



for disabled children
and young people in Sussex

Amaze Safeguarding Policy

1. Quick Reference Guide

Safeguarding is everyone's responsibility. Staff and volunteers must read the full Safeguarding Policy. This quick guide is to help staff and volunteers act in line with the policy when a concern arises. It includes key contacts and a flow chart for action. Staff are expected to print or save a copy of the quick guide pages or easy reference and have this at groups and events.

The Amaze safeguarding team: Designated Person(s) for Safeguarding and Child Protection (DSL and DSOs)

Amaze has an appointed safeguarding lead (DSL) and deputy who are responsible for dealing with any safeguarding and child protection concerns. The CEO is also able to act as Designated Person for safeguarding. There is a safeguarding lead duty rota. Do not hesitate to contact the safeguarding team for advice. Contact them urgently if you have a positive concern that someone is at risk of harm. Try the duty lead first based on the rota. If you cannot reach the duty lead, call any of the safeguarding team.

Designated Safeguarding Lead (DSL): Ros Cook , Head of Services Mobile number: 07906 674505 Email: ros@amazesussex.org.uk
Designated Safeguarding Officer (DSO): Liam Ryan , SENDIASS Manager Mobile number: 07483 111659 Email: liam@amazesussex.org.uk
Alternative DSO: Sally Polanski , Chief Executive Mobile number: 07904 012555 Email: sallyp@amazesussex.org.uk

Safeguarding lead duty rota

	Mon	Tues	Weds	Thurs	Fri	Sat/Sun
Daytime	Liam	Liam	Ros	Liam	Liam	Sally
Out of hours	Ros	Ros	Ros	Sally	Sally	Sally

If none of the safeguarding team are reachable during working hours contact the Amaze office: **01273 234020** to reach an alternative Amaze manager. Outside working hours, if it is an urgent concern use the area social care contact points below. Use the flow chart to help you decide.

Safeguarding referral agencies by local area (child = 0-17 years, adult = 18+)

If you think a child or adult is in *immediate* danger, call the police on 999.

If you have reason to believe a child or adult is at risk of significant harm and you are unable to contact one of the above designated leads for safeguarding, you can contact the relevant social care service using the details below:

Brighton and Hove

Children and young people: Front Door for Families. Phone: 01273 290400 Out of hours: 01273 335905/6 Email: FrontDoorforFamilies@brighton-hove.gov.uk Online form: www.brighton-hove.gov.uk/families-children-and-learning/tell-us-if-you-are-worried-about-child	Adults Adult Social Services – Access Point Phone: 01273 295555 Email: hascsafeguardinghub@brighton-hove.gov.uk Online form: www.brighton-hove.gov.uk/report-safeguarding-concern
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East Sussex









<p>Children and Young People: Single Point of Advice Telephone: 01323 464222 Out hours phone: 01273 335905/6 Email: 0-19SPOA@eastsussex.gov.uk Online form: www.eastsussex.gov.uk/children-families/worried-about-a-child</p>	<p>Adults: Health and Social Care Connect Phone 0345 6080191 Email: HSCC@eastsussex.gov.uk Online form: www.eastsussex.gov.uk/social-care/worried/report</p>
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








West Sussex

<p>Children and young people: Integrated Front Door Phone: 01403 229 900 Out of hours phone: 0330 222 6664 Email: WSChildrenservices@westsussex.gov.uk Online form: www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/</p>	<p>Adults: Adults' Care Point Phone: 01243 642121 Email: socialcare@westsussex.gov.uk Online form: www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult/</p>
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Flow chart for action to take if you have a concern about safeguarding

If you are in a situation where a manager or supervisor is immediately available, for example in group session for young people or in a staffed office, speak to them immediately and work through the flow chart together.

You think a child or adult is in serious danger right now	You think a child or adult is at risk of significant harm , and urgent action is needed	You have a clear concern about a risk of harm to a child or adult, but it is not a risk that will rapidly become more significant without urgent action	You are worried or uncertain about the welfare of a child or adult, feel something is wrong or there may be some risk but it is not clear or immediate
			
Call the police on 999.	Contact one of the designated people listed above urgently. They will act on your concern and advise you what to do next.	Contact your manager or supervisor. If you cannot get hold of them that day, contact one of the designated people listed above.	Contact your manager or supervisor to talk it through within the week, or sooner if you are unsure how serious it is.
			
Contact one of the designated people above. If you can't reach one, call the Amaze Office and ask them to tell the most senior manager	If you can't get hold of one of the designated people, contact social care yourself to alert them to your concern. Use the list above to find the right service.	Your manager or supervisor and the designated person will act on your concern and advise you what you need to do next.	If they are not available that week, contact one of the designated people listed above to discuss your concern. You can email both your

available that you have called the police. Someone will call you back and tell you what to do next.			manager and the safeguarding team.
			
Write up a record of what happened, who was involved and what you did, ready to email it to the manager who calls you. If possible use the Record of Concern form but if not readily available make your own notes whilst it is fresh in your mind.	Contact the Amaze Office and ask them to tell the most senior manager available that you have done this. Someone will call you back and tell you what to do next.	Write up a record of your concerns to share with the designated person. If possible use the Record of Concern form but if not readily available make your own notes whilst it is fresh in your mind.	Your manager/supervisor or the designated person that you speak to will tell you what to do next including any record they need from you. They will agree a plan of action if needed.
			
	Write up a record of what happened, who was involved and what you did; ready to email it to the manager who calls you. If possible use the Record of Concern form but if not readily available make your own notes whilst it is fresh in your mind.		
			
Use your manager or supervisor for support and reflection			

2. Aims and principles

Amaze provides information, advice and support for children and young people (birth to 25 years) with special needs and disabilities and their parent carers. Support activities include peer support, befriending, groups, short breaks and events. Amaze recognises its responsibility in carrying out these activities, to take all reasonable steps to promote safe practice and to protect children and adults at risk from harm, abuse and exploitation. Amaze expects everyone who works on behalf of Amaze, including staff, volunteers and trustees, to share this responsibility and act accordingly.

Amaze believes that every person has a right to live a life free from abuse, neglect and fear. Amaze has a specific commitment to promoting and safeguarding the welfare of children, young

people and adults with special educational needs and disabilities. Amaze believes that supporting parents and carers is central to the welfare of disabled children and adults. It is a key element of Amaze's mission to work in partnership with parents, but safeguarding a child takes priority if these two aims should conflict. Similarly, Amaze is committed to promoting the right of disabled children, young people and adults to develop independence and make choices for themselves but will be alert to how this may interact with safeguarding.

Amaze recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and be alert to abuse. These procedures apply to all children and adults at risk regardless of their race, religion, first language or ethnicity; age; gender or sexuality; health or disability; location or placement; political views or immigration status or involvement in criminal behaviour.

For the purposes of safeguarding legislation, a young person is regarded as a 'child' until their eighteenth birthday. 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 grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Amaze acknowledges that some children and young people are more vulnerable to abuse than others. It is known that disabled children and children with special educational needs (SEND) are at significantly greater risk of physical, sexual and emotional abuse and neglect than non-disabled children. Some disabled and neurodivergent young people will be at increased risk of exploitation, financial abuse or radicalisation. Other factors can also increase risk for a child; for example living away from home, homelessness, living with parental ill health, mental illness or substance misuse, having family members in prison or experiencing domestic abuse, and suffering from racial or religious harassment.

An adult at risk, means any person aged 18 or over who has care and support needs and is experiencing, or is at risk of, abuse or neglect and is unable to protect themselves because of their care and support needs. Adults at risk of abuse include people with a wide range of disabilities including learning disabilities, high care needs and mental health issues, and other life experiences such as substance misuse and domestic abuse.

There is an important difference between safeguarding adults and children - adults may choose not to act to protect themselves. Unless the adult lacks capacity in that area then the law will allow adults to make choices that appear to cause them harm. In some situations there would still be an obligation to take action eg child involved, preservation of life, serious crime, severe risk to other people, allegations against staff.

Amaze is committed to following the guidelines and procedures established in:

- the **Sussex Child Protection and Safeguarding Procedures**
<https://www.sussexsafeguardingchildrenprocedures.co.uk/>
- the **Sussex Safeguarding Adults Policy and Procedures**
<https://sussexsafeguardingadults.procedures.org.uk>

In following these pan-Sussex policies and procedures, Amaze is mindful of the relevant legislation including the Children Act 1989 and 2004, Safeguarding Vulnerable Groups Act 2006 and guidance including Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2023 and Care and Support Statutory Guidance 2024.

Amaze's Safeguarding Policy is one of a number of Amaze policies and procedures that contribute to overall safeguarding of users and staff, including –

- Recruitment and Selection Policy
- DBS and Recruitment of Ex-Offenders Policy
- Data Protection and Confidentiality Policy
- Complaints Policy
- Whistleblowing Policy
- Health and Safety Policy
- Risk Management Strategy
- Lone Working Policy
- Self-harm Policy

3. Amaze's responsibilities

The **Amaze trustees** have responsibility to:

- Take reasonable steps to protect people who come into contact with the charity from harm, including beneficiaries (users), staff and volunteers
- Follow relevant legislation and guidance, including the Charity Commission guidance for trustees on safeguarding
- Make safeguarding a high-level priority of the organisation, which receives regular consideration by the board of trustees and the senior leadership of the charity
- Set Amaze's policy on safeguarding and review it at least annually
- Have active oversight of the application of the policy and related procedures
- Appoint one of their number as Trustee Safeguarding Lead (TSL) who will champion safeguarding issues within Amaze, provide strategic oversight and support the board to understand their safeguarding responsibilities
- Appoint a designated person (DSL) and deputy designated person for safeguarding who are known to all staff and volunteers as the people to whom they should report concerns that arise about a child or young person or adult at risk, or a worker's conduct towards a child/young person or adult at risk
- Require that the Chief Executive and designated person for safeguarding report to the trustees on the operation of this policy
- Ensure Serious Incidents (including safeguarding incidents) are reported to the Charity Commission

The **Chief Executive** has responsibility to:

- Work with the trustee safeguarding lead (TSL) to maintain strategic oversight of safeguarding across Amaze
- Ensure that the Safeguarding Policy is implemented and adhered to
- Monitor its effectiveness through monitoring recruitment, training, complaints, grievances, risk and safeguarding concerns
- Ensure that the designated person and deputy have undertaken basic training on child protection and safeguarding adults, further training provided by the local Safeguarding Children Partnerships and Adults Boards, and that they understand their responsibility to refer any safeguarding and child protection concerns to the statutory safeguarding agencies (i.e. Police, Children's Social Care and Adult Social Care)
- Promote the involvement of parents, children and young people in expressing their views about the service provided by Amaze and our partners
- Facilitate involvement of parents and young people in the work of the organisation and to make safeguarding policies and procedures available to them

Amaze's **designated person and deputy** have responsibility to:

- Ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person/adult may be subject to abuse or neglect.
- Ensure that any concerns about a child/young person/adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- Record securely any reported incidents in relation to a child/young person/adult or breach of safeguarding policies and procedures
- Report to the Chief Executive and trustees about safeguarding issues and Amaze's performance on safeguarding
- Maintain links with the local Safeguarding Children Partnerships and Safeguarding Adults Boards, keeping up to date with local guidance and applying it to Amaze's work
- Have regard to all Charity Commission guidance on safeguarding and otherwise keep up-to-date with national developments relating to the welfare and protection of children and young people and safeguarding of adults at risk.

All Amaze **managers and supervisors** of volunteers have a responsibility to:

- Ensure all staff and volunteers are aware of their legal and moral responsibility to safeguard children and adults at risk; are aware of how to do this in practice and equipped to do so with procedures, resources and training appropriate to their role
- Set up and work within policies, procedures and working practices that prevent or reduce risk of harm, and enable safeguarding concerns to be identified and acted upon effectively
- Ensure that safeguarding is covered as part of the basic induction of all staff and volunteers, and is regularly considered in supervision
- Ensure all staff and volunteers that have contact with our users have undertaken basic safeguarding training as provided by one of the local Safeguarding Children Partnerships or Adults Boards (or other recognised provider) and further training appropriate to their role
- Provide opportunities for all staff and volunteers to further develop their skills and knowledge particularly in relation to the welfare and protection of children and young people and adults at risk

All Amaze **staff and volunteers** have a responsibility to:

- Be alert to the risk of harm to children and adults
- To read, understand and apply this policy
- To implement all Amaze policies, procedures and working practices that prevent or reduce risk of harm
- To take up training at a level appropriate to their role that equips them to understand safeguarding and act in ways that protect children and adults at risk of harm.

4. Knowledge and awareness

Amaze will promote knowledge and awareness about safeguarding with those who use Amaze services. This includes providing information about Amaze's policy and approach on safeguarding, how to raise or seek support with safeguarding concerns through Amaze and information about other sources of help and support with safeguarding issues for adults and children.

Amaze staff and volunteers need good knowledge and awareness about safeguarding. Amaze recognises that effective safeguarding relies on the organisation, its staff and volunteers being alert to the range of ways in which a child or adult may be at risk of harm. These include:

- Physical abuse
- Emotional abuse
- Sexual abuse

- Neglect and self-neglect
- Sexual exploitation
- Child trafficking
- Exploitation through involvement in crime including county lines
- Commercial exploitation and modern slavery
- Female genital mutilation and breast ironing
- Forced marriage
- Extremism and radicalisation
- Financial abuse
- Organisational abuse in a care setting
- Bullying and cyberbullying, harassment and hate crime
- Exposure to domestic abuse involving others in the home
- Peer on peer abuse
- Honour based violence
- Fabrication of symptoms or deliberately inducing illness

Staff must also be alert to private fostering: this is not in itself a safeguarding concern, but children who are not living with a parent or close relative are known to be at additional risk. For this reason, the law says that the local authority must be informed about all private foster care arrangements. Where staff come across a child in this situation, they should bring it to the attention of the designated person so they can report it to the relevant local authority.

5. Spotting safeguarding concerns

There are a number of ways in which concerns regarding a child or young person or adult's welfare might become known to Amaze staff and volunteers. These include:

- The individual discloses that he or she is being abused or exploited (see Appendix 1 for guidelines on responding to disclosure)
- A third party reports that the individual has disclosed that he or she is being abused or exploited
- Something heard or observed in the course of contact with a parent, child, adult or family leads to a strong suspicion that a child or adult is being abused or is subject to exploitation or neglect
- Something is observed on social media/in online activity that leads to a strong suspicion that a child or adult is being abused or is subject to exploitation
- A third party reports that they have heard or observed something that leads to a strong suspicion that a child or adult is being abused or is subject to exploitation or neglect
- An allegation is made against a member of staff, volunteer or trustee
- A concern is raised without any specific disclosure of abuse
- One child or young person or adult is seen to be abusing another
- There are indications that a child is living in a situation where domestic abuse is occurring involving other members of the family or household
- There are signs of radicalisation or involvement in terrorism (see Appendix 2 for more information about responding to radicalisation)

Amaze staff and volunteers should be mindful that children and adults may not be able to communicate that they are being abused or may not be aware that what they are experiencing is abuse, for example in situations of child sexual exploitation or the financial abuse of disabled adults. Staff and volunteers should be alert for:

- significant changes in a child or young person's behaviour

- deterioration in general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- unexplained changes to clothing or possessions, for example new items the individual is unlikely to be able to afford
- child or young person's comments which give cause for concern, including online/on social media
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or forced marriage
- inappropriate behaviour displayed by other members of staff, or any other person working with a child or young person, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images

6. Procedure when abuse or risk of harm is suspected or identified

Staff and volunteers must take a vigilant approach to safeguarding. Sometimes staff and volunteers may be unsure what weight to give to their concerns, perhaps because there is an overlap between how a child may present with a particular disability and behaviours that may be signs of abuse. It is essential that all concerns however minor or uncertain are discussed promptly with the worker or volunteer's supervisor who can contact the designated person as appropriate. If the supervisor is unavailable any member of staff or volunteer can contact a designated person direct (contact information is in the Quick Reference Guide part 1 of this policy).

If there is a concern the process should be as follows:

- Where there is felt to be an immediate risk of significant harm the police should be called immediately without delaying to contact a supervisor, manager or designated person if they are not present in the same venue or office. The member of staff or volunteer should make this contact as soon as possible afterwards so a record can be made and follow up action planned. Where the risk of harm is significant but not immediate, if the supervisor or one of the designated people cannot be contacted in a timely fashion, the worker or volunteer can contact the relevant local access point for child or adult social care services (see Quick Reference Guide).
- In all other circumstances the staff member or volunteer should report concerns promptly to their supervisor and record details of the incident/allegation/concern with the supervisor. These records must be accurate and factual. A Record of Concern form is attached as Appendix 3 and a Body Map as Appendix 5, but making a record and acting on it should not be delayed if this is not readily available. Supervisors must notify the designated person or deputy or the Chief Executive as set out at the start of the policy immediately where this is a serious concern and always in a timely manner. Staff and volunteers are not expected to investigate or to confront an abuser as to do so may actually increase risk or affect the outcome of a formal investigation. But in many cases it will be appropriate to involve a parent, child, young person or adult in a plan of action around the concern or to at least inform them about what action is being taken and why, for example if a referral is made to social care. In some circumstances the best course of action will be to support an individual to self-refer. The designated person will make this decision.
- If it is suspected that the child or young person or adult is at risk of harm a report should be made to the relevant child or adult social care contact point and/or the police. Where it is

known that a child or adult is already receiving social care support, for example from a Children's Disability Team, contact may be made with that social work service, but it must be explicit that this is to report a safeguarding concern. In any doubt use the main social care contact points as they will be able to identify if there is existing social work involvement and refer internally as appropriate. Reporting a concern to social care or the police will be done by the designated person or other senior manager, other than in exceptional circumstances. This report should take into account local Threshold Guidance and use the current referral process for that social care service, whether by phone or online form. Referrals by phone should be followed up in writing. Referrals online should be followed up by phone if there is any element of urgency and a check made that the online form has been acknowledged as received. The social care service must acknowledge receipt of the referral and decide on a course of action within one working day if it is about a child. For adults there is no statutory timescale but in either case if an appropriate acknowledgement is not received the referrer should ensure that the referral is followed up after three working days.

- Where there are concerns about a child or adult but not a clear suspicion of risk of harm, the designated person may contact social care for advice. Where the concern relates to child sexual exploitation, advice may be sought from or a referral made to the WiSE project (based at YMCA Downs Link Group www.ymcadlg.org/what-we-do/support-and-advice/ymca-wise/).

Concerns and follow up actions are recorded on a Safeguarding Log held confidentially and reviewed regularly by the CEO and Head of Services to ensure actions are carried out. In some instances there will be a need to monitor or offer ongoing support instead of or subsequent to raising a concern or making a safeguarding referral, for example for a young person who is part of an Amaze youth group. This is particularly true for safeguarding concerns about adults that do not meet the "adults at risk" threshold but do warrant adult welfare support. The relevant project will keep a record of this on Charity Log and there will be an agreed process and timescale for review.

Further guidance for practitioners "What to do if you're worried a child is being abused" HMG 2015 www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

7. Procedure for allegations about staff

Amaze commits to treat allegations of abuse made against staff and volunteers with the highest care and seriousness. With these allegations it is not only important to consider if a child, young person or adult is suffering or is likely to suffer significant harm but also if that allegation might indicate that the alleged perpetrator is unsuitable to continue to work with children, young people or adults either in their present capacity or at any point in the future. If an allegation against a member of staff is upheld, Amaze will ensure that the Disclosure and Barring Service (DBS) is notified of relevant information so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.

All staff and volunteers employed by Amaze are in a position of trust. Therefore, any allegation made against a member of staff could highlight a breach of that trust. Under the Sexual Offences Act 2003 it is an offence for a person aged eighteen or above, to have a sexual relationship with a child under the age of eighteen where the person is in a position of trust in respect of that child, even if the relationship is consensual.

Any parent, child, young person, adult using Amaze, or worker in another organisation or member of the public who has concerns about an Amaze staff member or volunteer is strongly encouraged to contact the designated safeguarding officer at Amaze or the Chief Executive who will make a decision whether to contact social care, the police or the local authority designated officer (LADO).

The same applies to an Amaze staff member or volunteer who has concerns about a colleague. See Appendix 4 for details about the role of the LADO and the process that would follow. Amaze's Policy on Whistleblowing provides more information about how Amaze will respond to concerns raised about the organisation and its staff.

Parents, children and young people or adults using Amaze could alternatively contact their local contact point for social care or the NSPCC if they do not wish to contact Amaze direct.

8. Safer recruitment

Amaze is committed to robust safer recruitment processes to try to ensure we recruit staff and volunteers who are suitable to work with children, young people and adults at risk. Amaze has separate policy documents to be read in conjunction with this Safeguarding Policy (Recruitment and Selection Policy and Volunteer Policy), which outline how we check suitability of potential staff and volunteers. These safer recruitment practices include defining the role, use of an application form, shortlisting and selection processes, use of self-disclosure forms, identity checks, taking up references and carrying out Disclosure and Barring Service checks. There is a related policy about DBS and Recruitment of Ex-Offenders. Staff and trustees who take part in recruitment and selection must ensure they are familiar with all these policies.

It is a term of both the Contract of Employment and the Volunteer Agreement that employees and volunteers familiarise themselves with the Safeguarding Policy and co-operate in its implementation. This is included in the induction of new Trustees.

9. Safe working practices

Amaze staff and volunteers must be mindful of safeguarding in all aspects of their work and in particular, where this work is directly or indirectly involves children, young people and adults. Managers and supervisors should actively consider if working practice in their project is both safe for staff and volunteers, and suitable to prevent or reduce risk of harm for children, young people and adults at risk. This will be specific to the nature of the work and may involve a risk assessment for the service, for a specific activity, for the venue and in some circumstances for individual children and young people.

For example:

- home visits to parents - staff and volunteers should ensure that they are not left alone with a child or young person
- providing individual information and advice to a young person - care should be taken to arrange meetings in an appropriate setting
- group activities for young people with SEND – staffing levels, supervision and a group agreement are in place to reduce the risk of bullying or unsafe behaviour
- young people's activities and short breaks – venues selected that allow restriction of unwanted access; a register kept of attendees, staff and volunteers; visitors to be signed in and not left unsupervised
- online meetings with individuals or groups – careful choice of social media/video call platforms, use of online group agreements, advice to participants about online safety,
- support groups attended by families – parents made aware that they remain responsible for their children and cannot leave them with Amaze staff or volunteers
- activities planned with another organisation - every effort to ensure the partner organisation has appropriate safeguarding and child protection policies and procedures.

These examples are not exhaustive. Staff and project coordinators should plan with safeguarding in mind; discuss and agree practice with their line manager; take advice from the designated

person for safeguarding; and keep practice under review. Incidents and “near misses” relating to safeguarding must be recorded and discussed so that the organisation can learn from them and take any appropriate follow up action.

The Amaze Lone Working Policy has more information on Lone Working including with children and young people. The Amaze Self-harm Policy outlines how to deal with incidents of self-harm at Amaze activities.

10. Information sharing

Staff and volunteers will need to share information with other agencies about a child, adult or family when making a referral to social care or the police about a safeguarding concern. Staff may also be asked to share information held by Amaze with other agencies as part of a process of investigation or assessment for a child or adult. This should be considered in the light of Amaze’s Data Protection and Confidentiality Policy which sets out that Amaze will normally only disclose information with consent, but that there are certain circumstances where the law requires Amaze to disclose data (including sensitive data) without the subject’s consent. These include two that may apply where there is a need to safeguard a child or adult at risk of harm:

- Carrying out a legal duty or as authorised by the Secretary of State
- Protecting the vital interests of a Data Subject or other person

Sharing information is an essential component in safeguarding both children and adults. When making decisions about sharing information Amaze workers should consider the safety and welfare of the child, young person or adult involved. If they are at risk of significant harm this will override other considerations. In most cases the person should be told what information will or could be shared and why. The exception is where to do so may put that child, young person, adult or others at increased risk of significant harm or if it would undermine the prevention, detection or prosecution of a serious crime, including where seeking consent might lead to interference with any potential investigation. For this reason, Amaze staff and volunteers should be clear with the children, young people, adults and parents with whom they work, that we will treat their information with respect but there are circumstances where confidentiality may not apply and their consent may not be required to share information.

When making decisions about information sharing, staff should seek advice from the designated person if in any doubt. Any information shared must be accurate and up to date, necessary for the purpose for which it is being shared, shared only with those people who need to see it and shared securely. The reasons for a decision to share information or not should be recorded.

Responsibilities and Breach of Policy

Everyone is responsible for their own compliance with this policy. For staff, breaches of policy may incur disciplinary action, depending on the severity of the issue. Please refer to our **Disciplinary Policy** for further information on disciplinary procedures. Staff who are unsure about whether something they propose to do might breach this policy, should seek advice from their manager or the policy owner.

Communication of the Policy

This policy will be available publicly on the Amaze website, in the staff handbook on SafeHR, in the policies folder in shared folders and hard copies will be available on request. New staff and volunteers will be made aware of the policy during their induction with their manager. Training will be provided appropriate to the staff or volunteer role including on the application of this policy in practice. Reminders will be given at staff and volunteer meetings.

Related Forms / Associated Documents

Please see appendices below

Related Policies

Please also see the following related policies:

- **Disciplinary Policy**
- **Recruitment and Selection Policy**
- **DBS and Recruitment of Ex-Offenders Policy**
- **Data Protection and Confidentiality Policy**
- **Complaints Policy**
- **Whistleblowing Policy**
- **Health and Safety Policy**
- **Risk Management Strategy**
- **Lone Working Policy**
- **Self-harm Policy**

VERSION CONTROL / RECORD OF CHANGES

Review date	Version	Section	Changes/Comments
Oct 2012			Approved by Management Committee
April 2014			Updated and approved
Dec 2014			Updated and approved
Feb 2016			Updated and approved
Feb 2017			Updated and approved
June 2018			Updated and approved
May 2019			Full update, approved by MC July 2019
June 2020			Refreshed
Jan 2021			Reviewed and approved by Mgt Cttee
March and November 2022			Refreshed
May 2024			Updated and approved by Trustees
July 2025			Safeguarding audit underway
Nov 2025			Updated and approved by trustees

Appendix 1

DISCLOSURE DO'S AND DON'TS

DO

- Stay calm and do not show disbelief or shock.
- Listen carefully. Prompt with open questions for clarification.
- Reassure them that they were right to tell you and you are treating the information seriously.
- Let them know what you are going to do next and that the service will take steps to protect and support them.
- Write down what was said as soon as possible. Keep this factual using exact words spoken as far as possible and include details such as dates, names, any witnesses etc

- Check that the basic personal details we have are up to date e.g. address, phone number, dates of birth
- Report to your supervisor or other appropriate manager in line with the process set out in this Safeguarding Policy.

DON'T

- Do not stop someone who is freely recalling significant events; allow them to share whatever is important to them
- Do not press for more information or use leading questions
- Do not be judgemental
- Do not promise to keep secrets
- Do not contact the alleged abuser
- Do not discuss with anyone, other than the person to whom you are reporting the matter.

Appendix 2

Prevention of terrorism as part of safeguarding

The Prevent Strategy is part of the government's counter-terrorism strategy and was updated by the Counter Terrorism and Security Act 2015. This Act placed duties on specified bodies, such as local authorities and, as part of Amaze funding comes from local authorities, Amaze must cooperate in this duty. The Prevent Strategy is to reduce the threat to the UK from terrorism and aims 'to stop people becoming terrorists or supporting terrorism'. Terrorism can be defined as 'The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause; and it involves or causes: serious violence against a person; serious damage to a property; a threat to a person's life; a serious risk to the health and safety of the public; or serious interference with or disruption to an electronic system.'

Radicalisation is the process by which a person comes to support terrorism and forms of extremism leading to terrorism. All terrorist groups need to radicalise and recruit children and adults to their cause and this is a safeguarding matter as there is potential harm to those individuals and a potential risk to the wider community from terrorist attacks. The Prevent Strategy deals with all forms of terrorism but prioritises them according to the threat they pose to national security. The Prevent Strategy aims to respond to the ideological challenge of terrorism and works with sectors and institutions where there are risks of radicalisation. Where a person is identified as being at risk of radicalisation there are appropriate advice and support measures that can be put in place by the local authority.

As part of our commitment to safeguarding children and adults, Amaze staff and volunteers should be vigilant about anything that may suggest signs of radicalisation or involvement in terrorism. These "signs", as with all aspects of safeguarding, can be subtle (changes in appearance, behaviour or routine for example) or more noticeable e.g. expressing clear support for organisations that promote change through violence. Young people with social communication issues are considered to be at particular risk of being drawn into extremism online.

Reporting a concern relating to radicalisation and the Prevent Strategy

If you are concerned by anything you see or hear in your contact with children, young people and adults speak to the designated person or deputy (see Quick Reference Guide for contact details) so a decision can be made about referring these concerns on to the appropriate body. If you have an urgent concern but are unable to make contact with one of the designated person(s) in a timely manner, you can report the concern directly:

- For adults (18+) in Brighton and Hove, East Sussex and West Sussex you should contact the Sussex police Prevent team:
Telephone: **101** ask for the Prevent Team or Email: prevent@sussex.pnn.police.uk
- For children and young people (0-17) make the referral in the same way that you would for any safeguarding concern using the contacts in the Quick Reference Guide that forms section 1 of this Safeguarding Policy.

Appendix 3

RECORD OF CONCERN FORM

To be completed by Amaze worker or by supervisor if concern raised by volunteer

<p>Name of staff member who identified a concern: Name of person completing this record if different:</p>	<p>Date:</p>
<p>Name of Child and Parent Carer (If Known)</p>	<p>Child/Adult Address: (If possible use our database ID number and do not give address here)</p>
<p>Is this Child/Adult on our database?</p>	<p>Not previously known to us.</p>
<p>How has the concern come to your attention? (please tick)</p> <ul style="list-style-type: none"> • Disclosure • Observation • Third party 	<p>Do you think this issue is: (please tick)</p> <ul style="list-style-type: none"> • Safeguarding – nature of concern- • Child protection • Equalities • Bullying • Coercive control • Financial abuse • Domestic violence
<p>What is the concern about this child or young person: (please include when and where incident occurred, what you saw/heard or what was reported, if there are visible marks/injuries use a body map to record these. There is a body map in the Safeguarding Policy as an appendix.)</p>	
<p>Who else, if anyone, was involved and how?</p>	

If there was direct contact with the child or young person or vulnerable adult were there any obvious signs? Did they say anything?
What action has been taken? Who have you spoken to and when?
Is there a follow up plan? Give details:
Do the parents/carers/young person know that a concern has been identified? Did they consent to this referral and/or concern being raised? How? What has been agreed in relation to updating them and keeping them informed?
Has a referral been made to Children's or Adult Social Care? When and how?
Has a referral been made to any other agency for follow up? If so who and when?
If there is a sequence of contacts, referrals or correspondence about this concern, copy this here so a chronology of events is clearly recorded e.g. emails, notes of phone calls.

Pass on completed record of concern to Head of Services or Chief Exec. It will be stored confidentially.

Date received by Head of Services or Chief Exec:

Added to Safeguarding log:

Date of any further update and review:

Appendix 4

More information on allegations against staff and volunteers

The Local Authority Designated Officer (LADO)

Brighton and Hove

Email: ladoenquiries@brighton-hove.gov.uk
Phone: 01273 295643, mobile 07795335879

West Sussex

Email: LADO@westsussex.gov.uk
Phone: 0330 222 3339

East Sussex

Email: LADO@eastsussex.gov.uk
Phone: 07825 782793

An allegation may relate to a person who works with children who has behaved in a way that has harmed a child or may have harmed a child; possibly committed a criminal offence against or related to a child or behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The LADO will work with the Amaze designated person for safeguarding to establish measures that should take place and the timescales for implementation. The investigation will, wherever possible, be completed by Amaze. If the allegation is against the designated officer or the Chief Executive, the trustees will commission an independent investigation. The LADO will monitor progress of any case either via review strategy discussions or by liaising with the police and/or children's social care colleagues or the employer as appropriate.

The outcome of an investigation will be one of the following:

- Substantiated – there is sufficient evidence to prove the allegation/ staff conduct issue
- Malicious – sufficient evidence to disprove the allegation/ staff conduct issue and there is a deliberate act to deceive.
- False – sufficient evidence to disprove the allegation/staff conduct issue
- Unsubstantiated – insufficient evidence to either prove or disprove the allegation/ staff conduct issue. This term, therefore, does not imply guilt or innocence.

If there is a police investigation Sussex Police should set a target date for reviewing the progress of the investigation and contacting the Crown Prosecution Service (CPS). Wherever possible that review should take place no later than four weeks after the initial action meeting following the allegation. The police or the CPS should inform the employer and LADO immediately when a criminal investigation and any subsequent trial is complete, or of it is decided to close an investigation without charge, or not to prosecute after the person has been charged. In those circumstances the LADO will discuss with Amaze if any further action is appropriate and if so how to proceed.

If the allegation is substantiated Amaze will discuss with the LADO if it is appropriate to make a referral to the Protection of Children Act List or DfES List 99. If the allegation is malicious or false Amaze will support the employee in his/her return to work. This may include the provision of additional support through a mentor and discussions on how contact with the child/children who made the allegation might be managed. If the outcome is unsubstantiated but not malicious or false Amaze will seek advice from the LADO about appropriate next steps.

If an allegation is determined to be unfounded Amaze will refer the matter to the LADO to determine if the child concerned is in need of services or may have been abused by someone else. At the conclusion of a case Amaze will review the circumstances and determine whether there are any improvements to be made to the organisations procedures or practices to help prevent similar events in the future.

Appendix 5

Body Maps

Body maps should be used to document and illustrate visible signs of harm and physical injuries.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

Never take photographic evidence of any injuries or marks on a child or young person's body. This is different from recording injuries to staff or volunteers where this can be done with their consent.

Use a paper copy of the body map. Use a black pen, never a pencil. Show the position of the mark or injury on the body map and add additional information in writing making it clear which mark this relates to. Say what the mark appears to be eg red area, swelling, bruising, cuts, lacerations and wounds, scalds and burns. If you are unsure don't guess, just describe it. Try to record the following information in respect of each mark identified:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child or young person feel hot?
- Is the child or young person in pain? How are they communicating this if not by speaking?
- Has the child or young person's body shape changed/are they holding themselves differently?

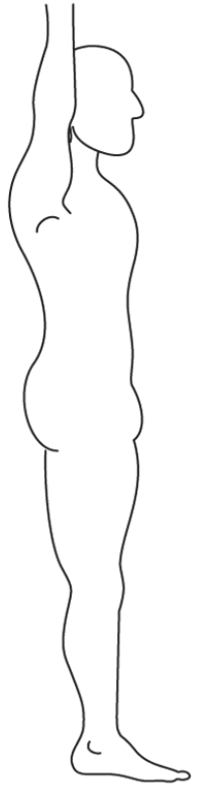
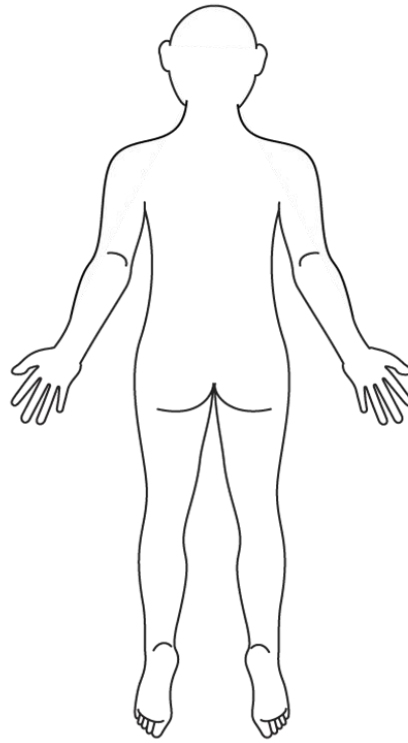
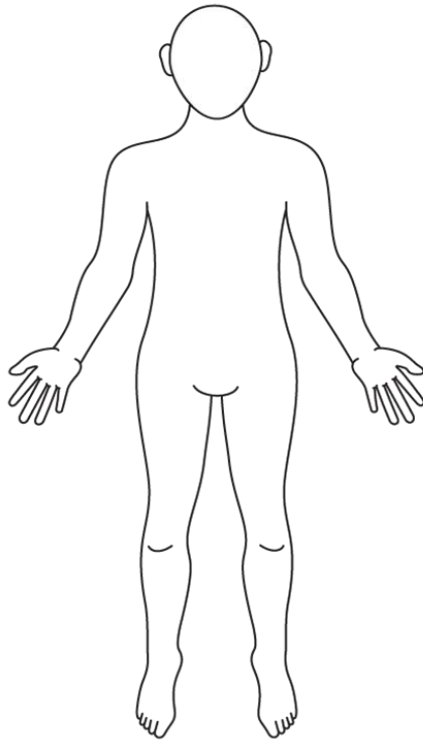
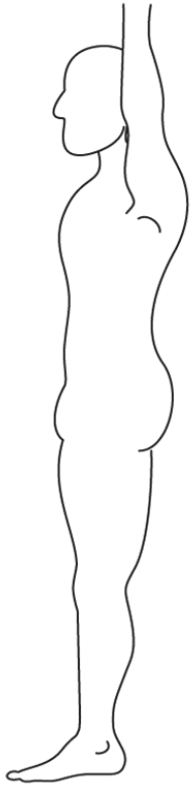
Importantly the date and time of the recording must be stated as well as the name of the person making the record. Add details and comments as required in writing on the body map. Ensure First Aid is provided where required and record that this has been done.

A copy of the body map should be sent to the Head of Services or Chief Exec to be saved confidentially with the Record of Concern.

Name of child or young person:

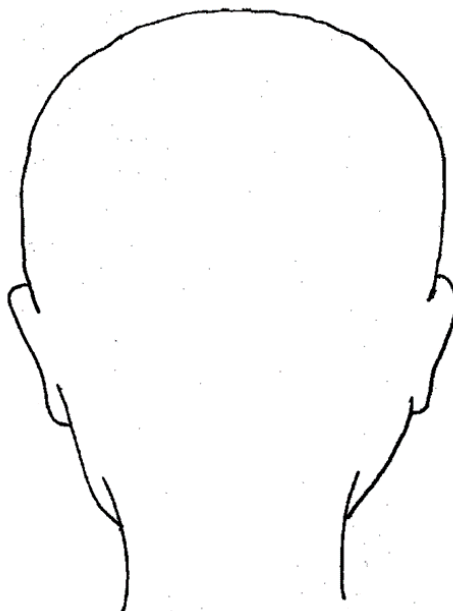
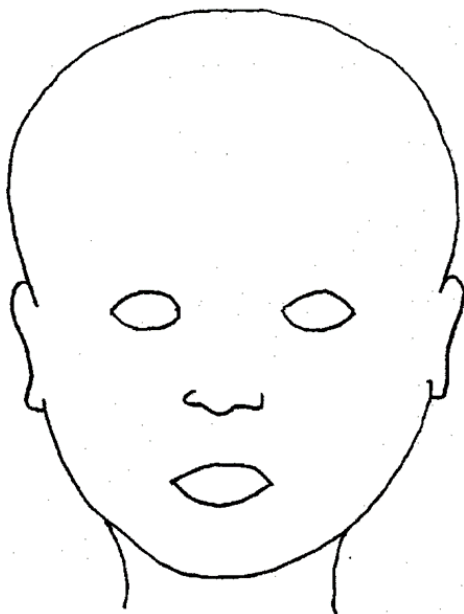
Name of person completing the body map:

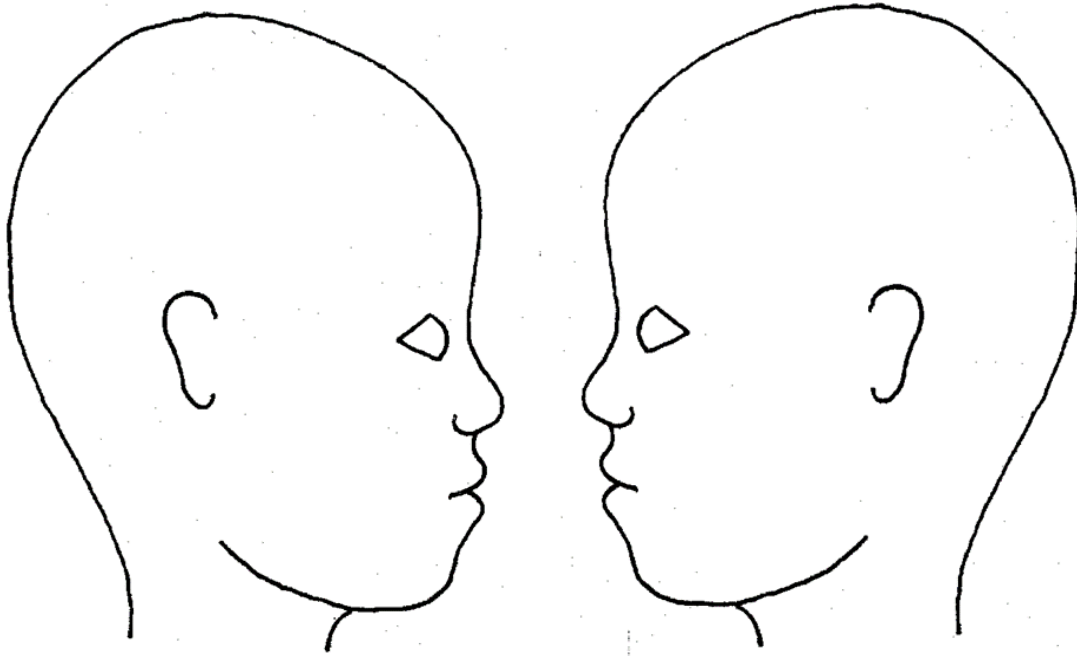
Date and time completed:



Left side

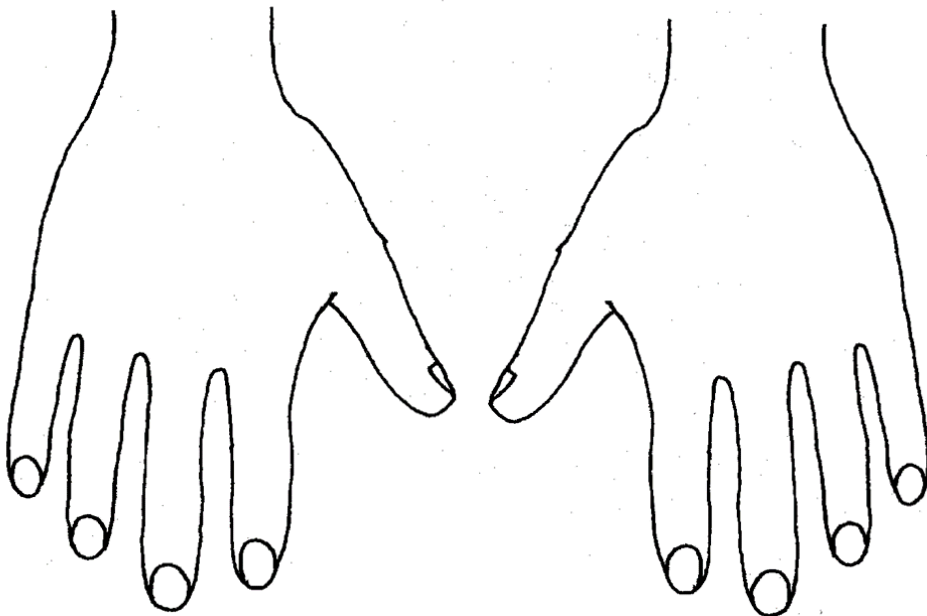
Right side





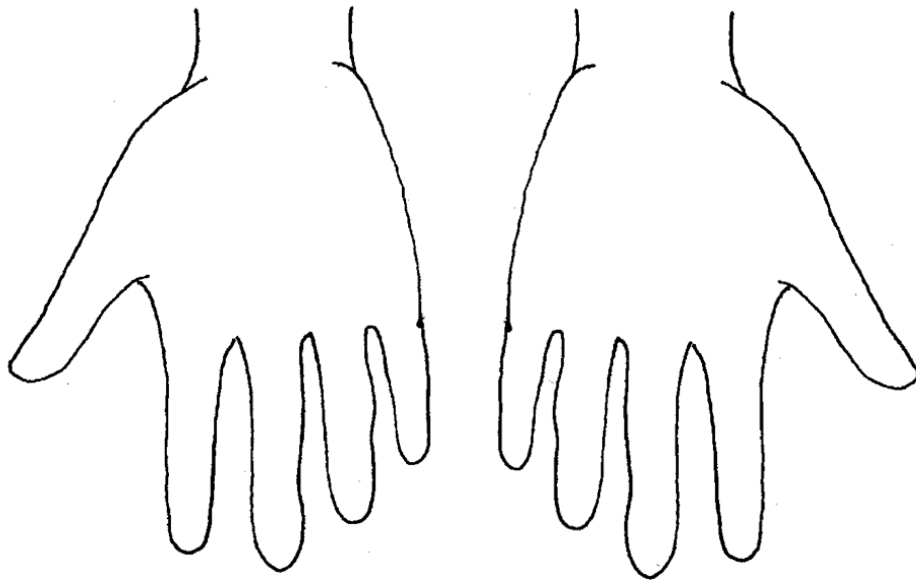
Right side

Left side



Right

Left



Right

Left