



Safeguarding Vulnerable Groups Policy and Procedures

Policy approved by: SiMY Board of Trustees

This policy supersedes: SiMY's Safeguarding Policy (2024)

Date approved: 2nd June 2026

Next review date: May 2028

Signed:

A handwritten signature in black ink, appearing to read 'Richard Masters', is written over a light yellow rectangular background.

Richard Masters - Chair

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All staff and volunteers are reminded that full guidance on dealing with disclosures or concerns is contained within the **SiMY Safeguarding Handbook** document. Both this policy and the handbook can be accessed in the following locations:

Online: Safeguarding section of the Policies and Procedures file on the Google Drive

Physical copies: SiMY Office Unit 5D Firhill House

Lister Street Pavilion office

A copy of the '*Dealing with Disclosure*' flowchart and key phone numbers is kept in the Help File in the passenger seat storage area of both SiMY vehicles.

SiMY's Designated Safeguarding Officers:

Molly Buckingham: **07526 299662**

Email: molly.buckingham@simy.org.uk

Emma Gall: **07903 303278**

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Safeguarding Lead on the Board:

Catriona Pratt: **07889 907217**

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1. Policy Summary

This policy describes SiMY Community Development's obligations to safeguard and protect vulnerable groups. Vulnerable groups are defined as children, young people and vulnerable adults who participate in SiMY in any way.

SiMY Community Development seeks to promote the wellbeing of every person who participates in the organisation's activities. Every person at SiMY has the right to be kept safe from harm, abuse, neglect, exploitation and any other kind of harm that puts them at risk.

It is the responsibility of everyone who participates in SiMY activities to prevent harm; physical, emotional or sexual, to anyone who participates in the life of the organisation. We will always work to minimise the risk of such harm occurring during SiMY activities.

We will always take any concerns that are shared with us seriously, whether about the discloser's own, or someone else's, welfare. All staff and volunteers at SiMY are expected to take part in both internal, and external training in order to know how to deal with concerns that are shared.

This policy is accompanied by, and should be read in conjunction with, SiMY's **Safeguarding Handbook**, which provides additional guidance on dealing with disclosures for staff who work with these groups.

2. Policy's purpose and objectives

This policy describes SiMY Community Development's approach to ensuring that we protect and safeguard the wellbeing of children, young people and vulnerable adults at risk of harm.

SiMY will:

1. Inform staff and volunteers working for, or on behalf of, SiMY of their responsibilities with regard to child and adult protection and how they will be supported to meet these;
2. Inform members of the public, participants and partners about our obligations under child and adult protection and how we intend to meet them.
3. Review our safeguarding processes and this policy every two years, or whenever updates to statutory requirements, or review of practice, necessitate it sooner.
4. Provide safeguarding training for all trustees, staff, and volunteers to accompany policy updates.

3. Core Principles of Protection

SiMY Community Development has a duty and commitment to protect vulnerable groups who participate in its activities. We achieve this by establishing and maintaining safeguarding practices and procedures at every level of the organisation; external promotion, recruitment, induction, and ongoing staff and volunteer training. Given the organisation delivers many of its activities directly to children, young people and vulnerable adults, it is vital to ensure that staff and volunteers feel capable and confident to report any concerns to the relevant statutory authorities without delay.

SiMY's policy and practice regarding child protection is informed by the UN Convention on the Rights of the Child (UNCRC) and also the Children and Young Person (Scotland) Act 2014 which enshrined the principles of GIRFEC (Getting it Right for Every Child) in law. The principles of GIRFEC apply to staff and volunteers in a child protection context. These are:

- Putting the needs of children and young people first;
- Ensure that children and young people are listened to and understand decisions that affect them; and
- Ensure that they get the appropriate co-ordinated support needed to promote, support and safeguard their wellbeing, health and development.

SiMY's policy and practice regarding adult protection is informed by the principles of the The Adult Support and Protection (Scotland) Act 2007 which states that any public body or staff members must, if relevant, have regard to:

- the wishes and feelings of an adult;
- the views of an adult's nearest relative, carer, guardian, attorney or other person who has an interest in the adult's well-being or property;
- the importance of an adult's participation, and providing them with information and support to enable them to participate;
- ensuring that a vulnerable adult is not treated less favourably than any other adults in a comparable situation;
- an adult's abilities, background and characteristics.

4. Definitions

SiMY Staff - All paid and voluntary positions are all included under the heading of 'Staff' at SiMY. This includes a paid employee who is employed under a contract of employment with SiMY, voluntary staff, Trustees, Modern Apprentices, interns, young leaders and other trainees, or unpaid roles.

Children – The Child and Young Person Act (2014) defines a 'child' or 'young person' as: anyone aged under 18 years of age. The extension of the use of the term 'child' beyond 16 years of age is to

ensure that there is not an abuse of the position of trust that exists in a position of trust relationship. Where a young person aged 16-18 requires protection it must be noted that the Adult Support and Protection (Scotland) Act 2007 legislation may apply.

Vulnerable Adult - The Adult Support and Protection (Scotland) Act 2007 defines adults at risk as: Adults, aged 16 and over, who:

- a. are unable to safeguard their own well-being, property, rights or other interests;
- b. are at risk of harm; and
- c. because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

Harm - Harm in the context of a child is defined by the National Guidance for Child Protection in Scotland (2023) as:

‘Impairment of the health or development of the child, including, for example, impairment suffered as a result of seeing or hearing the ill treatment of another.’

Harm in the context of an adult is defined by the Adult Support and Protection (Scotland) Act 2007 as:

Harm includes all harmful conduct and includes:

- a. conduct which causes physical harm;
- b. conduct which causes psychological harm (e.g. by causing fear, alarm or distress);
- c. unlawful conduct which appropriates or adversely affects property, rights or interests (e.g. theft, fraud, embezzlement or extortion);
- d. conduct which causes self-harm.

Child Abuse - The Child and Young Person Act (2014) defines child abuse as ‘forms of maltreatment of a child’. There are many forms of abuse but this documents takes guidance from the Children and Young Persons Act (2014) and the NSPCC, detailing the following categories:

- a. Emotional abuse
- b. Neglect
- c. Physical abuse
- d. Sexual abuse
- e. Domestic abuse
- f. Grooming

Abuse and neglect of adults at risk - The Adult Support and Protection (Scotland) Act 2007 defines an adult as being at risk of harm if:

- another person's conduct is causing (or is likely to cause) the adult harm; or
- the adult is engaging (or is likely to engage) in conduct with causes (or is likely to cause) self-harm.

This document uses the NHS guidelines, detailing the following types of abuse and neglect of adults at risk:

- a. Sexual abuse
- b. Physical abuse
- c. Psychological abuse
- d. Domestic abuse
- e. Discriminatory abuse
- f. Financial abuse
- g. Neglect

Please see section 7 for description and indicators of each of these types of abuse.

5. Scope

This policy and associated procedures apply to all SiMY staff and volunteers. Everyone involved in SiMY's operation, including personnel working within SiMY from another organisation, and voluntary placements, e.g. students and work experience, will be required to comply with this policy and associated procedures.

6. Wellbeing, Protection and Prevention

Wellbeing

SiMY is committed to the wellbeing of every person involved with the organisation, and actively works to enhance it. With this in mind, children, young people and vulnerable adults should ***get the help they need; when they need it; for as long as they need it;*** and supporting their wellbeing is always paramount. All staff and volunteers working with children, young people and vulnerable adults must play their part in supporting their wellbeing. For the purposes of this document, the SHANARRI principles found within GIRFEC serve as a reference point for understanding how wellbeing can be understood and enhanced for children, with many of the principles also applicable to adult wellbeing.

Protection and Prevention of Harm

Every adult in Scotland has a potential role in ensuring that all children and vulnerable adults live safely and can reach their full potential. Child and vulnerable adult protection issues are an integral part of policy and practice within SiMY Community Development and are not considered an optional activity.

It is the responsibility of all SiMY staff and volunteers to report any suspicion of physical, sexual, emotional neglect, harm of children or vulnerable adults with whom they come into contact. See Section 7 of this document and the Safeguarding Handbook for more detailed guidance.

Organisational Commitment

SiMY Community Development will provide information, advice, training and guidance to inform all staff and volunteers about their responsibilities in relation to the protection of children or adults at risk of harm including the relevant provisions of the Children and Young People (Scotland) Act 2014. SiMY also commits to providing the necessary training and support to ensure that staff and volunteers feel confident in creating protective environments for participants and responding to concerns about the safety of any participant in SiMY's activities.

SiMY Community Development uses the best practice examples from *NSPCC* and *Children in Scotland* to inform its internal training, and TES/EduCare for external training on safeguarding.

SiMY ensures that relevant staff have completed *Designated Safeguarding Officer (DSO)* training, and receive regular updates to this training. The named DSOs within SiMY are responsible for supporting staff in the event of a disclosure, or where staff have concerns about the welfare of a participant. DSO names and contact details are listed in the **Safeguarding Handbook**, and displayed in both the Firhill office and Lister St Pavilion.

When a staff member or volunteer has dealt with a disclosure situation, SiMY undertakes to provide the necessary level of support and guidance to maintain the wellbeing of the person concerned.

To minimise the risk of harm to all SiMY participants, SiMY Community Development will also undertake the following commitments at each stage of the employment process.

Recruitment

- Include our commitment to the protection of vulnerable groups in all paid and voluntary role descriptions, and advertise the steps required during recruitment to ensure safety.
- Carry out a PVG check for all staff, volunteers and student placements who carry out regulated work.
- Request two references from all prospective staff, volunteers, and placements students, and contact both prior to confirming any appointment.
- Ensure that all prospective staff are aware of the legal requirements around regulated work, namely that:
 - a. It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.
 - b. It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

- c. It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.
- When engaging freelance staff or external agencies, ensure that PVG checks are part of the criteria for selection if the activity programme requires contact with children or vulnerable adults. Should a safeguarding issue arise in these circumstances, the matter will be referred to the appropriate statutory agency, and the external agency's Safeguarding policies and procedures will apply thereafter.

Induction

- Ensure that all staff and volunteers are signposted to this safeguarding policy and our safeguarding handbook, and made aware of our Designated Safeguarding Officers.
- Ensure that all staff and volunteers complete our induction safeguarding training, as part of our Induction Programme. This session is permanently accessible in the *Safeguarding* section of the *Knowledge Base* within Workplace.
- Should a safeguarding issue arise in relation to a student on placement or work experience, the matter will be referred to the appropriate statutory agency, and the university procedures relevant to dealing with the student will apply thereafter.

Ongoing Training/Support

- Ensure SiMY staff and volunteers have appropriate training, are aware of, and have ready access to this policy and the Safeguarding Handbook. Understanding of the safeguarding procedures is mandatory for all SiMY staff and volunteers.
- Through the Dealing with Disclosures Procedure (see Section 7 and Safeguarding Handbook) and associated training, ensure SiMY staff and volunteers understand their responsibility to communicate to the young person or vulnerable adult, any subsequent actions required in the event of a safeguarding concern.
- Ensure SiMY working agreements with schools contain reference to the school's guidelines and procedures in relation to wellbeing and child protection, including the nominated person responsible for Safeguarding within the school Senior Management Team.
- Ensure that staff or volunteers carrying out research with children, beyond the regular process of review for activities, are fully aware of the legal and ethical issues surrounding research with children. Formal parental consent **and** the formal consent of the child are always required in these circumstances. Any such research should be agreed with one of SiMY's *Designated Safeguarding Officers* before commencement.

Dealing with Disclosures

- Have appropriate procedures in place to respond to situations where a safeguarding allegation is made against any SiMY staff or volunteer, whether by a SiMY participant or from an external source.

- Prominently display these procedures at the Firhill Office and Lister St Pavilion. Include these documents in the Help Files in both vans.
- Bring this policy and associated procedures to the attention of participants, parents/carers, and relevant agencies.

7. Recognising Harm or Abuse

Safeguarding is about preventing harm to people and making a timely and appropriate response when harm is witnessed, suspected, or reported. In order to do this, you must first be able to recognise harm. Recognising harm or abuse is not easy. You need to act when harm or abuse is suspected. You do not need to have proof of abuse to act. Ask yourself the following three questions and **trust your gut instinct**:

- *Does it look right?*
- *Does it sound right?*
- *Does it feel right?*

You do not have to be able to identify the category or type of abuse, if the answer to any of the questions above is 'no', report and record what you have seen straight away. However identification of a problem can be helped by understanding the different ways in which children and adults at risk can be abused. To this end the following table details the main types of child and adult abuse as defined in Section 4, providing definitions and indicators. It is worth noting that the person affected may experience more than one type of abuse at the same time, and that emotional abuse will usually accompany all types of harm.

Type of Abuse	Definition	Indicators
Physical Abuse	Physical abuse is any way of intentionally causing physical harm to a child, young person, or adult. This includes: - hitting with hands or objects - slapping or punching - kicking - shaking - throwing - poisoning - burning and scalding - biting and scratching - breaking bones - drowning - unauthorised or inappropriate restraint - being denied food or water	- Bruising, cuts, welts, burns, broken bones, bite marks, swelling, and/or marks on the body or loss of hair in clumps - Frequent injuries - No explanation of injuries or inconsistency with the account of what happened or the injury sustained - Injuries are inconsistent with the person's lifestyle - Unexplained falls - Subdued or changed behaviour in the presence of a particular person

	- not being helped to go to the bathroom when needed - misuse of medication - making up the symptoms of an illness - causing a child, young person or adult to become unwell	- Unusual behaviour such as being irritable, anxious, or withdrawn - Signs of malnutrition - Failure to seek medical treatment or frequent changes of GP
Sexual Abuse	Sexual abuse occurs when a child, young person or adult is forced, tricked, or manipulated into sexual activities. Sexual abuse can be contact or non-contact and can happen in person or online. This includes: - Rape, attempted rape, or sexual assault, including kissing or oral sex - Forcing person to take part in sexual activities, undress, or touch someone else - Inappropriate touch anywhere, whether clothed or not - Inappropriate looking, sexual teasing, innuendo, or sexual harassment - Exposing or flashing - Exposure to sexual acts - Forcing person to make, view, or share sexual images or videos - Making, viewing, or distributing child abuse images or videos - Forcing person to take part in sexual activities or conversations online or through a smartphone	- Bruises - Torn, stained or bloody underclothing - Bleeding, pain or itching in the genital, anal, or throat area - Unusual difficulty walking or sitting - Infections or sexually transmitted diseases - Pregnancy - The uncharacteristic use of explicit sexual language or sexual behaviour or the use of sexual language or an interest in sexual behaviour that you wouldn't expect at that age - Avoiding being alone with or frightened of people or a person they know - Poor sleep, nightmares, or bed wetting - Self-harm - Changes in eating habits, mood or behaviour - Excessive fear/apprehension of, or withdrawal from relationships including not wanting to go, or be at, home - Spending a lot of time online - Seeming distant or angry after using the internet or texting - Being secretive about what they are doing online or on their mobile phone - Expressing a need and anxiety about being online at a certain times

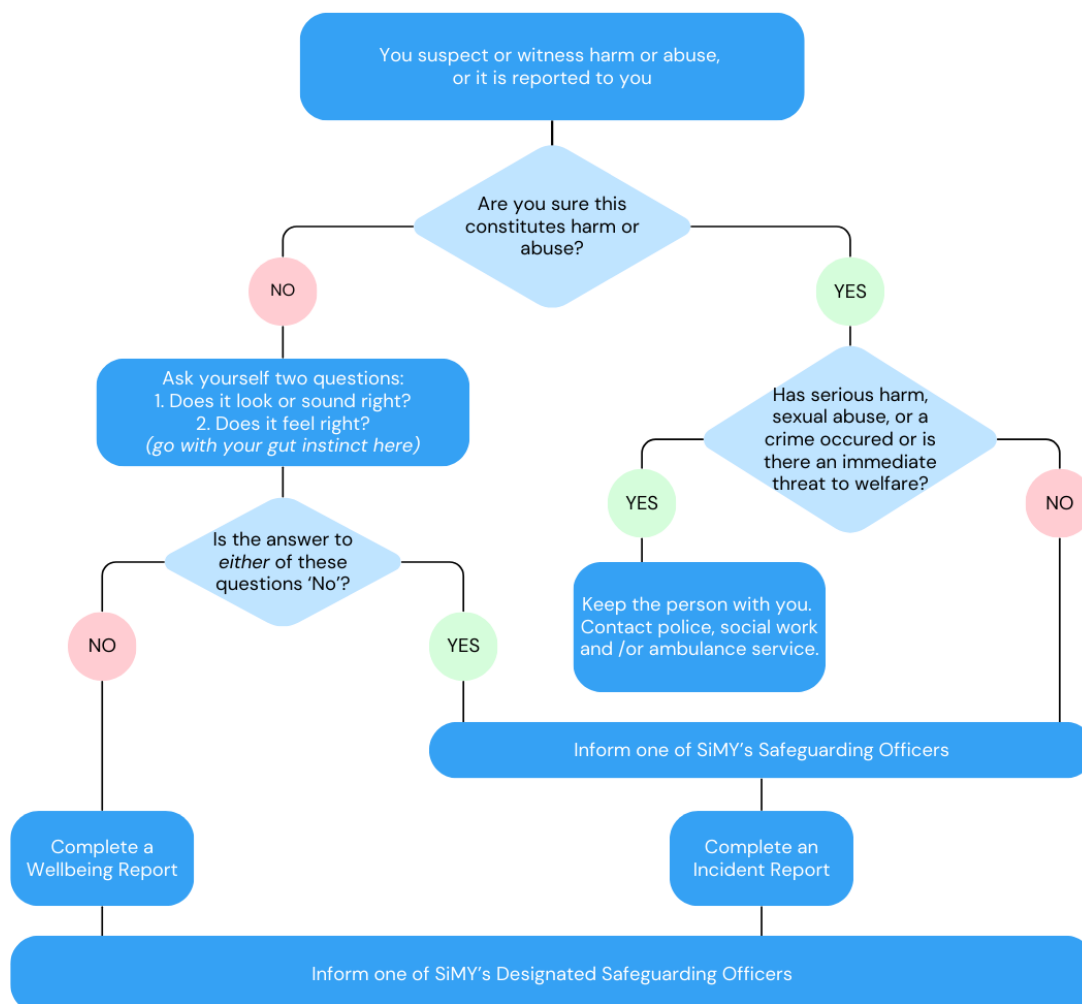
		- Having lots of new phone numbers, texts, or email addresses
Emotional or Psychological Abuse	Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child, young person, or adult. This includes: - Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse - Threatening to hurt or abandon someone - Making the person the subject of jokes or using sarcasm to hurt that person - Manipulation - Enforced social isolation - preventing someone accessing services, educational and social opportunities, and seeing friends - Making the person perform degrading acts - Persistently ignoring the person, or being consistently absent - Never saying anything kind, expressing positive feelings, or congratulating successes - Never showing any emotion, also known as emotional neglect	- Lack of confidence, self-assurance, or self-esteem - Poor emotional regulation, including extreme outbursts - Difficulty making or maintaining relationships - Withdrawal or change in psychological state - An air of silence when a particular person is present - Insomnia - isolation from parents, caregivers, or other family members
Financial Abuse	Financial abuse occurs when someone controls another's access to economic resources, diminishing their capacity to support themselves. Financial abuse can be conducted by someone known to the person, such as someone who is appointed to look after the person's money, or by a stranger such as internet scams and doorstep crime. This includes: - Theft of money or possessions - Fraud or scamming - Preventing someone from access their own money or assets - Undue pressure, duress, threat or influence on a person in connections with any money or assets they have	- Unexplained lack of money or inability to maintain lifestyle - Missing personal possessions - The family or others show unusual interest in the assets of the person - Rent arrears and eviction notices - Disparity between the person's living condition and their financial resources - the person allocated to manage financial affairs is evasive or uncooperative

	- Falsifying records or using someone else's bank account	
Domestic Abuse	Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. Domestic abuse can happen inside and outside the home, over the phone, internet, or social media, in any relationship and after a relationship has ended, and in any type of relationship.	Domestic abuse can be characterised by any of the indicators of abuse outlined above relating to emotional, physical, sexual or financial abuse
Neglect or Self-neglect	Neglect takes many forms. Broadly speaking these fit into four categories: - Physical neglect - basic needs such as food, clothing, or shelter are not met, not adequately supervising a person or keeping them safe, or providing care in a way that the person dislikes - Educational or social neglect - a parent or caregiver doesn't ensure their child or young person is given an education. Caregivers not taking account of cultural, religious, ethnic, educational, social, and recreational needs - Emotional neglect - failing to nurture or provide adequate stimulation. This could be through ignoring, humiliating, intimidating or isolating them. - Medical neglect - not providing proper health care. This includes dental care, refusing or ignoring medical recommendations, or preventing access to medical aids or equipment. When these forms of neglect are the result of a lack of self-care this is known as self-neglect.	- Poor appearance, personal hygiene, or consistently inadequate or inappropriate clothing - Being left alone for a long time - Taking on role of a carer for other family members at an inappropriate age or without adequate capacity for care giving - Skin issues such as sores, rashes, flea bites, scabies, or ringworm - Poor environment - dirty or unhygienic - Weight loss, being hungry, not having money for food, anaemia, or malnutrition - Missed medical or dental appointment, incorrect medication, ongoing medical problems or repeat injuries - Accumulation of untaken medication - Becoming clingy, aggressive or withdrawn and anxious - Missing educational and social opportunities - Struggling to concentrate or take part in activities

Discriminatory Abuse	Discriminatory abuse is the unequal treatment of an individual based on a difference or perceived difference. This includes: - Unequal treatment, verbal abuse, derogatory remarks, harassment or deliberate exclusion, or inappropriate use of language based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation - Substandard service provision relating to a protected characteristic	- Person appears withdrawn and isolated - Anger, frustration, fear, or anxiety - The support on offer does not take account of the person's individual needs in terms of a protected characteristic
Grooming	Grooming is when someone builds a relationship, trust, and emotional connection with a person so they can manipulate, exploit and abuse them. This is typically associated with children and young people but anyone can be groomed. People can be groomed in person or online and by strangers or people they know, including family members. Types of grooming include: - pretending to have similar characteristics or interests as the person i.e. age, hobbies, religion - gaining trust by giving advice or showing understanding - buying gifts - giving attention - taking the person on trips, outings or holidays	- Being secretive about how they are spending their time, including when online - Having an older boyfriend or girlfriend, or a new relationship or friend and it's not clear how they met them - Spending increasing amounts of time either with this person or online and/or being secretive about time spent with them - Having money or new things they can't or won't explain - Becoming withdrawn or reluctant to spend time with friends, family, or others

8. Managing Safeguarding Concerns

The 'Managing Safeguarding Concerns' flowchart spells out the steps you should take in the event of a safeguarding issue.



Dealing with Disclosure

Disclosure is the process of finding out about alleged, reported or witnessed harm or abuse. There are many ways that this can take place and however a disclosure takes place it must be taken seriously and acted upon. This can include but is not limited to, something you have witnessed, behaviour or events that are observed over time, a disclosure made by a child, young person or adult. This may be about themselves or another person.

In the event that harm or abuse is disclosed to you, it is important to:

- Listen carefully to what they are saying
- Take them seriously

- React calmly, remember the person may or may not be aware that what they are describing is harmful or abusive
- Ask open questions to establish the basic facts - your role is not to investigate so do not attempt to gather evidence to prove or disprove an allegation
- Reassure them they have done the right thing and that this is not their fault
- Explain what you'll do next and who you will tell - do not promise confidentiality
- Report what the person has told you as soon as possible.

Reporting a Safeguarding Concern

Reporting is about immediately sharing appropriate information verbally, and later in writing, with the responsible people who need to know.

If serious abuse, harm, or a crime has been committed and/or the person would be at immediate risk if they were to leave, **keep them with you and call the police, social work, and/or an ambulance.** *Do not contact the Designated Safeguarding Officer before doing this, where immediate harm is concerned, always call the emergency services first.*

Social Work:

During office hours: **0141 287 0555**

Out of office hours: **0300 343 1505**

Emergency Services: if someone is in immediate danger please call **999**

Where the person is not in immediate risk of harm or abuse, report a safeguarding concern by contacting one of our Designated Safeguarding Officers or Safeguarding Lead.

Designated Safeguarding Officers:

Molly Buckingham: **07526 299662**

Email: molly.buckingham@simy.org.uk

Emma Gall: **07903 303278**

Email: emma.gall@simy.org.uk

Safeguarding Lead on the Board:

Catriona Pratt: **07889 907217**

Email: catriona.pratt@simy.org.uk

At times you may feel unsure whether what you are dealing with is harmful or abusive. **If in doubt, share the information.** It is always better to be safe than sorry.

Recording a Safeguarding Concern

Once a safeguarding concern has been reported, you must record what happened in an incident log. These can be found in the Templates library in the Google Drive. For completeness this form is also shown in Appendix I.

Good recording is a critical part of detecting and investigating harm or abuse. When recording a concern, all records must:

- be completed on the same day or within 24 hours
- be written legibly or typed. If typed from your handwritten notes keep the original – in some serious cases they may be used as evidence
- be dated (day, month and year) and signed (and name printed alongside)
- be detailed but concise - write up exactly what happened, using 'where, when, how, and who' questions to help guide this process. Use headings where necessary
- record the person's own words to describe their experience and views
- stick to the facts and do not record opinions - be aware that recorded opinions can wrongly be accepted as facts
- record the person's views and wishes
- record who you spoke or consulted with, when, what decisions were made by whom, and the reason for those decisions.

Once complete the incident report should be saved to the '*Safeguarding (Temporary)*' folder on the Google Drive. Please inform the DSO who is managing the incident when a completed document is saved for review. Both an immediate report and a follow up report will be completed by the DSO to document the actions taken following a report.

9. Further guidance and useful contact information***Internal Guidance and Contact Information***

All staff and volunteers are reminded that full guidance on dealing with disclosures or concerns is contained within the **SiMY Safeguarding Handbook** document. Both this policy and the handbook can be accessed in the following locations:

Online: Safeguarding section of the Policies and Procedures file on the Google Drive

Physical copies: SiMY Office Unit 5D Firhill House

Lister Street Pavilion office

A copy of the '*Dealing with Disclosure*' flowchart and key phone numbers is kept in the Help File in the passenger seat storage area of both SiMY vehicles.

SiMY's Designated Safeguarding Officers can be contacted as described in the event of a safeguarding issue, or where further guidance is required.

Molly Buckingham: **07526 299662**Email: molly.buckingham@simy.org.ukEmma Gall: **07903 303278**Email: emma.gall@simy.org.uk

SiMY's Safeguarding Lead at Board level should be contacted directly in the event that our DSO's are unavailable or there is a complaint relating to one or both of the DSO's.

Catriona Pratt: **07889 907217**Email: catriona.pratt@simy.org.uk

External Contacts

Social Work:

During office hours: **0141 287 0555**Out of office hours: **0300 343 1505**

Emergency Services: if someone is in immediate danger please call **999**.

10. Appendix I - Incident Report Template

Incident Report	2024
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Please complete the relevant sections and return the completed document to the DSO.

If there is insufficient space, please continue on the other side of the sheet or continue on another sheet. You must ensure that all sheets are returned to the DSO.

Type of Report		Location	
Accident			
Child Protection			
Near Miss		Date:	Time:
Pastoral			

Present / Involved	
SiMY Staff	
Participants	
Others	

Description of Incident

Please outline the circumstances of any accident etc. This should include the circumstances leading up to the incident, what happened and actions taken in response.

Follow Up Required**Staff Member Reporting Incident**

Name			
Signed		Date	

DSO/Senior Staff Members Comments			
Please complete this section within 24 hours of incident reporting. Record immediate decisions made and actions taken.			
Designated Safeguarding Officer			
Name			
Signed		Date	
DSO/Senior Staff Members Follow Up			
Please complete this section 1 week after incident reporting. Record any follow up actions taken.			
Designated Safeguarding Officer			
Name			
Signed		Date	