



**PRIDE
IN HULL**

Safeguarding Policy

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Safeguarding Policy

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1. Statement of Intent

Pride in Hull recognises that protecting and safeguarding children, young people and adults at risk is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. All children, young people & adults, especially some of the most vulnerable and those at greatest risk of social exclusion, will need coordinated help from health, education and social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding those at risk.

Pride in Hull has a responsibility to protect and safeguard the welfare of children, young people & adults they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity. Pride in Hull has a structure of who to go to in the event of a safeguarding issue as explained in Appendix 1.

Pride in Hull will aim to protect and safeguard children, young people & adults by:

- ensuring that all new volunteers read and sign the safeguarding policy as part of their induction & are given a copy for their records. Expectations of members in regard to the policy will be discussed as part of the induction to their role.
- having a safeguarding policy and procedure and regularly reviewing and updating this in line with national and local policy developments.
- ensuring the policy is reviewed annually using a diary system to ensure review dates are clear and maintained. In addition, should an incident occur the policy will be reviewed at that time to ensure it is robust and comprehensive and fit for purpose for the charity and its staff at that time. In the event of amendments all volunteers will be informed.
- ensuring that a copy of the policy is kept available for events as well as a copy stored electronically by Pride in Hull as well as on the website.
- ensuring that volunteers are encouraged to undertake Safeguarding Children and Safeguarding Adult training where it is appropriate.
- maintaining a record of all volunteer and trustee's DBS expiry dates.
- ensuring that Pride in Hull has an overarching Safeguarding Trustee that all volunteers are aware of the named person and the process of reporting concerns to them.

- assessing the risk that children, young people & adults may encounter and taking steps to minimise and manage this. All Pride in Hull events are risk assessed and written documentation supports this. Risk assessment is completed for all locations and documentation kept on file. Incident forms are included in the event that a problem arises.
- ensuring that the safeguarding policy and procedures are made available to parents via the website [WEBSITE](#) or on request.
- letting volunteer, parents, carers, children and young people know how to report concerns about a child, young person, adult and volunteer complain about anything that they are not happy about.
- giving adults, children, young people, parents and carers information about what Pride in Hull does and what you can expect via promotional literature and website.

2. National and Local Guidance

This safeguarding policy and procedure should be read in conjunction with Local Safeguarding Children Partnerships (LSCP) and Safeguarding Adult Board (SAB) Guidelines and Procedures.

In accordance with the Children Act 2004 and the Care Act 2014, it is a statutory responsibility for key agencies coming into contact with adults, children and young people, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004) and adults at risk. Where private or charity's come into contact with or offer services to adults and children they should, as a matter of good practice, take account of this guidance and follow it as far as possible.

The following national guidance should also be referred to:

- The Children Act (1989)
- The Children Act (2004)
- The Care Act (2014)
- The Mental Capacity Act (2005)
- Working Together to Safeguard Children: A Guide to Inter-Agency Working To Safeguard and Promote the Welfare of Children (HM Government 2018).
- Human Rights Act 1998

- Criminal Justice & Court Services Act 2000
- The Protection of Children Act 1999
- The Sexual Offences Act 2003
- What to Do If You're Worried A Child Is Being Abused (Department of Health, Home Office, Department for Education & Skills, the Lord Chancellor's Department, the Office of the Deputy Prime Minister & the Department for Culture, Media & Sport 2006)
- Safeguarding Vulnerable Groups Act 2006
- AMA Guidance for Safer Working Practice for Adults who Work with Children and Young People (2007).

3. Safeguarding & Promoting Welfare Child/Adult Protection

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment.
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

The Care Act 2014 states that safeguarding duties apply to 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 is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

- ***Child Protection***

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential to safeguard and promote the welfare of children.

- ***Children in Need***

Children who are defined as ‘in need’, under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services. This includes those children with a disability. Local authorities have a duty to safeguard and promote the welfare of children in need (Working Together, HM Government 2010: page 35, paragraph 1.25).

- ***Significant Harm***

Some children are in need because they are suffering, or likely to suffer, significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child, and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm (Working Together, HM Government 2018).

- ***Age***

Child refers to anyone under the age of 18. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/ her status or entitlements to services or protection.

4. What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

- **PHYSICAL ABUSE:**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Working Together, HM Government 2018).

- **EMOTIONAL ABUSE:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their

views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including online bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone (Working Together, HM Government 2015).

- SEXUAL ABUSE:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children (Working Together, HM Government 2015).

- NEGLECT:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs (Working Together, HM Government 2015).

The Care Act 2014 also includes the following types of abuse and neglect;

- **DOMESTIC VIOLENCE**
including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **PSYCHOLOGICAL ABUSE**
including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **FINANCIAL OR MATERIAL ABUSE**
including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **MODERN SLAVERY**
encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **DISCRIMINATORY ABUSE**
including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **CHARITY ABUSE**
including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an charity.
- **NEGLECT AND ACTS OF OMISSION**
including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **SELF-NEGLECT**
this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

This is not an exhaustive list and it must be recognised that it is not the role of volunteers to make an assessment of whether adults, children or young people have suffered harm. Volunteers & Trustees do have a duty to report any concerns about harm in accordance with these guidelines and procedures.

5. Allegations against trustees / volunteers

If any volunteer or members of the public have concerns about the behaviour or conduct of another individual within Pride in Hull charity including:

- Behaving in a way that has harmed, or may have harmed a child/adult;
- Possibly committed a criminal offence against, or related to, a child/adult or
- Behaved towards a child or children/adult in a way that indicates s/he is unsuitable to work with children/adults

the nature of the allegation or concern should be reported to the overarching Safeguarding Lead immediately. The volunteer/ Trustee who has a concern or to whom an allegation or concern is reported should not question the individual or investigate the matter further. The person who has raised the complaint should report the matter to the Designated Safeguarding Trustee immediately.

Underlying principles:

- The welfare of the individual is paramount
- Adults about whom there are concerns should be treated fairly and honestly and should be provided with support
- It is the responsibility of all adults to safeguard and promote the welfare of children, young people & adults. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.

In the case that the concern or allegation relates to the overarching Safeguarding Trustee or the Chair of Trustees then the matter should be reported to the Local Authority Designated Officer.

6. Reporting procedures within Pride in Hull

This section details how concerns within the charity should be reported. Each event has its own Welfare Lead who will always be the first point of contact for volunteers.

In all events of safeguarding the overarching Safeguarding Trustee needs to know all incidents that have been reporting (except those that are in relation to the overarching safeguarding trustee and chair of trustee) for lessons learned and training needs analysis.

Diagram 1 – Charity structure

DYAGRAM

Table 1 – Pride in Hull Reporting Procedures

Situation	Step 1	Step 2	Step 3
You are a volunteer with a safeguarding concern. (Not relating to the safeguarding trustee)	<i>Report to safeguarding trustee</i> <i>If not available proceed to step 2</i>	<i>Report Chair of trustees</i> <i>If not available proceed to step 3</i>	<i>Contact relevant local authority safeguarding front door service</i> <i>See Appendix 2 & 3 for contact details</i>
You are a volunteer with a safeguarding concern relating to safeguarding trustee	<i>Report to Chair of trustee</i> <i>If not available proceed to step 2</i>	<i>Contact relevant local authority safeguarding front door service</i> <i>See Appendix 2 & 3 for contact details</i>	
You are a parent or carer of a child / adult with a safeguarding concern (Not relating to the safeguarding trustee)	<i>Report to safeguarding trustee</i> <i>If not available proceed to step 2</i>	<i>Report Chair of trustees</i> <i>If not available proceed to step 3</i>	<i>Contact relevant local authority safeguarding front door service</i> <i>See Appendix 2 & 3 for contact details</i>
You are a parent or carer of a child / adult with a safeguarding concern relating to the safeguarding trustee	<i>Report to Chair of trustee</i> <i>If not available proceed to step 2</i>	<i>Contact relevant local authority safeguarding front door service</i>	

		<i>See Appendix 2 & 3 for contact details</i>	
Your safeguarding concern relates to the behaviour of volunteer or trustee/officer	<i>Report to safeguarding trustee</i> <i>If not available proceed to step 2</i>	<i>Report to Chair of trustee</i> <i>If not available proceed to step 2</i>	<i>Contact relevant local authority safeguarding front door service</i> <i>See Appendix 2 & 3 for contact details</i>
Your safeguarding concern relates to the behaviour of the safeguarding trustee	<i>Report to Chair of trustee</i> <i>If not available proceed to step 2</i>	<i>Contact relevant local authority safeguarding front door service</i> <i>See Appendix 2 & 3 for contact details</i>	
Your safeguarding concern relates to the behaviour of the Chair of Trustees	<i>Report to safeguarding trustee</i> <i>If not available proceed to step 2</i>	<i>Contact relevant local authority safeguarding front door service</i> <i>See Appendix 2 & 3 for contact details</i>	

7. Making a referral

8.

If a referral needs to be made it should be made by telephone and must be followed up in writing within 48 hours. The Safeguarding Trustee should make the referral as appropriate. The referrer should be prepared, where possible, to give the following information;

- The nature of your concerns / allegation.
- Whether the individual will need immediate action to ensure their safety.
- Are the parents aware of the concerns (in the event of a child)? Has consent for the referral been sought? If not, the reasons for this?
- Factual information about the individual, child/family, including other siblings.
- The nature of your involvement with the individual.
- Other professionals involved with the individual's family.
- The source of your referral: is it based on your own assessment of the needs of the individual, a reported allegation or disclosure, or has the concern been reported to you by another person, if so who?

- Individual's current whereabouts and when they were last seen.
- If you consider the individual to be suffering or at risk of suffering significant harm, who is the source of that harm and what are their current whereabouts?

9. Seeking Medical Attention

If a child/adult has a physical injury and there are concerns about abuse;

- If emergency medical attention is required then this should be sought immediately by phoning for an ambulance. You should then follow the procedures for referring a child/adult protection concern to Local Authority Children's/Adults Social Care.

10. Staff & Volunteer Self Protection

Adherence to guidelines on self protection for volunteers working with children and young people can avoid vulnerable situations where false allegations can be made.

Pride in Hull SELF PROTECTION GUIDELINES. Volunteers working for Pride in Hull will:

- Avoid situations where a volunteer is on their own with a child.
- In the event of an injury to a child, accidental or not, ensure that it is recorded (and witnessed by another adult) on a Pride in Hull Incident form .The form should then be passed to the Safeguarding Lead to store securely.
- Keep written records of any allegations a child makes against volunteers and report in line with the Child Protection Policy.
- If a child or young person touches a volunteer inappropriately record what happened immediately and inform the Safeguarding Trustee.
- Adhere to the Pride in Hull policy on behaviour management.

11. Code of Practice

Pride in Hull code of practice states volunteers/children/members should always;

- Take all allegations, suspicions or concerns about abuse that a young person/adult makes seriously (including those made against trustees) and report them through the procedures.
- Provide an opportunity and environment for children/adults to talk to others about concerns they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others.
- Risk assess situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Volunteers/children/members should not;

- Permit or accept abusive or discriminatory behaviour.
- Engage in inappropriate behaviour or contact.
- Use inappropriate or insulting language.
- Show favouritism to anyone.
- Undermine or criticise others.
- Give personal money.
- Use social networks for personal communication with children and young people for whom they are responsible.

The review process for the Pride in Hull codes of conduct, which will occur annually, will include and involve staff/volunteers of the charity.

12. Recruitment & Selection

It is important when recruiting volunteers to adhere to the charity's recruitment policy. This will ensure potential staff and volunteers are screened for their suitability to work with children, young people & adults.

- All volunteers with access to children and young people or sensitive information relating to children will be required to undertake an enhanced DBS check.
- All Trustees and Officer must undertake a DBS check as part of their role. A record of their DBS expiry will be kept by the Safeguarding Trustee . The DBS must be physically seen by Safeguarding Trustee and this visual check recorded.
- Volunteers/Trustee/Officers cannot commence in their role without a cleared DBS. In the event of an expired DBS they should not continue to volunteer.
- Volunteers working directly with children or with access to sensitive information will be encouraged to complete LSCB Child Protection Training.
- All volunteers will be required to read the Safeguarding Policy as part of their induction. This will be reviewed annually as part of their programme of supervision to ensure up to date knowledge.
- The potential volunteer will be interviewed for their suitability for the post and a position offered only if they meet the criteria for the post. The need for a DBS check will be assessed according to the nature of their role.
- Volunteers will have a period of induction where they will complete any induction training and access internal policies. Induction training will include:
 - Introduction to Pride in Hull – the charity
 - Principles and policies of Pride in Hull (this will include introduction to child protection, health and safety, equity policy and instruction regards completion of incident forms and risk assessment

DBS checks - A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups. An charity which knowingly employs someone who is barred to work with those groups will also be breaking the law. Our charity works with children or vulnerable adults and we will dismiss a member of the management team or a volunteer because they have harmed a child or vulnerable adult, or a person would have done so if they had not left, we will tell the DBS.

13. Resources and Internet links

This section acts as a guide, rather than an exhaustive list. Its aim is to provide some useful resources and links.

HM Government (2015) *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of Children*. Department of Children Schools and Families.

Internet link:

<http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00305-2010>

HSCB *Procedures and Guidance*. Hull Safeguarding Children Board. NB - This document is currently under revision – Please visit Hull Safeguarding Children Board on the following internet link:

http://www.hullcc.gov.uk/portal/page?_pageid=221,75119&_dad=portal&_schema=PORTAL

DfES (2015) *What to do if you're worried a child is being abused*. Internet link:

www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/

DoH (2005) *Responding to domestic abuse: A handbook for health professionals*. Internet link:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4126161

Cleaver, H., Nicholson, D., Tarr, S. and Cleaver, D. (2007) *Child Protection, Domestic Violence and Parental Substance Misuse: Family Experiences and Effective Practice*. London: Jessica Kingsley Publishers.

Cleaver, H., Unell, I. and Aldgate, A. (2010) *Children's Needs – Parenting Capacity: The impact of parental mental illness, learning disability, problem alcohol and drug use, and domestic violence on children's safety and development. 2nd Edition*. London: Jessica Kingsley Publishers.

HM Government (2010b) *Safeguarding Children and Young People who may be affected by Gang Activity*. Internet link:

<http://publications.everychildmatters.gov.uk/default.aspx?PageFunction=productiondetails&PageMode=publications&ProductId=DCSF-00064-2010>

DCSF (2009) *Safe from bullying in youth activities*. Internet link:

http://publications.education.gov.uk/eOrderingDownload/Safe_from_Bullying-Youth_Activities.pdf

DSCF (2009) *Cyberbullying: Supporting School Staff*. Internet link:

<http://publications.education.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00242-2009>

DSCF (2007) *Cyberbullying Safe to Learn: Embedding anti-bullying work in schools*. Internet link:

http://www.safesocialnetworking.com/img/safety/Cyberbullying_2.pdf

Get Safe Online: awareness and advice. Internet link: www.getsafeonline.org

CEOP Website - Think U Know: awareness and advice. Internet link: <http://www.thinkuknow.co.uk/>



Child Protection in Sport Unit (CPSU); www.thecpsu.org.uk/ Safe Network:
www.safenetwork.org.uk

Area Contacts - Children

Police non-emergency - 101
Police emergency – 999

Doncaster

Referral & Response Team

01302 737777 (Office hours)
01302 796000 (Out of hours)
<http://www.dscb.co.uk/reporting-concerns>

East Yorkshire

Early Help & Safeguarding Hub (EHASH)

01482 395500 (Office hours)
01377 241273 Emergency Duty Team (Out of hours)
<http://www.erscb.org.uk/how-to-report-concerns/>

Harrogate

North Yorkshire County Council Customer Services

01609 780780 (Office hours)
01609 779838 (Out of hours)
https://www.harrogate.gov.uk/info/20013/your_council/899/safeguarding_children_and_vulnerable_adults

Hull

Early Help & Safeguarding Hub (EHASH)

01482 448 879 (Office hours)
01482 300304 Emergency Duty Team (Out of office)

<http://www.hullcc.gov.uk/portal/page- pageid=296,653227& dad=portal& schema=PORTAL>

North East Lincolnshire

Families First Access Point

01472 326292 (Office hours)

01472 326292 option 2 (Out of hours)

<http://www.safernel.co.uk/do-you-have-a-concern/#1519117058426-c678fb2e-ce1a>

Rotherham

Multi Agency Safeguarding Hub (MASH)

01709 336080

https://www.rotherham.gov.uk/info/200593/social_care_and_support/408/get_help_for_someone_being_abused_or_neglected/2

York

Children's Front Door

01904 551900 (Office hours)

01609 780780 Emergency duty team (Out of hours)

<http://www.saferchildrenyork.org.uk/>

Area Contacts - Adults

Police non-emergency - 101
Police emergency – 999

Doncaster

01302 737391 option 3 (Office hours)
01302 796000 (Out of office)
<http://www.doncaster.gov.uk/services/adult-social-care/safeguarding-adults-contents-page>

East Yorkshire

Safeguarding Adults Team

01482 396940 (Office hours)
01377 241273 (Out of office)
<http://www.ersab.org.uk/reporting-abuse/>

Harrogate

Customer Services Centre

01609 780780 (Office hours)
01609 779838 (Out of hours)
<https://www.northyorks.gov.uk/safeguarding-vulnerable-adults>

Hull

Multi Agency Safeguarding Hub

01482 616092 (Office hours)
01482 300304 (Out of office)
<http://www.safeguardingadultshull.com/reporting-abuse>

North East Lincolnshire

Single Point of Access

01472 256256 (24 hours)

<https://www.nelincs.gov.uk/health-and-wellbeing/adult-safeguarding/>

Rotherham

01709 822330

https://www.rotherham.gov.uk/info/200593/social_care_and_support/408/get_help_for_someone_being_abused_or_neglected

York

01904 555111 (Office hours)

01609 780780 (Out of office)

<https://www.safeguardingadultsyork.org.uk/what-is-safeguarding/how-to-raise-a-safeguarding-concern/>

Signature sheet – Safeguarding Policy & Procedure

Every volunteer must be supplied with a copy of the Safeguarding Policy and should sign this document to say this has been shared and discussed with them.

Please sign below to confirm that you have read and understood this Pride in Hull Safeguarding Policy & Procedure.

Name: _____

Role _____

Signed: _____

Date: _____

Counter signature (Trustee/Officer)

Signed: _____

Print Name: _____

Role: _____

Date: _____

For office use:

X1 copy kept with Safeguarding Trustee

X1 copy Centrally on restricted drive

X1 copy for individual