



## Reporting concerns policy

### **Our statement:**

At CoppaFeel! we value everyone's safety and wellbeing, whether you are a trustee, staff, volunteers, fundraisers or the wonderful people interacting with us at events. Therefore we want to make sure everyone associated with the charity is happy and safe when carrying out our work.

As members of [SAFE](#), we aim at all times to attain best safeguarding practice throughout all our activities with children, young people and adults at risk. We endeavour to provide a safe and friendly environment. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation also holds current Public Liability Insurance which covers all of our activities.

All volunteers and staff will receive CoppaFeel!'s Reporting Concerns Policy to read through, which details how to report any worrying behaviour towards yourself or others and how this will be handled by the charity.

If you have any concerns about your personal safety or anyone else's at an event or when representing CoppaFeel!, please take appropriate action:

1. Take yourself or others to safety
2. Report concerns to the venue or emergency services 999 (if appropriate)
3. Report concerns to your main contact at Boob HQ as soon as possible

The team at Boob HQ is there to support you and handle any concerns you may have. Please report any worries and they will be handled by our safeguarding leads.

### **Lead and deputy for safeguarding**

#### **Our Lead for Safeguarding is:**

Name: Sophie Dopierala-Bull

Contact details: [sophie@coppafeel.org](mailto:sophie@coppafeel.org) / 07826060480

#### **Our Deputy for Safeguarding is:**

Created July 2020

Last reviewed March 2021 by Sophie Dopierala-Bull



Name: Millie Young

Contact details: [millie@coppafeel.org](mailto:millie@coppafeel.org) / 07585124137

Their role is to oversee and ensure that our safeguarding policy is fully implemented.

Their responsibilities are:

- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaison with other agencies
- arranging training for all staff

### **Why do we need a Reporting Concerns Policy?**

All organisations that work or come into contact with children, young adults and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities we:

- have senior managers and trustees committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to concerns
- undertake safer recruitment practices for all staff and volunteers
- have procedures for dealing with allegations against, and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training where necessary along with support

### **Data protection**

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

### **Confidentiality**

Created July 2020

Last reviewed March 2021 by Sophie Dopierala-Bull

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers. We fully endorse the principle that the welfare of children, young people and adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality in relation to safeguarding concerns. We treat all information with the strictest of sensitivities and individual cases will only be shared or discussed on a “need to know” basis when relevant.

### **Information sharing**

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time as necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for safeguarding.

### **Working practices**

As part of our activities we do not have anyone working or volunteering for the charity under the age of 18. We do not conduct home visits or carry out any activity where lone or one to one working will take place with children, young people and adults at risk.

### **What is concerning behaviour?**

If you witness or are subject to concerning behaviour you must take action. Concerning behaviour can include any form of physical, emotional, sexual abuse or neglect. There may also be a reason to act if you witness or are subject to bullying, racism or violent extremism. The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse
- County Lines
- Concealed pregnancy
- Discriminatory
- Domestic violence, including "honour" based violence

Created July 2020

Last reviewed March 2021 by Sophie Dopierala-Bull

- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gambling
- Hate and "mate" crime
- Misuse of technology
- Modern slavery
- Neglect and acts of omission
- Organisational or institutional
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Sexual Exploitation
- Spiritual abuse
- Trafficking

If you ever feel concerned about any behaviour or situation, whatever that may be, we would encourage you to flag this with CoppaFeel!'s safeguarding leads and follow the process outlined in this document.

### **Your responsibility as a member of the CoppaFeel! community**

We do not expect you to put yourself in uncomfortable or potentially harmful situations, so please only undertake your role when you feel comfortable and safe to do so. It is everyone's responsibility at CoppaFeel!, including trustees, staff and volunteers to ensure the safety and wellbeing of themselves and everyone they come into contact with when carrying out our work.

We do not expect you to put yourself in uncomfortable situations to defend the charity if confronted with a negative reaction to our message, mission or branding. Please always refer people onto the team at CoppaFeel! who will be happy to handle any issues of this nature.

We expect everyone to read and uphold the information in this document and take their safety and the safety of others seriously. When someone has made a report to you...

- take what you are being told seriously
- stay calm and reassure, always make sure the person speaking up feels they're being listened to and supported.
- do not investigate.
- do not delay and always seek advice from CoppaFeel! through your main contact or the Lead or Deputy for Safeguarding.
- make a careful recording of anything you are told or observe, if a staff member, you must complete an incident form with a date and your name.
- action must be taken no matter if the information you received is about a concern that is non-recent or from an anonymous source.
- don't promise to keep information confidential between you and them. Refer to this policy to make sure information is only shared with people who need and have the right to know.
- take immediate action if there is an immediate risk of harm.

A report may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

### **Responding to concerns**

We ensure and emphasise that everyone in our organisation understands and knows how to share any concerns immediately with the Lead or Deputy for Safeguarding.

#### **Step 1**

If you are worried about the safety of a child, young person or adult at risk because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else

Check out the Reporting Concerns policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated then report to Additional Senior Lead.

## **Step 2**

If someone is in immediate danger call 999 or report concerns to security if at a venue.

If you are at an event or in a school/college, report any concerns to the lead contact on site, as well as your main contact at CoppaFeel!.

CoppaFeel! staff must listen to the report and record all the details down carefully in the Reporting A Concern Incident form. Remember to include the date and your name/job role.

## **Step 3**

The Lead, Deputy or Additional Senior Lead should assess the report and refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours where necessary.

Under "whistle blowing", anyone can refer directly to the police or social care services and all relevant authorities, when they are concerned the organisation is not managing safeguarding concerns appropriately.

Always report any concerns to your main contact at CoppaFeel!. If they are unavailable, please contact [team@coppafeel.org](mailto:team@coppafeel.org) or the main office on 02074070398.

### **Working with young people.**

If a young person ever discloses something, don't ask questions or delve deeper - it's not your job to investigate or support, but instead report the incident. It doesn't matter how small or insignificant something may seem, if anyone discloses anything concerning then it needs to be reported without delay.

**In light of a report, following action will be taken:**

1. Reporting concerns form is completed promptly and sent to Safeguarding Leads.
2. Safeguarding Leads or most senior manager available to assess any incoming reports immediately and take appropriate action.
3. This action will depend on the incident reported, but will include logging it internally and speaking to the appropriate external team from the list (not exhaustive) below to seek advice or to refer on:
  - Local safeguarding board
  - Charity Commission
  - Police or Local Safer Neighbourhood Teams
  - Specialist charities e.g NSPCC or SAFE CIC
  - Local Authorities
4. The Safeguarding Lead or most appropriate member of the management team may also contact the venue, event or festival for further information and will be in touch with the person who reported the concern to share (where appropriate) detail of the action taken.
5. A final note will be made on the Reporting Concerns form detailing the action taken.
6. The Board of Trustees and Charity Commission will also be made aware of any serious incidents as necessary. The Trustees will also be kept informed of the number of safeguarding reports received at Board meetings.

**Key points to remember**

- ★ Keeping yourself and others safe is the responsibility of everyone.
- ★ Always report any concerns to staff on site and your main point of contact at CoppaFeel!
- ★ Call 999 if there is a real emergency and someone is harmed or in danger.