

**Queen Mary, University of London Students' Union (the Union)
Union Activities involving Working with Children and Young People
Safeguarding Children - Policy and Procedure**

Contents

no	Clauses	Page no
1.	The Union as an Organisation working with Children and Young People	2
2.	Safeguarding Children – the Regulatory Framework	2
3.	Purposes of this Policy and Procedure	2
4.	Meaning of Significant Harm, Child Abuse and Neglect	3-3
5.	The Union's Responsibilities	3-4
5.1	Disclosure and Barring Service (DBS) Checks	
5.2	Staff and Volunteer Management	
5.3	Appointment of a Nominated Safeguarding Officer	
5.4	Risk Assessment	
5.5	Working with External Organisations	
5.6	Record keeping	
5.7	Sharing Information	
6.	Responsibilities of all Staff and Volunteers	4-5
7.	Responsibilities of the Nominated Safeguarding Officer	5
8.	Responsibilities of all Staff and Volunteers in relation to Concerns	5-6
9.	Responsibilities of the Nominated Safeguarding Officer in relation to a Concern	6-7
9.1	Taking the appropriate course of action in relation to a concern	
9.2	Speaking to the Child or Young Person	
9.3	Deciding whether or not to make a referral	
10.	Requirements on Staff and Volunteer Conduct	7-8
no	Appendices	
1.	The concept of significant harm, definitions of child abuse and neglect	9-11
2.	Further information on sharing information	12
3.	Further information on DBS disclosures	13
4.	Record form for raising a concern	14-16
5.	Relevant Contact Details	17

1. The Union as an Organisation working with Children and Young People

1.1 This policy and procedure applies to all activities of the Union or its subsidiary, QMSU Services Limited, involving or which may involve working with children and young people up to the age of 18. These activities include but are not limited to :-

- student volunteering activities organised or facilitated by the Union's Volunteering Service, including student-led projects and volunteer opportunities with external organisations;
- activities of Union Clubs and Societies;
- the Union's community projects.

1.2 In this policy and procedure:-

- 'relevant activities' includes all activities referred to at 1.1 above;
- 'staff' means staff taking part in relevant activities on a paid basis, whether working for the Union or its subsidiary, QMSU Services Limited;
- 'volunteer' includes any student or staff member taking part in relevant activities on a voluntary basis;
- 'child' and 'young person' includes anyone up to the age of 18.

1.3 Volunteer opportunities involving working with children and young people provided by external organisations will be subject to the safeguarding policies and procedures of the external organisation, unless it is agreed by the Union that this policy and procedure should apply. In all other cases, this policy and procedure will apply.

2. Safeguarding Children – the Regulatory Framework

2.1 *The London Child Protection Procedures, 5th Edition 2013*¹ (the LCCPs) set out how agencies and individuals should work together to safeguard and promote the welfare of children and young people.

2.2 The LCCPs are underpinned by the *Working Together to Safeguard Children Guidance (March 2013)*² (*Working Together*) which sets out what should happen in any local area when a child or young person is believed to be in need of support.

2.3 Whilst the principal responsibilities for safeguarding children lie with agencies in the local safeguarding children board, and in particular the local authority's children's social care services, the LCCPs and *Working Together* set out the responsibilities of all groups working with children in ensuring children are safe and protected from avoidable harm.

2.4 This policy and procedure takes into account relevant provisions of the LCCPs and *Working Together* and has been adopted by the Union's Board of Trustees, which is responsible for its review as necessary, and at least [every 2 years].

3. Purposes of this Policy and Procedure

3.1 It should be noted that, as the LCCPs make clear, **safeguarding is everyone's responsibility.**

3.2 The purposes of this policy and procedure are to:-

- acknowledge the Union's responsibilities for any activities which may involve working with children or young people;

¹ <http://www.londoncp.co.uk/>

² <http://www.workingtogetheronline.co.uk/>

- confirm the commitment of the Union to safeguarding and promoting the welfare of children and young people taking part in relevant activities;
- set out the responsibilities of staff and volunteers, working or volunteering in relevant activities.

3.3 It should be noted that Queen Mary University of London (QMUL) has a separate *Policy and Procedures for the Protection of Children and Adults in Need of Safeguarding*. The QMUL Policy relates principally to activities organised and delivered by it. However, in some circumstances, it may be necessary for reference to be made to and action taken in accordance with that Policy. Where relevant, QMUL's advice will be sought.

4. Meaning of Significant Harm, Child Abuse and Neglect

4.1 The local authority has a duty to make enquiries to decide whether or not to take action to safeguard or promote the welfare of a child or young person who is suffering, or likely to suffer, "significant harm". All those in contact with children and young people must make a referral to the local authority children's social care services if there are signs that a child or young person is suffering or is likely to suffer significant harm.

4.2 There are no absolute criteria to determine what constitutes significant harm. Further guidance on it is contained in Part A Section 1.1 of the LCPPs, and definitions of child abuse and neglect are given in Part A Section 1.3 of the LCPPs. Those sections are reproduced in **Appendix 1 below**.

5. The Union's Responsibilities

5.1 Disclosure and Barring Service (DBS) Checks

5.1.1 The Union will ensure that suitable enhanced DBS disclosures are obtained for staff whose duties include managing, coordinating or otherwise being involved in providing relevant activities, prior to their taking up any such duties.

5.1.2 External organisations offering volunteer opportunities involving working with children and young people will themselves arrange for suitable enhanced DBS disclosures to be obtained for volunteers prior to their taking up a volunteer role, unless it is agreed that the Union should do on their behalf. In all other cases, the Union will ensure that suitable enhanced DBS disclosures are obtained for volunteers working in relevant activities, prior to their undertaking their volunteer role, other than in relation to one day or other occasional volunteering where there is no unsupervised access of volunteers to children or young people. The Union will require such enhanced DBS disclosures to be obtained every 12 months.

5.1.3 International students may not be in a position to apply for a DBS disclosure. In this case, their duties or volunteer role will not involve any unsupervised access to children or young people.

5.1.4 Further information on DBS disclosures is contained in **Appendix 3** below.

5.2 Staff and Volunteer Management

The Union will ensure that staff and volunteers involved in relevant activities:-

- are familiar with relevant provisions of the LCPPs and *Working Together* to an extent appropriate to their role and level of responsibility;
- are familiar with this policy and procedure and understand their roles and responsibilities in relation to it;

- know how to recognise child abuse and neglect, how to respond to it and how to report it; and
- will have access to training appropriate to their role and level of responsibility and receive appropriate management supervision.

5.3 **Appointment of Nominated Safeguarding Officer as the Designated Safeguarding Children Professional**

In relation to relevant activities, the Union has appointed a Nominated Safeguarding Officer (NSO) as its designated safeguarding children professional for the purposes of the LCPPs, and a Deputy NSO. Relevant contact details are contained in **Appendix 5** below.

5.4 **Risk Assessment**

External organisations providing volunteer opportunities involving working with children and young people will themselves carry out risk assessments in relation to their activities, unless it is agreed by the Union that it will do so. In all other cases, the Union will ensure that all relevant activities are suitably risk assessed.

5.5 **Working with External Organisations**

5.5.1 Where the Union works jointly with an external organisation in providing volunteer activities involving working with children and young people, the Union will ensure that appropriate arrangements are in place relating to respective responsibilities for safeguarding children and young people, including relevant DBS disclosures and risk assessment.

5.5.2 Where external organisations working with children and young people are afforded access to the Union's premises and/or facilities, the Union will ensure that appropriate evidence is obtained relating to the fulfillment by the external organisation of its responsibilities for safeguarding children and young people, including relevant DBS disclosures, and risk assessment.

5.6 **Record-keeping**

5.6.1 In relation to relevant activities, the Union will ensure that:-

- records are kept relating to working with children and young people, including concerns raised, referrals made and any other work undertaken under safeguarding children and young people procedures; and
- information relating to DBS disclosures obtained in relation to staff and volunteers working with children and young people will be managed and used in accordance with the DBS Code of Practice.

5.6.2 Further information on the DBS Code of Practice is contained in **Appendix 3** below.

5.7 **Sharing Information**

5.7.1 The Union recognises that sharing of information may be necessary in safeguarding children and young people. In keeping with recommended guidance, the Union will, wherever possible, ensure that all necessary consents are sought before information about a child or young person is shared.

5.7.2 Further information in relation to sharing information is given in **Appendix 2** below.

6. **Responsibilities of all Staff and Volunteers**

6.1 In relation to relevant activities all staff and volunteers are required:-

- to be familiar with relevant provisions of the LCPPs and *Working Together* to an extent appropriate to their role and their level of responsibility;
- to be familiar with this policy and procedure and understand their roles and responsibilities in relation to it;
- to know how to recognise child abuse and neglect, how to report it and how to respond to it;
- to undertake training on safeguarding children and young people appropriate to their role and their level of responsibility; and
- comply in all respects with the provisions of Clause 10 below on conduct and with any other requirements on conduct notified from time to time.

6.2 Further responsibilities of all staff and volunteers working with children and young people in relation to raising concerns are set out below.

7. Responsibilities of Nominated Safeguarding Officer

7.1 In relation to relevant activities, the Nominated Safeguarding Officer (NSO) is responsible for:-

- providing guidance and support to other staff and to volunteers in relation to safeguarding matters, including raising concerns;
- dealing with concerns raised by other staff and by volunteers;
- deciding on appropriate courses of action in safeguarding matters, including making referrals in relation to concerns;
- acting as the point of contact between the Union and other agencies and organisations in safeguarding matters;
- ensuring all appropriate records are kept in relation to work with children and young people, including concerns raised, referrals made and any other work undertaken under safeguarding children procedures; and
- monitoring and reviewing the Union's safeguarding arrangements.

7.2 Further responsibilities of the NSO in relation to referring concerns are set out below.

8. Responsibilities of all Staff and Volunteers in relation to Concerns

8.1 Any member of staff or any volunteer involved in relevant activities who has any concern that a child or young person is being, or is at risk of being, abused or neglected, is required to raise their concern with the NSO. Where the NSO has any such concern, they themselves are required to act as set out below.

8.2 Their concern may arise from an incident, from a disclosure by the child or young person, or any other person, or from any other signs or indicators, for example, the behaviour of the child or young person, or another person.

8.3 If a child or young person is suffering from a serious injury, the staff member or volunteer is required to:-

- take such steps as are practicable to ensure that the child or young person is in no immediate danger;
- dial 999 for an ambulance if emergency medical treatment is needed; and
- consider contacting the police if a crime has been or may have been committed.

8.4 Preserving evidence is important. Care should be taken to not disturb or remove articles which may be used in evidence. If in doubt, the staff member should contact the police and ask for advice. Relevant contact details are contained in **Appendix 5** below.

- 8.5 If a concern arises from something a child or young person says, the member of staff or volunteer:-
- should listen carefully to what the child or young person says, to clarify the concerns;
 - must not press the child or young person for information, lead or cross examine them;
 - must explain to the child or young person that they cannot promise to keep anything secret or confidential;
 - should offer reassurance about how the child or young person will be kept safe; and
 - should explain what action will be taken.
- 8.6 The staff member or volunteer should stay as calm as possible and take care not to be judgmental or jump to conclusions.
- 8.7 The staff member or volunteer should not discuss their concern with any person who may have caused any harm to a child or young person, save to the extent necessary for the immediate welfare of the child or young person.
- 8.8 The staff member or volunteer is required to make a written record of any incident or disclosure or any other signs or indicators giving rise to their concern as soon as practicable. A sample record form for such purposes is shown in **Appendix 4** below. Such record should include:-
- the date and time of any incident, disclosure or noting of signs or indicators;
 - details of the incident, disclosure or any other signs or indicators;
 - exact details of anything said by the child or young person, using the child's or young person's own words wherever possible;
 - the appearance and behaviour of the child or young person, and details of any injuries;
 - if any staff member or volunteer witnessed an incident, details of what they saw; and
 - the name and signature of the person making the record.
- 8.9 The record should be factual, but if it contains any statements of opinion, they should be clearly identified as such. Information from another person should be clearly attributed to them.
- 8.10 Staff and volunteers are required to raise concerns with the NSO and ensure that any relevant written record is passed to them immediately as indicated in the record form.. If a concern relates to the NSO, the member of staff or volunteer must raise the concern with the Union Chief Executive and ensure the relevant record is passed to the Chief Executive. Relevant contact details are contained in **Appendix 5** below.
- 8.11 For further information on responding to concerns see Part A Section 1.5 of the LCPPs.

9. Responsibilities of the Nominated Safeguarding Officer in relation a Concern

The NSO is responsible for referring a concern as described below, but *anyone* can refer if the child or young person is in immediate danger, or if the NSO has not taken action.

9.1 Taking the appropriate course of action in relation to a concern

- 9.1.1 Once a concern is raised the NSO is required to act without delay. The NSO is similarly required to act without delay in relation to their own concerns.
- 9.1.2 In considering the appropriate course of action in relation to a concern, the NSO may need to consider the following, taking into account information sharing considerations:-
- making an immediate evaluation of the risk to the child or young person;

- taking reasonable and practical steps to safeguard the child or young person;
- referring to the police if a crime has been or may have been committed;
- if the matter is referred to the police, discussing risk management and any potential forensic considerations;
- arranging any necessary medical attention;
- making a referral to the relevant children's social care services, or the emergency duty team if out of hours;
- if a person causing the harm is also a child or young person, arrange for their needs to be attended to;
- making sure others are not at risk;
- taking appropriate action in relation to any member of staff or volunteer suspected of abusing any child or young person.

9.1.3 Relevant contact details are contained in **Appendix 5** below.

9.1.4 For further information on responding to concerns see Part A Section 1.5 of the LCPPs.

9.1.5 Information on sharing information is given in **Appendix 2** below.

9.2 **Speaking to the Child or Young Person**

It may also be appropriate for the NSO to speak to the child. In this case, the NSO:-

- should listen carefully to what the child or young person says, to clarify the concerns;
- must not press the child or young person for information, lead or cross examine them;
- must not give false assurances of confidentiality;
- should, if the child or young person can understand the significance and consequences of making a referral to the local children's care services, ask their view;
- should explain, that whilst the child's or young person's view will be taken into account, they have a responsibility to take whatever action is required;
- should offer reassurance about how the child or young person will be kept safe;
- should explain what action will be taken.

9.3 **Deciding whether or not to make a referral**

9.3.1 If the NSO is unsure whether or not to make a referral in relation to a concern, they should contact the relevant children's social care services, or the emergency duty team, if out of hours, for advice.

9.3.2 A referral **must** be made to the relevant children's social care services, or the emergency duty team, if out of hours, if there are signs that a child or young person is suffering significant harm through abuse and neglect or is likely to suffer significant harm in the future. A referral should be made if the abuse has been caused by a member of staff or a volunteer. In all cases, the timing of a referral should reflect the level of perceived risk of harm, but should not be longer than one working day of identification or disclosure of the harm or risk of harm.

9.3.3 In all cases where a referral is made, the relevant children's social care services, or the emergency duty team, if out of hours, will give guidance on what steps are should be taken next. Relevant contact details are contained in **Appendix 5** below.

9.3.4 For further information on making a referral, see Part A Section 1.5.9 of the LCPPs.

10. **Requirements on Staff and Volunteer Conduct**

10.1 In all relevant activities all staff and volunteers:-

- must not be involved in rough or over-physical activities with any child or young person and must avoid intrusive or inappropriate touching;
- must not use bad language and must not make any inappropriate comments or gestures to a child or young person;
- must not carry out any intimate personal care for a child or young person (for example, physical assistance in going to the toilet) or administer any medicine to them;
- must not take photographs or videos of a child or young person on any personal camera or mobile device*;
- should take care not to put themselves in a position of risk, for example by being alone with a child or young person unnecessarily;
- must not engage in any personal relationship with any child or young person taking part in relevant activities;
- must not have any contact with any child or young person outside relevant activities, including via mobile or email or through social media.

*[*photographs and video recordings may only be taken on the Union's camera equipment, and only if expressly authorised by the member of staff or the external organisation responsible for the activity.]*

10.2 Further requirements on staff and volunteer conduct may be issued from time to time in relation to specific relevant activities.

Appendix 1 - The concept of significant harm, definitions of child abuse and neglect

The following are extracts from the LCPPs Part A Core Procedures Section 1 Responding to Concerns of Abuse and Neglect

1.1 Concept of Significant Harm

1.1.1 Some children are in need because they are suffering, or likely to suffer, significant harm. The [Children Act 1989](#) introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries (Section 47) to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

A Court may only make a Care Order or Supervision Order in respect of a child if it is satisfied that:

- The child is suffering, or is likely to suffer, significant harm ; and
- The harm, or likelihood of harm, is attributable to a lack of adequate parental care or control (Section 31).

In addition, Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include "impairment suffered from seeing or hearing the ill treatment of another" for example, where there are concerns of Domestic Abuse.

1.1.2 There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, sadism and bizarre or unusual elements.

1.1.3 Each of these elements has been associated with more severe effects on the child, and / or relatively greater difficulty in helping the child overcome the adverse impact of the maltreatment.

1.1.4 Sometimes, a single traumatic event may constitute significant harm (e.g. a violent assault, suffocation or poisoning). More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the child's physical and psychological development.

1.1.5 Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long-term neglect, emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm.

1.3 Definition of child abuse and neglect

Physical abuse

- 1.3.1 Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child; see [Fabricated or Induced Illness Procedure](#).

Emotional abuse

- 1.3.2 Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:
- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
 - Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
 - Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
 - Serious bullying, causing children frequently to feel frightened or in danger;
 - Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

- 1.3.3 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- 1.3.4 Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- 1.3.5 In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 [Sexual Offences Act 2003](#). See [Part B1, Practice Guidance](#).

Neglect

- 1.3.6 Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development.
- 1.3.7 Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.
- 1.3.8 Once a child is born, neglect may involve a parent failing to:

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

1.3.9 It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.

1.3.10 Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic violence. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships.

1.3.11 The Home Office definition of Domestic violence and abuse was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

1.3.12 **Controlling behaviour is:** a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Appendix 2 - Sharing Information

The following information is based on Part B1 Section 3 of the LCPPs which contains further guidance on sharing information.

1. Information about children and families should not generally be shared without the consent of the person(s) concerned. However, in the context of safeguarding children and young people, confidential information may need to be shared in the public interest without such consent.
2. **Save in cases of emergency, any member of staff or volunteer who feels information relating to a child or young person or their family needs to be shared, must refer to the NSO for guidance.**

Staff and volunteers should, in any event, however, note the following points in relation to the sharing of information.

3. Not all information is confidential. Confidential information is, broadly, information of some sensitivity, which is not already public and which has been shared in a relationship where the person giving it understood that it would not be shared with others. Confidence is only breached if the sharing of confidential information is not authorised by the person who provided it or to whom it relates.
4. Even where the sharing of confidential information is not authorised, it will normally be justified, in the public interest, to share the information:-
 - where there is evidence that a child or young person is suffering or at risk of suffering significant harm;
 - where there is reasonable cause to believe that a child or young person may be suffering or at risk of suffering significant harm; or
 - to prevent significant harm to children or young people or serious harm to adults (for example through some involvement in a serious crime against a child or young person).
5. Seeking consent to the sharing of confidential information from the person who provided it or to whom it relates should be the first option, if appropriate. A refusal of consent should not necessarily, however, preclude, the sharing of confidential information. What constitutes consent and, in the case of a child or young person, whether they have sufficient understanding to consent or refuse, and the extent to which a person with parental responsibility should be asked to consent on their behalf, may need careful consideration.
6. The amount of any confidential information disclosed and the number of people to whom it is disclosed should be no more than is necessary to meet the public interest in protecting the health and wellbeing of the child or young person. It is necessary to weigh up what might happen if the information is shared against what might happen if it is not. This approach applies whether any proposed sharing is within the Union or with an outside agency.
7. The context in which information is shared, the perceived level of harm, the information requested, the information shared and with whom must be recorded.

Appendix 3 - Further information on DBS disclosures

Disclosure information is used to assess the suitability of applicants for employment posts and volunteer roles in relation to the Union's activities involving working with children and young people. Where caution, conviction or other information is disclosed, this will be considered in relation to the tasks involved in the post or role applied for, and the circumstances in which such tasks will be carried out.

In accordance with the DBS Code of Practice³:-

- Disclosure information will be kept securely in a locked filing cabinet and will be accessed only by those who need access to it in order to properly carry out their functions relating to recruitment and vetting processes.
- Disclosure information will be retained for no more than 6 months following recruitment to an employment post or volunteer role, unless otherwise agreed with the DBS. Disclosure information will be disposed of by shredding on site.
- No reproduction of a disclosure or its content will be made, including photocopies or scanned images, unless with the prior agreement of the DBS.
- Any additional information, as defined for DBS purposes, including information as to its existence, will not be revealed to the disclosure applicant and will be disposed of in the appropriate manner and at the appropriate time.

³ www.gov.uk/government/publications/dbs-code-of-practice

Appendix 4 - Record form for raising a concern

Copies of the record form for current use are available from the Students' Union Hub Reception and the BLSA Box Office Reception. Completed forms should be passed immediately as indicated on the form.

Union Activities involving Working with Children and Young People Safeguarding Children Record of Incident/Disclosure/other Signs or Indicators relating to Abuse or Neglect (refer to section 8.8 of the Union's Safeguarding Children Policy and Procedure)	
Activity Group/Area:	
Your Name:	Your Position:
Name of Child/Young Person:	Date of Birth of Child/Young Person (if known) or age:
	Gender:
Date, time (approximate) and location of any Incident, Disclosure or Noting of other Signs or Indicators:	
Facts and Observations (continue overleaf and, if necessary, on a separate sheet):	

What was said by the child or young person, by you, or by others relevant, using exact words where possible. Continue overleaf and, if necessary, on a separate sheet:

Action taken so far

Signed:

Dated:

*This form must be passed immediately to the Union's Nominated Safeguarding Officer
or, if your concern relates to them, to the Union Chief Executive*

***This section is to be completed by
the Union's Nominated Safeguarding Officer / other reporting person***

Details of External Agencies Contacted

Police Yes/No	Station and officer	
	Contact no	
	Date & time	
	Advice received:	
Children's Care Services Yes/No	Name and position	
	Contact no	
	Date & time	
	Advice received:	
Other Yes/No	Name of agency	
	Name and position	
	Contact no	
	Date & time	
	Advice received:	
<i>Union's Nominated Safeguarding Officer / other Reporting Person</i>		
Print Name		
Signature		
Date		

**The incident/disclosure/other signs or indicators should not be discussed with anyone
other than those who need to know about them in order to protect
the child or young person concerned**

Appendix 5 - Relevant Contact Details at November 2014

[these contact details may change from time to time and this appendix will be updated accordingly]

If there is an emergency in relation to a child or young person, **dial 999**

To contact the police in a non-emergency situation, **dial 101**

Tower Hamlets Child Protection Duty Help Line Tel: 0207 364 3444

Tower Hamlets Emergency Duty Team (out of office hours): Tel: 0207 364 4079

Tower Hamlets Multi-Agency Safeguarding Hub (MASH) (referral point)

Tel: 0207 364 2972 / 3859 / 5601 / 5606

Tower Hamlets Children's Social Care Services

Child Protection and Reviewing, Mulberry Place, 5 Clove Crescent, London, E14 1BY

Tel: 0207 364 5006

Email: jpst@towerhamlets.gov.uk

**The Union's Nominated Safeguarding Officer (NSO)
(as the designated safeguarding children professional)**

Sarah Gifford, Community and Employability Manager
Queen Mary, University of London Students' Union
Students' Union Hub
329 Mile End Road
London, E1 4NT

Tel: 0207 882 5763

Email: s.gifford@qmul.ac.uk

NSO Deputy

[to be confirmed]

The Union's Chief Executive

Mike Wojcik

Tel: 0207 822 8033

Email: m.wojcik@qmul.ac.uk

**Independent advice is also available from the NSPCC
(National Society for the Prevention of Cruelty to Children)**

free 24 hour national Child Protection Helpline: 0808 800 5000

text: 88858 (free)

Email: help@nspcc.org.uk

see also: www.nspcc.org.uk/helpline

NSPCC free 24 national helpline for children, Childline: 0800 1111

see also: www.childline.org.uk