



*Dame Agnes Weston's Royal Charity for the Naval
Service*

Policy for Safeguarding Children and Adults at Risk

Dated 2023

***This policy applies to all Aggie Weston's Staff and
Volunteers***

***In Scotland the term "Safeguarding" is used in a
different context and therefore for personnel based in
Scotland this Policy refers to "Child Protection" and
"Adult Protection" Policy.***

***Where there is a difference in process between
England and Scotland this will be identified, otherwise
all information is identical.***

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Section 1

Safeguarding Policy Statement for Dame Agnes Weston's Royal Charity for the Naval Service

1.1. The purpose of Dame Agnes Weston's Royal Charity for the Naval Service (Aggie Weston's) is to provide pastoral support to serving members of the Royal Navy (including Royal Marines and Royal Fleet Auxiliary) and their families.

1.2. In fulfilling this purpose, we:

- Welcome interaction with adults and children at risk within the Naval community
- Run activities at which children and adults at risk may attend
- Support other organisations working with children and adults at risk.

Our safeguarding responsibilities

1.3. Aggie Weston's recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

1.4. As a charity we commit to the nurturing, protection and safekeeping of all associated with the charity. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of all staff to help prevent the abuse of children and adults at risk, and the duty of each staff member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. Aggie Weston's will fully co-operate with any statutory investigation into any suspected abuse linked with the charity.

- **Safer recruitment, support and supervision of workers**

Aggie Weston's will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

- **Respecting children and adults at risk**

Aggie Weston's requires all who are appointed to work with children and adults at risk to follow clear guidelines on boundaries and professional practice so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

Aggie Weston's is committed to providing an environment that is as safe as possible for children and adults at risk, as well as its employees, and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

Aggie Weston's is committed to the prevention of bullying. We will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk is managed appropriately.

Aggie Weston's Safeguarding Team:

1.5. The charity's safeguarding team consists of the following people:

Steve Martin, Trustee with responsibility for Safeguarding. He will raise the profile of safeguarding within the charity and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the trustees.

Andy Gordon, Designated Person for Safeguarding (DPS). He will advise the charity on any matters related to the safeguarding of children and adults at risk and where appropriate liaise with Naval Chaplaincy Service (NCS) to take the appropriate action when abuse is disclosed, discovered or suspected.

Chris New, Deputy Designated Person for Safeguarding (Deputy DPS). He will assist the DPS, or take the place of the DPS when the DPS is absent, or when concerns are made about the DPS.

Putting our policy into practice

1.6. The following actions are relevant to all Aggie Weston's staff:

- A copy of the safeguarding policy statement will be available in all designated work places where Aggie Weston's staff operate. It will also be displayed on the charity website.
- All personnel who are likely to come into contact with children and / or adults at risk will be given access to a full copy of the safeguarding policy and procedures as part of their induction and will be asked to sign to confirm that they have understood them and will follow them.
- A full copy of the policy and procedures will be made available on request to any beneficiary of the charity.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be provided and a report on the outcome of the annual safeguarding review will be given annually at the autumn meeting of the trustees.
- A key element of safeguarding vulnerable adults and children is to ensure that mobile computers, phones and other electronic devices are held securely, and the data on them treated in accordance with GDPR principles. The Mobile IT and computers policy is available on the Aggie's website.

Section 2

2.1. **Purpose of the Policy:** This Safeguarding Policy for the Protection of Children and Adults at Risk is applicable for Aggie Weston’s staff wherever they are employed. For the purpose of this policy, every person engaged on Aggie Weston activity, whether employed or as a volunteer, is deemed to be acting under the authority of the trustees of the charity and, therefore, under a duty to abide by this policy. Since Aggie Weston’s staff generally work under the Line Management of Naval Chaplaincy Service (NCS), it is intended that this policy align with any policy that is in place locally. Any variation should be reported to the Aggie Weston’s executive as a matter of priority.

2.2. **Guidance:** This policy has been written in accordance with the following guidance:

- Department for Education - Working Together to Safeguard Children (Jul 2018)¹
- Guidance for safer working practice for those working with children and young people in education settings (Oct 2015)²
- Department of Health – Care and Support Statutory Guidance (Feb 2017)³
- The Care Act 2014: Safeguarding Adults. ⁴
- Charity Commission Strategy for dealing with safeguarding vulnerable groups, including children, in charities. ⁵
- National Guidance for Child Protection in Scotland⁶
- Adult Support and Protection (Scotland) Act 2007⁷
- Joint Service Publication 834 – Safeguarding

¹ [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

² <https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

³ <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

⁴ <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

⁵ <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

⁶ [National guidance for child protection in Scotland 2021 - gov.scot \(www.gov.scot\)](https://www.gov.scot)

⁷ <http://www.legislation.gov.uk/asp/2007/10/contents>

Section 3

3.1. **What is safeguarding?** Safeguarding is a term that is used to describe how adults and children are protected from abuse or neglect. It is an important shared priority of many public services including charities and the Armed Forces, and is a key responsibility for Local Authorities. Safeguarding concerns the protection of certain groups of people who may be in vulnerable circumstances. These people may be at risk of abuse or neglect due to the actions (or lack of action) of another person.

i. Safeguarding Children

Safeguarding children is defined as⁶:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

This definition applies to all people under 18 years of age, including service personnel under the age of 18.

ii. Safeguarding Adults at Risk

Safeguarding is the means of protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted. This includes, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. Adults at risk are defined as anyone 18 years of age and over (an Adult) who:-

- Has care and support needs;
- Is experiencing, or is at risk of abuse or neglect and;
- Is unable to protect themselves because of their care and support needs.

3.2. Definitions of specific types of abuse can be found at Appendix 1 (Page 16) to this policy.

⁶ Working Together to Safeguard Children, 2018

Section 4 - Safeguarding Procedures

4.1. **Safer Recruitment:** All organisations which employ staff or volunteers to work with children and adults at risk have a duty to safeguard and promote their welfare. Aggie Weston's will ensure that safe recruitment and selection procedures are adopted which prevent unsuitable persons from gaining access to these individuals. As part of our recruitment process for both salaried and volunteer workers Aggie Weston's will:

- Provide a clear Job Description or Terms of Reference that define the role.
- Seek at least two references for successful applicants.
- Carry out an Enhanced DBS check for all personnel. The DBS check will be repeated at intervals of not less than every 5 years.
- Carry out an induction for all new joiners and require them to sign that they have read and understood this Policy and the Boundaries Policy.

4.2. **Training:** All Pastoral Workers and Volunteers who work with children and/or adults at risk (regardless of the level of contact with these groups) are mandated to undertake appropriate C1 Level safeguarding training. Pastoral Workers MUST complete 3-yearly safeguarding refresher training.

4.3. What to do if abuse is suspected or disclosed

4.3.1. If a person is concerned about the welfare or safety of a child, young person or an adult at risk their concerns must be reported without delay to their line manager, keeping the DPS informed. If the concerns relate to their line manager then Aggie Weston's DPS should be contacted directly; without discussing the issue in detail. The DPS will liaise with NCS.

4.3.2. Guidance on how to respond to a disclosure can be found at Appendix 1 (Page 19).

4.3.3. The Safeguarding Incident Report Form at Annex 1 to this Policy should be used to record as much information as possible to inform any investigation that might be required. The DPS will liaise with the line manager to ensure appropriate engagement with Local Authority Social Services departments, the Police and other agencies is taking place.

4.3.4. If a child or adult at risk is in IMMEDIATE danger of harm the Police should be contacted by the individual with the concern as a matter of urgency. All concerns and allegations of abuse will be taken seriously by Aggie Weston's and the NCS and responded to appropriately. The DPS should be informed of any referrals which have been made directly to the Police, Social Services, Local Authority Designated Officer (LADO) or, in Scotland, the appropriate Local authority as identified at Annex 2.

4.4. **Reporting a Concern - Contact Details.** In the first instance, where a person has a concern about the welfare or safety of a child, young person or an adult at risk it should

be reported to the line manager responsible for the area. Subsequently, one of the following staff members within the Aggie’s management chain should be informed:

Name:	Role:	Contact Telephone:
Andy Gordon andy.gordon@aggies.org.uk	DPS Operations and HR Manager Aggie Weston’s	02392 650505 Out of hours: 07871 301336
Chris New chris.new@aggies.org.uk	Deputy DPS CEO, Aggie Weston’s	02392 650505 Out of hours: 07760 396251

4.5. Subsequent Actions

4.5.1. In cases where the concern has been addressed by a line manager who is a Chaplaincy Team Leader, the relevant establishment will have the responsibility for reviewing the actions taken and liaising with the DPS where lessons have been identified. In cases where the concern has been raised directly with the DPS, the DPS will review any concerns in consultation with the line manager where appropriate (e.g. CTL) and, where necessary, report the concern to the appropriate people or agencies. In carrying out the review the DPS will have due regard to the following factors:

- Their own level of experience in assessing safeguarding risk
- Any additional reports that have been provided
- Guidance provided by other agencies

4.5.2. If, following a review by the DPS, the decision is made that the concern should be referred to other agencies, the DPS shall make a formal referral to the appropriate authority (Police, Local Social Services, LADO or, in Scotland, the appropriate Local authority as identified at Annex 2).

4.5.3. The relevant geographical LADO or in Scotland Child Protection Committee (CPC) should be alerted to all cases in which it is alleged that an Aggie Weston’s Pastoral Worker or Volunteer that works with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against children, or related to a child, or behaved towards a child or children in a way that indicates s/he may pose a risk to children. (*Working Together, 2018*)

4.5.4. The worker who made the initial report should be informed on the outcome of the review and any likely further actions and measures taken to ensure that the individual of concern continues to receive appropriate observation and support.

Section 5 - Responsibilities of Key People.

5.1. Responsibilities of the DPS: The DPS will:

- Be the charity's central point of contact for all issues relating to the protection of children and adults at risk and to be accessible for anyone, young person or adult, concerned about abuse within the vicinity of Aggie Weston's staff.
- Ensure that DBS checks are undertaken for all Aggie Weston's staff.
- Ensure staff and volunteers remain in date for DBS clearance (5 yearly) and relevant training (3 yearly).
- Be aware of the procedure for reporting potential abuse issues within the Local Area and maintain a close working relationship with the DCOTF.
- Ensure that in the event of a safeguarding concern being raised the Trustee responsible for safeguarding and the CEO are kept informed.
- Liaise with the NCS to ensure that the Aggie Weston's Safeguarding Policy is consistent with the local safeguarding policies in place within the settings that Aggie Weston's personnel operate.

5.2. Responsibilities of the Line Manager (where the Aggie Weston's Pastoral Workers are line managed by Chaplaincy Team Leaders): The line manager will:

- Be the primary point of contact within the individual setting for all issues relating to the protection of children and adults at risk and to be accessible for anyone, young person or adult, concerned about abuse within the vicinity of Aggie Weston's staff.
- Be familiar with their responsibilities as specified in the local Safeguarding Policy and be aware of the Aggie Weston's Safeguarding Policy.
- Ensure that, in the event of a safeguarding concern being raised that involves an Aggie Weston's member of staff, that the Aggie Weston's DPS is advised.

5.3. Additional Responsibilities of the DPS where the DPS line manages Community Waves Pastoral Workers: The DPS will:

- Be the primary point of contact for Community Waves Pastoral Workers for all issues relating to the protection of children and adults at risk and is to be

accessible for anyone, young person or adult, concerned about abuse within the vicinity of Aggie Weston's staff.

- Ensure that, in the event of a safeguarding concern being raised that involves an Aggie Weston's member of staff, that the concern is investigated, appropriate action taken, and lessons identified.
- Liaise with the CTL of any establishment which has an interest in a safeguarding incident.

5.4. Responsibilities of Pastoral Workers and Volunteers: All Pastoral Workers and Volunteers will:

- Know how to contact the Aggie Weston's Designated Person for Safeguarding (DPS),
- Read and understand this policy and revisit it annually (or when significantly amended),
- Complete all relevant safeguarding training ,
- Be aware of the signs of abuse or neglect⁷
- Report concerns about a child or an adult at risk to their line manager immediately or as soon as it is practicable, and keep the DPS informed. However, if an individual is in IMMEDIATE danger or is at risk of harm, a referral should be made to the Police or Social Services without delay.
- Be aware of Aggie Weston's Whistleblowing Policy as outlined in the Staff Handbook. This policy is designed to provide Aggie's workers and volunteers with protection from victimisation when genuine concerns have been raised about malpractice and a process for escalating incidents when it is felt that appropriate action has not been taken in response to a raised concern. Report any potential safeguarding concerns about an individual's behaviour towards children and young people/adults at risk to their line manager immediately, keeping the DPS informed.

⁷ Helpful guidance on recognising the signs of abuse is available at: <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

Aggie Weston's Safeguarding Report Form

This form should be used to record safeguarding concerns relating to children and/or adults at risk. In an emergency please do not delay in informing the Police or Social Services. All the information must be treated as confidential and reported to the line manager or DPS within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1	Your details – the person completing the form	
Name:		Position:
E-mail:		Telephone:
2	Details of person of concern	
Name:		Date of Birth:
Address:		
E-mail:		Telephone:
Other relevant details about the person/child: <i>E.g. family circumstances, physical and mental health, any communication difficulties.</i>		
3	Details of the incident (please describe in detail using only the facts)	
Are you recording (✓ as necessary) :		
Disclosure made directly to you by the person/child?		
Disclosure or suspicions from a third party?		
Your suspicions or concerns?		
Date and time of disclosure/incident:		

Details of the allegation/suspicions. *State exactly what you were told/observed and what was said. Use the persons own words as much as possible*

4	Other present or potential witnesses	
Name:		Position:
Address:		
E-mail:		Telephone:
5	Action taken so far:	
6	Declaration	
I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.		
Signed		Date
Print Name:		

LADO Contact Information:

HMS Nelson, HMS Excellent and Portsmouth Community Waves activity within Portsmouth:

Portsmouth City Council

LADO@portsmouthcc.gcsx.gov.uk

023 9288 2500

HMS Collingwood, HMS Sultan, Worthy Down, Portsmouth Community Waves activities outside of Portsmouth

Hampshire County Council

child.protection@hants.gov.uk

child.protection@hants.gcsx.gov.uk

01962 876364

RM Hamworthy

Bournemouth, Christchurch and Poole Council

sshelpdesik@bcpcouncil.gov.uk

01202 633902

RNAS Yeovilton, RM Chivenor and RM Norton Manor

Somerset County Council

Allegations Reporting Form available at:

<https://sscb.safeguardingsomerset.org.uk/working-with-children/allegations-management/>

Then forward to LADO at: sdinputters@somerset.gov.uk

CTCRM Lympstone

Devon County Council

childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk

01392 384964

Details at: <https://www.devon.gov.uk/educationandfamilies/child-protection/managing-allegations-against-adults-working-with-children>

HMS Drake, RM Stonehouse, RM Bickleigh, Plymouth Community Waves

Plymouth City Council
simon.white@plymouth.gcsx.gov.uk

01752 307144

HMS Raleigh and RNAS Culdrose

Cornwall County Council
LADO@cornwall.gov.uk or LADO@cornwall.gcsx.gov.uk

Telephone: 01872 326536

Helensburgh

Argyll and Bute Council

Report concern via the following link:

<https://www.argyll-bute.gov.uk/forms/social-work-enquiry-form>

RM Arbroath

Angus Council

Report concern via the following link:

[https://www.angus.gov.uk/social_care_and_health/protect someone from harm/adult protection/adult protection useful links](https://www.angus.gov.uk/social_care_and_health/protect_someone_from_harm/adult_protection/adult_protection_useful_links)

APPENDIX 1 – Understanding, Recognising and Responding to Abuse

Irrespective of whether it is a child or adult at risk, where cases of abuse are suspected the following process should be followed:

Recognise → Respond → Reassure → Refer → Record

Recognise that abuse may be taking place

Respond to the concern

Reassure the child/adult that they have done nothing wrong

Refer the concern to the line manager, DPS or authorities

Record all the information that has been received

1. Definitions of Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is not exhaustive.

Type of abuse	Child	Adult at risk
Physical	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
Emotional	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
Sexual	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.

Type of Abuse	Additional Definitions
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development. A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
Discrimination	The less fair treatment of a person because of their age, sex, race and ethnicity, religion or belief, sexual orientation, gender re-assignment, pregnancy or maternity, marriage or civil partnership, or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church and religious organisations are not exempt from perpetrating institutional abuse.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

Type of Abuse	Additional Definitions
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why many of the above are occurring

2. Responding to Abuse or Concerns

When a concern is recognised Pastoral Workers should seek to re-assure the person concerned and follow the guidance below:

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> ● Listen to and acknowledge what is being said. ● Try to be reassuring & remain calm. ● Explain clearly what you will do and what will happen next. ● Try to give them a timescale for when and how you / the DPS will contact them again. ● Take action – don't ignore the situation. ● Be supportive. ● Tell them that: <ul style="list-style-type: none"> They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission; ● Be open and honest. ● Give contact details for them to report any further details or ask any questions that may arise. 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry.

Whilst it is preferable to do so with the consent and agreement of the person providing the information, Pastoral Workers or Volunteers are obliged to report concerns about abuse to their line manager or DPS. Wherever possible they should consider informing the individual of their intentions, and of what is to be reported and to whom.

On occasion, it may be necessary to refer an incident to an external agency against a person's wishes. This may occur when another person is known to be at risk of significant harm if a referral is not made or if there is reason to believe that a crime may have been committed. In both of these cases there is a clear requirement to disclose this information to the Police and/or Social Services. Where it is the case that a person has disclosed information that enables the identity of a person who has abused them to be confirmed, and that person is in a position where they may be able to abuse others, then this must also be referred to the Police and Social Services.

All Safeguarding issues must always be the primary priority and should never be left until later to be dealt with. Every disclosure or suspicion of abuse reported will be taken seriously and action taken in accordance with this policy.

As soon as possible after a disclosure has taken place a record of the incident should be recorded using the report form at Annex 1 to this Policy. Any evidence, for example, notes, mobile phones containing text messages, clothing, computers, should be stored securely and must be passed to the Police/Local Authorities as soon as possible.

Appendix 2

Safeguarding and the requirements of Data Protection

1. Information Sharing:

It is recognised that information sharing between organisations is essential to safeguard children and adults at risk of abuse, neglect and exploitation. The Data Protection Act 1998 and the Human Rights Act 1998, together with service standards and good practice, require information to be handled lawfully and sensitively.⁸ The following principles must therefore be considered when sharing sensitive safeguarding information. The information should be:

- Necessary for the purpose for which it is being shared
- Shared only with those who have a need for it
- Be accurate and up to date
- Be shared in a timely fashion
- Be shared securely.

Seven Golden Rules of Information Sharing

1. Remember that the 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 living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from either Line Manager or the DPS if you are in any doubt about sharing the information concerned.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting

⁸ Government guidance on this matter can be found at: '***Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers'***
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. 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.
7. 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. Keep Line Manager and DPS informed.

2. Photography and filming of people:

As part of our work it is often good to record events by taking photographs for use in enhancing the profile of Aggie's.

There are few restrictions in doing this when the subject of the photos does not include children or adults at risk adults, however, good practice dictates that we should always seek permission from the subjects to use their photo on social media, on our website or in our published publicity material. Depending on the circumstances, particularly when the photo is of an individual, it may be appropriate to complete the Photo Consent form which is attached at the end of this document.

Where a photograph contains images of children or adults at risk the restrictions that are in place are far more rigid; sharing photographs and images of children on social media or other online platforms carry a number of potential risks such as:

- Children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school uniform
- Inappropriate images of children may be shared online
- Images may be copied, downloaded, screenshotted or shared by anyone
- Images of children may be adapted and used inappropriately
- Photos or videos may appear in internet search results
- Depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes

- Each photo or video, and any comments on them, become a part of a child's public image. This may affect them later in life – for example, it may affect how they see themselves, or how they are viewed when applying for a job⁹

In order to ensure that Aggie's does not compromise the safety of children or adults at risk the following instructions are to be followed:

- Never use personal equipment to take photos and recordings of children on behalf of Aggie's. **Only use cameras or devices belonging to the charity or the Naval Chaplaincy centres.**
- Children and/or their parents should always be consulted about the use of the image and give consent to it being used. They must be aware that a photo or video is being taken and understand what the image is going to be used for. You should ask them how they feel about the image being shared online and record this on a written consent form.
- *Where possible, images should be composed so that a child cannot be identified, i.e. take a photo showing the back of a child's head, child dressed up etc. This negates the need to have a signed consent form although verbal consent from the child and/or parent should still have been obtained.
- Where a photo of a group of children is taken we should not distinguish children by name or location /event unless a consent form (see below) has been completed and signed
- Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access. Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Keep a record of the written consent that parents, carers and children have given for images being used.

Unless the image of a child or adult at risk falls into the category indicated by "*" above, no images of a child/children should be posted or displayed without the approval of either the Communications Officer or Operations and HR Manager.

⁹ Thinkuknow, 2018

Photographic consent form



Aggie Weston's Photo Consent Form

This form must be completed before photography/filming takes place.

We sometimes take photographs or video footage during Aggie's activities. We would like to be able use some of these images in our printed publications and/or on our website and social media. We will, however, only include images in our publicity with your consent. Where images feature children, we will only include them with the written consent of their parent or guardian.

Declaration

I hereby grant Aggie Weston's and any assignees or licensees the absolute right to use the images resulting from the photography/filming shoot for any purposes in relation to Aggie Weston's work, including, without limitation, the right to use them in any publicity materials, direct mail, books, newspapers, magazine articles, television programmes and internet publications, including social media.

I understand that I do not own copyright or have any right of ownership or other claim over the images.

I understand that the images will not be used in connection with my name although the image may be associated with a specific event, service or geographical area in order to promote Aggie Weston's work. I will not make any claim in relation to privacy, defamation or passing off in relation to any uses of images within the scope of this consent.

I understand that Aggie Weston's will keep all images securely for such period as it considers appropriate.

Name of person/family in image and consent signature		
Name of person in image		Age:
Address:		
Consenting parent's/legal guardian's name if under 18:		
Signature:		Date:
Tel No:	Mobile:	
E-mail:		

Staff use only	
Staff Name:	Event/Centre:
Contact No:	
Nature of image and storage location	
I have discussed fully the content of this form with the person/child's parent(s) or guardian(s)	
Signature:	Date:

Completed and signed form to be sent to:

Aggie Weston's
Castaway House
311 Twyford Avenue
Portsmouth
PO2 8RN