



Integrate UK Safeguarding Children Policy

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This policy outlines the organisation's policy in relation to:-the safeguarding and promotion of the welfare of children; what to do if a disclosure of abuse is made and appropriate steps to take; the prevention of child abuse

To be
reviewed by
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Document Control				
Version	Date	Reason	Author	Agreed by – including date
1		New Policy		
2	June 2016	Changing guidance		
3	Feb 2017	Update with name change	Elisa Fabretto (amends only)	
4	Aug 2017	Annual Review	LZ & DC	By email 13/11/17
5	October 2018	Annual Review	LZ & DMc	
6	May 2020	Annual Review	LZ & DMc	
7	November 2021	Annual Review		

SECTION 1 – Policy Statement

1. Context

Integrate UK is an organisation that works with children and young people principally from disadvantaged and minoritized backgrounds aged 11 – 24 to combat Violence Against Women and Girls (VAWG) and to work towards a society based on gender and racial equality, respect and cohesion.

The young people of Integrate UK travel around schools in the country delivering workshops and disseminations to front line staff, children and young people about FGM within the context of VAWG, grooming, radicalisation, honour based violence and abuse (HBVA) , child sexual exploitation CSE), sexual harassment and assault, racism and Islamophobia and different forms of extremism, therefore a robust safeguarding policy is vital not only for the safety of young people within our own organisation but in order to ensure robust policies and processes are in place to act if disclosures are made during the workshop and dissemination events delivered by our young people. Definitions of Abuse are in Section 3.

This policy should be read alongside our Complaints, Health & Safety, Lone Working and Data Protection policies. It has 4 sections.

SECTION 1 – Policy Statement

SECTION 2 – Particular types of abuse tackled by Integrate UK

SECTION 3 – Process to report concerns about abuse

SECTION 4 – Reporting Forms

2. Statement of Purpose

This policy seeks to ensure that Integrate UK undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework for all employees, self-employed staff, media partner and volunteers (including Trustees) (hereafter called ESEMVS) in their practices and clarifies the organisation's expectations.

Integrate UK is committed to fulfilling its responsibilities in safeguarding and promoting the welfare of all young persons under eighteen years of age as required by the Children Act 2004. All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to be protected from harm.

3. Lead for Child Protection & their responsibilities

All concerns regarding individuals' practice should be reported to Lisa Zimmermann Director of Integrate UK who is identified as the Lead for Child Protection/Safeguarding. There is a dedicated trustee, Christine Townsend, will be the Safeguarding lead for the Board.

The Director will ensure:

- Arrangements are in place to safeguard and promote the welfare of children
- Appropriate decisions are made in respect of reported incidents
- Procedures as dictated by the policy are adhered to
- Ensure that any information about a child is kept confidentially and securely
- Ensure ESEMVs are fully trained and aware of their responsibilities around safeguarding children

4. Reporting concerns

Everyone (employees, self-employed staff, Outreach Workers, media and creative professionals and volunteers (including Trustees) at Integrate UK have a responsibility to report any safeguarding concerns to **Lisa Zimmermann**, Director of Integrate UK telephone (07808) 523982.

Email lisa.zimmermann@integrateuk.org.

If Lisa is not immediately available, concerns must be reported to Trustee **Christine Townsend**, telephone (07500) 932805

Processes are set out for reporting concerns in SECTION 3

5. Training

All ESEMVS who, through their role, are in contact with children and young people will have access to safeguarding training at an appropriate level. Section 2 of this policy has detailed information about some of the types of VAWG Integrate UK campaigns against for reference.

For young people who are trained as Outreach Workers

- All young people receive initial safeguarding training as part of their role, refreshed annually.
- Integrate UK will provide ongoing opportunities for reflective practice that will cover safeguarding issues

6. Prevention

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation.

7. Safe recruitment

Safer practice in recruitment means that the safety and welfare of the child is paramount at every stage of the process. Key elements within this process include:

- ensuring the job description & person specification for all posts/roles makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification for all posts/roles includes specific reference to suitability to work with children, as relevant;
- obtaining and scrutinising information from applicants, including at interview, and taking up and satisfactorily resolving any gaps, discrepancies or anomalies;
- the team managing the recruitment process will include at least one member who has received current and appropriately accredited 'safer recruitment' training to ensure best practice is followed
- obtaining references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- verifying the successful applicant's identity, employment history and Right to Work in the UK (where employed);
- carrying out an Enhanced Disclosure and Barring (DBS) Check for roles in "regulated activity". DBS checks will be renewed every three years.
- Where adults do not have a specific role working with children, but are likely to be in contact with children during the course of their work, the safer recruitment practices still apply.

8. Policy Review

The Policy will be reviewed on an on-going basis in accordance with changes to legislation. The formal review and ongoing development of the policy will be led by the Director with reference to the nominated trustee responsible for overseeing policy review.

9. Organisations and further information

- The Local Children's Services in the area where the Child/Young person appears to be living Bristol - 0117 903 6444 Emergency Duty Team 01454 615165

- NSPCC Child Protection Helpline (24 hours): To report or discuss concerns about a child's welfare. Tel: 0808 800 5000 or textphone: 0800 056 0566 or email: help@nspcc.org.uk
- NSPCC Cymru/Wales Child Protection Helpline Tel: 0808 100 2524 (Mon-Fri 10am-6pm)
- NSPCC Asian Child Protection Helpline Tel: 0800 096 7719
- Childline Tel: 0800 1111
- The Child Exploitation and Online Protection (CEOP) Centre is part of the National Crime Agency (NCA) and can apply the full range of policing powers in tackling the sexual abuse of children. [Report sexual abuse to CEOP online](#)
- If you feel the child/young person is in immediate danger ring the police – 999

10. Action to be taken if a representative of Integrate UK does not uphold this policy and/or stipulated procedures

It is critical for the safety of all young people engaged with the activities of Integrate UK that the stipulated policy and procedure within this document are carefully followed whenever they apply. If it is found or suspected that any representative of Integrate UK has not responded to a safeguarding concern in a manner that is consistent with the policy and procedure set out in this document, this should be reported without delay to the Director of Integrate UK. The Director will instigate a proportionate level of expeditious investigation into the circumstances and will also take any precautionary action decided to be necessary (e.g. suspending the person suspected from Integrate UK activities involving children). The findings of that investigation will then be reported back to the trustees as soon as possible and consequential action agreed. This action would be likely to range from further training to ending Integrate UK's relationship with the individual. If the concerns are about the Director, they will be reported directly to the Chair of Trustees who will consult other trustees and agree necessary action.

11. Whistleblowers

Any representative of Integrate UK, whether an employee or volunteer, who reports wrongdoing in one of the following areas will be protected by the trustees in line with the Public Interest Disclosure Act 1998 and the Enterprise and Regulatory Reform Act 2013:

- a criminal offence
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- Integrate UK (or any of its representatives) is breaking the law
- It is suspected that someone is covering up wrongdoing

There is overwhelming evidence that whistleblowers are frequently victimised as a result of the action that they have taken in good faith. With the consent of the whistleblower, their identity will be disclosed to the Chair of Trustees who will take personal responsibility for implementing appropriate measures to ensure that the whistleblower does not receive unfavourable treatment as a result of their whistleblowing activity. If the whistleblower is not in agreement that the Chair of Trustees should perform their role, another trustee will be identified to do so.

Confidentiality - Integrate UK will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Anonymous Allegations - this policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company. In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

SECTION 2 – Particular types of abuse tackled by Integrate UK

This section outlines the particular types of abuse tackled by Integrate UK so that all volunteers, staff and young people can refer to it when carrying out their role in the charity.

2.1 Definitions

2.2 What is Child Abuse?

Working Together to Safeguard Children (HM Government, 2010) defines abuse and neglect as forms of maltreatment of a child. "Someone 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children." The guide defines four types of abuse: Physical, Neglect, Sexual and Emotional.

Physical Abuse – A physical injury or suffering to a child, or a failure to prevent physical injury or suffering to a child (including deliberate poisoning or suffocation) where there is a definite knowledge or reason to suspect that the injury has been caused by another person.

Signs & Symptoms – Bruised eyes, bruising, finger marks, grasp marks, slap marks, scalds and burns, outline marks of belts and buckles.

Neglect - A severe or persistent lack of attention to a child's basic needs resulting in significant harm to the health or emotional and/or physical development of the child. An avoidable exposure to serious danger, including cold and starvation.

Signs & Symptoms – Poor growth and weight gain, frequent injuries, unkempt and dirty appearance (but be wary of jumping to conclusions), chronic nappy rash, cold and puffy hands and feet, inadequate clothing for the weather conditions, young children left alone without care, failure to report medical conditions.

Sexual Abuse – Involves 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. This may involve physical contact including assault by penetration, or acts such as kissing, rubbing and touching outside of clothing or the production of sexual images. Sexual abuse is the involvement of a child in sexual activity which is unlawful or, although not unlawful, is abusive and damaging to the child. This may be a breach of trust in a child / adult relationship. (Sexual intercourse with a child aged over 16 may be lawful, but if the adult is using his/her position to obtain consent, then this would be deemed abuse).

Signs & Symptoms – Inappropriate sexual play, use of sexually explicit words or gestures. Bruising to genital areas. Self-harm, substance abuse, eating disorders. Significant changes in behaviour.

Emotional Abuse – Significant harm to the emotional or psychological well-being or development of the child. This could be caused by persistent emotional ill-treatment such as rejection from a parent or carer. It may involve

the child developing a feeling of worthlessness or exposure to danger and threats. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say. It may feature age or developmentally inappropriate expectations being imposed, overprotection and limitation of exploration and learning or keeping the child from normal social interaction. Whichever form of abuse occurs, it is likely there will be emotional and psychological damage to the child.

Signs & Symptoms – Delayed growth and development. Abnormally passive, aggressive or attention seeking behaviour. Child may appear unused to praise. Self-harm.

2.3 Female Genital Mutilation (FGM)

FGM is a form of child abuse and as such is dealt with under the Integrate UK's Child Protection/Safeguarding policy. In England, Wales and Northern Ireland, all forms of FGM are illegal under the Female Genital Mutilation Act 2003.

FGM is an offence which extends to acts performed outside of the UK and to any person who advises, helps or forces a girl to inflict FGM on herself. Any person found guilty of an offence under the Female Genital Mutilation Act 2003 will be liable to a fine or imprisonment of up to 14 years, or both.

FGM is a form of child abuse. Under the Children Act 1989 Local Authorities can exercise their powers under Section 47 and can apply to the Courts for various Orders to prevent a child being taken abroad for mutilation.

2.4 Definition of FGM:

"Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons."
(World Health Organisation-1997)

Important documents for reference:

NSPCC – [legislation, policy and guidance](#)

The Government Home Office guidelines

2.5 Why is FGM carried out?

Parents who force their daughters to undergo FGM often justify their behaviour as protecting their children, or preserving cultural or religious traditions. The young people typically do not see anything wrong with their actions. Many girls will have the expectation that they will experience FGM and may not be aware that they have a fundamental human right not to have this take place.

FGM is used as a means of controlling and de-sexualising women, repressing their sexual desire and to reduce the chance of their being sexual promiscuous. FGM is also carried out for reasons of aesthetics and hygiene and as a means of purification and ensuring that a woman is clean.

These motivations help us to understand why parents might force their daughters to undergo FGM, but they cannot be used as a justification for subjecting women and girls to such harmful practices.

2.6 What are the signs that a girl may be at risk of, or have already undergone FGM?

These indicators are not exhaustive and whilst the factors detailed below may be an indication that a child is facing FGM, it should not be assumed that is the case simply on the basis of someone presenting with one or more of these warning signs. These warning signs may indicate other young people of abuse such as forced marriage or sexual abuse that will also require a multi-agency response.

The following are some signs that the girl may be at risk of FGM:

- The family belongs to a community in which FGM is practiced
- The family makes preparations for the child to take a holiday, e.g., arranging vaccinations, planning an absence from school
- The child talks about a 'special procedure/ceremony' that is going to take place
- An awareness by a midwife or obstetrician that the procedure has already been carried out on a mother, prompting concern for any daughters, girls or young women in the family

The following are some signs that FGM may already have taken place:

- Prolonged absence from school and noticeable behaviour change on return to school
- Avoidance of specific classes or activities such as PE or sports, giving reasons of bladder, menstrual or abdominal problems
- Girls finding it difficult to sit still in class or looking uncomfortable when sitting
- Girls complaining of pain between their legs, or talking about something someone did that they are not allowed to talk about

2.7 Child Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where the young person (or third person/s) receive 'something' (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

2.8 Types of Child Sexual Exploitation

Boyfriend model

Here the offender befriends and grooms a young person into a 'relationship' and then coerces or forces them to have sex with friends or associates. The boyfriend may be significantly older than the victim, but not always.

Peer on peer exploitation

Young people can be exploited by their peers in a number of ways. In some cases, young women and young men who have been exploited themselves by adults or peers, will recruit other young people to be abused. In other instances, sexual bullying in schools and other social settings can result in the sexual exploitation of young people by their peers. Sexual exploitation also occurs within and between street gangs, where sex is used in exchange for safety, protection, drugs and simply belonging. For 16- and 17-year-olds who are in abusive relationships, what may appear to be a case of domestic violence may also involve sexual exploitation.

Organised/networked sexual exploitation or trafficking

Young people (often connected) are passed through networks, possibly over geographical distances, between towns and cities where they may be forced/coerced into sexual activity with multiple men

Inappropriate relationships

These usually involve one offender who has inappropriate power or control over a young person (physical, emotional or financial). One indicator may be a significant age gap. The young person may believe they are in a loving relationship.

Familial

Children can be exploited by their parents and/or other family members. Parents or family members may also arrange the abuse of the child and/or control and facilitate exploitation. Where one child is being exploited, siblings or other child relatives are at increased risk of suffering exploitation.

Opportunistic

This may occur quickly and without any form of grooming. Typically, older males identify vulnerable young people who may already have been groomed or sexually abused. The perpetrator will offer a young person a 'reward' or payment in exchange for sexual acts. The perpetrator is often linked with a network of abusive adults.

Online

New technologies and social networking tools and platforms, chat rooms, dating sites or online gaming, present further opportunities for social interaction.

It is important to recognise that the misuse of technology plays a significant part in many safeguarding issues, such as peer-on-peer abuse, child sexual exploitation, child criminal exploitation, radicalisation, and sexual predation. Technology often provides the platform that facilitates harm.

Staying safe online includes a wide range of issues. The three main risk areas are:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, racist or extremist views, glamorisation of drugs or gang lifestyles
- contact: being subjected to harmful online interaction with other users; for example, adults posing as children or young adults, and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

CSE can occur through the use of technology without the child realising it. For example, a child or young person is persuaded to post images of themselves on the internet and/or mobile phones and then these images are used as a bargaining tool by the perpetrators.

Offenders may use technology to exploit children and young people in the following ways:

- Harassment and bullying through text messaging;
- Purchasing mobile phones for victims and sharing their numbers among group or gang members;
- Randomly contacting children via social networking sites;
- Using 'friends' lists on networking sites of known victims to target children and young people;
- Viewing extreme or violent pornography and discussing it during sexual assaults;
- Posting images of victims with rival gang members to invite a sexual assault as punishment;
- Filming and distributing incidents of rape and sexual violence;
- Distributing lists of children for the purpose of sexual exploitation.

2.9 Honour Based Violence and abuse (HBVA)

HBVA is described as "An incident or crime which has, or may have been, committed to protect or defend the honour of the family and or community." It can be distinguished from other forms of abuse, as is often committed with some degree of approval and/or collusion from family and/or community members. Victims will often have multiple perpetrators not only in UK but maybe also abroad, HBVA can be the trigger for a Forced Marriage.

2.10 Preventing radicalisation and violent extremism of any form

In 2008, the Government published guidance and a toolkit to help schools tackle violent extremism. Since July 2015, all schools and Academies have had the duty under section 26 of the counter-Terrorism and Security Act 2015, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty.

Integrate UK offers peer education on grooming for radicalisation and workshops on extremism. All our Lead Outreach Workers undergo the WRAP training and are expected to report any concerns relating to extremism to Lisa Zimmermann, Director, and to the Safeguarding Lead in a school.

2.11 Peer on Peer abuse

- Abuse in intimate personal relationships between peers
- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing, physical harm
- sexual violence, such as rape and sexual assault
- sexual harassment, such as sexual comments, remarks and jokes either in person or online
- “sexting” (also known as sharing self-generated indecent images)
- initiation/hazing-type violence and rituals¹⁶
- upskirting
- criminal and sexual exploitation

Mental Health

Mental health problems and suicidal thoughts can affect anyone, of any age and of any background. Mental health problems are common among children and young people, but it can be difficult to identify as they often keep it to themselves. This can also be true with other forms of safeguarding issues.

The signs and symptoms of mental health problems will differ from child to child, but some common signs include:

- becoming withdrawn from friends and family
- persistent low mood and unhappiness
- tearfulness and irritability ²⁵
- sudden outbursts of anger
- loss of interest in activities they once enjoyed, and
- problems eating or sleeping.

Children who are suffering from mental health problems may also be more vulnerable to harms such as exploitation, grooming and radicalisation. Mental health problems may also be indicators of, or seen in conjunction with, other forms of harm – such as abuse and neglect, peer-on-peer abuse, exploitation, grooming, or radicalisation.

Covid 19

Safeguarding and child protection are as important now as they have ever been. During lockdowns and when social distancing measures in place across the UK, it's difficult for adults to keep in regular contact with children and check on their welfare. During this time the safeguarding lead must:

- reinforce existing child protection procedures
- highlight any new ways of working during this period
- clarify any changes to the code of conduct for staff and volunteers in response to new ways of working
 - clarify how child protection concerns should be reported during the coronavirus pandemic, as this may be different to normal
 - Take into account any new information from local safeguarding and child protection agencies about any changes to their procedures.

Please refer to our Covid-19 policy

SECTION 3 – PROCESS TO USE WHEN REPORTING CONCERNS

Working Together to Safeguard Children (HM Government, 2010) defines abuse and neglect as forms of maltreatment of a child. “Someone 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.” The guide defines four types of abuse: Physical, Neglect, Sexual and Emotional. To better understand different forms of abuse, see SECTION B.

This process sets out what to do if someone reports abuse of a young person to you.

1. Listen

If someone discloses that they are being abused, then upon receiving the information you should: -

- React calmly and respond sensitively
- Reassure the child/young person that they were right to tell and that they are not to blame and take what the child says seriously
- Listen to concerns being expressed without passing judgment and use “open questions” when responding to concerns
- Not make assumptions about what they are being told
- Be careful not to be deemed as putting words into the child’s/young person’s mouth, the easiest way of doing this is by asking open ended questions for example tell me what happened?
- Do not promise confidentiality
- Make some notes

2. Complete a template form for recording concerns

- As soon as is possible, make a full and written record of what has been said as soon as possible and don’t delay in passing on the information. Recording as far as possible the actual words used by the child or young person indicating as such within the report form.
- The child’s known details including name, date of birth, address and contact numbers
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation, including dates, times, specific factors and any other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes
- Details of witnesses to the incidents. Accounts from others, including colleagues and parents
- The child’s account if it can be given, of what has happened and how any bruising or other injuries occurred

Do not attempt to investigate an allegation, this is the responsibility of Children’s Services and/or the police.

3. Report immediately

Forward this written report to **Lisa Zimmermann**, Director of Integrate UK telephone (07808) 523982.

Email lisa.zimmermann@integrateuk.org. If Lisa is not immediately available, concerns must be reported to Trustee Christine Townsend

If any of the young people have any safeguarding concerns when they are delivering workshops and disseminations to other young people, they must report their concerns in writing to Lisa Zimmermann and to the school Safeguarding Lead or the class teacher. This will normally be to a teacher as most sessions take place in a school. Lisa Zimmermann will confirm that the Safeguarding Lead if in a school, or the responsible adult in another organisation, has dealt with the concern. All incidents will be recorded by Integrate UK following data protection policy.

Reports to safeguarding agencies will be managed in accordance with, 'Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers, 2018'.

It is not the organisation's responsibility to decide whether abuse has taken place or not, however it will pass on information to the appropriate authority immediately subject to the above guidance.

4. Action following report

Based on the information provided, the Director or lead Trustee for Safeguarding will decide the next steps. In some cases, a child may need immediate protection; in these situations, the police will be called. The Police are the only agency with statutory powers for the immediate protection of children.

In some cases, it may be that an Integrate UK member of staff, volunteer or young person may be asked to be interviewed by the police or other investigatory agency. The rights and responsibilities of those individuals will be the same as any other member of the public. In such cases, the Director and lead Trustee for Safeguarding will coordinate activity to ensure that the member of staff, volunteer or young person is appropriately supported through any investigative process and subsequent proceedings to mitigate any risk of compromise to their physical and/or emotional welfare.

Investigations and/or possible subsequent criminal and/or civil proceedings may lead to Media and/or other community interest. Individuals and/or Integrate UK itself may be subject of community and/or Media comment, including criticism. In all cases where such a possibility exists, the Board of trustees will formulate an appropriate communication/Media strategy to ensure that Integrate UK's actions and rationale are accurately represented.

In every case in which there is a safeguarding report made to police or a children's social care department, specific consideration will be given by the Director and lead Trustee for Safeguarding in relation to whether either of the following bodies should be notified:

- The Charity Commission
- Those funding Integrate UK activities

Any such notification would not involve the sharing or personalised data unless the criteria within 'Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers, 2018' is fulfilled.

Should such a safeguarding report lead to further investigatory action and/or judicial proceedings, the need to notify or update the above bodies will be kept under constant review.

Further references:

- Working Together to Safeguard Children- A Guide to Inter-agency working to safeguard and promote the welfare of children (HM Government: 2018)

- Safer Working Practice for Adults who work with Children and Young People (DCSF 2007)
- Keeping Children Safe in Education (DfE 2018)
- Isolated and struggling (NSPCC, 2020)

SECTION 4 - SAFEGUARDING - INCIDENT REPORT FORM

Person completing the form:	
Name:	
Position:	

Person affected.

Name:		
Gender:		
DOB:		
Address:		

Details of the incident:

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Other witnesses:

Name:			
Position			
Tel no / email			

Information on this form will be stored securely in line with Integrate UK's Data Protection policy and looked at in line with its Safeguarding Policy.