



SAFEGUARDING POLICY

Since 1947 the International Fellowship of Evangelical Students (IFES) has existed to awaken and deepen personal faith in the Lord Jesus Christ and to further evangelistic work among students throughout the world. This mission arose from our shared beliefs as expressed in our Doctrinal Basis. The IFES Board has approved this policy in order to ensure that we pursue our mission in a manner that brings honour to God, respecting the legal requirements placed on our organisation and seeking to model good practice to all those with whom we work.

OUR COMMITMENT

IFES acknowledges children's and adults' right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice to protect vulnerable people where they are participating in any IFES activity.

At all IFES events or activities we will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse. Where the event or activity will involve work with children or adults at risk the IFES Safeguarding Coordinator will be consulted as part of the project team.

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to abuse.

Our Safeguarding Coordinator will be consulted as part of the organisation of any events where children or adults at risk may be in our care. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the IFES HR Manager should be contacted.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid.

We are committed to providing support, supervision, resources and training to those who work with children and adults.

We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and recognise that it can affect both adults and children.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will refer concerns about any of our staff that meet the relevant criteria to the appropriate local authority.

See also our Harassment Policy and Equal Opportunities Policy for more information.

Our *Safeguarding Policy Statement* is included as Appendix 1.

AIM AND PURPOSE OF THIS POLICY

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults who attend our activities and events.

WHO THIS POLICY APPLIES TO

This policy is approved by the Board of IFES and applies to:

- all IFES staff (employees, secondees, contractors and volunteers)
- all Board members of IFES

The policy and procedures should be interpreted in the light of the most recent [ThirtyOne:Eight](#) good practice guidance.

IFES staff will be informed of this policy and our procedures.

The term 'children' refers to those under the age of 18 years.

The term 'adult at risk' refers to a person aged 18 or over, whose risk of harm through abuse, exploitation or neglect may be increased by their personal characteristics or life circumstances.

DUTY OF CARE AND CONFIDENTIALITY

We have a duty of care to all beneficiaries of IFES, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

PREVENTING ABUSE

Any events likely to involve children or adults at risk will be organised in accordance with Thirtyone:eight good practice guidelines so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation.

For each event, the Safeguarding Coordinator (or delegated other) will be consulted; risk assessments will be carried out; appropriate consent forms will be used (for children's activities); appropriate records will be kept; and adequate insurance will be in place.

We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- interviewing candidates
- providing staff with job descriptions and person specifications
- obtaining Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks wherever legally entitled to do so (or equivalent checks in other jurisdictions)
- taking up at least two references (not from family members)

Safeguarding training will be provided, and all staff will be given support and supervision in their role.

All trustees and staff will work within a code of conduct (code for staff, attached as Appendix 2) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

If we become aware of someone within our organisation known to have harmed children or adults in the past, we will inform the Safeguarding Coordinator and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

Organisations wishing to hire our building for activities with children or adults at risk should have their own safeguarding policy in place or be willing to follow IFES safeguarding policy and procedures.

WHAT ARE WE PROTECTING PEOPLE FROM?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 3. The definitions of abuse in relation to adults is attached as Appendix 4.

HOW TO RECOGNISE ABUSE

It is important to be aware of the possible signs and symptoms of abuse. Please see Appendix 5 for those relating to children and Appendix 6 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are *only indicators of possible abuse*. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

PROCEDURE IN THE EVENT OF A CONCERN OF ABUSE (SEE APPENDIX 7 FOR ROLE OF SAFEGUARDING COORDINATOR)

1. If a child, young person or adult discloses to you that they are being abused and / or an allegation of abuse against someone:
 - a. stay calm and listen carefully
 - b. reassure them that they have done the right thing in telling
 - c. do not investigate or ask leading questions
 - d. explain that you will need to tell someone else if anyone is at risk of harm, in order to help them
 - e. do not promise to keep secret what you have been told
 - f. If there is an immediate threat of harm, contact the police without delay.
 - g. If there is no immediate threat of harm, make a written record of the allegation, disclosure or incident and signs and date this record (using the template in Appendix 8).
 - h. Give the report to the IFES Safeguarding Coordinator (if they are implicated in the allegation, inform the IFES HR Manager). They will store it securely and pass a copy to statutory authorities if a referral is made.
 - i. Do not inform the person about whom the allegation is made if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand.

2. If someone in IFES is alleged or known to have harmed children or adults:

The Safeguarding Coordinator will offer advice and support, and will contact the relevant statutory authority:

- a. For any concerns relating to children, the Safeguarding Officer (or delegated other) will contact the Local Authority Designated Officer (LADO) or the equivalent local authority to discuss the situation and agree a course of action. This will cover communication with the staff member, suspension, investigation and possible strategy meetings.
- b. For concerns relating to adults, the Safeguarding Officer (or delegated other) will contact Adult Social Care. In accordance with the law, the Safeguarding Officer (or delegated other) will make a referral to the Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) (or equivalent in other countries) if IFES withdraws permission for the staff member to engage in work with children / adults at risk OR would have done so had that staff member not resigned, retired, been made redundant or been transferred to a different position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test, or committed an offence that would lead to automatic inclusion on a barred list. In such cases, the Safeguarding Officer (or delegated other) will also make a report to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification.

See also our Whistleblowing and Personal Conduct Policies.

REVIEW

The Safeguarding Coordinator will review this policy every year, amending and updating it as required. The Board will review this policy every four years.

Approved by the IFES Board: June 2018
Date of last review: October 2022
Date of Board approval: February 2023
Date of review: October 2023
Date of next Board review: January 2027

Appendix 1: Safeguarding Policy Statement

IFES is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.

- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this.
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We will report any abuse of children or adults at risk that we discover or suspect.
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.

We are committed to:

- Following the relevant legislation, statutory and specialist guidelines in relation to safeguarding children and adults at risk.
- Ensuring that we keep up-to-date with national and local developments relating to safeguarding.
- Taking all reasonable steps to ensure that everyone works within the agreed procedures of our safeguarding policies.
- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk.
- Reporting any abuse of children or adults at risk that we discover or suspect.

Appendix 2: IFES Code of Conduct for working with children or young people

We should all be aware that behaviour in a staff member's personal life (including online) may impact upon their work with children or young people. Therefore, all staff should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model. All staff should agree to follow this code of conduct when working with children and young people:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (for example flirting or innuendo)
- Do act inclusively, seeking to make everyone feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Don't show favouritism (for example in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (for example gifts)
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury. This should use minimum force
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences
- Do have a designated photographer to take, store and share photos of your group's activities, in line with IFES good practice guidelines
- Don't take photos or videos without consent, store them in a safe place designated by IFES and only use them in the ways agreed, in line with IFES good practice guidelines
- Do use physical contact wisely; it should be:
 - in public
 - appropriate to the situation and to the age, gender and culture of the child
 - in response to the needs of the child, not the adult
 - respectful of the child's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (for example rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Don't walk in unnecessarily or unannounced
- Do listen to children and tell the Safeguarding Coordinator for the event or the IFES HR Manager if you have any concerns about a child's welfare

- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do encourage respect for difference, diversity, beliefs and culture
- Don't discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children and young people

Signed

Date

Appendix 3: What is abuse and neglect of children?

The definitions below are taken from *Working Together to Safeguard Children 2013 (and the updated 2018 version)* and apply to England. Please note that there are national variations for other jurisdictions.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.

PHYSICAL ABUSE

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

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

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

SEXUAL ABUSE

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

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

SPIRITUAL ABUSE

Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:

- manipulation and exploitation,
- enforced accountability,
- censorship of decision making,
- requirements for secrecy and silence,
- pressure to conform,
- misuse of scripture or using the pulpit to control behaviour requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context.

NEGLECT

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

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

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

Appendix 4: What is abuse of adults at risk?

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

PHYSICAL ABUSE

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

PSYCHOLOGICAL OR EMOTIONAL ABUSE

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

SEXUAL ABUSE

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

SPIRITUAL ABUSE

Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:

- manipulation and exploitation
- enforced accountability
- censorship of decision-making
- requirements for secrecy and silence
- pressure to conform
- misuse of scripture or using the pulpit to control behaviour
- requirement of obedience to the abuser
- the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context

NEGLECT, OR ACT OF OMISSION

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired.

FINANCIAL OR MATERIAL ABUSE

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

DISCRIMINATORY ABUSE

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

INSTITUTIONAL ABUSE

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (for example a hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Appendix 5: Signs of possible abuse in children

PHYSICAL ABUSE

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used, for example an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of/inconsistent explanation
- Untreated injuries

Psychological/emotional signs include:

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing
- Factitious illness by proxy:
This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.
- Female Genital Mutilation
A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or "practitioners" come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

EMOTIONAL ABUSE

The classic description of emotional abuse is a "Low Warmth, High Criticism" style of parenting.

Signs may include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over-reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self-harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away

- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

SPIRITUAL ABUSE

Religion and spirituality should bring comfort, tranquillity, intimacy, and inspiration. If it does not, this may be evidence of spiritual abuse. Scriptures or religious beliefs can be used to dominate someone in the following ways:

- Clothing
- Behaviour
- Sexuality
- Making a decision
- Finances

NEGLECT

Physical signs include:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non-attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

SEXUAL ABUSE

Physical signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/emotional signs include:

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

Appendix 6: Signs of possible abuse in adults

PHYSICAL

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

PSYCHOLOGICAL

- Alteration in psychological state, for example withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

SEXUAL

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

SPIRITUAL

Religion and spirituality should bring comfort, tranquillity, intimacy, and inspiration. If it does not, this may be evidence of spiritual abuse. Scriptures or religious beliefs can be used to dominate someone in the following ways:

- Clothing
- Behaviour
- Sexuality
- Making a decision
- Choosing whether or not to have children
- Finances

NEGLECT OR OMISSION

- Malnutrition, weight loss and / or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

FINANCIAL OR MATERIAL

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

DISCRIMINATORY

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

INSTITUTIONAL

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation, for example denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter

Appendix 7: Role of IFES Safeguarding Coordinator

We recognise and give thanks for the time and devotion given by anyone carrying out this role at an IFES event.

PURPOSE OF THE ROLE

- To monitor and ensure implementation of the IFES Safeguarding Policy and Procedures across IFES
- To advise on safeguarding matters at the event or activity
- To be the first point of contact for safeguarding issues
- To be an advocate for good safeguarding practice

RESPONSIBILITIES

- To familiarise themselves with IFES Safeguarding Policy and procedures and good practice guidelines in safeguarding
- To make staff involved in events aware of safeguarding policies and procedures
- To ensure that everyone in the organisation is aware of how to raise safeguarding concerns
- To ensure that everyone understands the signs and indicators of abuse in children and adults
- To plan and implement a safeguarding training program for all staff at the appropriate level
- To report to the Board on a regular basis about any safeguarding matters. This does not include specific details about a safeguarding incident (as this information may have to remain confidential) but for example, safeguarding audits, policy reviews, additional guidance, working with partner organisations.
- To ensure safer recruitment practices are operated in the recruitment of all staff (both volunteers and paid) including, but not exclusively, ensuring that the relevant staff have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks
- To be the first point of contact for safeguarding issues
- To be a named person that children / adults at risk, and other IFES staff can talk to regarding any issue to do with safeguarding
- To be aware of the relevant authorities in Social Care and the police in the event of a referral needing to be made
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the police or the relevant local authorities
- To take appropriate action in relation to any safeguarding concerns which arise within an IFES event
- To cooperate with Social Care or the police in any safeguarding investigations
- To ensure that appropriate records are kept in relation to safeguarding issues at an IFES event, and ensure these are handled confidentially and stored securely
- To report summary safeguarding information to the IFES HR Manager

Appendix 8: Safeguarding Incident Reporting Form

1. BASIC INFORMATION

Full name of child, young person or adult concerned	
Address	
Email address	
Telephone Number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	

Record of incident (continue on a separate sheet if necessary)

Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.

- *Include details such as tone of voice, facial expression and body language.*
- *Record what you said as well as what the child, young person or adult said.*
- *If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion*

2. WHO HAS BEEN SPOKEN TO ABOUT THE INCIDENT?

(please provide Name, Position / Organisation, Email and/or Telephone Number)

IFES Safeguarding Coordinator	
IFES HR Manager	
Children's Services	
Adult Services	
Police	
Other Child protection NGO	
Parent / Carer	
Other (please state role and organisation)	

3. FEEDBACK AND FOLLOW UP ACTIONS

(continue on a separate sheet if necessary)

Your name:	
Position held in IFES:	
Contact telephone:	
Contact email:	
Signed:	
Dated:	