

The  
Brilliant  
Club

Safeguarding  
A Guide for PhD Tutors



# Safeguarding at The Brilliant Club – PhD Tutor Policy

## Overview:

The Brilliant Club, its trustees, and employees are committed to proactively safeguard children, young people, beneficiaries and employees and to taking reasonable steps to protect people who come into contact with the charity from harm. This Policy outlines the safeguarding procedures in place at the charity and the policies all team members should follow in relation to safeguarding.

Safeguarding children, young people and those who come into contact with the charity in any way is everyone's responsibility. The members of staff referred to below have specific responsibilities for reporting safeguarding issues and providing support. We have separate referral procedures for issues that occur within a school or outside of a school at a Brilliant Club event. Safeguarding concerns regarding children or young people should be raised with the school and the Designated Safeguarding Lead (DSL) or Deputy DSL as outlined in the referral procedures. Any other issues relating to Brilliant Club staff (grievances, allegations of harassment etc) should be raised with the Chief Operating Officer in accordance with the applicable policy.

This safeguarding document contains the following policies and procedures:

1. Procedure for Safeguarding referral – Who to Contact and When

This informs all PhD tutors who they should contact and when in the event of a safeguarding issue

2. Safeguarding Children and Young People Guidance

This is a practical summary of example issues and how to respond

3. Code of Safe Conduct

This code is what we expect all PhD tutors to sign up to.

4. Safeguarding Policy

(Published on The Brilliant Club's website).

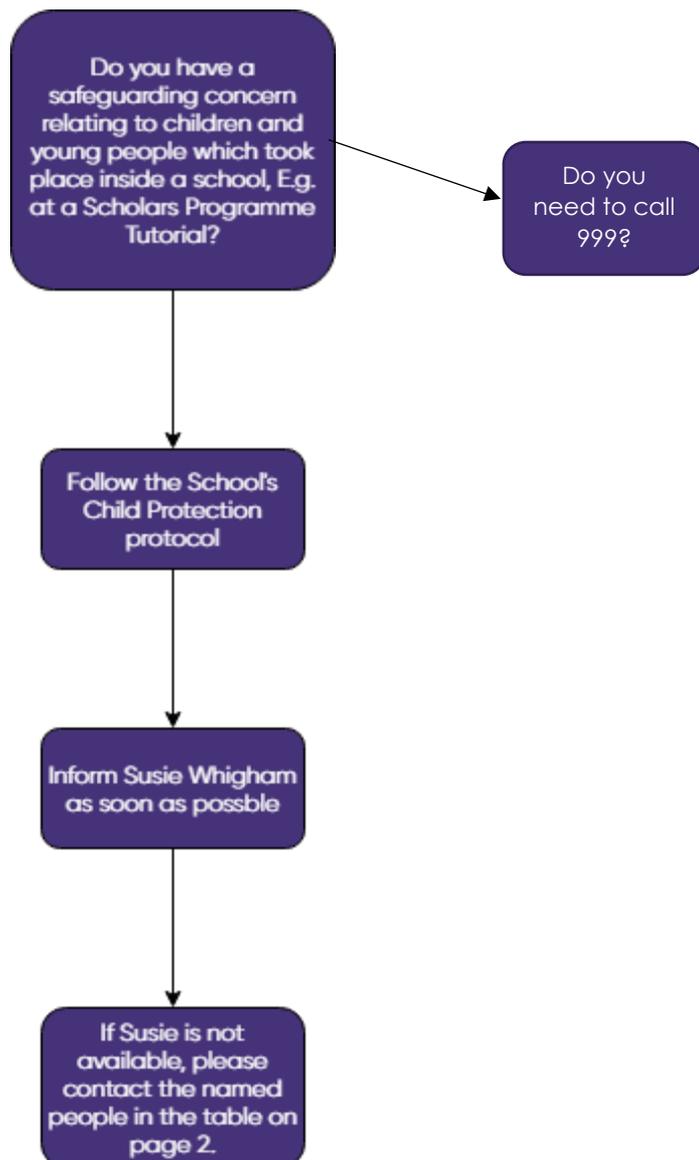
# 1. Procedures for Safeguarding Referral – Who to Contact and When

All PhD tutors must familiarise themselves with the contact protocol below. We have separate referral procedures for issues that occur within a school or outside of a school at a Brilliant Club event. Please ensure that you are familiar with the procedures in any school that you visit. Safeguarding concerns regarding children and young people are always urgent and should be reported immediately. If you cannot reach the Designated Safeguarding Lead, please contact the relevant individuals below as quickly as possible.

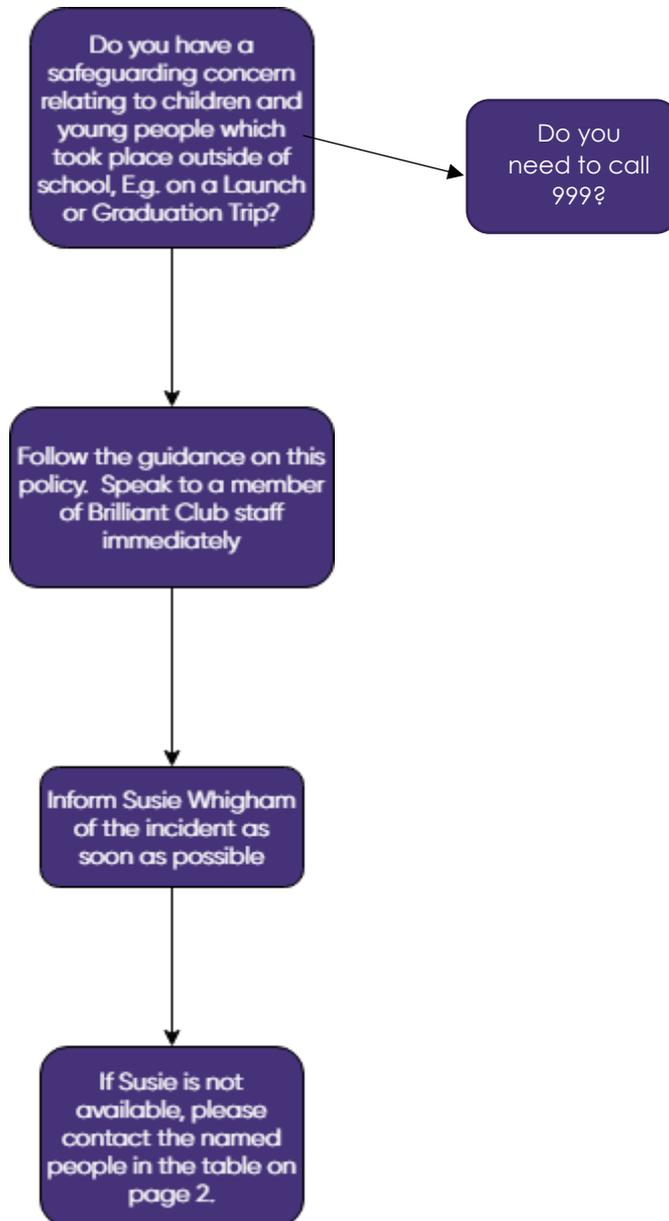
Role:	Person designated	When to contact	Contact details
Designated Safeguarding Lead for Children and Young People	Susie Whigham, National Programme Director, The Scholars Programme	Contact Susie immediately in the first instance with any Safeguarding concerns regarding children and young people	<a href="mailto:safeguarding@thebrilliantclub.org">safeguarding@thebrilliantclub.org</a>
Designated Safeguarding Lead for other Safeguarding concerns	Ciara Lynch, Chief Operating Officer	Contact Ciara immediately in the first instance with any Whistleblowing, Bullying and Harassment, employee concerns	<a href="mailto:safeguarding@thebrilliantclub.org">safeguarding@thebrilliantclub.org</a>
If the above individuals cannot be reached, please contact another member of the team as follows:			
Deputy Safeguarding Lead for Children and Young People	Leanne Adamson, National Programme Director, The Scholars Programme	Contact Leanne with any concerns/issues if you cannot reach Susie	<a href="mailto:safeguarding@thebrilliantclub.org">safeguarding@thebrilliantclub.org</a>
Chief Programmes Officer	Richard Eyre	Contact Richard for any safeguarding concern if above individuals cannot be reached	<a href="mailto:safeguarding@thebrilliantclub.org">safeguarding@thebrilliantclub.org</a>
Chief Executive Officer	Dr Chris Wilson	Contact Chris for any safeguarding concern if above individuals cannot be reached	<a href="mailto:safeguarding@thebrilliantclub.org">safeguarding@thebrilliantclub.org</a>
Our trustee with responsibility for safeguarding can be contacted if it is not appropriate to raise with the staff members above			
Trustee for Safeguarding	Caroline Carter	If it is not appropriate to raise issues with the individuals above, our Trustee for Safeguarding can be contacted	<a href="mailto:safeguarding@thebrilliantclub.org">safeguarding@thebrilliantclub.org</a>

# Safeguarding concern relating to children and young people in a school:

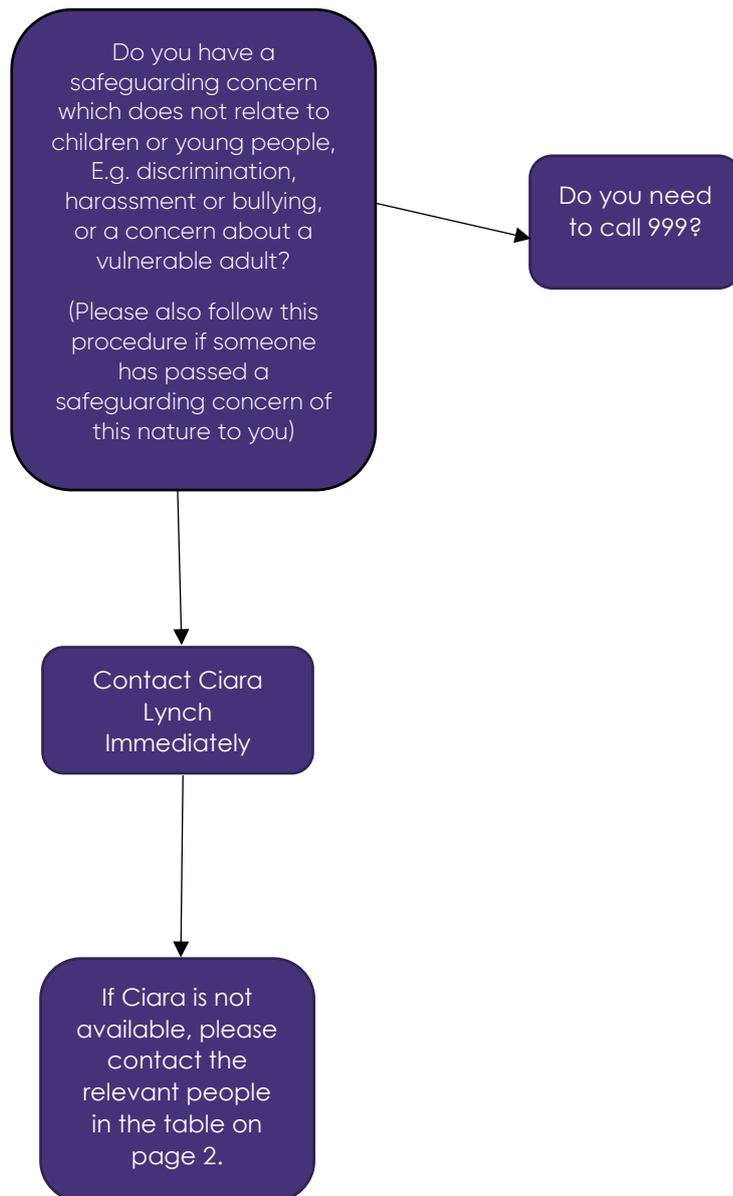
Since Safeguarding is a statutory duty in schools, adults must familiarise themselves with the safeguarding procedures of each school. This includes who the Designated Safeguarding Leads are, the Deputy Safeguarding Leads, how to contact them and make referrals if appropriate, in and out of school hours.



# Safeguarding concern relating to children and young people outside of school:



# Safeguarding concern which does not relate to children or young people:



## 2. Safeguarding Children and Young People

The charity's Designated Safeguarding Lead for Children and Young People (DSL) is Susie Whigham, National Programme Director, The Scholars Programme.

### **Susie Whigham**

National Programme Director

The Scholars Programme

Email: [safeguarding@thebrilliantclub.org](mailto:safeguarding@thebrilliantclub.org)



All Safeguarding concerns relating to children and young people are urgent and should be dealt with immediately. If an issue occurs in a school, please follow the school's safeguarding procedure and the above referrals procedure. If a tutor or trainee contacts you about any disclosure please contact Susie immediately. If you are unable to contact Susie, please contact Leanne and/or other members of staff as appropriate following the contact referral protocol outlined above.

### **Policy Statement**

The Brilliant Club believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

### **We recognise that:**

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers, schools, and agencies is essential in promoting young people's welfare
- Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child
- No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. We have identified the risks most likely to arise in The Brilliant Club's work and provide training based on these.

## Definitions:

A child or young person includes anyone under the age of 18.

Abuse – The definition of abuse includes:

- Infliction of physical, psychological or emotional pain or injury
- Acts of neglect or an omission to act
- Persuading a child or young person to take part in sexual activities. This does not have to be physical contact; it also includes online interaction, grooming and child exploitation
- Bullying and cyber bullying. This includes any type of abuse that happens on the web, through social networks or mobile phones
- Persuading a child or young person to enter into a financial transaction to which they have not consented or cannot consent

The purpose of this guidance is:

- To provide protection for the children and young people who receive The Brilliant Club's services, including the children of adult members or users
- To provide employees and volunteers with guidance on procedures they should adopt in the event that they have concerns that a child or young person may be experiencing, or be at risk of, harm (including where a child or young person has made an allegation of abuse)
- This policy applies to all employees, including senior managers and the Board of Trustees, paid employees, volunteers and sessional workers, agency staff, pupils or anyone working on behalf of The Brilliant Club. Failure to adhere appropriately to this policy will be treated as a very serious matter and may result, in the case of staff, in disciplinary action for gross misconduct or, in the case of contractors, in termination of contract. If you are not working under a contract (for example, you are a volunteer or trustee), a breach of the policy (including falling below the expected standards) may mean that we have to ask you to cease being a volunteer or trustee.

We will seek to safeguard children and young people by:

- Valuing, listening to and respecting them
- Adopting safeguarding guidelines through procedures and a code of conduct for employees
- Recruiting employees and volunteers safely, ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with children, parents and staff
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for employees through supervision, support and training
- All concerns and allegations of abuse will be taken seriously and responded to appropriately
- Report any concerns regarding radicalisation in line with the public sector Prevent strategy
- Following the safeguarding procedures of the school where any incident happens regarding a pupil at that school

### **Each PhD Tutor:**

- Will promptly complete an application for an enhanced disclosure DBS or PVG check with check of the barred list for children and provide necessary ID verification and will upon request, provide the DBS , PVG or AccessNI certificate to The Brilliant Club
- Will inform The Brilliant Club of any relevant police record or other factors, including any changes in circumstances, which may mean that they are unsuitable to work as a Brilliant Club tutor
- Will provide details of a referee, so that The Brilliant Club can check the reference
- Will demonstrate empathy, humility and respect at all times
- Will endeavour to act as a role model and set a high standard of professionalism at all times
- Will maintain a strictly professional relationship with pupils
- Will remember that all interactions between themselves and pupils must be such that no reasonable person could observe an interaction and construe its nature as abusive
- Will not make physical contact of any kind with a pupil
- Will not use inappropriate language in the presence of pupils
- Will not smoke or be under the influence of alcohol in the presence of pupils
- Will not meet or contact a child or young person outside of school, a Brilliant Club trip or event or by any electronic means other than the VLE
- Will record any instances or suspicions of inappropriate behaviour and report them to the charity
- Will follow the safeguarding procedures at the school they are working in

### **Reporting actual or suspected abuse or neglect**

If a pupil discloses to you abuse committed by someone else or discloses information about an incident or incidents which could be construed as abuse:

The first priority is always to remove a person from actual, or the threat of, immediate harm. If a child or young person is in immediate danger or in need of medical assistance, please take immediate action and call 999. You will need to disclose the alleged abuse to the police / medical professionals to ensure that the matter is handled appropriately and sensitively, and any evidence is preserved. Once this has taken place, report according to the reporting procedure.

## Responding to a Disclosure:

1. Listen carefully and stay calm if a child or young person tells you about possible abuse, child sexual exploitation or female genital mutilation or if what they have told you has given rise to concerns regarding radicalisation.
2. Make sure you understand what the child or young person is telling you. Do not interview the child or young person although, if necessary, you may seek to clarify details by using open questions and without putting words into his or her mouth.
3. If appropriate in the circumstances, reassure the child or young person that by telling you, they have done the right thing.
4. Find an appropriate and early opportunity to explain that it is likely that the information will be shared with others. Inform the pupil to whom you will report the matter.
5. Do not promise that you can keep this a secret or that 'in confidence' means that you won't pass it on. If the person decides not to tell you further information in case you tell others, you must record that s/he wanted to make a disclosure so that the DSL (or Deputy) can follow up as necessary
6. Make a careful note of the main points on the [internal referral form](#).
7. You should not investigate concerns or allegations but should report them immediately to the school as per the reporting proceeding, as well as the DSL (or Deputy) at The Brilliant Club. The designated person will make a referral in accordance with the relevant guidelines.
8. Make a detailed note of the date, time, place and context in which the disclosure took place. The record should include what the child or young person said (use the child's own words as far as possible with clarification where necessary) and their demeanour. Record what questions you asked and the responses and a clear chronology of what steps were taken next. If referring to an outside agency, make clear which agency and who you spoke to (including their contact number and job title) and a record of what was the agreed course of action (including who was to take such action). The reporting form should be completed, signed, dated and provided to DSL at the school and The Brilliant Club (or Deputy) as soon as possible and, in any event, within 24 hours.
9. The person making the report should otherwise keep the matter strictly confidential and all records must be kept securely in a locked place to which access is restricted.
10. Under no circumstances (except where you witness something happening and directly intervenes) should you make the alleged perpetrator aware of suspicions or allegations.
11. Due to the highly confidential nature of a disclosure regarding a child or young person you should not update the pupil's record with the disclosure. The designated person is responsible for making appropriate records.
12. If you have concerns or suspicions regarding abuse (i.e. other than as a result of a disclosure from a child or young person) you should report in accordance with paragraphs 7 to 11 above

# 3. Code of Safe Conduct for working with Children and Young People

When interacting with children and young people, all those who work or volunteer with The Brilliant Club agree to maintain professionalism in their conversations and conduct at all times and agree to never:

- physically or verbally assault or abuse children or young people in any way;
- develop relationships with children or vulnerable adults that could be deemed emotionally exploitative or abusive, or act in ways intended to shame, threaten, humiliate, belittle, coerce or otherwise emotionally harm or manipulate children or young people;
- develop physical or sexual relationships with children or young people or behave in a manner which is inappropriate or sexually provocative;
- meet or contact a child or young person outside of school, a Brilliant Club trip or event or by any electronic means other than the VLE
- act in ways that may place children or young people at risk of abuse from others;
- use language, make suggestions or offer advice which is inappropriate, or offensive to children or young people;
- do things for children or young people of a personal nature that they can do for themselves for example dressing or using the bathroom;
- condone or participate in behaviour of children or young people which is illegal, unsafe or abusive;
- discriminate against or show differential treatment or favour particular children or young people to the exclusion of others.

Unless authorised as part of the programme, you should never have one-to-one contact with a child or young person out of public view, and should avoid being in any situation where this may arise. In circumstances where it is necessary to have one-to-one contact (e.g. for the purposes of providing confidential feedback), use a room with windows, leave the door open, and let another adult (e.g. a teacher) know where you are, with whom and what you are doing.

# 4. Policy for Safeguarding

## Policy for Safeguarding

(the "Policy")

### 1. PURPOSE

- 1.1 The Brilliant Club (hereinafter known as "the organisation") recognises that it has a duty to promote and safeguard the welfare of children and young people receiving education and training with the organisation. The purpose of this Policy is to provide a framework by which the organisation carries out its obligation to protect children, young people, beneficiaries and staff from harm.
- 1.2 The Policy provides clear direction to all members of the organisation and their partners to ensure any concerns, referrals and monitoring of actions are handled appropriately. It should be read in conjunction with the organisation's Safeguarding Guidance for Children and Young People (the "Guidance"). Accordingly, all those to whom this Policy applies are to receive a copy of this Policy, the Guidance and Section 1 of '[Keeping Children Safe in Education](#)' September 2016 (as updated from time to time) and must sign to confirm that they have read and agree to abide by them.
- 1.3 The Policy applies to the safeguarding of children and young people, as well as beneficiaries and staff. The Brilliant Club and its trustees are committed to proactively safeguarding children, young people, beneficiaries and staff and to taking reasonable steps to ensure that those who come into contact with the organisation do not, as a result, come to harm. This Policy should be read in conjunction with other policies outlined in the Employee Handbook such as our Whistleblowing Policy, Grievance and Disciplinary Policy, Harassment and Bullying etc. Safeguarding concerns relating to children and young people should be raised with the Designated Safeguarding Lead (DSL) or Deputy DSL. Any other issues (grievances, allegations of harassment, bullying etc) should be raised with the COO in accordance with the applicable policy.

### 2. SCOPE

- 2.1 This Policy applies to all those working in the organisation including staff, PhD tutors, trustees and volunteers. This Policy is also applicable to all visitors to the organisation. Failure to adhere appropriately to this Policy and the Guidance will be treated as a very serious matter and may result, in the case of staff, in disciplinary action for gross misconduct or, in the case of contractors, in termination of contract. If you are not working under a contract (for example, you are a volunteer or trustee), a breach of the policy (including falling below the expected standards) may mean that we have to ask you to cease being a volunteer or trustee.
- 2.2 A child or young person includes anyone under the age of 18.
- 2.3 Pupils under the age of 18 whose main education provider is a school are covered by all aspects of the Policy when working with the organisation. All those to whom this Policy applies should report any issues to the school under their safeguarding policy, and the National Programme Director (or Deputy) at the Brilliant Club (DSL or Deputy). Should there be an emergency and the DSL (or Deputy) is unable to contact the appropriate school or local authority, the organisation will apply its own referral procedures to the situation to ensure a child is safe. These referral procedures are contained within this document.

### 3. PRINCIPLES

- 3.1 As a general principle, the organisation has a responsibility to:
  - (a) safeguard and promote the welfare of children and young people; and
  - (b) work together with other agencies to ensure adequate arrangements are in place for safeguarding children, young people and adults at risk in order to identify, assess, and support

those who are suffering from, or at risk of, harm (including female genital mutilation (FGM) and child sexual exploitation (CSE)).

3.2 There are three main elements of the Policy: prevention; protection; and support.

Prevention:

- (a) Providing an environment in which children and young people feel safe, secure, valued and respected; and feel confident and know how to obtain help and support.
- (b) Training and raising awareness of all staff of the need to safeguard children and young people and of their responsibilities in identifying and reporting possible cases of abuse or radicalisation.
- (c) Ensuring that all adults within the organisation that carry out regulated activity have been subject to the appropriate checks using safer recruitment procedures.

Protection:

- (a) Through structured procedures within the organisation to be followed in cases of suspected abuse or neglect.
- (b) Through effective working relationships with all other agencies involved in safeguarding children and young people.
- (c) Ensuring that children and young people are listened to and their concerns taken seriously and acted upon.

Support:

- (a) Working with others to support children and young people who may have been abused or neglected.
- (b) Providing support to staff as needed. If staff need pastoral support in relation to safeguarding issues (for example, as a result of a disclosure made to them by a child or young person) they should speak to the DSL.

#### **4. SAFER RECRUITMENT and DATA PROTECTION**

Safer Recruitment

- 4.1 Preventing unsuitable people from working with children and young people is essential to keeping children safe and free from radicalisation.
- 4.2 Rigorous selection, criminal record checking and recruitment of those working with children and young people is a key responsibility of the DSL and HR team as appropriate.

Records and Monitoring

- 4.3 The Chief Operating Officer works with the HR Manager to provide guidance to staff on Data Protection.
- 4.4 The Chief Operating Officer ensures that safeguarding and child protection records are kept separately, securely and in accordance with confidentiality and data protection principles. The Chief Operating Officer determines when and how information should be passed to other agencies, in consultation with the Executive team and DSL. However, this does not prevent the sharing of information in accordance with the referral process set out within the Policy and Guidance.

## **5. ROLES AND RESPONSIBILITIES**

5.1 The Board of Trustees reviews, approves and endorses this Policy and reviews it and its implementation annually or when legislation changes. The Board of Trustees reports serious incidents to the Charity Commission (see below).

5.2 The names and contact details of the persons carrying out the responsibilities below are displayed on the relevant staff and tutor documentation. Each responsible person receives written confirmation of their responsibilities and, where appropriate, their job description.

Responsibilities of the Designated Trustee responsible for safeguarding children and young people

5.3 The Trustee responsible for safeguarding children and young people will:

- (a) Review the charity's Safeguarding Policy and procedures annually and interrogate charity practice
- (b) Provide advice should a safeguarding incident occur and liaise with the Executive Team and Chair of the Board of Trustees to ensure any relevant incident is reported to the Charity Commission
- (c) In the event of any allegation made against the CEO, the Trustee will receive the allegation and consult with the Chair of the Board of Trustees to ensure necessary actions are taken

Should any allegation be made against the Trustee responsible for safeguarding, the CEO will report this directly to the Chair of the Board of Trustees

### **Responsibilities of the COO**

5.4 The COO will:

- (a) Ensure the Policy and associated procedures are in place and implemented to ensure the welfare of team members and pupils;
- (b) Delegate operational responsibility and implementation of procedures as appropriate;
- (c) Receive an annual report from the National Programme Director and HR Manager identifying all training undertaken by members of the organisation;
- (d) Receive immediate notification of any changes affecting the Policy or associated procedures and ensure the Policy is reviewed and amended, as appropriate; and
- (e) Be responsible for receiving and appropriately dealing with any allegations which do not relate to safeguarding children and young people.
- (f) Ensure that all safeguarding records are kept confidentially, securely and are separate from the organisation's main records;
- (g) Ensure there is a standing item on the Board agenda to bring safeguarding matters to the attention of the Board

5.5 Safer recruitment responsibility rests with all staff alongside the Chief Operating Officer and her team. All recruiting staff have a responsibility for safer recruitment including agency workers and volunteers.

Should any safeguarding allegation be made against the COO, this should be reported directly to the CEO

**Responsibilities of the Senior Designated Lead Person for Safeguarding Children and Young People (the “Designated Safeguarding Lead”) who is the National Programme Director for The Scholars Programme**

The DSL will:

- (a) Ensure that this Policy is implemented across the organisation and that staff understand their responsibilities and duties;
- (b) Ensure that resources are allocated to enable safeguarding responsibilities to be carried out;
- (c) Ensure that appropriate members of staff have received specialist training on the safeguarding referral processes;
- (d) Ensure that there are identified deputies to take on these responsibilities in the absence of the DSL;
- (e) Attend relevant meetings and safeguarding updates, to ensure that staff are updated regularly on current safeguarding issues and to provide a forum for the development of good practice;
- (f) Provide any support needed for a member of staff involved in a safeguarding case who has requested assistance;
- (g) Provide an annual report to the COO ahead of the June Board meeting detailing any suggested changes to the Policy and its associated procedures;
- (h) Ensure that the referral process is properly followed;
- (i) Ensure that information regarding a safeguarding concern is only disclosed to other staff on a need to know basis;
- (j) Liaise with the local authorities when appropriate
- (k) Ensure that written records of concerns about a child are kept and passed onto the relevant school, even if there is no need to make an immediate referral;
- (l) Ensure that all staff, volunteers, visitors are aware of this Policy and the referral procedures, and know how to recognise any potential concerns;
- (m) Attend appropriate training as required in order to keep up to date with current knowledge in fulfilling the role;

Should any safeguarding allegation be made against the National Programme Director, this should be reported directly to the COO

5.6 The overarching monitoring and case management tracking and reporting for issues is the responsibility of the DSL who will update the Executive team ahead of any key decision making. The COO will keep the Safeguarding Trustee up-to-date and involved in any key decision making

5.7 The charity's Whistleblowing Policy can be found [here](#).

## **Responsibilities of all those working with the organisation (including staff, volunteers, contractors, etc)**

5.8 Those working with the organisation will:

- (a) Have a responsibility to identify children or young people who may be in need of help or who are suffering, or are likely to suffer, significant harm. All staff then have the responsibility to take appropriate action, by immediately notifying the safeguarding lead or other designated person;
- (b) Undertake the charity's safeguarding training upon joining the organisation and annually
- (c) Be alert to signs of abuse, neglect, CSE, FGM or radicalisation and report immediately, in person, to the DSL;
- (d) Comply with the organisation's policies and procedures on behaviour management and the organisation's code of conduct;
- (e) Follow the safeguarding procedures of the school where any incident happens regarding a pupil at that school
- (f) Read and comply with the Code of Safe Conduct; and
- (g) Read and comply with this Policy and the Guidance.

5.9 Children or young people cannot be expected to raise concerns in an environment where staff fail to do so. All staff are made aware of their duty to raise concerns about the attitude or actions of colleagues or others in the organisation, for example, a volunteer or another pupil.

### **Executive responsibility**

5.10 The Executive lead for this Policy is the COO

### **The referral process**

- 5.11 Any safeguarding concerns, suspicions or allegations should be raised with the relevant staff member outlined in the Protocol for Safeguarding Referral process above.
- 5.12 On being informed of an incident relating to the safeguarding of children and young people, the DSL (or Deputy) will, without delay, liaise with the school's DSL regarding reporting to the relevant local authority (which is the local authority where the child or young person lives, or if not known, where the incident occurs). If the DSL (or Deputy) is not satisfied that the school has reported to the local authority, s/he should consult the policies of the relevant local authority and in accordance with those policies make a report to the Local Authority Designated Officer (LADO) without delay. In exceptional circumstances where speaking to the school's DSL or deputy could give rise to harm to a child or young person, the DSL (or Deputy) should not do so and should report to the relevant local authority without delay.
- 5.13 The DSL (or Deputy) will liaise with the school regarding who will inform the child or young person's family or carer and when they will be informed, taking advice from the LADO. The general expectation is that this will be the school's responsibility.
- 5.14 Where there are concerns about radicalisation, the DSL (or Deputy) will notify the school
- 5.15 Where a crime has or may have been committed, the DSL (or Deputy) will report it to the police, in consultation with the school
- 5.16 The DSL (or Deputy) will report to the Executive team and Safeguarding Trustee as appropriate, to enable prompt and appropriate reporting of any serious incidents to the Charity Commission and/or insurers. Any serious incident reports to the Charity Commission must be reviewed and

approved by the Board of Trustees. Guidance from the Charity Commission<sup>1</sup> indicates the circumstances in which a report should be made and includes where:

- beneficiaries (noting that this is a wider group than children/vulnerable adults) have been, or are alleged to have been, abused or mistreated while under the care of the charity, or by someone connected with the charity, for example a trustee, staff member or volunteer;
- there has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with the activities of the charity;
- there has been a breach of procedures or policies at the charity which has put beneficiaries at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children or adults.

5.17 Disclosures of historical abuse should be treated in the same way as disclosures of current abuse, particularly where there may still be a risk to children or vulnerable adults.

5.18 The DSL (or Deputy) will refer cases to the Disclosure and Barring Service (DBS), Disclosure Scotland, or Access NI where a member of staff has been dismissed following concerns they posed a risk to a child, in accordance with relevant legislation and guidance.

**Signature:**

I agree that I will have read, understood and agree to abide by the above guidance, the Safeguarding Children and Young People Guidance and code of safe conduct below and follow the necessary referral procedures if any issue arises.

Signed:

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<sup>1</sup> Refer to the Charity Commission's Serious Incident Guidance for more information:  
<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>