

## Money Ready Child Safeguarding Policy

### What to do if you have a safeguarding concern about a child:

If you have any concerns about a child, no matter how small, report them to your Safeguarding Lead and use the safeguarding QR code to let the DSO (Designated Safeguarding Officer) Helen Foster, [Helen.foster@moneyready.org](mailto:Helen.foster@moneyready.org) know.

Nation	Safeguarding Leads	Emails
Northern Ireland	Angela Hillan	<a href="mailto:Angela.hillan@moneyready.org">Angela.hillan@moneyready.org</a>
Scotland	Gemma Orr	<a href="mailto:Gemma.orr@moneyready.org">Gemma.orr@moneyready.org</a>
Wales	Liam Sullivan	<a href="mailto:Liam.sullivan@moneyready.org">Liam.sullivan@moneyready.org</a>
England	Helen Foster	<a href="mailto:Helen.Foster@moneyready.org">Helen.Foster@moneyready.org</a>

Your role is to listen, record and report the details of the disclosure/concern as soon as possible and certainly within 24 hours.

You can also use [Safeguarding@moneyready.org](mailto:Safeguarding@moneyready.org) to report.

Money Ready Safeguarding form



## The Purpose and Scope of this Policy Statement

The Purpose of this policy statement is to

- Outline Money Ready’s (the charity’s) commitment to safeguarding when working with any child or young person as part of the charity’s programmes
- Outline our commitment to engaging with children and young people about how we keep them safe
- Provide staff, volunteers and trustees, as well as children and young people and their families, with the overarching principles that guide our approach to child safeguarding.

Safeguarding children and protecting those who come into contact with the charity is everyone’s responsibility. This policy applies to anyone working on behalf of the charity including all members of staff, senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, freelancers and students. It applies to all activities involving children and young people under the age of 18 and both in-person and digital/remote delivery formats. All those to whom this Policy applies must be familiar with it and comply with it at all times.

The charity is committed to safeguarding and promoting the welfare of all children and young people we work with. We believe every child has the right to be protected from harm, abuse, and exploitation, and to grow up in a safe environment that promotes their wellbeing and development.

This policy outlines how we fulfil our safeguarding responsibilities under legislation in England, Scotland, Wales, and Northern Ireland.

### This Policy reflects our values

Young at heart serious in intent	Whilst we believe in being playful and creative when engaging with learners, we approach safeguarding with the utmost seriousness, ensuring that behind every fun interaction and open space we provide, there is a solid, structured, and rigorous framework designed to protect and support them. This balance of youthful energy and professional responsibility ensures that we remain connected to the experiences of learners while upholding our commitment to their safety and well-being.
Storytelling is the best means of education	We believe storytelling is a powerful educational tool. By training our staff to recognise patterns and experiences in our learners’ lives, we equip them to identify potential safeguarding concerns. We actively listen to and learn from vulnerable individuals and communities, ensuring their voices guide our approach to creating a safe and supportive environment. We share our own stories recognising the need to share with sensitivity and with care.



We live in the real world	We believe in rooting our work in the real world. Our staff will create safe spaces to explore individual contexts recognising the realities of learner's lives—whether that's online safety, mental health, or issues within the home or community. By living in the real world, we recognise that safeguarding requires practical, empathetic, and realistic approaches, ensuring that we create environments where learners feel safe and supported.
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### We are guided by the following legislation and statutory guidance:

Nation	Key Guidance
England	Working Together to Safeguard Children (2023), KCSIE (2024), KCSIE (2025)
Scotland	National Guidance for Child Protection (2021), GIRFEC
Wales	Social Services & Well-being (Wales) Act 2014, Working Together to Safeguard People
NI	Children (NI) Order 1995, Co-operating to Safeguard Children (2017)

### Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

### We believe that

Everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. We have a responsibility to promote the welfare of all children, young people and adults at risk, to keep them safe and to practice in a way that protects them.

### We recognise that

The welfare of those that come into contact with the charity, through the provision of its services, is paramount in all the work we do and in all the decisions we take. Working in partnership with children, young people, adults at risk, parents, carers and other agencies is essential in promoting young people's welfare. Some individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and that extra safeguards may be needed to keep individuals who are additionally vulnerable safe from abuse.

Health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help and that these factors can vary at different points in people's lives.



## The charity's approach to safeguarding

Safeguarding children is everyone's responsibility, whether this is within or outside the home or online.

- We take a whole charity approach, ensuring that all staff, trustees and those who work with the charity have an understanding of this policy and its application. We ensure that safeguarding and child protection are prioritised in all relevant aspects of process and policy development.
- The welfare of the child/young person is central to decision making and practice.
- Safeguarding practices which are in line with national legislation and uphold the rights of all individuals to live a life free from harm, from abuse, exploitation and neglect.
- Creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.
- Implementing best safeguarding practice, taking all reasonable steps to ensure the safeguarding and welfare of all those that encounter the charity; putting their welfare as a priority in all we do, valuing, listening to and respecting their views, feelings and rights.
- Reporting all allegations of abuse and neglect to the relevant authorities. There is no time limit on our obligation to those at risk of harm and who have been abused. Non-recent and anonymous allegations will also be dealt with under this policy.
- No single person can have a full picture of a child or young person's needs and circumstances. If children and families are to receive the right help at the right time (including Early Help) everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action; and all concerns (including low-level concerns) and allegations of abuse (including child-on-child abuse) and/or neglect will be taken seriously and responded to swiftly and appropriately.
- Taking seriously all breaches of this policy and any allegations of abuse and neglect. Investigations may lead to disciplinary action up to and including dismissal for gross misconduct, or the equivalent for volunteers, trustees, and contractors.
- Being committed to safer recruitment, selection and vetting of all Trustees, staff and volunteers, and particularly those who may come into contact with children or adults at risk. We do this by ensuring that our safer recruitment procedures comply with relevant legislation and guidance
- Engaging with our partners, sharing our policy and developing agreed ways of working. By default, staff must always adhere to the charity's Safeguarding policy. When on another organisation's site, staff must additionally make best efforts to find out the details of the organisation's policy and also comply with this.



- A proactive board of trustees who engage in safeguarding learning opportunities including appointing a named board member to lead the board's safeguarding efforts.
- Proactively share the policy and processes with all service users and engaging them with future updates of the policy.
- Proactively encourage ongoing safeguarding conversations at all levels of the organisation.
- Always having a senior member of staff available to handle safeguarding concerns, including when deliveries fall out of hours.

## How we implement our policy

### All staff, trustees and anyone working on behalf of the charity must:

- Ensure that all activities, programmes and operations are planned and designed with safeguarding children in mind.
- Respect and maintain appropriate boundaries, in person, digitally, on social media and online with those with whom they come into contact through our work.
- Proactively engage with children and communities with whom you come into contact through work, ensuring that they are informed of this policy and how to raise concerns.
- Respect the privacy of others and ensure that children are never identified online through posts and social or digital media. This includes never combining information such as someone's full name, school, specific location and any form of identifying image of them.
- Be mindful of the position of trust and power those working with children hold because of their position, ensuring that any contact with others is not exploitative, abusive or an abuse of a position of power or trust.
- Complete and maintain a written risk assessment for any event or activity that may involve contact with children or adults at risk, including online activities.
- Ensure that charity systems are not misused or exploited in any way that may cause harm to children.
- Ensure that any contract awarded that may bring a contractor into contact with children includes provisions for the prevention, response and reporting of abuse and harm, that contractors have adequate safeguarding arrangements in place equivalent to or of a higher standard than this policy.
- Report and share information in accordance with this policy regarding all allegations, suspicions, and concerns of any type of abuse of another person. Everyone within the



scope of this policy must co-operate fully with any request for information. The withholding of any information which relates to abuse or neglect can delay work to safeguard those at risk and prevent care and protection. Failure to report, withholding information or mishandling of allegations of abuse are breaches of this policy and could lead to disciplinary action for gross misconduct.

- Declare to People and Culture Director immediately any relevant allegations/investigations, including criminal proceedings, during their appointment in any role at the charity.
- Ensure that safer recruitment policies are followed.
- Ensure the single central record is accurate and up to date.
- Complete their required safeguarding training on appointment and when asked to renew their learning.

### **All staff, trustees and anyone working on behalf of the charity must never:**

- Engage in any form of sexual activity with anyone under 18, adults at risk or any other programme member who is or has been a beneficiary of the charity.
- Support, take part in or condone any form of sexual exploitation, trafficking or abuse of any other person.
- Imply or suggest that employment (paid or otherwise), opportunity, programme participation or any form of benefit is received because of any form of sexual activity or exploitative behaviour.
- Take part in or fail to report any form of transactional sexual abuse.
- Fail to, or delay, the reporting of any safeguarding allegations or concerns in accordance with this policy. An anonymous or non-recent allegation or the lack of evidence is never reasonable grounds to delay or fail to report any concern of abuse, neglect, or exploitation. Any failure to report or delays such a report may result in disciplinary action.
- Capture any media or personal details of any individual without their consent or consent of their parents / guardians if a minor.

### **Reporting a concern of allegation: mandatory procedures**

If you have or receive any concern, suspicion or allegation of any form of abuse, neglect or exploitation it is your duty to act.

#### **Immediate harm**



The first priority is always to remove a child from (actual, or the threat) of, immediate harm. If a child is in immediate danger, a criminal offence is or may be taking place, or a child is in need of medical assistance, please take immediate action and call 999 and/or children's services, as appropriate. You will need to disclose the alleged abuse to the police, medical professionals and/or children's services to ensure that the matter is handled appropriately and sensitively, and any evidence is preserved. Do this without delay and then report the matter using the process below.

### **Reporting concerns**

If you have a safeguarding concern or allegation, you must without delay (and in any event within 24 hours) report the concern to your national safeguarding lead and use the Money Ready Safeguarding QR code to inform the Charity's DSO. Your duty includes concerns and information relating to abuse or exploitation that may have occurred in the past or where the identity of those involved is unknown. There is no time limit to our safeguarding commitments.



Anyone appointed to any position or acting on behalf of the charity must be aware that any allegation of abuse or neglect made against them will result in a thorough response that prioritises safeguarding:

- Through consideration of a referral to the police when appropriate.
- Through engagement with the local Children's or Adults Services (or equivalent) for concerns regarding the safety of children and adults at risk or for concerns regarding those that work/volunteer with children the Local Authority Designated Officer (if applicable).
- Through a robust internal investigation using this policy and any relevant disciplinary policy and process, which could lead to dismissal.
- Through compliance with the charity's legal obligation to refer individuals to the relevant barring authorities those who have been found to have harmed a child or adult with



whom we work or placed them at risk of harm. Where the threshold for a barring referral may not have been reached, a referral will be made out of an abundance of caution.

Where any individual leaves their position at the charity before the completion or commencement of any investigation under this policy or related disciplinary action - the process will continue, and an outcome clearly recorded.

No one in the charity, including trustees or executive leaders, may prevent an allegation of abuse or neglect from being reported to a statutory agency or a consultation taking place with a Local Authority Designated Officer, Children's or Adult services (or equivalent).

Should an allegation relate to the DSO then a report should be made to the CEO of the Charity directly. An allegation about the CEO should be reported to the Designated Trustee for Safeguarding, and an allegation about the Designated Trustee for Safeguarding should be reported to the Chair of the Board of Trustees.

A referral to the Local Authority must always be made where there is reasonable cause to suspect that a child has suffered significant harm through abuse or neglect; or is likely to suffer significant harm in the future. A referral should be made even if such an incident has taken place overseas. Allegations against volunteers or staff should be reported to the Local Authority Designated Officer (LADO).

Remember the DSO is always available if you have a question or query which relates to safeguarding, even if you are not sure whether it constitutes an allegation or concern.

## Responding to a Disclosure

If a child shares a safeguarding concern with you (including child-on-child abuse):

Do:

- Listen calmly and attentively
- Let them speak freely.
- Use open questions (e.g. "Can you tell me more?") for clarification only.
- Reassure the child
- Tell them they've done the right thing by speaking up.
- Assure them they will be supported and kept safe.
- Be clear about confidentiality
- Do not promise to keep the information secret.
- Explain that you must share their concern with someone who can help.
- Record the disclosure accurately and promptly using the Safeguarding reporting QR code or form.



Include:

- Date, time, and location
- What the child said, in their own words
- Your questions and their responses (minimal)
- The child's demeanour
- Chronology of your next steps
- Details of any outside agency contacted (name, contact, advice given)

Remember to report immediately, do not investigate the concern yourself and store records securely

Do Not:

- Ask leading questions or press for more detail than the child offers
- Promise secrecy
- Inform or confront the alleged perpetrator
- Enter details into the child's standard record or database system
- Delay action — act immediately, even if it's not a direct disclosure

Remember:

- Disclosures of historical abuse are treated the same as current abuse.
- Sometimes a child won't verbalise, watch for behaviour or indirect signs.
- Concerns from overheard conversations, peer reports, or behaviour changes must also be acted upon immediately.

## Child-on-Child abuse

The Charity takes a zero-tolerance approach to child-on-child abuse, recognising that it can occur in person or online and must never be downplayed or dismissed as harmless behaviour such as "banter" or "boys being boys."

All allegations, including sexual harassment, initiation rituals, or attempts to radicalise, are treated with utmost seriousness. Particular attention is paid to the increased vulnerability of certain groups, such as girls and children with SEND.

Disclosures should be handled like any safeguarding concern, supportively, without victim-blaming, and ensuring victims feel safe and heard.



The safety and welfare of all children involved including victims, alleged perpetrators, and others affected must be prioritised, and reference should be made to [Keeping children safe in education 2024](#) and relevant annexes for further guidance.

## **Low-Level concerns (those which do not meet the reporting threshold)**

The Charity is committed to fostering an open and transparent culture where safeguarding concerns, including those about adults working for or on behalf of the Charity, can be raised safely and appropriately. This includes encouraging the reporting of "low-level" concerns; behaviours that may not meet the threshold of an allegation but are still inconsistent with the Charity's Code of Conduct, such as being overly familiar with children, favouritism, or inappropriate language.

These concerns, while not necessarily serious in isolation, can help identify problematic patterns, clarify professional boundaries, and maintain high standards of conduct. Staff are encouraged to report such concerns, whether about themselves or others, to the Designated Safeguarding Officer (DSO), and self-reporting is supported as a positive and protective step.

Money Ready ensures that all low-level concerns are recorded and dealt with in a proportionate, confidential, and sensitive manner. Most concerns will not require formal action, often being addressed through guidance or informal conversations. However, where needed, the DSO and safeguarding team may involve HR or other professional advice and refer to disciplinary procedures.

Records of all low-level concerns are retained securely for seven years, and multiple concerns about the same individual are tracked as a running record. Only a small number of designated individuals have access to these records.

Low-level concerns that do not meet the threshold for a LADO referral will not typically be included in references, unless related to misconduct or performance issues. This approach underlines the Charity's dedication to safeguarding and to promoting a culture of continuous reflection and accountability.

## **Roles and Responsibilities**

### **Designated Safeguarding Officer (DSO)**

The designated person(s) at Money Ready have primary responsibility for putting into place procedures to safeguard children, supporting national safeguarding leads, and for managing concerns about children.

#### **Duties and responsibilities include:**

- Working with others within the organisation to create a positive inclusive environment



- Play a lead role in developing and establishing Money Ready's approach to safeguarding and in maintaining and reviewing the organisation's implementation plan for safeguarding in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding policy, procedures and resources throughout the charity.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding children
- Advise on the charity's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the chair to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the charity
- Provide advice and support to regional/county safeguarding/ welfare officers and play a lead role in their recruitment, selection and training.
- Represent the organisation at external meetings related to safeguarding.

### **National safeguarding lead**

The national safeguarding leads at Money Ready are responsible for ensuring policies and procedures are adhered to within their regional and for managing concerns about children, again within their region.

### **Duties and responsibilities include:**

- Working with others within the organisation to create a positive inclusive environment
- Play a lead role in implementing Money Ready's approach to safeguarding within their country and informing the implementation plan for safeguarding adults in line with current legislation and best practice.
- Supporting the dissemination of the safeguarding policy, procedures and resources within their country.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding.
- Co-ordinated safer recruitment checks, alongside HR.
- Inform the organisation's training needs and the development of its training strategy.



- Receive reports of and manage cases of poor practice and abuse reported within their region
- Support the chair to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police within their region
- Represent the organisation at external meetings related to safeguarding.

## **Case management (serious incident) groups**

Case Management Groups comprise of a select number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with safeguarding expertise. The group's role and decision-making powers need to be embedded within the organisation's governance structure and be linked to related organisational functions such as codes of conduct, and the disciplinary policy and procedures.

The senior leadership team and Money Ready Board should receive regular reports from the Case Management Group summarising the cases that have been addressed and their outcomes, as well as any issues that require action by the charity e.g. changes to policy or procedures.

Money Ready will bring together a Case Management Group as the need arises.

## **The Terms of reference for a Money Ready Case Management Group**

### **Case Management Group roles include:**

- to ratify any actions already taken by a Safeguarding Lead
- to initially assess and agree immediate response to a safeguarding case (does there appear to be a case to answer?).
- to identify appropriate 'route' for case (e.g. internal/ disciplinary action alone or referral to statutory agencies plus internal/ disciplinary action).
- to decide the level (from local to national) at which the organisation will deal with the concern.
- to consider the need for temporary/ interim suspension order and inform action
- to review progress of case(s).
- to identify/ communicate learning from cases.

### **Case Management Groups' membership should include:**



- A designated Chair
- A secretary (often the designated Safeguarding Officer).
- Mangers from relevant parts of the organisation where appropriate e.g. Human Resources
- Co-opted independent safeguarding expertise (e.g. from another organisation or relevant profession such as the Police or Social services).

## Contact Details

- **Designated Safeguarding Officer**

**Name:** Helen Foster

**Phone/email:** [Safeguarding@Moneyready.org](mailto:Safeguarding@Moneyready.org)

- **Trustee for safeguarding and child protection**

**Name:** Sarah Mintey

**Phone/email:** [Sarah-Jane.Mintey@moneyready.org](mailto:Sarah-Jane.Mintey@moneyready.org)

## Training

To ensure an organisational culture that prioritises safeguarding, The charity ensures all staff and programme delivery partner organisations understand that abuse in any form is unacceptable. It does this by raising awareness of this policy amongst staff and programme delivery partners and by arranging and delivering ongoing training to staff.

The senior leadership team and all training staff have undergone face-to-face safeguarding training delivered by an external safeguarding expert. These staff will be required to update their training regularly. The safeguarding leads have undergone Designated Safeguarding Officer courses. All members of staff at the charity receive a safeguarding briefing on induction and are required to carry out online safeguarding training.



Word/Term	Definition
Adult At Risk	Anyone who is 18 or over who may be or is unable to care or protect themselves for any reason. This can be due to a disability, illness or age. Sometimes referred to as vulnerable adults. It can also apply to those suffering from addiction, trauma or their immigration status. Vulnerability may be temporary and transient.
Child	Anyone under the age of 18.
Child Abuse	Any action or inaction by an adult or child that causes harm to a child. There are five categories of abuse; emotional abuse, physical abuse, neglect, emotional abuse, sexual abuse and exploitation. Child abuse can occur online using technology and social media as well as in person.
Child Exploitation	An umbrella term used to describe the abuse of children who are trafficked, forced or coerced into exploitative activities for another's gain.
Child Sexual Abuse	The involvement of a child in any forced or coercive sexual activity, the child may not understand or be aware that they are being abused. This includes showing/sending a child sexual material.
Domestic Abuse	Being subject to abuse by a partner, family members or carer.
Emotional Abuse	Psychological harm caused by bullying, belittling, gas lighting and manipulation that harms another person's emotional wellbeing
Financial Abuse	The exploitation of another person for financial gain, this includes theft, use of their funds the acquisition of unwanted goods or credit. This includes Modern Slavery.
Harassment	Harassment is unwanted conduct affecting the dignity of others. It is any behaviour, even if unintentional, that is demeaning and unacceptable to the recipient and, when linked to a protected characteristic, can be unlawful.
Inappropriate Behaviour	Any behaviour that breaches our values or the safeguarding code of conduct.
Neglect	Failure to meet the basic needs of another through action or inaction including the denial of food, water, medical assistance, clothing, and personal care.
Physical Abuse	Deliberate action that causes harm or physical injury it can involve biting, hitting, kicking, being restrained, or struck with objects.



Word/Term	Definition
Position of Power or Trust	Any position which one person has more authority or power over another through a formal mechanism for example, a leadership role or control of resources or an informal role such as volunteer who co-ordinates others. Positions of trust can also be formal through appointment to a role inside or outside of The charity such as a trustee or sports coach.
(Abuse of) Power	Abuse of Power consists of improper behaviour by a someone with more power (or someone in a position of trust) to the detriment of a person in a junior or dependency role, including children.
Sexual Abuse & Exploitation (Adults)	Being forced to take part in or exposed to sexual activity or material, being photographed, filmed or observed for sexual purposes (including for financial gain) without their consent, by force or under unequal or coercive conditions, sexual touching, assault, and rape, this can occur without knowledge of the victim.
Sexual Harassment	Any form of unwanted conduct of a sexual nature towards an adult, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. This includes all forms of direct or indirect contact.
Transactional Sexual Activity	The exchange of money, goods, services or employment for sex or any sexualised activity. This includes activity that may be lawful such as sex work. The charity does not judge those that experience such transactions, we do however recognise that those exchanging something for sexual services do so through an inherent abuse of power.



## Safeguarding Policy Review. Record of changes

Policy implemented  (date initially ratified by the charity's trustees)	March 2010
Last reviewed	January 2025:  <ul style="list-style-type: none"> <li>- Updated DSO details</li> <li>- Added new online version of the incident form</li> <li>- Updated appendix two</li> <li>- Updated who is responsible for policy</li> </ul>
Last Review	April 2025  Full revision of policy including: <ul style="list-style-type: none"> <li>• Updated DSO details</li> <li>• Statutory guidance for each nation</li> <li>• Updated policy content to reflect KCSIE (2024)</li> <li>• Added 'responding to a disclosure section'</li> <li>• Strengthened 'whole charity' safeguarding instructions</li> <li>• Added reference to child-on-child abuse</li> <li>• Added reference to recording low level concerns in line with recent legislation</li> <li>• Updated list of key documents and other support</li> <li>• Changed DSL to DSO throughout</li> </ul>
Last review	December 2025:  <ul style="list-style-type: none"> <li>• Updated policy content where needed to reflect KCSIE (2025)</li> <li>• Updated policy to reflect staffing changes</li> </ul>



	or sooner if felt required
Next review	September 2026
Responsible member of staff	DSO



## Appendix 1 – Sources of Information and Support

### Key Documents

The Revised Prevent duty guidance (2023)

<https://www.gov.uk/government/publications/prevent-duty-guidance>

What to do if you are worried a child is being abused (March 2015):

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

Charity Commission safeguarding guidance: <https://www.gov.uk/charities-how-to-protect-vulnerable-groups-including-children> <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

<https://learning.nspcc.org.uk/training/managing-allegations-abuse>

### Other Support

**NSPCC Helpline** 0808 800 5000

#### Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org)

<https://www.ceop.police.uk/Safety-Centre/>

[Report Remove | Childline](#)

- Support with what to do about online abuse.

#### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

#### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

#### National 24 Hour Freephone Domestic Abuse Helplines

<b>England</b>	<b>Northern Ireland</b>
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<b>Tel:</b> 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a>	<b>Tel:</b> 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a> <b>Twitter:</b> <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a> <b>Facebook:</b> <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a>
<b>Scotland</b>	<b>Wales</b>
<b>Tel:</b> 0800 027 1234 <b>Email:</b> <a href="mailto:helpline@sdafmh.org.uk">helpline@sdafmh.org.uk</a> <b>Web chat:</b> <a href="http://sdafmh.org.uk">sdafmh.org.uk</a>	Llinell Gymorth Byw HebOfn/ Live free from fear helpline <b>Tel:</b> 0808 8010 800 <b>Type Talk:</b> 18001 0808 801 0800 <b>Text:</b> 078600 77 333

### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

**Email:** [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)  
[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

**Tel:** [020 7383 0700](tel:02073830700) or [0808 808 0700](tel:08088080700) (Helpline)  
**Email:** [services@respond.org.uk](mailto:services@respond.org.uk)  
[www.respond.org.uk](http://www.respond.org.uk)

### Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)



Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

### **Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

[Tel: 020 83921839](tel:02083921839)

Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)

[www.suzylamplugh.org](http://www.suzylamplugh.org)

### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com)

### **Women's Aid Federation of England and Wales**

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)

## Appendix 3 – Safeguarding Incident Reporting Form (can also be accessed via QR code)

<b>Date &amp; Time of Writing</b>	
<b>Your Name</b>	
<b>Your Title / Role</b>	
<b>Name of Child / Young Person / Adult</b>	
<b>Date of Birth / Age if known</b>	
<b>When:</b> Date and time of incident or concern raised.	
<b>Where:</b> Please detail if this occurred at a The charity location (Money House/office) or at a host organisation (which one). Please then give further detail of where. (Room)	
<b>Who?</b> Details of who was present.	
<p><b>What :</b> Please provide FACTUAL details of what happened.</p> <p>If there was a verbal disclosure, please use their words.</p>	
What is the child or young person’s account/perspective?	
Any other relevant information (distinguish between fact and opinion). Previous concerns etc.	



People who have been made aware of the incident	
Actions that have been taken	
Actions that will be taken	
Confirmation actions have been completed (Detail, date and signature)	

- Check to make sure your report is clear to someone else reading it.
- Please pass this form to your national safeguarding lead or Designated Safeguarding Officer at [safeguarding@moneyready.org](mailto:safeguarding@moneyready.org)

**Part 2: (for use by Designated Safeguarding Officer)**

Time and date information received, and from whom.	
Any advice sought – if required (date, time, name, role, organisation and advice given).	
Action taken (referral to children’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons. Note time, date, names, who information shared with and when etc	
Name of Child / Young Person	



Date of Birth / Age of child / YP if known	
Parents informed? Y/N and reasons	

- Record names of individuals/agencies who have given information regarding outcome of any referral (if made).
- Where can additional information regarding child/incident be found?
- Should a concern/ confidential file be commenced if there is not already one? Why?

