1.2 CALVERT LAKES SAFEGUARDING POLICY

1.2.1 Safeguarding Policy

Policy Statement

The Lake District Calvert Trust enables disabled adults and children, together with their families and friends, to achieve their potential through the challenge of outdoor adventure in the countryside. The Calvert Trust is committed to safeguarding the welfare of all participants in any of its activities, be that on or off site, particularly children and adults at risk. It will do this, by taking reasonable steps to protect them from physical, sexual, emotional harm and neglect. These steps, which are designed to minimise the risk to all participants, will include:

1. To protect children, young people and adults at risk who visit Calvert Lakes taking all reasonable practical steps to protect them from harm, discrimination, or degrading treatment. This includes the children of adults who use our services.
2. To provide staff, Trustees and volunteers, as well as visiting school and organisations and other beneficiaries and stakeholders with the overarching principles and other relevant information that guides our approach to safeguarding.
3. Safeguard and promote the interests and well-being of children and adults at risk with whom it is working, respecting their rights, wishes and feelings.
4. Calvert Lakes will provide inductions and training to all staff, Trustees and volunteers at the appropriate level for their roles.

This policy applies to anyone working on behalf of The Lake District Calvert Trust, including senior managers and the board of trustees, employees, volunteers, freelance and agency staff, contractors, visitors to the Centre and students.

This policy is to be read in full by all employees and Trustees on joining the organisation as well as longer-term volunteers and placements. Employees will be required to sign to this effect. Any significant updates will be communicated to all employees. Other visitors to site will be inducted into the sections of our safeguarding policy relevant to their role.

Principals

1. The safety and welfare of the child, young person or adult at risk is paramount whilst at Calvert Lakes.
2. All participants, regardless of their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
3. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
4. Anyone aged 18 years or under should be considered as a child for the purposes of this document.
5. Working in partnership with children and their parents/carers is essential for the protection of the children.

6. Calvert Trust recognises the statutory responsibility of the social services department to ensure the welfare of children and vulnerable adult and is committed to working together with the Cumbria Safeguarding Hubs to achieve this.

Policy Aims
The aims of this policy are to:

1. Promote good practice in the provision of appropriate safety and protection for all visitors within a caring, safe and stimulating environment.
2. Facilitate all Calvert staff and volunteers to make informed, appropriate and confident responses to specific issues regarding protection for children and adults at risk.
3. Ensure that all staff and volunteers are protected in their working and, where appropriate, their living environment, whilst working with Calvert Lakes groups or staying onsite.
4. Working together with parents/carers and other organisations to ensure that the needs and the welfare of all remains paramount.

Implementation
The scope of the Safeguarding Policy is broad ranging and in practice, it will be supported through a range of policies and procedures within the organisation. These include:

- Recruitment Policy
- Whistle-blower policy
- Risk Assessments
- Disciplinary procedures and policies.
- Lone working procedures, mitigating staff and clients
- Equal Opportunities Policy
- Data Protection Policy
- Social Media Policy
- Staff Induction and Staff Training

This Policy will be reviewed every 12 months and when there are any changes in legislation or other factors that make a review prudent.

1.2.2 Designated Person
Although everyone has a role to play in ensuring that children, adults at risk and staff are safe, Tom Woolley is the Designated Safeguarding Lead for Calvert Lakes. He has specific responsibility for implementing our policy and should be the first point of contact for staff or volunteers.

In their absence, the CEO (Sean Day) then the Duty Manager are the next points of contact when a concern is raised. If none of the above are available a discussion with the relevant safeguarding hub may be required outside of office hours (9am – 5pm). Contact the Emergency duty team on the contact numbers provided in the flow chart.

The Designated Person has responsibility for:

1. Maintaining up-to-date policy and procedures, compatible with all relevant legislation including national governing bodies for which we are accredited.
2. Ensuring that staff, Trustees and volunteers are appropriately trained and inducted and are aware of and follow safeguarding procedures.
3. Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
4. Decide on the appropriate action to be taken in line with the Organisation's procedures.
5. Keeping the relevant authorities informed of any issues.

1.2.3 Staff Recruitment, Monitoring and Training

Recruitment at The Calvert Trust follows our recruitment policy that outlines the process that must be followed in the recruitment of staff and volunteers.

All pre-employment checks will be completed before successful applicants have regular, unsupervised access to children and vulnerable adults.

All staff, regular volunteers and those volunteering who will have regular, unsupervised contact with guests (e.g. week long volunteer support) must complete an enhanced disclosure form which will be submitted to the "Disclosure and Barring Scheme". This will be renewed every three years. Upon accepting a voluntary or paid role within The Lake District Calvert Trust, working within a regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006, you are consenting for the Trust to run an annual DBS check on yourself. Please read 'DBS Policy' for further information

There is a specific risk management process for volunteers without a disclosure working onsite. They must not have access to visiting group members unless they are in the presence of a member of Calvert staff, or visiting group leader, at all times.

Monitoring: all newly employed staff will be on a probationary period for six months. During this time, their line manager and other senior staff will monitor their performance to ensure their suitability to work with children and adults at risk.

All staff will be appraised on an annual basis.

Volunteers will be monitored by LDCT staff and any concerns reported to a member of management.

Induction and Training**:** all newly employed staff will undertake an induction in Safeguarding. They will be required to:

- Read and understand the Calvert Lakes Safeguarding Policy.
- Complete online/face-to-face certificated safeguarding training within the first month of employment. The level of training will be dependent upon the individual's role.

Levels of training for staff are detailed below:

Role	Minimum Level of Safeguarding Training	Preferred level of Safeguarding Training
Designated Safeguarding Lead	Level 3 (Children and/or Adults at Risk)	Level 3 (Children and Adults at Risk)
CEO, Managers, Activity Instructors, Catering Supervisor, Housekeeping Supervisor	Level 2 (Children and/or Adults at Risk)	Level 2 (Children and Adults at Risk)
Catering Staff, Housekeeping Staff, Maintenance Staff, Finance Staff, Sales & Marketing Staff, Fundraising Staff,	Level 1 (Children and/or Adults at Risk)	Level 2 (Children and Adults at Risk)
Trustees	Level 2 (Children and/or Adults at Risk OR Safeguarding for Trustees (3hr certified)	Safeguarding for Trustees (3hr certified)

Induction for volunteers will include an induction and discussion of the Safeguarding Policy alongside other relevant policies and procedures.

All staff will receive an annual in-house safeguarding update. This will include a review of Calvert Lakes Safeguarding policies and procedures.

Calvert Lakes will organise externally delivered certificated Safeguarding training every three years (minimum) for all staff and Trustees. This will be at Level 2 and tailored to the needs of the organisation.

Any staff who are not able to attend must attend an online training appropriate to their role (see above) and would ideally attend an equivalent face-to-face alternative course.

The Designated Safeguarding Lead will undertake a minimum of Level 3 Safeguarding in Children and/or Adults at Risk every two years.

1.2.4 Site Access and Security

Calvert Lakes site security procedures aim to preventing unauthorised access to the premises, identify and manage unauthorised visitors/intruders and support guests and visitors with being onsite safely. Calvert Lakes is an open site that would be impossible to prevent access to. Notices are posted at every entrance to deter access. CCTV has been considered, and the potential benefits will continue to be balanced against the privacy issues and the “feel” of the centre.

To enable non-authorised entrants to be easily identified, the Centre will have systems in place to ensure that all visitors are known to the staff and accompanied at all times by staff. Staff will challenge anyone not readily identified.

Identification of Staff

All staff are required to be easily identifiable as LDCT staff at all times when working on the Little Crosthwaite and Old Windebrowe sites. This will primarily be uniform worn as the top layer of clothing, however a name badge can be worn where uniform is inappropriate / wearing of other garment has been authorised by a member of MT.

Staff will be required to wear their uniforms/badge at all times whilst on site and working. Uniform need not be worn:

1. Outside in inclement weather, when a waterproof or duvet jacket may be worn
2. When involved in maintenance work and during the immediate period of that work. Staff are required to return to overt staff uniform immediately on completion or the work, and always when inside Centre buildings.

Visitor Monitoring Procedure

To assist in our site security, we need to be aware of who is visiting the site, so that intruders can be easily identified.

The system depends on visitors being either:

a. Readily identified as having bonefide reason for being on site; or
b. Accompanied at all times; or
c. Known to staff or visitors

It is the duty of ALL staff to challenge anyone that does not fall into the above categories. It is better that we are mildly embarrassed by challenging a genuine visitor rather than not challenging an intruder to the detriment of our visitors.

Any “challenged” visitor should be reassured that we are at least taking our role seriously and professionally.

Centre Visitors and Contractors

1. All visitors to the Centre will be asked to report to reception.
2. Visitors will sign in identifying their reason for visiting and their whereabouts.
3. Visitors will be issued with an identifying badge so that Centre staff are aware they have signed in and residents and their staff can be assured they have a bonafide reason for being on site.
4. Visitors are to report to reception and sign out before leaving the site. A member of staff is able to sign a visitor out if they confirm that they are leaving site immediately.
5. The numbers and whereabouts of visitors to the site is to be part of the hand over when responsibility for the site changes, especially between office and instructional staff in the evenings and in the mornings.

Staff Guests

1. Staff guests must be accompanied at all times and not permitted to enter buildings unaccompanied.
2. If guests need to remain on site and unaccompanied, permission must be sought beforehand, with management and duty staff informed.
3. When not accompanied by a member of staff, staff guests who are in visitor areas (including the grounds) must be issued with an identifying badge so that Centre staff are aware they have a legitimate reason for being on site.
4. To assist in identification (and as a matter of courtesy) staff guests should be introduced to any staff they are likely to come into contact with (e.g. kitchen/reception).
5. In the event of a regular visitor, we will be able to relax the above slightly. Staff are reminded that:
    a. This is a private, rather than public site, and we work with children and adults at risk.
    b. We do not wish to intrude on staff's personal lives BUT the welfare of our visitors is of paramount importance.
    c. Staff guests are most welcome provided the procedures are followed and there are no negative impacts upon our staff and guests.

Building Security

Internal doors

All bedrooms and bathrooms are fitted with locks that can be operated by the occupant. The provision of keys is agreed with visitors as part of their site induction. These be able to be over-ridden from the outside by a master key.

To prevent harm coming to any visitor who may 'wander' or abscond, some bedrooms have the capability of preventing egress (be locked from outside). The use of such systems may be offered to our visitors to support them in safeguarding children and adults at risk in line with their own risk management procedures. These locking mechanisms release automatically in the event of a fire.

External Doors

All external doors will be capable of being locked from the outside to prevent access to those not holding an appropriate key. External doors to the six separate accommodation areas can be alarmed (siren alarm) to alert visiting staff/leaders/carers to anyone leaving or entering the area.

1.2.5 Photography

Publishing articles and photographs in newsletters, on our website, in local newspapers amongst other media, is an excellent way of recognising our visitor's achievements and for promoting the Lake District Calvert Trust. However, it is important to minimise the risk of anyone using these images in an inappropriate way. As a minimum, consent must be confirmed from the individual's medical consent

form and only used in the way specified. If photographs are to be used for any other purpose than stated, then consent must be obtained in writing from the individuals in question.

Procedures are in place so that all photos taken by staff or volunteers are monitored prior to any publication. Any concern about inappropriate or intrusive photography by staff, volunteers, guests or member of the public must be reported to a senior instructor or staff member.

1.2.6 Staff and volunteer working practices

Through your own conduct with participants and the way you organise your work, you can help to ensure that situations where abuse could take place are minimised. Working in this way will also help to ensure that you do not (even inadvertently) do anything which could be misconstrued as abuse.

You must avoid:

- Spending time alone with participants away from others.
- Taking a participant off alone, for however short a period.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow participants to use inappropriate language unchallenged.
- Make sexually suggestive comments to participants, even in fun.
- Let allegations of participant go unchallenged or unrecorded. Always act.
- Do things of a personal nature that participants can do for themselves.

However, it may be sometimes necessary for staff or volunteers to assist with equipment or do things of a personal nature for visitors, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and consent of the individual and under the direct supervision of carers or supervisors where possible.

In an emergency where intimate/personal assistance is required to safeguard the safety and/or dignity of a participant, carers or supervisors (where present) or a member of the Senior Leadership Team should be fully informed afterwards and a Safeguarding incident report form completed. In such situations, it is important to ensure all staff are sensitive to the visitor and undertake personal care tasks with the utmost discretion.

Potential misinterpretation of event

With the best will in the world, any of us may at some time do something which could be potentially construed as inappropriate behaviour or abuse. Examples of this in an external context might be:

- Dealing with an injury which necessitated undressing a participant.

- Physical Intervention may be required if there is extreme danger or serious risk to life.

Your immediate action should be:

- Inform your line manager, member of the management team, or a visiting member of staff.
- Make a written record of the details of the incident, including what action you took and what you said. Ideally this will be a Safeguarding Incident form, however if this is not possible make a written statement as soon after the event as is reasonably practicable.

Allegations of inappropriate conduct and abuse

If you are the subject of an allegation of inappropriate conduct or abuse consider the following:

- Instruct your/a solicitor immediately; do not make any statements until your solicitor is present.
- Contact your line manager and/or union representative.
- Seek guidance from your local authority about the likely investigation process.

You may be suspended from work pending investigation. Throughout this process are unlikely to be allowed to attend the premises.

If you try to ensure that your actions follow the guidelines above, not only will you protect visitors from abuse; you will also help protect yourself from possible allegations of inappropriate conduct or abuse.

1.2.7 Abuse

Types of abuse

Staff and Volunteers should familiarise themselves with the main forms of abuse for children and adults at risk which are:

Physical abuse- This is where a participant is physically hurt or injured. Hitting, shaking, squeezing, burning and biting are all forms of physical abuse. Giving alcohol, inappropriate drugs or poison may be classified as physical abuse. Attempted suffocation or drowning also comes within this

Sexual abuse- Participants are abused by others to meet their own sexual needs. This might be full sexual intercourse, masturbation, oral sex, anal intercourse, or fondling. Showing visitors pornographic magazines or videos may also be a form of sexual abuse.

Emotional abuse- Persistent lack of love and attention damages human beings emotionally. Being constantly shouted at, threatened or taunted could make a human being very nervous and withdrawn.

Neglect- This is where adults fail to meet a visitor's basic needs, like food or warm clothing. Participants might also be constantly left alone unsupervised. Sometimes adults fail to, or refuse to, give the correct attention to participants. This is emotional neglect.

Modern Slavery - Illegal Exploitation of people for personal/ commercial gain. Victims trapped in servitude they were deceived or coerced into.

Financial or material abuse - including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission - including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self - Neglect - this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

Domestic Violence - Domestic violence and abuse is officially classified as "any incident of threatening behaviours, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality".

We think of domestic violence as hitting, slapping and beating, but it can also include emotional abuse as well as forced marriage and so-called "honour crimes".

Discriminatory abuse - including discrimination on grounds of race, gender and gender identity, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

Organisational abuse - including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment

Identifying signs of possible abuse
Recognising abuse is not easy, even for individuals who have experience of working with participant abuse. Participants receive cuts, grazes and bruises from time to time and their behaviour may give reason for concern. There may well be other reasons for these factors other than abuse, but any concern should be immediately discussed with a senior colleague to assess the situation.

Warning signs, which may alert staff to the possibility of abuse, can include:

- Unexplained bruising, cuts or burns on the visitor, particularly if these are parts of the body not normally injured in accidents
- An injury which a carer or family member tries to hide, or for which they might have given different explanations
- Changes in behaviour such as the visitor suddenly becoming very quiet, tearful, withdrawn, aggressive, or displaying severe tantrums
- An inappropriately dressed or ill-kept participant who may also be dirty
- Sexually explicit behaviour, for instance playing games and showing awareness which is
- inappropriate for the participant's age
- Continual masturbation, aggressive and inappropriate sex play
- A lack of trust in adults, particularly those who would normally be close to the child

Remember, the above signs do not necessarily mean that a participant has been abused. If you are concerned about the welfare of a participant, you must act. Do not assure that someone else will help the participant; they might not.

Listening to the participant

- Remember that the participant's welfare is paramount, and this must be the most important consideration.
- Listen carefully to any complaint or allegation by the participant, and tell and show the participant that you are taking them seriously.
- If a participant's behaviour or your observations give rise to concern, then talk to the participant sensitively to find out if there is anything worrying them.
- Keep questions to a minimum. Use "open" questions when needed and it is essential to avoid "leading" questions. Make sure you are absolutely clear about what a participant has said so that you can pass on this information to professionals who are trained and experienced in investigating possible participant abuse.
- Acknowledge how difficult and painful it must have been for them to confide in you and reassure the participant, stressing that they are never to blame.

- Stay calms; do not take hasty or inappropriate action. Do not make promises, which you may not be able to keep.
- Do not take sole responsibility; consult a senior colleague so that together you can begin to protect the participant, and also so that you can get some support for yourself in what could be a difficult situation.
- As soon as possible after talking with the participant, make a written record of what the participant said, how they were behaving, and what you did in response.

Talking to parents and carers/group leaders
It is important to be open and honest with parents and carers when dealing with them.

- There may be circumstances, however, when it is not appropriate for parents to be informed immediately of the concerns you have, as this may prejudice any investigation and may place the participant at even greater risk.
- Always discuss your concerns first with a senior colleague; contact with supervisors could be delayed until you have sought advice from one of the professional agencies who have been notified (see below).

Responding to child abuse: what to do if you are concerned
- Remember that it is not your responsibility to decide if participant abuse has occurred, but it is your responsibility to take action, however small your concern.
- Inform the Safeguarding Lead, CEO or Duty Manager who will take responsibility for seeking any additional advice and for contacting Social Services and/or the Police who are trained to deal with such situations and have the necessary legal power to protect the participant.
- If no senior colleagues are available, or concerns for the participant remain, then you must contact the local Social Services Department, or the Police.
- You do not have to give your name, although this will be helpful to the agency making enquiries into the matter and who may need to talk to you again.
- The agency receiving your referral will take responsibility for ensuring that appropriate investigations are undertaken, and the visitor protected.

1.2.8 Reporting

In the event of a disclosure or incident inform the Designated Safeguarding Lead, CEO or Duty Manager. They will take responsibility for seeking any additional advice and for contacting Social Services or the Police who are trained to deal with such situations and have the necessary legal power to protect the participant.

If no senior colleagues are available, or there are immediate concerns for the participant, then you must contact the local Social Services Department, or the Police as shown below:

Children

In an emergency and/or if someone is in immediate danger contact 999 and ask for the police

Cumbria Safeguarding Children Partnership (CSCP) - Children safeguarding hub.

Website is a resource for advice https://www.cumbriasafeguardingchildren.co.uk/

Referrals can be made to CSCP by completing the CSCP Single Contact Form at https://scformcmb.cumbria.gov.uk/ (see Appendix 1).

Weekday office hours: Monday-Thursday 8am-5pm, Friday 8am-4.30pm CSCP can be contacted on **0333 240 1727**. This number is for urgent matters only, the options should be selected carefully as there is only one designated urgent line. This is for concerns about a child, or children, who have been significantly harmed, or are at immediate risk of significant harm.

Weekends, Bank Holidays and between 5pm (4:30pm on Fridays) and 8:00am during the week please contact the Emergency Duty Team (EDT) on **0300 373 2724.**

If the duty social worker is already responding to a call there is a message facility allowing the caller to invite a call back by leaving their details and a brief summary of their concern. Please be clear whether you require a call back to allow workers to prioritise work.

Adults at Risk

In an emergency and/or if someone is in immediate danger contact 999 and ask for the police

Cumbria Safeguarding Adults Board (CSAB)

8.00am–5.00pm Monday-Thursday (8.00am-4.30pm Friday) Call **0300 373 3732**

Weekends, Bank Holidays and between 5.00pm (4.30pm Fridays) and 8.00am weekdays contact the Emergency Duty Team **01228 526690**

In the event that an external body or agency attends site, we still have a duty of care to ensure the child or adult at risk is supported appropriately. We must ensure that any child or adult at risk has suitable and sufficient support in place during any interactions with enforcement agencies. For example LDCT staff member staying present with police until arrival of parent, legal carer or supporting advocate/member of staff.

1.2.9 Serious Incident Escalation Procedure

Escalation to SLT

In the event of a serious incident occurring at Calvert Lakes, the Designated Safeguarding Lead / Manager must inform, as soon as is reasonably practicable, one of the following members of the Lake District Calvert Trust Management team (starting with first person on list and working downwards:

1. Lake District Calvert Trust CEO (Sean Day – 07918 681614)
2. Lake District Calvert Trust Head of Income Generation (Helen Archibald – 07801 585660)

In the event that none of the above are available, follow the procedure below for escalating to the Trustee body.

Serious incidents include, but are not limited to any adverse event, whether actual or alleged, which results in, or risks significant:

1. Harm to LDCT participants, staff, volunteers, guests and anyone else who comes in to contact with the LDCT or our work.
2. Loss of money/assets.
3. Harm to LDCT work or reputation.
4. Damage to LDCT property.
5. Notification to LDCT of a safeguarding concern by
    a. Media Contact
    b. Statutory Body
    c. Regulatory Body

'Significant' means significant in the context of the LDCT, taking into account out staff, operations, finances and/or reputation. Examples would include:

- Any referral to the police, Cumbria Safeguarding Children Partnership and/or Allerdale and Copeland Adult safeguarding team.
- Any incident in which a LDCT member of staff is the subject of an allegation of abuse by a participant/visitor/volunteer or other external individual.

Escalation to Board of Trustees

Once informed of a serious incident, once confirmed as such, all incidents as specified as warranting escalation must be notified by a member of the MT to the Board of Trustees. The order of reporting is as per the EOP 1.1

Reviewed by John Ford (Head of Operations) 19/9/24 and Darren Payne (Care Manager) 27/8/24

Update due June 2025

Cumbria Safeguarding Hub Single Contact Form

Level of Need

The presenting need DO NOT meet the Threshold for Social Care

Click here to enter text.

If you do not believe the presenting needs meet the Threshold for Social Care, please follow the early Help processes or for further support please contact the Early Help Co-ordinator
http://www.cumbriasafeguardingchildren.co.uk/professionals/earlyhelp

The presenting needs meet the Threshold for Social Care

Click here to enter text.

After consulting the Threshold guidance, and any relevant completed Risk assessment tool, if you believe the Threshold for Social Care is met, please complete this form and submit to the Safeguarding Hub.

If the concerns require an immediate response please contact the Safeguarding Hub directly on 0333 240 1727

Is this a follow up from a telephone referral:

Click here to enter text.

Consent:

Parental consent given?

Click here to enter text.

If "No", has the child/children suffered or likely to suffer significant harm?

Click here to enter text.

If not at risk of serious harm, why parental consent has not been sought

Click here to enter text.

Referrer details:

Forename(s):	Click here to enter text.
Surname:	Click here to enter text.
Job title:	Click here to enter text.
Agency/Service:	Click here to enter text.
Address:	Click here to enter text.
Email:	Click here to enter text.
Contact telephone number:	Click here to enter text.
Involvement with child/family:	Click here to enter text.

Child / young person / unborn baby details:

Forename(s): (For unborn baby: "UBB")	Click here to enter text.
Surname: (For unborn baby: mother's surname or any previous names)	Click here to enter text.
Date of Birth/ Estimated Date of Delivery:	Click here to enter text.
Gender:	Click here to enter text.
Legal Status:	Click here to enter text.
Primary Address:	Click here to enter text.
Current Address:	Click here to enter text.
Disability:	Click here to enter text.
Immigration Issues? Asylum seeker:	Click here to enter text.

Child's first language: ("N/A" if preverbal)	Click here to enter text.
NHS Number:	Click here to enter text.
Unique Pupil Number:	Click here to enter text.
Interpreter required:	Click here to enter text.
Signer required:	Click here to enter text.
Religion:	Click here to enter text.
Ethnicity:	Click here to enter text.
Name, address and contact details of GP:	Click here to enter text.
Name, address and contact details of Health Visitor/School Nurse:	Click here to enter text.
Name of Early Years Setting/School/College and Contact Person:	Click here to enter text.

Siblings Details

Forename(s): (For unborn baby: "UBB")	Click here to enter text.
Surname: (For unborn baby: mother's surname or any previous names)	Click here to enter text.
Date of Birth/ Estimated Date of Delivery:	Click here to enter text.
Gender:	Click here to enter text.
Legal Status:	Click here to enter text.
Primary Address:	Click here to enter text.
Relationship to the child being referred:	Click here to enter text.
Parents Details:	Click here to enter text.
Is this child already subject to a referral:	Click here to enter text.
Do you wish to include this child within your referral:	Click here to enter text.

Parent(s)/carer details:

Full Name	Click here to enter text.
Date of Birth	Click here to enter text.
Address (if different from the child)	Click here to enter text.
Telephone	Click here to enter text.
Gender	Click here to enter text.
Parental responsibility	Click here to enter text.

Family composition / significant others

Full Name	Click here to enter text.
Date of Birth	Click here to enter text.
Address	Click here to enter text.
Telephone	Click here to enter text.
Gender	Click here to enter text.
Relationship to child/children named previously	Click here to enter text.

Other agencies / services involved with this child / young person / family

Name of Professional and Organisation	Click here to enter text.
Contact Details	Click here to enter text.
Brief description of work undertaken or ongoing support (if known):	Click here to enter text.

Concern, Actions and Outcomes

Please explain why you are worried about this child/children including any risk summary or score from the assessment tool (if applicable)

Click here to enter text.

Please give details of any work undertaken with the child/family to reduce these risks.

Have you discussed your concerns with the child/family? What is the family's response to your concerns?

Click here to enter text.

When did you last see the child/children and where are they now

Click here to enter text.

The Child/Young Person's Voice

When did you last speak to the child? What did they say?

Click here to enter text.

What is the child's/Young Person's view on what needs to happen?

Click here to enter text.

**What are your observations of the Child/Young Person *

Click here to enter text.

Early Help Assessment

Has an Early Help Assessment been completed on this child or young person?

Click here to enter text.

Other Risk Assessment

Has any other Assessment (s) been completed on this child / young person?

Click here to enter text.

Strengths and Safety

What's working well? (Existing strengths and safety)

Click here to enter text.

What needs to happen? (Future safety) how will this impact the child / children?

Click here to enter text.

Please return your completed single contact form to
safeguardinghub.fax@cumbria.gov.uk

If the concerns are of an urgent nature (i.e. a child appears to be suffering or likely to suffer significant harm) Cumbria Safeguarding Hub must be contacted immediately by telephone, on 0333 240 1727.