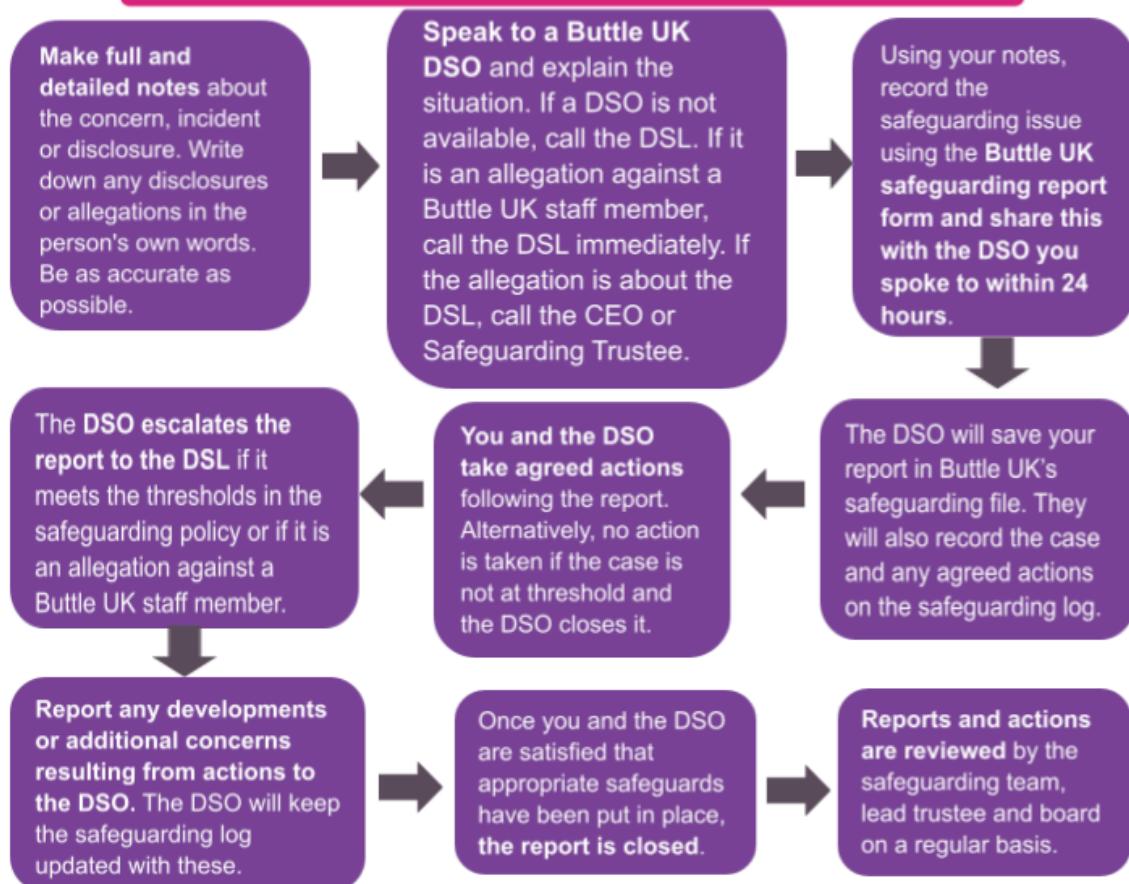
Buttle UK staff should record and report new or worsening concerns as they arise, if a disclosure is made directly to us or if we are concerned that appropriate action is not being taken.

Where staff have potential evidence of any safeguarding concern, they must take the following actions on the same day:

- Record the concerns in full.
- Alert Buttle UK DSO and their own line manager (for information and to ensure that managers are able to offer staff support as needed).
- Complete the **Buttle UK Safeguarding Report Form** immediately (available in the Safeguarding folder in the Staff Gateway) and no later than one working day after concern identified.
- A DSO will discuss and record agreed actions and interventions with the staff member.

Individual employees and volunteers must never investigate an allegation or concern unless appointed to do so by the DSL.

If a child, young person or adult is in immediate danger, call 999.



5.1 Responding to a safeguarding concern

RECOGNISE - be able to recognise the signs of abuse		STEPS 1 - 8 SHOULD BE FOLLOWED BY ALL
1	If the child/adult is at immediate risk of harm, refer immediately to the police by calling 999, or NSPCC helpline on 0800 800 5000, unless doing so would put you or others at risk. See section 5.2 below for out of hours services.	
2	If in person, always offer reassurance, listen to and take seriously what is being said. Never promise to keep secrets or be persuaded by the individual or the family not to take action if you are worried that the individual is being harmed or is at risk of harm. Ensure your own safety – leave the situation if you are at risk of harm and then phone emergency services.	
RECORD		

3	<p>If needed, use open questions to help understand the concern.</p> <p>Think TED: Ask them to tell, explain and describe the concern</p>	<p>STAFF REPORTING CONCERNS</p>
4	<p>Explain the process (where possible) to the child/adult: that you will need to pass this information on, whom you'll pass it on to, the reasons why, and possible actions, e.g. it may lead to a referral to social services.</p>	
5	<p>Immediately make full and detailed notes about the concern, incident or disclosure. Write them down in the person's own words. Be as accurate as possible.</p>	
<p>REPORT</p>		
6	<p>Contact a DSO and your Line Manager to inform them that you are making a safeguarding report.</p>	
7	<p>Complete the Safeguarding report form, Appendix B (also available as a template on the Staff Gateway), as soon as possible after receiving the information. Ideally, within an hour and no later than one working day after the concern has been identified. The report should include the date, time, words spoken, injuries noticed/disclosed, and a brief outline of the concern or incident.</p> <p>It may be necessary to undertake some enquiries, including; full name, age, mobile number, email address, and any involvement with Buttle UK's work. Make sure your report is detailed, accurate and impartial throughout and you distinguish between factual information and your opinion.</p> <p>It is not your job to investigate or verify what is being said, or to examine the child/adult; this is the statutory responsibility of the local authority/child protection services and/or the police.</p>	
8	<p>Send the completed form to a DSO. The DSO will review all details of the case and make an assessment of whether further action must be taken. They may also contact the DSL, wider Safeguarding Team and external agencies for further information and advice. If it does not meet the threshold for action, it will be closed.</p>	
<p>REFER</p>		

9	If action is needed, the DSO will discuss this with the person who raised the concern. Action could involve signposting to other support. If a referral needs to be made to a child/adult protection agency, the DSO will do this as soon as possible and within 24 hours (within working days). They will follow up any referrals within three days if they do not hear from the agency	STEPS 9 - 14 ARE LED BY THE SAFE- GUARDING TEAM
10	The DSO will update the safeguarding log with details of the report and any actions taken. If a decision is made that no further action is needed, the DSO will discuss this with the person raising the concern.	
11	If the concern is about a staff member from an external agency, we will report directly to the relevant LADO in England and Wales; to the police or Gateway Services in Northern Ireland; or to the appropriate social services team in Scotland.	
12	The Buttle UK staff member will keep the DSO updated on any developments they learn about, respecting confidentiality. The DSO will keep the member of staff informed about any outcomes from any referrals to child/adult protection agencies.	
13	If the case escalates and it seems that the person is at increased risk, the DSO must immediately contact the appropriate services. This might be the police or the local safeguarding team.	
14	If the incident is categorised as a “Serious Incident”, as defined in Buttle UK’s Serious Incidents Reporting Policy, the incident must be reported in accordance with the process laid out in that policy.	

The person reporting the concern can request an update on the outcome from the Designated Safeguarding Officer. If they are not satisfied by the actions taken, they can raise this with the Designated Safeguarding Lead, who will look into the matter further.

14. 5.2 Out of Hours Services

- 1) If a child or adult is at immediate risk of harm refer immediately to the police by calling 999.
- 2) Call the Local Authority Children’s Safeguarding Board Out of Hours number. This should be the Local Authority where the child or family live. These numbers can be found by searching online.

2) Contact your DSO / line manager as soon as possible, to inform them that you are making a safeguarding report. Then follow the process set out in 5.1.

6. Investigating allegations of abuse

Where the Safeguarding Team decides that the allegations need to be investigated, the issue will be notified to the appropriate local authority, health and social care trust and/or the police. All enquiries will be managed within local authority relevant Safeguarding Boards, trust or police procedures, in line with legal and statutory guidance.

Buttle UK staff may be asked to cooperate as required with any external protection agencies, enquiries or investigations.

6.1 Allegations of Abuse made against Buttle UK Staff and Volunteers

We will undertake an investigation where a Buttle UK employee or volunteer is alleged to have abused someone or caused harm. The respective line manager and DSL will discuss the allegation with HR and will make a decision about whether the allegation needs to be reported to the police and the Local Authority Designated Officer (LADO) or Welsh, Scottish or Northern Irish equivalent, who will guide any investigation.

A decision must be made in consultation with external agencies (where appropriate) and with HR as to whether the employee or volunteer is able to continue in their normal duties, or whether adjustments should be made to their work to protect them and/or others. This is in order to allow an investigation to be carried out as quickly as possible, while minimising risk. The DSL will:

- take guidance from the police and/or local authority about any internal investigation required
- advise the individual on the investigative process
- and appoint an appropriate person to carry out any investigation.

If the concern is about the DSL then the CEO and Trustee for Safeguarding will lead the investigation. Any adjustment and/or investigation will be carried out under the employee disciplinary policy and procedure. All staff who are alleged to have abused someone will be signposted to agencies that can provide support until any investigation is concluded.

7. Support for employees and volunteers

All employees have access to an Employment Assistance Programme (EAP), provided by the external agency, BUPA. This is a 24 hour specialist service designed to offer confidential information and support across a number of topics. We also have Mental Health First-Aiders and personal budgets for self-development activities.

Certain Buttle UK roles, i.e. Grants, Co-Production and Evaluation, may have increased risk of physical, psychological, and emotional harm, as these roles deal

directly with children and young people or with sensitive and challenging situations, information and issues. Buttle UK has a duty to ensure that all employees in such roles have access to regular supervision, additional safeguarding or personal safety training and the opportunity to discuss their own wellbeing. Our Health and Safety Policy and Serious Incident Reporting Policy ensure we have arrangements in place to prevent, where possible, violence and aggression, harassment or discrimination occurring whilst working or volunteering, and to take action where necessary to deal with any incidents.

All roles must be assessed during annual appraisal by the line manager to ensure that support and appropriate training are put in place. This might include Personal Safety Training and Clinical Supervision.

7.1 Lone Working

Buttle UK has a Lone Working Policy, which provides guidance and information about issues relating to lone working. Individuals working alone may be more vulnerable to allegations of abuse and therefore must adhere to safer working practice within the Lone Working Policy. It is recognised that an increase in home and hybrid working patterns may also present some challenges. Employees will be provided with regular support from their line manager and also have access to the Wellbeing resources provided by Buttle UK.

7.2 Advice and Support

Further advice and support on safeguarding can be obtained by contacting a member of the Safeguarding Team. If you need further advice or support in your role then please speak to your line manager or HR.

8. Confidentiality

All documentation relating to incidents or allegations of people being harmed, or placed at risk of harm, will be kept and treated confidentially and in accordance with the Data Protection Act 2018 (DPA) and General Data Protection Regulations. This includes information from Safeguarding Report Forms, individual details, and outcomes of all investigations. Only those people who need to know about an incident will be kept informed. All personal data will be managed in accordance with Buttle UK's Data Protection Policy.

The minimum relevant information will be stored within a restricted access folder on the server and managed by the Safeguarding Team.

9. Complaints about safeguarding actions

If, for any reason, an employee or volunteer feels they cannot raise issues via a member of the Safeguarding Team or their line manager, then they should contact the Lead Trustee for Safeguarding. No individual should feel that they cannot report a concern. All complaints will be treated seriously, fairly and impartially. The Trustees available in such cases are:

- Safeguarding Lead Trustee: Tim Manly (Timm@buttleuk.org)

- Chair of the Board of Trustees: Peter Orlov (Petero@buttleuk.org)

Any complaint about the way Buttle UK has handled a safeguarding issue will be logged and addressed by the Safeguarding Team. If the complaint concerns sensitive or confidential information, or information which is the subject of an ongoing investigation, it may be referred to the DSL who will discuss with the relevant people and respond to the complaint as appropriate having established the facts.

11. Related Policies and External Guidance

Buttle UK policies:

- Safeguarding Code of Conduct
- Disciplinary Policy and Procedure for Employees
- Lone Working Policy
- Gifts in Kind Policy
- Complaints Policies
- Fundraising and Vulnerable People Policy
- Whistleblowing policy
- Serious Incident Reporting Policy (new in 2024)
- Communications Policy; Social Media Policy Guidelines
- Use of IT Policy
- Allegations against Staff
- Co-production Code of Conduct
- Safer Recruitment Policy

External guidance and legislation

- Charity Commission Safeguarding and protecting people for charities and trustees (October 2019)
- NCVO - Safeguarding
<https://www.ncvo.org.uk/help-and-guidance/safeguarding/>
- NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/>

England	Children - The Children Act 1989, the Children Act 2004 and the Children and Social Work Act 2017, Working Together to Safeguard Children, a guide to multi- agency working to safeguard and promote the welfare of children, 2023
	Vulnerable adults - The Care Act, 2014
Advice	https://www.gov.uk/government/publications/working-together-to-safeguard-children--2 (updated annually)
Northern Ireland	Children - The Children (Northern Ireland) Order 1995 The Children's Services Co-operation Act (Northern Ireland) 2015
	Vulnerable adults - Adult Safeguarding Policy for Northern Ireland, Adult Safeguarding: Prevention and Protection in Partnership'
Advice	https://www.safeguardingni.org/
Scotland	Children - National guidance for child protection in Scotland, Children and Young People (Scotland) Act 2014
	Vulnerable adults – The Adult Support and Protection (Scotland) Act, 2007
Advice	https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/documents/ https://www.gov.scot/publications/adult-support-protection-scotland-act-2007-code-practice-2/pages/3/
Wales	Children and adults - The Social Services and Wellbeing (Wales) Act 2014 , Safeguarding guidance (Welsh Government, 2021)
Advice	https://safeguarding.wales/en/

APPENDIX A

Safeguarding Code of Conduct For Employees and Volunteers

Buttle UK believes that all staff and volunteers should work together to safeguard and promote the welfare of children and adults at risk. This code of conduct forms part of the agreement for all paid and unpaid roles.

This code of conduct is designed to:

- safeguard children and adults at risk involved in any activity
- assist employees and volunteers to identify appropriate behaviour as they carry out their role
- enable employees and volunteers to raise concerns without fear of recrimination

Buttle UK promises to:

- support any employee or volunteer who raises a concern
- take all reports seriously and follow up according to internal procedures
- provide appropriate training and guidance to all employees and volunteers
- investigate any breach of this code of conduct and take appropriate action

All employees and volunteers must:

- report any incidents or concerns that cause you to believe that a child or adult is, or is likely to be, at risk of harm to a Safeguarding Lead. In the case of emergencies, report directly to the police
- remember not to investigate the matter any further yourself, and don't promise to keep any disclosure of abuse a secret
- be respectful towards your peers, volunteers and staff. Treat them how you would want to be treated yourself
- be aware of changes in behaviour and inappropriate conduct in other workers and report if necessary
- disclose any criminal record, caution, reprimand or warning - whether received prior to, or during the course of your role with Buttle UK

All employees and volunteers must not:

- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children, adults, volunteers or employees
- behave or communicate with children or adults in ways which seek to build inappropriate relationships which may put them at risk
- give special rewards or privileges in an attempt to build inappropriate relationships with children or adults
- engage in, or attempt to engage in, abusive or inappropriate relationships with children or adults, including the use of suggestive conversations, comments, texting or emails
- make, look at, or possess indecent images of children or illegal images of adults
- carry out your role whilst adversely affected by alcohol, solvents or drugs
- encourage or assist others to break the law in any way
- use a relationship with a donor or their family, for personal gain

APPENDIX B

Safeguarding report form

Use this form if you:

- have a **concern about a child, young person or adult** in need or at risk of harm
- **witness a safeguarding incident or receive a disclosure** from a child, young person or adult.
- **receive an allegation or have a concern about a paid or unpaid professional** who may pose a risk to a child, young person or another adult.

If a child, young person or adult is in immediate danger, call 999.

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per Buttle UK's safeguarding procedure that can be found here [Buttle UK Safeguarding Procedure](#)

Details of person completing form		
Name and Role of person completing form:		
Date form completed:		
Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns. <i>Please provide name and contact details</i>	
Details of child, young person or adult at risk		
Name:		
Grant reference (if applicable):		
Date of Birth:		
Address:		
Contact number:		
Parent/Carer details		
Name:		
Address (if different from above):		

Contact Number:	
Email address:	
Is the parent/carer aware of the incident? If yes, please provide details. If not, why not?	
Details of the Incident/Concern	
Date and time:	
Location of incident:	
Description of incident: <i>Include relevant information such as allegations made; what happened and how it happened; description of injuries sustained (if any); behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay.</i>	
Details of any witnesses:	

DSL/DSO to complete - Actions taken	
Date and time DSL/DSO notified of incident.	
Are Buttle UK aware of any previous safeguarding concerns/incidents for this child family? <i>Review safeguarding log/Database record/ Co-production CRM</i>	
If applicable, and safe to do so, have the concerns and next steps been discussed with parent/carer? Provide details of conversation. <i>N:B The parent or carer should be informed that a Referral is being made, unless to do so would place a child or vulnerable adult at increased risk of harm.</i>	

DSL/DSO comments: <i>To include further action taken; external agency involvement; referrals made; follow up actions required.</i>			
External agency Referral/contact (tick box where relevant)			
Social care	Police	LADO	Other agency/professional
Outcome of referral:			

Signed By DSL/DSO:	Name:	Date:
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