FIELDS OF LIFE INTERNATIONAL SAFEGUARDING POLICY

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1. Introduction

Fields of Life (FOL) is a non-denominational Christian development organisation with over 30 years' experience of working in East Africa (Uganda, Kenya, Rwanda, Burundi, South Sudan and Democratic Republic of Congo), with different partners in providing sustainable community development. FOL is committed to sharing the Christian faith by collaborating with communities and churches within East Africa to bring about positive change through the provision of quality education, clean water, health promotion and other community-based projects.

FOL believes that children and adults at risk should develop and live in an environment where they are loved, cherished, respected and protected from all harmful acts. We believe that Jesus loves and cherishes children and adults at risk. An example of this is in Matthew 19v13-14 *"Then children were brought to him that he might lay his hands on them and pray. The disciples rebuked the people, but Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven."*

2. Policy Aim

The aim of the Safeguarding policy is to:

1. Improve the capacity of FOL staff and partners to detect, prevent, report, respond and put to an end all forms of violence, exploitation and abuse against children and adults at risk in East Africa.

2. Work with other relevant actors in ensuring that more children and adults at risk are effectively protected in schools and communities in East Africa.

3. Provide guidelines to FOL staff, volunteers, partner schools and other service providers for Safeguarding, and support partner schools in developing their own safeguarding policies.

4. Work with relevant actors in advocating for and strengthening Safeguarding protection systems and mechanisms in East Africa.

3. Commitment to Safeguarding statement

We recognise the need to provide a safe and caring environment for children and adults at risk. We acknowledge that children and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the various International rights Conventions, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also agree with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

We have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. We are committed to building constructive links with statutory and other agencies involved in safeguarding.

We shall use all reasonable endeavours to:

- Endorse and follow national and local safeguarding legislation and procedures, in addition to the international conventions.
- Provide on-going safeguarding training for all FOL staff, board members, volunteers and placement students, and will regularly review the operational procedures.
- Support the Safeguarding Champions in their work and in any action they may need to take to protect children and adults at risk.

4. Scope of the policy

This Safeguarding policy applies to FOL staff, Board members, volunteers, interns, visitors (local and overseas) and service providers who come in contact with children and adults at risk during their engagement with Fields of Life. It applies during or outside of working hours, every day of the year.

5. Key definitions

A child is any person below the age of 18.

An **adult at risk** of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics or life circumstances.

> Their personal characteristics may include: age, physical or mental disabilities, special educational needs or any illness, mental or physical which they may have.
>
> Their life circumstances may include: isolation or loneliness, finances and work or living conditions.

Safeguarding is defined as the action that is taken to promote the welfare of children and adults at risk and protect them from harm.

Child abuse refers to any deliberate act of ill treatment that can harm a child's well-being, dignity and development. This includes physical, sexual, emotional or psychological ill treatment or neglect.

FOL staff are defined as all employees of Fields of Life whether in East Africa, the UK, ROI or USA.

Board members are defined as all members of the FOL East Africa board, International board, ROI board and USA board.

Safeguarding Champions are the appointed staff member within each FOL entity as set out herein.

Safeguarding Trustee: a volunteer from within the board who has skills, experience and confidence in the area of safeguarding

Volunteering: The commitment of time and energy for the benefit of society and the community, the environment or individuals outside (or in addition to) one's immediate family. It is unpaid and undertaken freely and by choice.

For definitions of the types of abuse, please see Appendix 1: Types of abuse defined.

6. Principles of Safeguarding

Fields of Life's decisions and actions in response to Safeguarding concerns are guided by the following principles:

1. The "**best interests of the child or adult at risk**" should provide the basis for all decisions and actions taken, and for the way in which service providers interact with children and adults at risk and their families. Focus should be put on the unique needs and circumstances of every child and adult at risk.

2. **Non-discrimination.** Adhering to the non-discrimination principle means ensuring that children and adults at risk are not discriminated against (treated poorly or denied services) because of their individual characteristics or a group they belong to. Examples include but are not limited to gender, age, socio-economic background, race, religion, ethnicity and disability.

3. **Do no harm.** This means ensuring that actions and interventions designed to support the child or adult at risk (and their family) do not expose them to further harm. At each step of interaction with the child or adult at risk, care must be taken to ensure that no harm comes to children and adults at risk or their families as a result of a FOL representative's conduct, decisions made, or actions taken on behalf of the child or family.

4. **Respect confidentiality.** Confidentiality is linked to sharing information on a need-to-know basis. The term "need to-know" describes the limiting of information that is considered sensitive, and sharing it only with those individuals who require the information in order to protect the child or adult at risk.

7. FOL's approach to preventing the abuse & exploitation of children & adults at risk

Awareness and Prevention: Ensuring that all FOL staff, Board members, volunteers and service providers who come in contact with children and adults at risk are aware of the high standards of behaviour and conduct expected of them to protect children and adults at risk from any form of abuse and exploitation in their private and working lives. FOL will conduct relevant vetting and background checks of staff as part of the recruitment process.

Reporting: Ensuring that all FOL staff and those who work with FOL are clear on what steps to take where suspicions or concerns arise regarding allegations of abuse or exploitation of children or adults at risk. All Safeguarding concerns shall be reported within 24 horus using the Safeguarding Reporting Forms 1 and 2.

Please refer to the respective Whistleblowing policy for each FOL region.

Responding: Ensuring that action is taken as soon as practicable to identify and address

reports of abuse and exploitation against children and adults at risk to ensure the safety and well-being of those involved. All cases will be responded to following the steps of case management outlined in the Reporting section and Appendix 2: Case management .

8. Implementation of this policy

The FOL Senior Leadership Team (SLT) in each region is responsible for ensuring that this policy is implemented.

9. Safeguarding culture and training

The Senior Leadership Teams are committed to on-going training and professional development in relation to child and adult at risk safeguarding. We believe in a partnership approach to safeguarding, underpinned by a shared culture and values base, in line with the local context. We aim to have policy and practices that are robust and accessible within the countries where we work.

All employees of FOL will receive regular training about how to recognise signs of abuse and how to handle concerns in relation to protection and safeguarding.

FOL seeks to incorporate Safeguarding training activities within its programmes in East Africa where possible. The FOL Programmes Team will aim to provide information for children and adults at risk on how to report and where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

10. Role and Responsibilities of Safeguarding Champions

There are two FOL Safeguarding Champions (SCs):

1. East Africa (EA) SC

2. International (INT) SC

The **East Africa (EA) SC** will:

- Ensure that FOL staff and board members based in their region understand the signs and indicators of abuse in children and adults at risk.

- Ensure that FOL staff, board members and volunteers based in their region are aware how to raise safeguarding concerns.

- Be consulted and advise FOL East Africa (FOLEA) on the design of projects and interventions to ensure that the impact on children and adults at risk is considered.

- Ensure that all new staff are inducted in FOLEA's Safeguarding policy and standards.
- Ensure annual refresher training is conducted for all FOLEA staff.
- Lead the response to all reports of breaches of this Safeguarding policy (see Appendix 2: Case management).
- Ensure all service providers, who may come into contact with children through their work with FOL, agree to and sign this Safeguarding policy at any given level of contractual engagement.
- Keep a record of all reported Safeguarding incidents which concern FOLEA.
- Report regularly to the EA SLT regarding all safeguarding incidents.
- Liaise closely with the International SC.

The **International (INT) SC** will:

- Ensure that FOL staff, board members and volunteers associated with FOL NI, ROI and USA understand the signs and indicators of abuse in children and adults at risk.
- Ensure that FOL staff, board members and volunteers associated with FOL NI, ROI and USA are aware of how to raise safeguarding concerns.
- Plan and implement a safeguarding training programme for all FOL staff and board members associated with FOL NI, ROI and USA at the appropriate level.
- Report to the Safeguarding Trustees any Safeguarding matters before each quarterly board meeting or earlier should a Safeguarding incident occur. This does not include specific details about a Safeguarding incident (as this information may have to remain confidential). They should also report on safeguarding audits, policy reviews, additional guidance and any work with partner organisations.
- Liaise closely with the EA SC.
- The Safeguarding Champion must respond to a Safeguarding incident arising which concerns FOL staff, board members or volunteers associated with FOL NI, ROI and USA as set out below.

11. Role and Responsibilities of Safeguarding Trustee

A member of the Board of Trustees of FOL in each region will be designated as Safeguarding Lead.

The Trustee Safeguarding Leads will:

- Support the SC for their region to carry out their duties as SC.

- Report to the Board in their region any Safeguarding matters at each quarterly board meeting or earlier should a Safeguarding incident occur. This does not include specific details about a Safeguarding incident (as this information may have to remain confidential). The board will then discuss if the safeguarding incident meets the threshold to report to the relevant charity commissions.

- Report to the board safeguarding audits, policy reviews, additional guidance and any work with partner organisations.

12. Safer recruitment

The Senior Leadership team for each FOL region will take all reasonable steps to ensure all workers will be appropriately recruited as well as trained, supported and supervised to ensure that they uphold the principles of protection and non-discrimination described above. This includes ensuring that:

- There is a clear application process and those appointed are suitably qualified for their roles.

- Those appointed have been given a clear understanding of their responsibilities in relation to child and adult safeguarding and the principles of non-discrimination. The process will ensure that they have expressed their commitment to these principles prior to appointment.

- An application form is completed, CV’s should not be used.

- Shortlisting is carried out against clear criteria.

- There is a face to face (or virtual/online) interview.

- References have been obtained and followed up where appropriate.

- Appropriate criminal record checks have been obtained,

    - Where the country of nationality for the prospective employee provides a system of credible background checks or access to police checks for the purposes of employment, these have been obtained.

- In the event where systems of credible background checks are not available, references should be available from local police agencies. Any alternative background checks should be approved by the regional director (i.e. CEO, Executive Director etc).

- Qualifications where relevant have been verified. If qualifications are in a language other

than English, an official translation should also be provided.

- Successful applicants are expected to sign a Code of Conduct which outlines the standards of behaviour expected of themselves or others.
- A suitable induction training programme is provided for the successful applicant, that includes safeguarding awareness training.
- The applicant completes a probationary period.
- The applicant has been given a copy of the organisation's Safeguarding Policy and signs the associated Annex 3: Safeguarding Acceptance Form (Annex 3: Safeguarding Acceptance Form).

13. Safeguarding on overseas trips and field visits

Field experience includes all types of trips which involves travel to an overseas office or project which includes face-to-face interaction with project participants, children and adults. This activity increases risk of potential harm. This includes all short-term visits.

Participants in all trips are subject to satisfactory completion of all vetting processes that will be undertaken. Such requirements include:

- A background check is undertaken and evidenced.
- Signed Code of Conduct and Annex 3: Safeguarding Acceptance Form (Annex 3: Safeguarding Acceptance Form)
- Two references
- Briefing/ training on safeguarding expectations and processes that includes cultural considerations. Briefing will include policies on the use of photographic material and social media.

14. Reporting

All Fields of Life representatives have a responsibility to report any allegations or suspicions of abuse towards children or adults at risk.

Contact details for key persons:

East Africa (EA) SC:
Calvin Opio
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International (INT) SC:
Nicola Morrison
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Please see Appendix 2: Case management for the diagrammatic reporting workflow detailed below for Safeguarding concerns.

If any incident of abuse is suspected:

1. Respond to any immediate risk or danger.
2. Record the details using the Safeguarding Reporting Form. This must be kept confidential and given to the Safeguarding Champion of the respective region as soon as practicable.
3. And thereafter, the SC informed within 24 hours of the Safeguarding incident.
4. SC ensures there is no immediate danger or risk.
5. SC informs their Safeguarding Trustee and SLT within 24 hours of being informed of the Safeguarding incident.
6. SC assesses the severity with input from the Safeguarding Trustee and a member of SLT, records the decision, and takes the relevant action as stated below.
    a. Definitely serious
        i. Refer to relevant authorities
        ii. Report to relevant board (done by SLT or Safeguarding Trustee)
        iii. Report to relevant charity commission & insurers (done by SLT)
    b. Possibly serious
        i. Seek advice from 31:8 and/or relevant authorities
    c. Not serious
        i. Identify training & practice issues
        ii. Refer back to staff / board / volunteer / service provider as appropriate
7. SC completes the Safeguarding Incident Log (available on the Safeguarding MS Team files).
8. If the incident occurs in East Africa and is deemed serious or possibly serious, SC (EA) also informs the INT SC within 24 hours of being informed of Safeguarding incident if:

a. The incident has been reported by, or involves, an individual travelling overseas under FOL

   or

b. The incident involves, an FOL employee, Board member, volunteer, intern, service provider.

9. The INT SC informs their Safeguarding Trustee and SLT within 24 hours of being informed of the safeguarding incident.

10. SC assesses the severity with input from the Safeguarding Trustee and a member of SLT, records the decision, and takes the relevant action as stated above in Point 6.

If the FOL representative who has Safeguarding concerns or the SC suspects a risk of serious ongoing harm or abuse, the local relevant authorities should be informed immediately.

Information on Safeguarding incidents should be shared only on a need-to-know basis. Only the relevant SC and relevant SLT should be able to access the Safeguarding Reporting form unless authorised by the relevant Board.

In any incidence, if the alleged abuse involves a SC, the Executive Director or CEO should be informed within 24 hours. If the alleged abuse involves the Executive Director or CEO, the SC should inform the relevant board for the region within 24 hours.

In the instance of an allegation of abuse against a member of staff or volunteer, FOL has a dual responsibility to both the child or adult at risk and the individual being accused and so both safeguarding and discipline procedures should occur in parallel. The safeguarding incident is reported as per the above procedure.

If FOL becomes aware of allegations of abuse or neglect of a child or adult at risk that occurred outside the charity, and the charity has reported the allegations to the appropriate local agencies, and there is no harm to the charity's reputation, there is no need to report the Safeguarding incident to the charity regulator.

Appendix 3: What to report to charity regulators provides examples of safeguarding issues that should be reported to the charity regulators.

15. Investigations

The relevant SC will lead all investigations with support from their Safeguarding Trustee and SLT. They should act immediately, and complete the following steps:

1. In cases where a criminal investigation is instigated by the relevant authorities, FOL **should not** conduct its own internal investigation or gather further evidence that could prejudice the criminal investigation.

2. Take all protective measures necessary to ensure that no child or adult at risk is exposed to unnecessary risk.

    a. This may involve transferring the individual to another post without contact with children and adults at risk, or suspension ‘without prejudice’, as there should be no assumption of guilt during a period of investigation.

    b. These measures should not unreasonably penalise the staff member or volunteer unless to protect a child or adult at risk. If it is necessary to suspend a staff member or volunteer, the allegation should be dealt with as quickly as possible.

    The best interest of the child or adult at risk should always guide the reporting and investigation process. The child or adult at risk’s safety is paramount at all times and must be ensured. All information about alleged or suspected abuse of children or adults at risk and any ensuing investigation will be kept confidential.

3. Record all information at each stage regardless of whether or not a referral has been made to statutory services.

4. Progress the internal investigation sensitively and quickly through to completion ensuring that anxieties expressed or demonstrated by children, adults at risk, parents or any other member of staff or volunteer are acknowledged and addressed.

16. Supporting those affected by abuse

FOL is committed to offering pastoral care, working with partners as appropriate, to support all those who have been affected by abuse who have contact with or are part of the organisation. FOL will support the reporting and modest provision to survivors’ safety/ health needs including access to victim testing for HIV, counselling, referral for medical examination and treatment, referral for legal redress among others.

17. Agreement to comply

All Fields of Life staff, Board, volunteers and service providers will be required to sign off the Safeguarding Acceptance Form (Annex 3: Safeguarding Acceptance Form).

Appendix 1: Types of abuse defined

The below are examples of abuse only and are general in nature and form and should not be considered exhaustive.

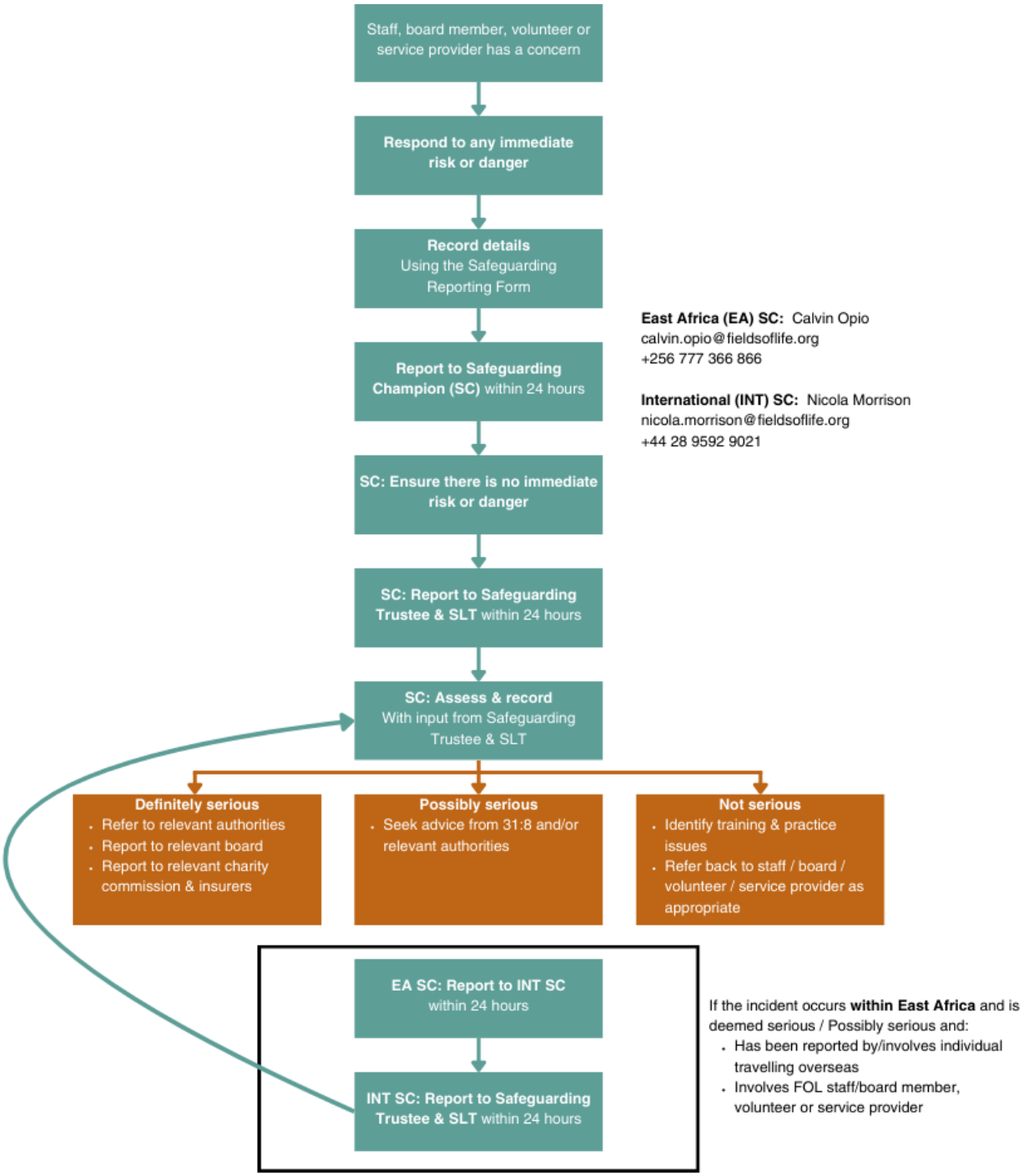
Physical abuse	Involves physical injury to a child or adult at risk as a result of force, however small or large the injury is (from small bruises to fractures and up to and including death). Children and adults at risk who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped, suffocated, drowned, given alcohol or inappropriate drugs and having objects thrown at them. This also include female genital mutilation.
Sexual abuse	This is where one, either an adult or a child uses a child or adult at risk to meet his/her own sexual needs and desires. There are two categories of sexual abuse: **Direct contact offence** where the perpetrator comes into direct contact with a child or adult at risk, in an inappropriate way. This includes: • Sexual touching of any part of the body, clothed or unclothed, including using an object. • Assault by penetration, (for example, rape or oral sex) • Encouraging a child or adult at risk to engage in sexual activity, including: sexual acts with someone else or making them strip or masturbate. **Non- direct contact offence includes:** • Intentionally engaging in sexual activity in front of a child or adult at risk. • Not taking proper measures to prevent a child or adult at risk from being exposed to sexual activities by others. • Taking, making, distributing, showing or advertising indecent images of children and adults at risk. • Showing a child or adult at risk images of sexual activity, including photographs, videos or via the internet. **Sexual Exploitation** Where a child or adult at risk's vulnerability is abused and they are exploited to make financial profit this includes: • Paying for the sexual services of a child or adult at risk. • Encouraging a child or adult at risk into prostitution or pornography.

Emotional abuse	Involves doing harm to a child or adult at risk's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g. bad name calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming etc.), failure to meet a child or adult at risk's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child or adult at risk. Allowing or failing to prevent a child or adult at risk from witnessing domestic abuse, which can include emotional, physical, sexual, coercive, psychological or economic abuse.
Neglect	Where the parent, guardian, legal custodian or person who has responsibility for the child or adult at risk (e.g teacher) persistently fails to provide for or meet their basic needs (food, clothing, shelter, healthcare and education) which results in serious impairment of the their health and development.
Exploitation	The use of children and adults at risk for someone else's advantage or profit often cruel or harmful to them. This includes sexual exploitation like paying for sexual services of a child or adult at risk. It also includes modern slavery and trafficking of children and adults at risk and forcing or recruiting them into armed conflict or criminal gangs.
Child Labour/Forced Labour	Child Labour/Forced Labour refers to the exploitation of children and adults at risk through any form of work that deprives children of their childhood, interferes with their ability to attend regular school, and is mentally, physically, socially and morally harmful to children or adults at risk. If a young person, under the age of 18 is part of an apprenticeship scheme, FOL will not consider this as Child Labour. However, any partner, supplier, contractor or agent must inform FOL of the name of any apprentice who will be directly involved with our work.
Bullying	Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child or adult at risk both physically and emotionally.
Grooming	Children and adults at risk can be groomed online, in person or both – by a stranger or someone they know. Grooming is when someone builds a relationship, trust and emotional connection with a child or adult at risk so they can manipulate, exploit and abuse them. Children and adults at risk who are groomed can be abused sexually, financially, emotionally etc., exploited or trafficked.

Non-recent	Non-recent child abuse, also known as historical abuse, is when an adult was abused as a child or young person under the age of 18. Anyone abused as a child, deserves to be believed and get support if they need and/or want to.

Appendix 2: Case management

Process to responding to concerns as follows:



Roles and responsibilities of SC

- Keeping a “case file” for each incident or concern.
- Ensuring communication with parents or carers.
    - This should be done within the advice from SLT and the Safeguarding Trustee.
    - Parents / Carers of U18s should be informed of concerns unless there is a risk it will do more harm than good.
- Identifying and ensuring pastoral support is provided for the child or adult at risk and staff/ Board member/ volunteer or service provider involved.
    - Depending on the nature of the situation any support should be given with advice from SLT and the Safeguarding Trustee.
- If a concern has been reported to SLT, the Board or relevant authorities, the SC should then remain available to SLT, the Board or relevant authorities as the investigation is underway.

Follow-up and review

Monitoring the child or adult at risk’s situation:

- are the services being received as planned?
- are other issues emerging (i.e. psychological, emotional, social – antisocial, stigma etc).

Document all the observations/findings on every visit.

Always involve the child or adult at risk and caretakers

Closing a case

The SC and Safeguarding Trustee are responsible for deciding when a safeguarding concern is ‘closed’.

All safeguarding concerns should be closed once it’s been agreed that the SC and Safeguarding Trustee no longer have any ongoing role or any actions left to complete.

If the local authorities are involved the SC and Safeguarding Trustee will be informed of the outcome of an investigation and whether further actions required.

Anyone involved in the safeguarding concern should be informed that it has been closed and

any safeguarding records should be completed and filed confidentially by the SC.

If anyone is leaving the organisation as a result of the safeguarding concern, SLT must take into consideration any associated implications.

Appendix 3: What to report to charity regulators

The below are examples safeguarding issues that should be reported by the FOL Boards to their respective charity regulators. The examples given are general in nature and form and should not be considered exhaustive.

Serious incidents to report	**Incidents not to report**
Beneficiaries of the charity (adults or children) have been, or alleged to have been or are being, abused or mistreated while under the care of the charity, or by someone connected with the charity. Any incident of abuse or mistreatment that is connected with the activities of your charity. Incidents include allegations or actual abuse occurring overseas: - where the charity's staff or volunteers are working to provide services to children or vulnerable adults; or - where a close relationship exists with a delivery organisation providing services to children or vulnerable adults overseas. Where allegations have been made that abuse may have happened regardless of when it may have taken place. You have grounds to suspect that abuse may have occurred. Any criminal activity that has taken place within or involving the charity. Any serious non-compliance which could result in harm or damage public trust and confidence in the charity and / or in the sector.	Minor unusual/aggressive behaviour by a beneficiary towards a member of staff Police called to charity premises because a beneficiary is drunk and disorderly Charity becomes aware of allegations of abuse or neglect of a beneficiary that occurred outside the charity; the charity has reported the allegations to the appropriate agencies, and there is no harm to the charity's reputation Logged accident book reports where there was no significant harm to individuals Details of reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there has been no significant harm to individuals Minor accidental injury to a charity service user e.g. slipping on a wet floor A staff member who is not in a senior position or position of specific responsibility (e.g. head of safeguarding) has bullied or harassed a fellow staff member. There is no indication of a widespread culture of bullying or harassment within the charity and the incident is dealt with by minor disciplinary action (for example, the staff member responsible has not been suspended or

There has been a breach of procedures at the charity which has put beneficiaries at risk. This includes a failure to carry out checks which would have identified that a person is disqualified in law under safeguarding legislation from holding a position in the charity working with children or vulnerable adults. Charity staff and/or volunteers have repeatedly raised safeguarding concerns with the charity trustees which the trustees have failed to investigate or address. Concerns include: - allegations of sexual harassment or bullying duly reported in line with the charity's policies & procedures; and - serious health and safety matters duly reported but not acted upon. - repeated safeguarding procedural failures raised by staff/volunteers but not addressed The Chief Executive of the charity has been suspended pending the outcome of an investigation into their alleged sexual harassment of a fellow member of staff Allegation that a trustee, staff member or volunteer has been sexually assaulted by another trustee, staff member or volunteer A staff computer is found to contain images of child pornography A beneficiary or individual connected with the charity's activities has died or been seriously harmed; a significant contributory factor is the charity's failure to implement a relevant policy Charity discovers that an employee or volunteer coming into contact with children or at risk adults is on the sex offenders register	dismissed).

Annex 1: Safeguarding Reporting Form One (SRF1)

The SRF1 should be used for every reported or observed concern of Safeguarding by or to a FOL employee, volunteer, board member or service provider whether or not it is referred onwards.

Part One

To be completed by the person to whom the concern was made.

Report details	
Date & time of disclosure or incident	
Date & time of report	

Details of person making report	
Name	
Profession & occupation	
Phone number	
Email	

Details of the child or adult at risk being referred	
Name of child / adult at risk	
Age	
Sex	

School	
Class	
Village	
District	

Details of the concern identified
Record a factual account of the disclosure made using the child's / adult at risk's own words or incident that you observed. Record any obvious physical injuries – you should not examine the child / adult at risk.

Details of any other staff, parents or pupils this information was discussed with
Include date, time and content of conversation.

Onward referral	
Name of FOL Safeguarding Champion the case has been referred to:	
Date & time of referral	

Report written by	
Name	
Signature	

Part Two

To be completed by the FOL Safeguarding Champion.

Name of FOL Safeguarding Champion	
Date & time of report	

Details of the child or adult at risk being referred	
Name of child / adult at risk	
Age	
Sex	
School	
Class	
Village	
District	

Advice sought
Document from whom advice was sought, date and time advice was given and what the advice was.

Action as result of advice	
Referred onwards?	Yes / No
Reasoning for decision.	

If onward referral	
Referral made to	
Date & time of referral	
Was any immediate action required?	Yes / No
E.g. medical examination, interim care order etc.	

Was feedback given to those involved?	Yes / No
Date & nature of feedback.	

Follow up and review date:	

FOL Safeguarding Champion	
Name	
Signature	

Annex 2: Safeguarding Reporting Form Two (SRF2)

To be completed by the Safeguarding Champion if an **allegation is made against a Fields of Life staff member, board member or volunteer**. This should be completed **in addition to the SRF1.**

Report details	
Date & time of disclosure or incident	
Date & time of report	

Details of person raising the concern	
Name	
Profession & occupation	
Phone number	
Email	

Details of person being accused	
Name	
Profession & occupation	
Phone number	
Email	

Details of the concern identified
Record a factual account of the disclosure made or incident that you observed. Record any obvious physical injuries that were noted (you should not examine the child/adult at risk).

Date case referred to SLT	

Report written by	
Name	
Signature	

Annex 3: Safeguarding Acceptance Form

I have read and understood the FOL Safeguarding Policy. I will comply with everything contained within this policy.

Name: _____

Signed: _____

Date: _____