



PARCA has a duty of care for all children, young people and vulnerable adults using our services. We take our responsibilities relating to safeguarding children, young people and adults seriously.

Principle:

No one shall be subjected to torture or to inhuman or degrading treatment or

Punishment or be subjected to any form of discrimination

Human Rights Act 2000

Acknowledgement

This Policy was developed following good practice guidelines as set out on the Adult Protection Policy of January 2024 produced by PARCA MC



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Introduction

This policy sets out the roles and responsibilities of PARCA in promoting the welfare and safeguarding of children, young people, and adults from abuse and neglect both at the PARCA Centre and in any work with other agencies and professional bodies.

This policy is intended to support staff working in PARCA. It fulfils the requirements of the Cambridgeshire and Peterborough Safeguarding Adults Board Policy and Procedures available at: [Cambridgeshire and Peterborough Safeguarding Adults Board](#).

The policy is also in line with the requirements of the Cambridgeshire and Peterborough Safeguarding Children Board Standards available at: [Cambridgeshire and Peterborough Safeguarding Children Board](#).

Policies linked with this safeguarding policy include public disclosure (whistleblowing), comments and complaints, health and safety, bullying and harassment, and equality and diversity. The policy is also linked to the organisation's disciplinary procedures.

Our statement of intent states the principles of PARCA policy and will be displayed in our premises and in our publicity material as appropriate.

2. Statement of Intent

Our policy applies to all permanent, temporary, casual staff, trustees, and volunteers undertaking duties to provide our services, as well as all other individuals on site who interact with service users. The terms 'child' or 'children' throughout this document include both children and young people under 18 years of age.

PARCA is committed to the protection of children and vulnerable adults, respecting and promoting their rights and wishes. PARCA will recruit, train, and supervise staff and volunteers to ensure they are equipped to:

1. Identify potential safeguarding issues.
2. Obtain professional advice and refer concerns to relevant specialists.
3. Protect themselves from false accusations of abuse.

All children and adults should feel safe on our premises and during our activities. Some children and adults that PARCA works with are vulnerable. We recognize the importance of taking concerns seriously and will deal with them appropriately. Our policy will assist this process and will also help protect our staff and volunteers. We are often in a privileged position of trust with the children and adults we work with, as they have chosen to use our services. We will be aware of this trust and the boundaries associated with it.



We require our staff and our services to have a protective ethos. The welfare of service users is paramount:

- All adults and children, regardless of age, culture, disability, gender, language, racial origin, religious belief, and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Adults and children will be fully respected and listened to.

Our Responsibilities

We operate with the following values and principles:

- The safety and well-being of children and adults is paramount.
- Children and adults reporting concerns will be listened to.
- Children and adults and their cultures will be respected.

We have a legal responsibility to refer any child protection concerns to Social Services or the Police.

- We will refer concerns and not investigate them ourselves.
- While we cannot maintain full confidentiality, we will ensure that disclosures are made only to appropriate professional services and reported appropriately.
- We must act on suspicions, facts, and disclosures.

We will designate specific individuals to make referrals and be available for advice and support. Members of the public who have concerns should contact PARCA's Chief Executive Officer, Moez Nathu, or a member of PARCA's Management Committee, Jamila Abdu, by calling 01733 563420 to arrange an appointment and state they wish to raise a serious and confidential matter without giving details.

3. Aims

PARCA is committed to:

- Ensuring that the welfare of children and adults is paramount at all times.
- Maximising the choice, control, and inclusion of children and adults, while protecting their human rights and equalities.
- Working in partnership with others to safeguard children and vulnerable adults.
- Ensuring safe and effective working practices are in place.
- Supporting staff within the organisation.



The principles of these guidance and procedures are to:

- Actively promote the empowerment and well-being of children and vulnerable adults using the services provided by PARCA.
- Support the rights of individuals to lead lives based on self-determination and personal choice.
- Recognise that some individuals are unable to make their own decisions and/or protect themselves.
- Acknowledge that the right of self-determination may involve risk, ensuring that such risks are recognised and understood by all, and minimised through collaborative risk management.
- Ensure that legal and statutory requirements are known and applied appropriately so that children and vulnerable adults receive the necessary protections.
- Provide ongoing training and support for staff on safeguarding issues.

4. Scope

This policy applies to all staff (permanent, seconded, or temporary) of PARCA as well as all individuals working on behalf of the organisation. It is intended to provide valuable assistance in:

- Defining abuse.
- Recognising and understanding how abuse can occur.
- Reducing the risk of abuse happening.

The individual responsible for this policy and its implementation is Moez Nathu, Chief Executive Officer for PARCA.

The CEO, Moez Nathu, will:

- Ensure that the welfare of children and vulnerable adults is given the highest priority by the organisation, its management, and staff/volunteers.
- Act as the main contact for sharing information regarding children and adult safeguarding concerns.
- Ensure that the concerns of children and vulnerable adults are heard and acted upon.
- Be responsible for ensuring that concerns are reported to appropriate authorities.
- Ensure training is provided for all staff/volunteers and remains up to date with current practices and legislation.
- Ensure all staff, volunteers, service users, and families have access to further appropriate information.



5. Definition of “Vulnerable Adult”

The Police Act 1997 (Enhanced Disclosure and Barring Service (DBS) Certificates) (Protection of Adults at Risk) Regulations 2000 defines a vulnerable adult as one aged 18 or over who is receiving support or personal care services, who has a learning or physical disability; a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or a reduction in physical or mental capacity.

The Law Commission, in ‘Making Decisions’ (Lord Chancellor's Dept 1999), defines an ‘Adult at Risk’ as someone over 18 who is or may be in need of community services.

The Department of Health’s “No Secrets” (2000) defines a vulnerable adult as any person aged 18 or over:

- Who is or may be in need of community care services by reason of mental, or other disability, age, or illness.
- Who is or may be unable to take care of themselves or protect themselves against significant harm or serious exploitation.

Thus, all adults who meet the above criteria may be defined as vulnerable adults. For the purpose of this guidance, “community care services” includes all care services provided in any setting or context. Vulnerable adults also include those not using care services who may be less able to protect themselves from harm due to personal circumstances, e.g., asylum seekers/refugees.

6. Definition of Abuse

Abuse is the harming of another individual, usually by someone in a position of power, trust, or authority over that individual. The harm may be physical, psychological, emotional, or directed at exploiting the victim's vulnerability in more subtle ways (e.g., denying access to people from particular backgrounds).

Abuse is defined in ‘No Secrets’ as:

‘The violation of an individual’s human or civil rights by any other person or persons.’

Abuse may consist of a single act or repeated acts. It may be physical, verbal, emotional, or psychological; an act of neglect or an omission to act; or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. It may also involve deliberate targeting or grooming of vulnerable people and may be carried out by individuals or groups.

Abuse can occur in any relationship and may result in significant harm or exploitation of the person subjected to it.



No abuse is acceptable; some forms of abuse are criminal offenses and must be reported to the Police immediately.

More detailed definitions of abuse are contained in Appendix 1.

7. Responsibilities of the Organisation

PARCA accepts the principles in the Cambridgeshire and Peterborough Safeguarding Adults Board Policy and Operational Procedures and Cambridgeshire and Peterborough Safeguarding Children Board Standards. This means that PARCA will:

- Take action to identify and prevent abuse from occurring.
- Respond appropriately when abuse is suspected or has occurred.
- Ensure that the agreed safeguarding adult and child protection procedures are followed at all times (weblinks to these are listed on page 3).
- Provide support, advice, and resources to staff and volunteers in responding to safeguarding adult and child protection issues.
- Inform staff and volunteers of any local or national issues relating to safeguarding adults and child protection.
- Ensure all staff and volunteers are aware of their responsibilities to attend training and support staff in accessing these events.
- Ensure that the organisation has dedicated staff members with expertise in safeguarding adults and child protection.
- Provide access to appropriate consultation and supervision regarding safeguarding adults and child protection.
- Understand how the diversity, beliefs, and values of service users may influence the identification, prevention, and response to safeguarding concerns.
- Ensure that information is available for service users and their families about what to do if they have a concern.
- Ensure that all employees who come into contact with vulnerable adults and children have a DBS check.

8. Responsibilities of All Staff and Volunteers

Staff and volunteers are not expected to know everything concerning child protection or adult safeguarding, but their duty is to:

- Be alert and responsive to problems and the potential indicators of abuse or neglect.
- Be alert and responsive to the risks which individual abusers or potential abusers may pose to children or vulnerable adults.
- Share and analyse information to enable informed assessments and good practice.
- Keep clear, detailed, and accurate records.



- Discuss issues and concerns with line managers or designated individuals promptly; do not delay action even if unsure whether abuse has occurred.
- Undertake appropriate behaviour and language at all times.
- Be responsible with colleagues for health, safety, and security.
- Adhere to PARCA policies and procedures.
- Agree, if required, to undergo a Disclosure and Barring Service (DBS) check.

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) is an executive non-departmental public body, sponsored by the Home Office. The DBS helps employers make safer recruitment decisions each year by processing and issuing DBS checks for England, Wales, the Channel Islands, and the Isle of Man. DBS also maintains the adults' and children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both lists and barred from engaging in particular activities. Safeguarding is at the heart of everything at the DBS. DBS checks help prevent unsuitable people from working with vulnerable groups, including children.

Staff and volunteers must:

- Be familiar with the safeguarding policies and always follow these, particularly if concerns arise about the safety or welfare of a child or vulnerable adult.
- Declare any relevant previous, existing, or subsequent convictions; failure to do so will be regarded as gross misconduct and may result in dismissal.
- Contribute to notifying the appropriate agencies if the situation requires this.
- Participate in safeguarding adults and child protection training and maintain current working knowledge.
- Discuss any concerns about the welfare of a child or vulnerable adult with their line manager, providing full information.
- Contribute to actions required, including information sharing and attending meetings.
- Work collaboratively with other agencies to safeguard and protect the welfare of adults and children who use services.
- Remain alert at all times to the possibility of abuse and work to ensure the safety and support of individuals.
- Recognise the impact that diversity, beliefs, and values of people who use services can have.

9. When to Act

Abuse can happen anywhere and can be carried out by anyone, including:

- Family, friends, and neighbours
- Paid staff and volunteers
- Other service users
- Strangers



To Act or Not to Act

All allegations or suspicions are to be treated seriously. No abuse is acceptable, and some forms of abuse are criminal offences that must be reported to PARCA Management or the Police as soon as possible. To determine the appropriate action, it is important to consider:

- **Risk:** Does the adult at risk, staff member, or volunteer understand the nature and consequences of any risk they may be subject to, and do they willingly accept such a risk?
- **Self-determination:** Is the adult at risk able to make their own decisions and choices, and do they wish to do so?
- **Seriousness:** Factors informing the assessment of seriousness will include:
 - The perception by the individual and their vulnerability.
 - The extent and duration of the abuse.
 - The impact on the individual.
 - The risk of repetition or escalation involving this or other adults at risk.
 - Is a criminal offence being committed?

It is the responsibility of each employee or volunteer to protect the adult at risk if they are in danger. Each employee or volunteer has a duty to take action and has the right to discuss incidents in a safe environment.

10. Reporting Abuse

A form for logging concerns or reporting abuse is included in Appendix 2.

Reporting Abuse Relating to Vulnerable Adults

1. If staff or volunteers suspect a vulnerable adult is being abused or is at risk of abuse, they are expected to report their concerns to a line manager (unless they suspect that the line manager is implicated; in such circumstances, the Chair or the manager of the line manager should be contacted). If the alleged abuse implicates all senior managers, the whistleblowing policy should be followed.
2. If staff or volunteers suspect that the vulnerable person at risk of abuse is at great risk of harm or in need of immediate medical attention, a senior manager must be informed, and contact should be made directly with emergency services (i.e., ambulance or doctor for medical assistance and the police if there is a risk of serious harm or commitment of a crime).

Reporting Abuse Relating to Children

3. If the allegation of abuse concerns a child, staff or volunteers must report the allegation to a designated person or line manager immediately. Staff must explain that this information cannot be kept confidential and must communicate to the child that they are going to tell someone and



explain who and why. If a line manager or designated person is not available, staff must contact Social Services or the Police directly (see Useful Contacts in Section 14). Staff and volunteers will be given opportunities to discuss individual procedures with managers regarding working practices to ensure they are confident in the approved, appropriate action to take regarding child protection issues. Keep a record of all actions taken and email a line manager for an urgent meeting to report this.

Throughout the process, the needs of service users remain paramount. This process is about protecting the adult or child and preventing abuse.

Appropriate Responses if a Child or Vulnerable Adult Discloses Abuse to You

- Listen carefully, without interrupting.
- Stay calm, accessible, and receptive.
- Reassure the individual that the abuse is not their fault and that the concern, complaint, or allegation will be taken seriously.
- Avoid making immediate decisions or condemning anyone.
- Do not make promises or assumptions about the situation.
- Make sure the person reporting the abuse understands that you cannot keep the abuse a secret and must inform the appropriate people, especially if they or others are at significant risk.
- Do not send the child or vulnerable adult home if there is a likelihood of abuse continuing there.
- Do not contact the alleged abuser.
- If they are service users, they will be given immediate protection from the risk of reprisals or intimidation at PARCA.
- If they are staff or volunteers, they will be provided support and protection if necessary, in line with the Public Interest Disclosure Act 1998 and PARCA's whistleblowing policy.

Procedure to Follow for Any Report of Abuse

1. Keep a record of all conversations relating to abuse disclosure, suspicion, and/or allegation (including date, time, location, staff present, and what was said).
2. When contacting other agencies, explain that you are reaching out regarding a disclosure of abuse.
3. If requested, provide a written report about the disclosure of abuse.
4. Be prepared to offer continuing support to the child, young person, or vulnerable adult and their family if this is requested.
5. Be prepared to answer questions during any investigation or court hearing resulting from the disclosure of abuse.



PARCA understands the sensitivity of abuse concerns raised among minority communities and may decide to have a separate member of staff as family support during this time. PARCA will also do its best to communicate or mediate where there are misunderstandings due to cultural differences, without compromising the principle that real abuse should not be tolerated in any situation.

Reporting Abuse if the Alleged Abuser and Victims Are Both Service Users

It is important to consider a coordinated approach and partnership working when both the alleged abuser and the alleged victim are service users. If the alleged perpetrator is also a service user, consideration must be given to their safety, well-being, and needs as a vulnerable adult. An advocate or appropriate adult could be provided for the alleged perpetrator to safeguard their rights.

Where both parties are receiving a service, staff should discuss cases and work collaboratively; however, meetings with both the alleged abuser and alleged victim in attendance are not considered appropriate.

Reporting Abuse if the Allegation Involves Another Staff Member

Employees should be aware that abuse is a serious matter that can lead to a criminal conviction. Allegations must be reported to the relevant line manager, who will decide further action, including whether the organization's disciplinary policy should be implemented.

Forms to record concerns or allegations of abuse are included in Appendix 2.

11. Risk Management

A risk assessment should be conducted for every reported incident of abuse to ensure that all risks have been managed. Risk assessments could consider the following factors:

1. If the abuse has been reported by another party, have the views and wishes of the child or vulnerable adult been taken into account? Do these views agree with the report, and if not, is further action needed?
2. Are there factors that may mean the alleged victim could be more vulnerable to abuse (e.g., disability or mental capacity)? If yes, what action should be taken?
3. How serious was the risk of abuse?
4. How likely is it to recur?
5. What could be the worst possible outcome? What action should be taken to minimize this?



6. Is there a need to involve other agencies? If yes, who, and has the victim given consent, or does the matter need involvement even without consent? What are the implications of action?
7. Are the policies and procedures outlined sufficient for the particular case? If not, what needs to be amended?

Staff should liaise with their line managers in considering the risks and outlining the actions to be taken.

12. Training

PARCA staff should receive basic safeguarding adults' awareness training at a level appropriate to their role and their contact with members of the public. This training should be refreshed at a minimum every two years and should include updates on legislation or policy changes.

13. Confidentiality and Information Sharing

All staff members are expected to respect confidentiality. However, there are circumstances where confidentiality must be breached to safeguard an individual. Staff must understand that they have a duty to share information if it is to protect someone from harm.

Staff must be clear that:

- They will only share information with those who need to know, usually senior management or safeguarding leads.
- It is important to explain to the individual concerned why certain information will be shared, including what information and with whom.
- Consent is usually required before sharing personal information. If an individual refuses to consent, staff must ensure they explain that they cannot keep the information confidential if there are safeguarding concerns.
- Detailed records must be kept of all information shared, including dates, people involved, and the reason for sharing.

14. Review and Monitoring

The Policy will be reviewed and updated annually to ensure ongoing transparency and compliance



15. USEFUL CONTACTS

If you have a concern, suspicion or allegation that an adult is being subjected to harm, abuse or neglect you should contact:

Non-urgent referrals - Peterborough [Adult Social Care](#)

- 01733 747474 (9am to 5pm Monday to Friday)
- email adultsocialcare@peterborough.gov.uk

Emergency referrals

Within office hours - Peterborough Adult Social Care

- 01733 747474 (9am to 5pm Monday to Friday)

Outside office hours - Emergency [Duty](#) Team

- 01733 234724

If you think that a child or young person is being abused or neglected in call:

- **Peterborough: 01733 864170 – (9am to 5pm Mon – Fri)**
- **Outside office hours, at weekends and on public holidays contact the emergency duty team on 01733 234724.**
- **Email: referralcentre.children@cambridgeshire.gov.uk**

Cambridgeshire Constabulary

If the adult or child is in **immediate danger** or **needs medical treatment** contact the police and/or call an ambulance (999).

For non-emergency contact please telephone 101

Other contacts

You can confidentially talk to us or talk to one of the following independent organisations about concerns regarding children:-

- [Childline](#)
Tel: 0800 1111
- [Kidscape](#)
Tel: 08451 205 204
- [The NSPCC](#)
Tel: 0808 800 5000
- [National Youth Advocacy Service \(NYAS\)](#)
Tel: 0800 61 61 01

16. Change Record

Date of Change:	Changed By:	Version	Comments:
27/01/2024	CEO	1.0	Policy approved by the Trustees
03/10/2024	CEO	1.1	Policy revised for clarity and legal compliance
25/01/2025	CEO	1.1	Review and approved by the trustees

Renewal date: 24/01/2026



References

NATIONAL YOUTH AGENCY (2006). Ethical Conduct in Youth Work [online]

Available from:

[http://nya.org.uk/dynamic_files/workforce/Ethical%20Conduct%20in%20Youth%20Work%20\(R%20eprint%202004\).pdf](http://nya.org.uk/dynamic_files/workforce/Ethical%20Conduct%20in%20Youth%20Work%20(R%20eprint%202004).pdf)

NSPCC (2007). What is Child Abuse?

Available from:

http://www.nspcc.org.uk/helpandadvice/whatchildabuse/whatischildabuse_wda36500.html

EVERY CHILD MATTERS (2007).

Available from:

<http://webarchive.nationalarchives.gov.uk/20100413151441/dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguarding/>

DISCLOSURE AND BARRING SERVICE [DBS]

DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

DBS is an executive non-departmental public body of the Home Office.

Available from: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>



Appendix 1: Definitions of abuse and significant harm

Abuse is defined in Department of Health 'No Secrets' (2000) as the 'violation of an individual's human or civil rights by any other person or persons'.

Abuse may consist of a single act or repeated acts. It may be physical, verbal, emotional or psychological, an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. It may also occur through deliberate targeting or grooming of vulnerable people and may be carried out by individuals or groups of individuals.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it:

A consensus has emerged identifying the following main different forms of abuse:

Physical abuse

Definition: Non accidental harm to the body caused by the use of force, which results in pain, injury or a change in the person's natural physical state.

Examples:

- Bodily assaults resulting in injuries e.g. hitting, slapping, pushing, kicking, misuse of medication,
- Restraint or inappropriate sanctions
- Causing bodily impairment e.g. malnutrition, dehydration, failure to thrive
- Medical/healthcare maltreatment

Sexual abuse

Definition: Sexual abuse is the involvement of a vulnerable adult in sexual activities or relationships, which are for the gratification of the other person and which they have not consented to, or they cannot understand and are not able to consent to, or which violates the individual's expressed cultural or religious preferences, sexual taboos, or family custom and practice.

Examples are:

- Rape, incest, acts of indecency, sexual assault
- Sexual harassment or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting.
- Inappropriate touching, fondling
- Indecent exposure
- Exposure to pornographic materials, being made to witness sexual acts and encompasses sexual harassment and non-contact abuse.



Psychological abuse

Definition: Psychological or Emotional abuse is behaviour that has a harmful effect on a vulnerable adult's emotional health and development.

Some examples are:

- emotional abuse
- Threats of harm or abandonment,
- Behaviour that is controlling, intimidating, coercive
- Harassment, verbal abuse, enforced isolation or withdrawal from services or supportive networks.
- Depriving a person of the right to choice, information and privacy
- Humiliation or inappropriate sharing of information
- Bullying, shouting, swearing

Financial or material abuse

Definition: Financial or material abuse involves the use of a vulnerable adult's property, assets or income without their informed consent or making financial transactions that they do not understand to the advantage of another person.

Examples are:

- Withholding money or money to provide basic needs that the person is entitled to
- Theft, fraud, exploitation
- Pressure in connection with wills or property or inheritance or financial transactions
- The misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission

Definition: Neglect is behaviour that results in the vulnerable adult's basic needs not being met.

Examples are:

- Ignoring expressed needs or serious concerns
- Failure to provide access to appropriate health and safety services including ensuring that PARCA venues meet the required health and safety standards
- Undermining personal beliefs.

Discriminatory abuse

Definition: Discriminatory abuse is behaviour that makes or sees a distinction between people as a basis for prejudice or unfair treatment. This includes any form of harassment, isolation or victimisation that is based on perceptions of these distinctions

Some examples are different treatments because of a person's race, religion and/or beliefs, gender, age, disability, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity.



Professional abuse

Definition: Professional abuse is the misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/crimes, neglect in services, resource shortfalls or service pressures that lead to service failure and culpability because of poor management systems/structures.

Some examples are using the professional relationship to initiate inappropriate personal behaviour, taking bribes or non-recorded gratuities, inappropriate influencing or intimidation.

Significant Harm

A key concept in adult safeguarding work is 'significant harm', which helps to determine how serious or extensive abuse must be to justify intervention. This has been defined as follows: "harm" should be taken to include not only ill treatment (including sexual abuse and forms of ill treatment that are not physical), but also the impairment of, or an avoidable deterioration in, physical or mental health and the impairment of physical, emotional, social or behavioural development.

(‘Who Decides’ Lord Chancellor’s Department 1997).

Appendix 2: Logging concerns or reporting abuse

This is for internal use only.

If you need to report abuse to the Safeguarding teams use the following:

For adults: <https://www.safeguardingcambspeterborough.org.uk/adults-board/reporting-a-concern/>

For children: first contact the Safeguarding team on Peterborough: 01733 864170 – (9am to 5pm Mon – Fri; outside office hours, at weekends and on public holidays contact the emergency duty team on 01733 234724.

To report a concern about a child you may be required to use the referral form at:
<https://www.safeguardingcambspeterborough.org.uk/children-board/reporting-concerns/>



Adult Safeguarding/Child Protection – Logging a Concern Form

Please complete all boxes

Project:

Place:

Date of session:

Time of session:

Date form completed:

Adult/Child's/ Young Persons full name:

Age:

Additional relevant information from registration form (behavioural problem)

Your name:

Job title:

Is this an incident / hunch / feeling?

Who was involved? Full names please

What happened / why are you concerned? The facts...



What did you do?

What is your opinion (if relevant)?

Who have you passed this information to?

Name

Job title

This is a full and true record of events

Signed:



Office use only:

Form received by:

Date:

Action taken:

Case number:

new / existing

Signed: