Release Safeguarding Policy & Procedures for Adults & Children

Release
61 Mansell Street,
London,
E1 8AN

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Developed by:	Niamh Eastwood, with external consultancy
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1. Introduction & Background

Purpose and Commitment

Release is committed to ensuring that adults and children are not abused and are effectively safeguarded. Living a life that is free from harm and abuse is a fundamental right of every person. All of us need to act as good neighbours and citizens in looking out for one another and seeking to prevent the vulnerabilities which could lead to situations which put adults and children at risk of harm.

This safeguarding policy and procedures aim to make sure that the safety, needs and interests of adults and children are always respected and upheld. This includes upholding human rights. Release recognises the additional vulnerability of our service users, and we recognise that by virtue of age, disability, ethnicity and other differences some people who use our services may be vulnerable or experience additional hurdles in their lives. We understand that we may need to think broadly about how safeguarding concerns may become apparent, for example, a safeguarding concern about a child may lead to worries about the safety of their adult carers, and vice versa, a concern about an adult may lead to worries about their children.

This policy sets out our whole organisational commitment to safeguarding, from the trustees through to every member of the organisation. It offers a summary of the legal and the safeguarding context for adults and children and sets out what to do if anyone at Release is concerned about an individual.

Release has policies, procedures and working practices to safeguard those we work with and we will continue to review these over time, learning from experience and updating them in accord with changes in law and good practice. Safeguarding policies and practices should be viewed as best practice guidance but ultimately every person's situation is unique and will require sensitive and sound judgements to be made, including working in collaboration with them.

The safety of both vulnerable adults and children is covered by a multitude of legislation and statutory guidance and Release is committed to acting upon these and thereby acting on our safeguarding concerns about individuals. In so doing, Release is committed to working with the main statutory agencies – local councils, the police and NHS organisations and other local voluntary organisations to promote safer communities, to prevent harm and abuse and to deal with suspected or actual cases of abuse.

Scope

Safeguarding is everyone's responsibility.

This policy applies to everyone working for or with Release. It includes trustees, the leadership team, paid staff and volunteers, interns, students, contractors, those organisations that are commissioning services, visitors and service users.
It is expected that the policy will be read, understood and applied by all those commencing work at Release in whatever capacity (hereafter called 'staff') and it will be made available at induction, on our website and re-issued when the policy is updated annually.
Whilst we are all responsible for being vigilant about safeguarding concerns and proactively addressing them in line with this policy, certain people will have additional safeguarding responsibilities at Release. The Designated Safeguarding Officer will be responsible for addressing individual safeguarding concerns, the Designated Safeguarding Lead is

responsible for the strategic aspects of safeguarding for Release and the trustees are leading the governance of safeguarding.

Availability and Access to Safeguarding Policy and Procedures

This policy will be made available to all staff at the start of their work with Release. It is expected that they will read it, sign to understand that they have understood it and they are expected to adhere to the content.

The policy will be updated annually or amended in light of experience learning or other changes and it will be re-issued to staff accordingly.

The policy will be placed on the Release website and will also be available on the Release central server (X drive) in the Staff Policies folder.

This policy can be made available in large print on request.

People who use our services will know that we have a safeguarding policy through our individual client care letters, agreements entered into with partners and will be available to anyone requesting a copy of this policy.

Alignment with Other Policies

This safeguarding policy is linked to and should be read in conjunction with other Release policies including:

- Whistleblowing - available on the Release central server (X drive) in the Staff Policies folder.
- Safer Recruitment - available on the Release central server (X drive) in the Staff Policies folder.
- Code of Conduct - available on the Release central server (X drive) in the Staff Policies folder.
- Complaints policy - available on the Release central server (X drive) in the Staff Policies folder.

And all other relevant polices contained on the X drive in the Staff Policy folder.

2. Identifying Abuse and Neglect for Adults at Risk

Safeguarding Legislation and Guidance

Release is committed to working within the legal framework for safeguarding adults at risk which includes these key documents:

- Care Act 2014
- Care & Support Statutory Guidance 2018
- Mental Capacity Act 2005

Defining an 'adult at risk'

Safeguarding adults applies to people who are 'adults at risk' and they are defined as people aged 18 years and over who:

- have care or support needs (whether or not these needs are being met)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

It is important to recognise that some adults may struggle to protect themselves from harm. This can be for many reasons such as having a learning difficulty, mental or physical health difficulties, trauma, drug dependency, elderly and those who are vulnerable to others.

Adult 'in need of care and support'

An adult may be in need of care and support due to a range of factors including individual characteristics, factors associated with their situation, personal, emotional, environmental, financial and social factors. Examples may include disability, mental health difficulties but these factors do not mean that they will inevitably experience harm or abuse.

The Care Act 2014 – Six Principles in Adult Safeguarding

The Care Act (2014) sets out the legal framework about how we should protect adults who may be at risk of abuse and neglect. These six principles as set out in the Act are:

- Empowerment – We empower adults to make their own decisions by providing them with support, advice and guidance to make informed choices.

- Prevention – Guidance is in place to ensure people know how to recognise abuse and how to seek help and to take action before harm occurs.

- Proportionality – Our response is based on balancing risk to provide the least intrusive response necessary whilst ensuring all risks are addressed.

- Protection – We provide advice and guidance about keeping safe and signpost or refer to relevant agencies.

- Partnership - We work together with multi-agencies to provide holistic oversight and effective support whilst ensuring confidentiality is maintained.

- Accountability – We are clear about the roles and responsibility of all those involved in safeguarding. We deliver a transparent service that provides a robust and effective safeguarding policy and procedure.

Who abuses and neglects adults?

It is important that we are aware that anyone can perpetrate abuse or neglect, including:

- family members including spouses/partners

- neighbours, friends, acquaintances
- local residents, community members, strangers
- paid staff, professionals and volunteers, carers

It is far more likely that the person responsible for abuse is known to the adult and may be in a position of trust and power, than for the abuser to be a stranger.

Abuse can happen anywhere: for example, in someone's own home, in a public place, in a care setting, a community setting or on the streets. It can take place when an adult lives alone or with others.

Ten categories and indicators of abuse and neglect

The Care and Support Statutory Guidance 2018 sets out ten categories of abuse and neglect that adults may experience. This is not intended to be an exhaustive list and abuse and neglect can take place in many forms and in many circumstances. It is important that in making observations, having conversations and working together with people, we are alert to any concerns about their wellbeing and safety.

They are defined in the following ways and particular signs and indicators that may alert to the type of harm is also noted. Please note the signs and indicators listed are not exhaustive either and there may be no or few signs for some people.

Category of Harm	Possible Signs & Indicators
Physical Abuse	
• assaults: e.g. hitting, slapping, pushing, • misuse of medication • inappropriate restraint • inappropriate physical sanctions	• bruising, cuts, burns and/or marks on the body, clumps of hair loss • frequent injuries, unexplained falls • inconsistent or no explanation for injury • subdued or noticeable change in behaviour • signs of malnutrition • failure to seek medical treatment
Sexual Abuse	
• rape • indecent exposure • sexual harassment • sexual teasing or innuendo • sexual photography • subjection to pornography or witnessing sexual acts • sexual assault • sexual acts to which the adult has not consented or was pressured to consent	• bruising or injuries, particularly to areas such as thighs, buttocks, genital area • torn, stained or bloody underclothing • difficulty walking or sitting • infections or sexually transmitted diseases • changes in sexual behaviour or attitude • self-harming • poor concentration, withdrawal from others, sleep disturbance • excessive fear of certain relationships
Neglect	
• ignoring emotional or physical needs such as food, water, shelter, guidance • failure to provide access to appropriate medical, health, care and support or educational services • withholding life's necessities, such as medication, adequate nutrition and heating	• malnutrition and dehydration • infections • illness
Psychological Abuse	
• emotional abuse • threats of harm or abandonment	• air of silence when an individual is present

• deprivation of contact, isolation • humiliation, blaming, controlling • coercion, harassment, intimidation • cyber bullying • unreasonable withdrawal of services or support networks	• withdrawal or change in the behaviour and temperament of the person • uncooperative and aggressive behaviour • signs of distress: tearfulness, anger • low self-esteem • insomnia • change of appetite, weight loss or gain
Domestic Abuse	
Domestic abuse covers the following: • physical abuse; psychological abuse; sexual abuse; financial abuse; emotional abuse; so called 'honour' based violence. *'Honour-based' violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community." (*CPS and Home Office definition). Coercion and control often underpins domestic abuse: what can seem like agreement from one party could be false representation due to the power another individual can gain.	• low self-esteem • self-blame for events outside of their control • injuries • hearing derogatory or intimidating comments about self • fear of an individual • isolation – not seeing friends and family, partaking in activities • limited access to money, without reason
Financial Abuse	
• theft, fraud, internet scamming • coercion about finances including about wills, property, inheritance or financial transactions • misuse or theft of property, possessions or benefits • move into a person's home without consent	• fear of particular people • unable to make reasonable purchases • in debt (without reason) • unable to pay bills • unkempt looking • hungry
Modern Slavery	
• slavery • human trafficking • forced labour and domestic servitude, sexual exploitation, debt bondage	• physical, emotional abuse or sexual abuse signs as above • malnourishment • withdrawn and / or fearful of others • poor living or work conditions • lack of identification documents • fear of police or authorities
Discriminatory Abuse	
• harassment • slurs or similar treatment because of: o race o gender and gender identity o age o disability o sexual orientation o religion	• withdrawn and isolated • anger, frustration, fear or anxiety
Organisational	
• neglect and poor practices in organisations and care settings, including care provided in own home. • ranging from one off incidents to ongoing ill-treatment. • arising from neglect or poor professional practices	• lack of policy, procedures, supervision and management • low numbers of staff or poorly trained staff • denial of basic needs, eg food, water • disrespectful or abusive attitudes to service users and families
Self-neglect	

Covers a wide range of behaviour in which a person neglects to care for own hygiene, health or surroundings and includes behaviour such as hoarding.	• unsanitary conditions that pose risk • hoarding • non-attendance at health appointments • not taking prescribed and recommended medication.

3. Identifying Abuse and Neglect for Children

Safeguarding Legislation and Guidance

Release is committed to working within the legal framework for safeguarding children which includes these key documents:

- Children Act 1989
- Working Together to Safeguard Children 2018
- Information Sharing Guidance 2018

Definition of 'child'

The law tells us that a 'child' is anyone who has not yet reached their 18th birthday. This is regardless of whether a person under age 18 years has left home or is working.
'Children' therefore also means 'children and young people'.

Definition of 'Safeguarding'

The legal definition of 'safeguarding' is:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

Child protection is part of safeguarding and promoting welfare and it refers to the work that is done to protect children who are suffering, or are likely to suffer, significant harm.

Paramountcy Principle

A key principle of the Children Act 1989 is that the welfare of children is paramount.
This refers to a child centred approach which is fundamental to safeguarding every child. It means keeping the child's best interests in focus and at the heart of all decisions. This is particularly pertinent when parents, carers or others have wishes, feelings, needs which may impact on the child's well-being.

Defining 'abuse' and 'neglect'

Abuse and neglect are types of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a

family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Four categories and indicators of abuse and neglect

Working Together 2018 sets out four categories of abuse and neglect that children may experience. This is not an exhaustive list and abuse and neglect can take place in many forms and in many circumstances. It is important that when observing or talking with people, we are alert to any concerns about their wellbeing and safety.

The four categories are defined below with some signs and indicators also listed. The signs are not exhaustive and there may be no or few signs for some children. Often, we are looking for clusters of signs or signs that something for the child has changed.

Category of Harm	Possible Signs & Indicators
Physical Abuse	
May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	• bruising, cuts, burns, marks, fractures • inconsistent explanations or unexplained injuries • subdued, aggressive or noticeable change in behaviour • flinching, fear • covering up injuries • frequent medical visits
Sexual Abuse	
Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.	• injuries to thighs, buttocks, genital area • torn, stained or bloody underclothes • sexually transmitted infections • age inappropriate sexual behaviour or knowledge • self-harming • poor concentration or sleep • excessive fear of certain relationships • running away • access to money/items without explanation
Neglect	
Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent/carer failing to: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical/emotional harm or danger	• unkempt appearance • poor hygiene • hungry, stealing food, cramming food • malnutrition and dehydration • infections, illness • poor school attendance • obesity or underweight

c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.	• not meeting developmental milestones • frequent accidents • poor attendance for medical or health needs
Emotional Abuse	
Persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.	• withdrawal, sullen, quiet • uncooperative and aggressive behaviour. • distress: tearfulness, anger • low self-esteem • insomnia • change of appetite, weight loss or gain • self-harm • isolation

4. Additional Types of Harm

The categories of abuse and neglect listed above in the sections for adult and child safeguarding come from the relevant statutory guidance. Abuse and neglect are complex issues and can occur in additional ways, such as those listed below. Please note that these may apply to both adults and to children.

Child Sexual Exploitation (CSE)

Definition of CSE

CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

(a) in exchange for something the victim needs or wants, including attention and affection, drugs, alcohol, or gifts and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Children are often tricked and groomed into believing that the sexual activity is consensual, or they may be forced or intimidated.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship between the perpetrator and victim could be framed as friendship or as romantic. Children

can be trafficked to be sexually exploited, by being moved around towns, cities or even internationally to be abused, often with more than one person.

CSE does not always involve physical contact; it can occur through the use of technology.

Whilst CSE is a particular phenomenon involving children, it is important to remember that vulnerable adults are also sexually exploited.

Signs & Indicators of CSE

Sometimes signs can be difficult to notice because they may simply reflect 'normal' behaviour for some children, eg teenagers. It is important to remain vigilant and open to supporting children.

- unhealthy or inappropriate sexual behaviour
- being frightened of some people, places or situations
- being secretive
- sharp changes in mood or behaviour
- having money or things they can't or won't explain
- physical signs of abuse, like bruises or bleeding in their genital or anal area
- sexually transmitted infections
- pregnancy
- having an older boyfriend or girlfriend
- staying out late or overnight
- missing from home or care, or stopping going to school or college
- having a new group of friends
- hanging out with older people, other vulnerable people or antisocial groups, or a gang

Criminal Exploitation and Child Criminal Exploitation (CCE)

Definition of Criminal Exploitation and Child Criminal Exploitation

Criminal exploitation is a form of abuse where adults or children are manipulated and coerced into committing crimes. Through the use of violence or grooming and pressure, they may be forced into doing things like stealing or carrying drugs or weapons and be put into dangerous situations. This may involve being part of a gang which is linked to illegal activity (a gang could be a peer group or an organised criminal gang).

Perpetrators of criminal exploitation use different tactics to recruit and exploit children vulnerable adults including bribing, befriending, threatening or coercing them. It can be difficult for victims to cut off ties with the gang, e.g. because their own safety or that of their friends and family is threatened or because they have become addicted to drugs and alcohol supplied by gang leaders or because they are forced to commit crime to settle actual or fabricated debts.

Children and vulnerable adults involved in criminal exploitation are also at risk of all other forms of abuse.

Signs & Indicators of Criminal Exploitation

- going missing, unexplained absence from school, college or work

- excessive travelling, being found out of their home area
- unexplained access to money, clothes or mobile phones
- signs of drug & alcohol dependency
- excessive use of internet, social media, texts, phone calls
- relationships with controlling individuals or groups; gang-association and/or isolation from peers/social networks
- suspicion of physical assault, unexplained injuries
- carrying of weapons such as knives
- self-harm or significant changes in emotional well-being
- committing petty crimes like shop lifting or vandalism

Female Genital Mutilation (FGM)

FGM is a term given to a range of procedures whereby a female's genitals are cut, injured, removed or changed without a medical reason or other health benefit. It is commonly carried out without anaesthetic, medicines, sterile equipment or medical training. The practice is carried out in certain parts of the world and also in the UK from those communities that practice it, although it is illegal in the UK and in many other countries. It is done for cultural reasons, with those that practice it arguing that it benefits the woman or girl, keeps her 'clean', retains her virginity or makes her 'marriageable'. In fact it causes extreme pain, infection, and life-long physical and psychological damage to the healthy functioning for women and girls and causes risk to the unborn child. FGM is carried out on females of any age, from new-borns to older teenagers and adult women.

It is a criminal offence (Female genital Mutilation Act 2003) in the UK to either perform FGM (including taking a child abroad for FGM) or to enable/facilitate FGM on a British National or a permanent British resident, with the crime incurring a maximum 14 year imprisonment. Certain professionals have a mandatory reporting duty if they are aware of FGM occurring for a child (under age 18).

Signs and indicators of FGM

- long visit abroad; 'ceremony' to be 'woman'
- relative or 'cutter' visiting from abroad
- female relative being cut
- prolonged absence from school
- difficulty walking, standing or sitting
- spend longer in the toilet
- pain urinating or menstruating
- appear withdrawn, anxious or depressed
- reluctant to have normal medical exams
- severe pain, shock, bleeding, infections, organ damage, blood loss

Radicalisation & Extremism

Definition of Radicalisation and Extremism

Adults and children can be exposed to views and information from various sources and some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and it is a form

of harm. The process of radicalisation may involve being groomed (online or in person), exploited, exposed to violent material, psychologically manipulated or harmed or threatened. Anyone can be radicalised but certain people may be more vulnerable, for example because they are more easily influenced or impressionable, isolated, they feel rejected or discriminated against or experience community tension amongst different groups.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to British fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. It also includes calls for the death of members of the UK armed forces as extremist. Extremism can involve targeting vulnerable people by seeking to sow division between communities on the basis of race, faith or denomination; or argue against the primacy of democracy and the rule of law in society.

The government has established a Prevent Duty (under s26 Counter-Terrorism and Security Act, 2015) to reduce the numbers of people supporting extremism or becoming radicalised and to prevent them being drawn into terrorism. It is a statutory duty for local authorities, educational provisions, the health sector, police and prisons which means they must have "due regard to the need to prevent people from being drawn into terrorism." However, all organisations that work with children and vulnerable people have a responsibility to protect them from harm and becoming radicalised and/or being exposed to extreme views.

Signs & Indicators of Radicalisation and Extremism

- isolating self and spending time alone via social media
- feelings that they have no purpose in life; don't belong; low self esteem
- changes in emotions and behaviour
- change of routines, in appearance or online activities
- fixated on an ideology, belief or cause
- change in language or use of words; closed to new ideas; 'scripted' speech
- have materials or symbols associated with the cause
- sense of grievance or injustice (eg, anti-West, anti-Muslim); sense of 'them and us'
- conflict with family/friends or lose interest in people who do not have same beliefs

Contextual Safeguarding

'Contextual Safeguarding' is a relatively recent term in safeguarding children work. It refers to a way of understanding and responding to harm that young people can experience from outside of their families. It recognises that wider environmental factors and the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Contextual Safeguarding therefore expands our understanding of child safeguarding to include young people's vulnerability to abuse in a range of social contexts. Adolescents particularly, begin to spend more time, independently of their families, outside the home. The nature of their schools, neighbourhoods and the relationships that they form may lead them to encounter either forms of protection or forms of abuse and exploitation. Examples including: robbery on the street or on public transport; sexual violence in parks; gang-related violence; online bullying; harassment from peers and abuse in their intimate relationships, show that young people can be exposed to significant harm in settings outside their families.

Young people's experiences in their neighbourhoods inform, and be informed by, their home-life. Therefore, difficulties they have in their community or with peers may fracture

relationships at home and undermine parental capacity. Parents/carers may have little influence over these extra-familial contexts and so may not be able to promote their safety and well-being. Equally, young people who are exposed to harm at home may avoid going home and therefore be exposed to crime or exploitation outside home, or they may adopt the harmful behaviour they are exposed to, as a behaviour toward others.

Peer relationships are increasingly influential during adolescence, informing behaviour, choices, attitudes and experiences. Contextual safeguarding involves supporting young people to socialise in protective schools and community settings so they can form safe and supportive peer relationships.

Online Safety

Technologies and the internet are an important source of communication, education and entertainment. Unfortunately, some people will use them to harm children and vulnerable adults. Technology can be a significant component of safeguarding including sexual exploitation, radicalisation, bullying, criminal exploitation by providing a way to facilitate harm.

Online safety can fall into these areas of risk:

content: exposure to illegal, inappropriate or harmful material e.g. sexual or violent material, offensive material which serves to breed hatred, fabricated news, radical and extremist views

contact: subjected to harmful online interaction with other users e.g. adults posing as children or as 'friends', commercial advertising

conduct: personal online behaviour that increases causes harm, e.g. making, sending and receiving explicit images, or online bullying.

5. How Safeguarding Concerns May Arise at Release

Release provides services and projects to people with a history of drug dependency, who for that reason are classified as vulnerable adults, we also work with young people and children through our Y.Stop project. That is why safeguarding must be at the forefront of all those who work and volunteer for Release.

Release is committed to working with the main statutory agencies – local councils, the police and NHS organisations and other local voluntary organisations to promote safer communities, to prevent harm and abuse and to deal with suspected or actual cases of abuse. Our procedures aim to make sure that the safety, needs and interests of adults and children at risk are always respected and upheld. This includes upholding human rights.

Safeguarding concerns at Release may arise in a number of contexts including through our legal community welfare outreach programme where we support vulnerable clients, through our national helpline which provides both legal and drugs advice, thought the advocacy work of the drugs team, and through the Y.Stop project. If you are unsure whether a safeguarding concern has arisen, or you have identified a concern, you must bring it to the attention of Designated Safeguarding Officers immediately.

Examples of safeguarding concerns are listed below but they are only illustrative, and as highlighted above, if you are unsure please bring your concerns to the Designated Safeguarding Officer immediately:

- Whilst running a Y.Stop training session a young person or child tells you that they are experiencing abuse or exploitation;
- A client threatens to harm themselves or others;
- You observe a service user bullying another service user (peer-peer);
- You work with a child who tells you that their parent is subject to domestic violence or exploitation.
- You offer one-to-one counselling with adults, one of whom tells you about childhood experiences of abuse/neglect, you find out that the perpetrator currently has access to children
- A service user tells you that a staff member is being inappropriate, connecting on social media with them, giving them lifts, taking them out outside of work hours etc.

6. Roles and Responsibilities at Release

Safeguarding is Everyone's Responsibility

This policy applies to everyone working at or for Release and everyone is responsible for safeguarding. The staff and volunteers who interact regularly with our service users are much more likely to encounter safeguarding concerns, and it is important that we are all aware of how to recognise and respond. For all of us, this includes:

- being mindful of our own actions and behaviour, ensuring that we are promoting safeguarding and making sure we are aware of our position of trust and our duty to our service users
- being vigilant
- reading and applying this safeguarding policy and procedures
- responding to any safeguarding concerns, however small they may appear
- checking out if there are any queries.

Some people at Release have specific responsibilities for safeguarding and these are detailed below.

Designated Safeguarding Officer (DSO)

The DSO at Release are (the Joint Legal Services Managers and the Head of Finance and Operations) and they have operational responsibilities for safeguarding across Release. Their responsibilities include:

- promoting a safeguarding and listening culture in the services Release manages.
- having a sound awareness of the needs and vulnerabilities of service users and how safeguarding may emerge within the context of the work at Release.

- being available to staff/volunteers during operational hours as a safeguarding specialist and a source of advice and support for any safeguarding concerns.
- supporting staff and volunteers with continuous learning and development on safeguarding, including to act promptly on any safeguarding concerns and being familiar with and applying this policy.
- developing links with relevant statutory and voluntary agencies, including the local safeguarding partnership.
- managing individual safeguarding cases including:
    - making sound decisions about safeguarding concerns which places the individuals welfare first and being able to articulate reasoning for decisions
    - seeking consultation and advice if required on case work and decisions
    - making referrals to external agencies
    - being the primary point of contact at Release for individual safeguarding cases
    - working with other agencies on individual cases which may include sending reports, attending meetings, escalating concerns, working with family members of the individual
- keeping records on safeguarding cases using the systems and processes in place.
- being familiar with the process for dealing with allegations against staff and volunteers.
- undertaking training to be able to be effective in their DSO role
- providing cover for other DSO's for safeguarding concerns so that all staff/volunteers can access a DSO.
- contributing to the broader safeguarding work at Release, e.g. policy development, data collection, safer recruitment, induction and training of staff.
- deputise for the DSL.

Designated Safeguarding Lead (DSL)

The DSL at Release is (the Executive Director) and has strategic responsibilities for safeguarding across Release.

The DSL role includes:

- promoting a safeguarding and listening culture across Release
- being aware of the specific needs and vulnerabilities of service users and alert to the safeguarding concerns that impact upon them, aware of emerging trends and themes in safeguarding across Release and for service users
- providing sufficient resources so that safeguarding work at Release is effective, including sufficient capacity to manage cases, develop and review policy, receive training etc.
- setting the safeguarding policy direction and clarifying the process to follow if there are safeguarding concerns in line with statutory guidance; setting out other allied policies and guidance (eg safer recruitment, code of conduct); ensuring regular review of policies
- communicating policy to those who work at, or for, Release, to service users and other stakeholders
- ensuring that all staff/volunteers have read, understood and commit to applying the safeguarding policy.
- setting the safeguarding training strategy including induction, ensuring that everyone has the appropriate training and updates to undertake safeguarding responsibilities effectively including: staff and volunteers, Designated Safeguarding Officers, Safeguarding Lead and Trustees. Keeps a record of staff attendance at safeguarding training. Promoting a learning culture to promote continuous improvement in safeguarding.

- appointing Designated Safeguarding Officers across all sites and services at Release who are available to support staff/volunteers with safeguarding concerns. Ensuring that the DSO role is explicit in their job description.
- being a source of safeguarding guidance, advice and expertise for others at Release, including providing cover for Designated Safeguarding Officers to manage safeguarding concerns if required.
- overseeing the work of the Designated Safeguarding Officers and quality assuring the management of safeguarding cases including decision's made.
- establishing and managing safeguarding records, including recording forms and confidential files, secure systems and access to records.
- ensuring Safer Recruitment of staff and volunteers.
- ensuring that safeguarding responsibilities are stated explicitly in the job descriptions of every member of staff and volunteer.
- managing allegations against staff and volunteers. This may include undertaking any enquiries in the event of an allegation being made against staff/volunteers and for liaising with other agencies, which may include Police, Local Authority and Charity Commission.
- reporting regularly to trustees about the safeguarding themes and data and possible gaps and risks for Release.

Trustees

The Trustees are responsible for the governance of safeguarding at Release, ensuring that the organisation is legally compliant, that any emerging themes and patterns are discussed and addressed and that the organisation is delivering its services safely.

Their responsibilities include:

- promoting a culture of safeguarding throughout the work of Release.
- ensuring that safeguarding is regularly placed on the Board agenda.
- resourcing safeguarding in the organisation, including ensuring there is enough capacity to undertake the roles and funding for training etc
- appointing a Designated Safeguarding Lead (the Executive Director) who has received training in their safeguarding responsibilities and whose DSL responsibilities are stated clearly in their job description.
- nominating a Lead Safeguarding Trustee who will, on behalf of the Board:
    - maintain regular contact with the DSL
    - ensure that the Trustees receives regular reports about safeguarding activity.
- assuring that the roles of DSO and DSL are being effectively carried out.
- ensuring that there is a safeguarding policy and procedures in place, which includes procedures for dealing with allegations of harm made against staff and volunteers including allegations made against the DSL. This policy and procedures should be consistent with statutory requirements and be reviewed at least annually and made available to all staff, volunteers, service users and other stakeholders.
- confirm that Release follows safer recruitment procedures that include statutory checks on the suitability of staff and volunteers to work with vulnerable adults and children.
- ensure that the safeguarding policy and procedures are systematically embedded with other policy and procedures such as the Code of Conduct, safer recruitment and whistleblowing policies.
- clarifying that effective systems are in place for recording, storage and retrieval of safeguarding records.
- confirming there is a sound training and induction strategy in place so that all Trustees, staff and volunteers are equipped to identify and respond to safeguarding concerns in

accord with their job role. This includes ensuring that all staff and volunteers have read and understood this policy.

- ensure that they understand any safeguarding gaps, threats or risks within Release and put in place measures to reduce the likely occurrence of these risks and track progress. This could be through a risk register.
- The Chair of Trustees (or another nominated Trustee) is responsible for undertaking any enquiries in the event of an allegation being made against the ED / DSL and for liaising with other agencies, which may include Police, Local Authority and Charity Commission. Aside from this one exception, the Trustee Board is not involved in any safeguarding case management issues.

7. Responding to Safeguarding Concerns

Responding to an adult/child

People working with vulnerable adults and children at Release need to be familiar with this policy and that each of us is responsible for safeguarding, that we are in a position of trust and authority and have a duty of care towards our service users. This means we act appropriately and in accord with our Code of Conduct. It means that we are vigilant, actively listening and aware of signs and indicators that may alert us to safeguarding concerns, which we then act upon.

There may be times when adults or children tell us that they have experienced or are experiencing harm, sometimes this is referred to as 'making a disclosure'. Where an adult or a child tells you about abuse and neglect it can be hard to know how to respond - you will need to support the person, respond in accord with this policy and be mindful that the matter may need to be reported to another agency. The 'top tips' below offer some helpful guidance.

In these circumstances, DSL and staff should agree how this will take place and the practitioner should use open questions (including, questions starting with 'when', 'where', 'why', 'how', etc).

- Make time and space to listen and understand what is being said. Respond naturally, with compassion and empathy. Reassure the person that they are right to tell you/someone.

- Take the matter seriously.

- Actively listen - allow the person to recall significant events. Don't push the adult/child to tell you more than they wish or directly question them about the details of the incident.

- Remain 'neutral' and don't show reactions or feelings such as shock, denial.

- Don't ask leading questions.

- Don't speculate or blame anyone.

- Never ask to look at injuries, especially if it entails them lifting/removing clothing.

- Never promise confidentiality or make other promises such as 'it will all be okay now'.

- Explain what will happen next, who you will tell, that you have guidelines to follow.

- Consult immediately with named person within your organisation (for those working in host services please consult with them as well, with the client's consent if possible).

- Record the conversation immediately.

Information Sharing and Confidentiality

When sharing information about service users, the law on confidentiality and information sharing must be applied. The general principle is that is that service users have a right to expect that their personal information will not be shared with other agencies and that their consent is obtained before sharing. This principle is important to support service users to develop trusting relationships with us and to help them to engage them openly when using our services.

However, there are important exceptions to this general principle. Confidentiality is not offered absolutely and we have a duty to make reports and share information in certain circumstances when it is in the public interest, ie when there is a concern about actual or possible abuse/neglect, if we believe a serious crime will be committed, and the risk is serious and immediate, or there is a serious and imminent risk that they will harm themselves or others

The government gives advice about when and how information can be shared in 'Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018' and offers 'Seven Golden Rules to Sharing Information' which are:

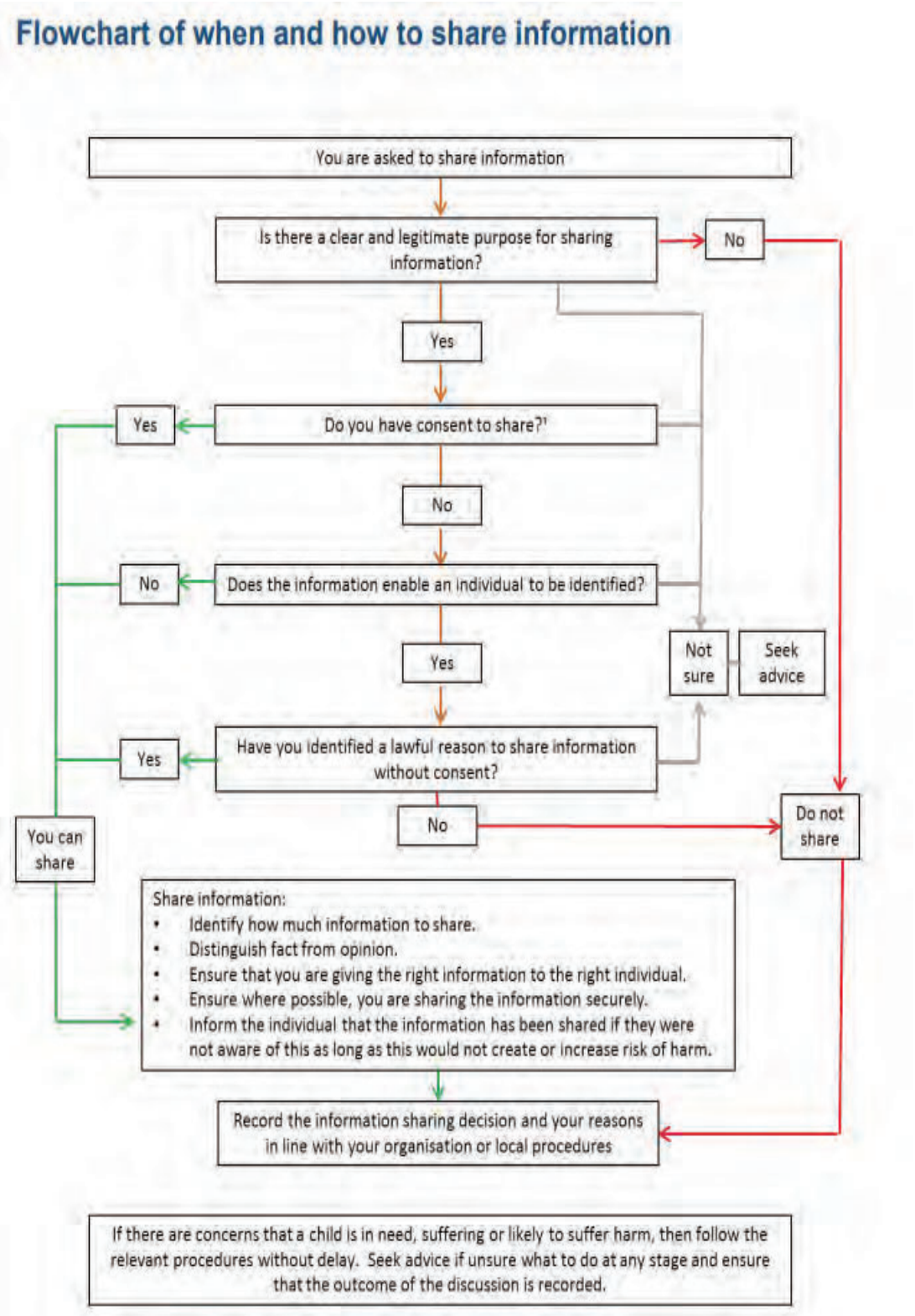
i. the General Data Protection Regulation 2016 (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about individuals is shared appropriately.
ii. be open and honest with the individual (and/or their family) from the start about why, what, how and with whom information may be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
iii. seek advice from others including external agencies, if there is any doubt about sharing the information without disclosing the identity of the individual.
iv. where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. You may share information without consent if you consider on the facts presented that there is a lawful basis such as where safety may be at risk.
v. consider safety and well-being: base information sharing decisions on the safety and well-being of the individual and others who may be affected by their actions.
vi. necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
vii. keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

For adult safeguarding, it is important to make decisions with adults about their circumstances, to share information with their informed consent or empower them to make own decisions about information sharing. The law does not prevent the sharing of

information without consent and is required when an adult is at risk or has experienced abuse/neglect. Where an adult does not have capacity to consent to share information, and is experiencing or at risk of abuse/neglect, information can be shared. The Social Care Institute for Excellence (SCIE) have produced a more detailed guide called Safeguarding Adults: Sharing Information (2019) which is available here: https://www.scie.org.uk/safeguarding/adults/practice/sharing-information

For both adults at risk and children, consent to share should not be sought if this will place the person at further risk. This might include situations where for example there has been an allegation of familial sexual abuse or fabricated/induced illness when the detection of the crime may be jeopardised. If there is any doubt, seek advice before asking for consent from the individual.

In any situation where information is not shared because consent has not been given and it is judged that it cannot be shared, we should offer advice, signposting and guidance to vulnerable adults and children to support them. Further opportunities to discuss the matter and share information in future should be given.



Taken from HM Government 'Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers' (2018).

Recording

Recording is a key task in safeguarding practice. It includes recording of concerns, interventions, decisions and reasoning. The following checklist provides some good practice tips in recording of safeguarding concerns. Records should:

- be clear, accurate, concise and up to date
- be completed as soon as possible after the event/incident and at the latest within 24 hours
- differentiate between fact and professional opinion
- be in plain language, free from jargon and acronyms
- be made only on Release secure systems and be held by Release. Records should never be kept at home or in places outside of Release, nor be made on personal equipment such as phones or records.
- Be accessed only by those who are authorised and on a need to know basis.

Procedure for managing concerns about service users

Safeguarding concerns about an adult or a child may arise in a number of ways: the adult or child themselves may say what is happening to them, another person could raise a concern, behaviour could be observed that is worrying, you may notice poor practices at work or something that has happened outside of Release could come to light. The concern may seem minor but it is important to seek advice and share concerns even if there is nothing clear to report. That will help to manage issues as early as possible. Sometimes several low-key or isolated incidents can collectively build a picture.

It is not our responsibility to decide whether or not an adult or child has been abused, but we are responsible to respond to and report concerns.

Regardless of how safeguarding concerns emerge, it is important to act on them and to report them to the Designated Safeguarding Officer (DSO). This report must be made immediately or as soon as possible after the concern comes to light and within the day. If the DSO is not available, another DSO at Release must be contactable.

Steps the DSO may take

The DSO will listen to and discuss with the staff or volunteer and to make decisions about the next steps to take. The DSO may seek advice from others either at Release or externally (e.g. Local Authority Adult or Children Social Care) and make decisions accordingly. The decision will be made within 24 hours of the concern being alerted to them. The DSO will ensure that the safeguarding concern is discussed with the service user, obtain their view of what they would like to happen and tell them of our duty to pass on our concerns if this is required.

If a DSO does not agree with the concerns of a staff member or volunteer, the staff/volunteer should refer the matter to the Designated Safeguarding Lead (DSL) to review the decision. If the staff member or volunteer remains concerned, they must make a referral to the Local Authority Adult or Children Social Care department independently and follow this up as needed. The staff member or volunteer will need to advise the DSO that they have made the referral. It is expected that this would be exceptional circumstances, and the normal course of action would be for the DSO to make one of the following decisions:

i. There is no further action to take. This may be because there are no safeguarding concerns.

ii. Release will continue to provide support to the individual adult or child. This could involve signposting the individual to other sources of help including helplines, counselling or other avenues of external support. It may involve ongoing monitoring of safeguarding for the person.

iii. Refer to other agencies for support and early help. This could involve voluntary or statutory agencies, and such referrals will require the informed consent of the service user. It may involve ongoing monitoring of safeguarding for the person by Release. Contact details of some relevant agencies are given below.

iv. Refer to Local Authority Adult or Children Social Care department if there is reasonable cause to suspect that the person has experienced or is at risk of abuse or neglect or there are serious concerns about the wellbeing of the person. This referral must be made immediately by the DSO. This may well require ongoing work by the DSO, including providing further reports, attending meetings. Contact details of some relevant agencies are given below.

- Information sharing with other agencies should be in line with the principles set out in this policy.

- There may be occasions when referrals are not accepted or delayed by the Local Authority. The DSO should be advised by the Local Authority if this is the case and explain their reasoning. If the DSO remains concerned, they should be proactive in pursuing further discussions with the Local Authority and consider escalating their concerns through the Safeguarding Partnership procedures.

v. Refer to the Police or other Emergency Services if there is an emergency situation requiring immediate action. Contact details are given below.

In any case, records must be kept of all conversations, observations and reasons for decisions.

The DSO also has a role at Release to debrief with staff and to offer support and supervision during and after any safeguarding incidents.

Allegations against Staff and Volunteers

Safeguarding concerns about the behaviour of staff or volunteers may arise due to a range of reasons, for example: a service users or a third party makes an allegation; there are concerns they have harmed a service user; they engage in poor working practices; they have been involved in something outside of work (e.g. harmed their own children, exhibited violence to others, accessed illegal online material) that leads to concerns about their fitness to work at Release; they have breached their position of trust by engaging in sexual relationship with service users, even if the person involved gave consent.

These concerns may be unfounded, or the allegations may be false or malicious. However, they may also be founded. It is important that all allegations are taken seriously and with an open mind. All such allegations and concerns must be reported so they can be properly addressed in line with this procedure and outcomes recorded. The report must be made immediately or as soon as possible after the concern comes to light and within the day.

The report must be made to the Designated Safeguarding Lead (DSL) who is responsible for acting on and making decisions about allegations against staff/volunteers. This can be done directly by the person reporting the concern or via the DSO. The subject of the allegation should not be notified at this point. If the concern is about the DSL, then the Chair of the Trustees must be notified. If the staff/volunteer considers that safeguarding concerns are not being addressed by Released they should refer the matter to external agencies independently.

Safeguarding concerns can include where an individual may have:

- behaved in a way that has harmed a vulnerable adult or a child
- possibly committed a criminal act to an adult or a child
- behaved toward a vulnerable adult or a child in such a way that it indicates that they could pose a risk of harm to service users

whether this has occurred whilst working at Release or elsewhere, including online.

Steps the DSL may take

The DSL will follow the process for managing allegations against staff, dealing with matters quickly, fairly and consistently so that individuals are safeguarded and also the staff member or volunteer is supported. This can include any or all of the following steps which may need to be undertaken at the same time:

Reporting to Police

- where there has been a crime or a crime is suspected
- allegations about staff/volunteers who are no longer working for Release will be reported to the Police.

Liaison with the Local Authority Designated Officer (LADO)

- Where there are concerns about children's safeguarding, the LADO must be contacted. The LADO will advise and if the threshold for their involvement is met, will convene a LADO meeting to ensure all the relevant reports and lines of inquiry are undertaken.
- There is no LADO equivalent for adult safeguarding.
- However there may be cross-overs between adult and child safeguarding, and the LADO can advise.

Reporting to Adults or Children's Social Care

- Adults and children who are victims of harm must be protected from harm and provided with support. This will involve making referrals as per the above 'Procedure for managing concerns about service users'.

Internal Investigation

- Using Release HR policy, consulting with HR colleagues and external colleagues to undertake internal investigation and make decisions accordingly.
- Ensuring confidentiality for the subject of the allegation is maintained during the investigation period.

- People who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. They should have a named contact at Release and be signposted to external support, e.g. union or counselling services.
- Making decisions about suspension or other alternatives such as allocating other duties during the investigation period. Suspension is not the default option and alternatives to suspension will always be considered. Whilst inquiries are ongoing, the worker in question should preferably not be in contact with service users.
- Outcomes of the investigation may fall into these areas:
    - there is sufficient evidence to state that the allegation is substantiated and there has been harm to the service user.
    - there is sufficient evidence to disprove the allegation and say it is malicious. Malicious allegations made by another member of staff/volunteer may result in disciplinary procedures against the referrer. Where police are involved, this may lead to charges of 'wasting police time' or 'perverting the course of justice'.
    - there is sufficient evidence to disprove the allegation but it was not made to deceive. False allegations are rarely made by service users and it is more likely there has been a misunderstanding or misinterpretation of events. Where it transpires that there has been a false allegation, it is important to consider what may have driven this, including other welfare concerns.
    - there is insufficient evidence to either prove or disprove the allegation which is therefore unsubstantiated.
    - there is no evidence or proper basis which supports the allegation being made, e.g. due to a misinterpretation, so the allegation is unfounded.
- There should be no consequence for staff and volunteers who make allegations in good faith where those allegations are not substantiated or are unfunded.
- Decisions following these outcomes being reached may lead to a variety of actions being taken including no further action, changes to the job description or working patterns or in serious cases suspension or dismissal. Where formal disciplinary action is to be taken, this should done as soon as possible and in 3 working days.

Refer to the Disclosure and Barring Service (DBS)

- Release has a duty to refer any person engaged to work in regulated activity where the allegation has been substantiated or where there has been harm caused. Failure to report to DBS is an offence.
- Referrals to DBS will be made where we withdraw permission for a person to work in regulated activity with children and/or vulnerable adults, including moving them to do work that is not regulated activity. We will also refer to DBS where we would have taken this action, but the person was re-deployed, dismissed, resigned, retired, or left. The DBS referral can take place at any time during the allegations process and at the earliest stage possible.
- DBS will advise and support if there is any doubt about making a referral.

Other Areas to Consider

Managing communications: Service users and their families may need to be advised about the allegation and the decisions about how this occurs and what is shared will be agreed by the DSL. If there is media interest, this will be carefully considered by the leadership and Trustees.

Record Keeping: Thorough records must be kept:
- Details of allegations that are found to have been malicious should be removed from personnel records.

- For all other allegations, detailed and clear records of the allegation, how it was managed, actions taken and decisions reached, is kept on the confidential personnel file of the subject of the allegation. The record should be kept at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Supervision, Support & Learning

- The DSL will ensure that after any allegations against staff/volunteers, that staff/volunteers who have been involved in the issues surrounding the allegation are supported, supervised and effectively de-briefed.
- There may need to be a learning review arising from the experience of managing the allegation and practice changes made accordingly.
- This policy, or other policies at Release may need to be reviewed in relation to the learning from the allegation management.

8. Learning, Development & Training

All staff and volunteers should be equipped with the knowledge and skills to recognise the possible signs of abuse, neglect, exploitation and radicalisation and to know what to do if they have a concern. Designated Safeguarding Officers and the Designated Safeguarding Lead and Trustees must be able to undertake their specific responsibilities supported by training. Everyone should be familiar with this policy and be willing and able to apply it when required. Release offers learning opportunities about safeguarding as listed below and they may take place through face to face training, staff briefings, online, reading or other learning opportunities. Records will be kept of attendance.

Induction

All new staff, volunteers and trustees, at the time of their starting work at Release will receive this safeguarding policy and procedures and the code of conduct. They are expected to read it and to agree that they have understood it and will apply it if required.

Safeguarding learning and development / training

All staff and volunteers and trustees will receive within 6 months of their starting their role, safeguarding learning and development which will help them to identify abuse and neglect and report it using this policy and statutory guidance. This will be for safeguarding both vulnerable adults and children. This opportunity will then be provided annually as a refresher/update.

Safeguarding training for Designated Safeguarding Staff

The Designated Safeguarding Officers and the Designated Safeguarding Lead will receive training within 6 months of their role commencing and then refresher/update briefings every two years. This training will focus on managing safeguarding within Release including making decisions about safeguarding, making referrals, understanding and contributing to the inter-agency process that follows, consent, confidentiality and information sharing, staff support and promoting a safeguarding culture.

Safeguarding Governance briefings

Trustees will receive training to be able to fulfil their safeguarding governance responsibilities. This should take place for all Trustees and be updated every two years.

9. Key Contacts at Release

Safeguarding Roles & Responsibilities:			
Designated Safeguarding Officer (DSO)			
Name:	Niresha Umaichelvam	**Tel:**	020 7324 2981
Job Title:	Legal Services Manager	**Email:**	Niresha@release.org.uk
Site:	Release		
Designated Safeguarding Officer (DSO)			
Name:	Keith Edwards	**Tel:**	020 7324 2979
Job Title:	Head of Finance & Ops	**Email:**	keith@release.org.uk
Site:	Release		
Designated Safeguarding Officer (DSO)			
Name:	Liam Carmody	**Tel:**	020 7324 2986
Job Title:	Legal Services Manager	**Email:**	liam@release.org.uk
Site:	Release		
Designated Safeguarding Officer (DSO)			
Name:		**Tel:**	
Job Title:		**Email:**	
Site:			
Designated Safeguarding Officer (DSO)			
Name:		**Tel:**	
Job Title:		**Email:**	
Site:			
Designated Safeguarding Lead (DSL)			
Name:	Niamh Eastwood	**Tel:**	020 7324 2980
Job Title:	Executive Director	**Email:**	niamh@release.org.uk
Site:	Release		
Deputy Designated Safeguarding Lead (Deputy DSL)			
Name:		**Tel:**	
Job Title:		**Email:**	
Site:			
Chair of Trustees			
Name:	Toby Seddon	**Tel:**	07827727199
Job Title:	Chair of Release Board	**Email:**	t.seddon@ucl.ac.uk
Site:			
Lead Trustee for Safeguarding			
Name:	As above	**Tel:**	
Job Title:		**Email:**	
Site:			

10. Key External Contacts and Resources

Police, Ambulance, Fire Services		
Police	non-emergency	Tel 101
Emergency Services		Tel 999
Police Public Protection Unit		Check for local number
Police Anti-terrorism Hotline		Tel 0800 789 321
Police Prevent Team		Tel 101
Local Authority		
Local Authority Adults Social Care		Check for relevant LA
Local Authority Children Social Care		Check for relevant LA
A-Z of councils and their social media links		https://www.local.gov.uk/our-support/guidance-and-resources/communications-support/digital-councils/social-media/go-further/a-z-councils-online
Local Authority Designated Officer	Re allegations against staff working with children	Check for relevant LA
Safeguarding Board contacts details across London		https://www.londonscb.gov.uk/london-scb-contacts/
Pan London Safeguarding Board		https://www.londonscb.gov.uk/
Local Agencies		
Domestic Abuse		Check for relevant local org
Sexual Assault Referral Centres		AS ABOVE
Radicalisation		
HM Govt	Report radicalisation concerns online	https://act.campaign.gov.uk/
Home Office	Radicalisation e-learning module	https://www.elearning.prevent.homeoffice.gov.uk
Adult Safeguarding		
Ann Craft Trust	Resources and support for safeguarding adults	Tel 0115 951 5400 Website: http://www.anncrafttrust.org/safeguarding-adults-sport-activity/
NAPAC (National Association for People Abused in Childhood)	Helpline and online support	Tel 0808 801 0331 Email support@napac.org.uk
Mencap Direct		Tel: 0808 808 1111 E-mail help@mencap.org.uk www.mencap.org.uk
MIND		Tel 0300 123 3393 Text 86463 E-mail info@mind.org.uk www.mind.org.uk

National Autistic Society		Tel 0808 800 4104 Website www.autism.org.uk
Children's Safeguarding		
NSPCC Helpline	For anyone concerned about a child	Tel 0808 800 5000 Email help@nspcc.org.uk
Childline	For children to use	Tel 0800 1111
NSPCC Whistleblowing Helpline		Tel 0800 028 0285 Email help@nspcc.org.uk.
Other National Services		
Victim Support		Tel 0808 168 9111 www.victimsupport.org.uk
Disclosure & Barring Scheme		https://www.gov.uk/government/organisations/disclosure-and-barring-service