



Safeguarding Children & Adults at risk Procedure

Luke Johnston (Project CEO)

**Reviewed: Jan 2026
Updated: Sept 2027**

Reviewed by: Rebecca O'Keefe



1. What to do if you suspect abuse

Note= Paragraphs 1 to 1.4 are all in compliance with the Safeguarding children & adults at risk policy.

1.1 A member of staff may:

- directly witness an act or an incident where an adult at risk or child/young person had been abused
- be told that abuse has occurred, either by the person who has been the subject of abuse, or another person.
- see evidence or signs of abuse
- been told that a child or adult at risk is at risk of abuse, neglect, harm, self-harm or suicide

1.2 If the adult, child or young person is in immediate danger or has sustained a serious injury you must contact the emergency services – Police and/or Ambulance and liaise immediately with your line manager, following the Incident procedure.

1.3 If you are given an account of an incident that appears to be the abuse or harm of an adult at risk or child/young person you must:

- listen to what is being said. Be sensitive to the fact that you may be of a different cultural, racial origin or gender to the person making the disclosure to you
- establish if possible, what has occurred, where and when
- only seek clarification about the alleged facts of what has occurred, do not prompt or ask leading questions
- not make a judgement about whether the abuse has taken place or not
- be aware that you must not contaminate information you have been given or any physical evidence

1.4 The information should be recorded as soon as practically possible and reported to the CEO Luke Johnston (see notes below) immediately, following the Incident procedure. Refer to CYPS, Crisis team or North Tyneside Council Front Door Social Services.

2. Dealing with concerns/obtaining consent



- 2.1 The organisation operates a policy of Zero-Tolerance where abuse to adults occurs and has a statutory responsibility to safeguard children, therefore when a PDYP employee has a concern about an adult, child or a family's welfare they must report these concerns to either Adult Safeguarding or Children's Services Social Care, following the Incident procedure via the Team Leader or Project Manager (Mike Burgess).
- 2.2 The law recognises that disclosure of confidential information without consent or a court order may be justified in the public interest to prevent harm to others. Generally, the amount of confidential information disclosed without consent should be no more than is strictly necessary to protect the health and wellbeing of a child/adult at risk.

3. Allegations against staff

Children & Adult at risks

- 3.1 When an allegation is made that a member of staff has:
- behaved in a way that has harmed, or may have harmed a child or adult at risk;
 - possibly committed a criminal offence against, or related to a child or adult at risk; or
 - behaved towards a child or children or adult at risk in a way that indicates s/he is unsuitable to work with children.
- 3.2 The Project Manager will refer to this safeguarding policy and escalate immediately to Phoenix Detached Youth Project (PDYP) CO via Incident Procedure. The Project Manager would contact 'The Front Door' service on 0345 2000 109 if any issues or concerns were raised, for advice and information.
- 3.3 The Project Manager will determine the action required in consultation with the Team Leader in PDYP:
- Police investigation
 - Internal Discipline
 - Social Services
- 3.4 The Project Manager will if necessary:
- Liaise with the Police and other agencies
 - Monitor the progress of cases



- 3.5 No attempts should be made to investigate further before discussion with the Project Manager.
- 3.6 PDYP Project Manager will also discuss with the Board where an employee's behaviour is a matter for concern to his/her manager because it compromises or may be seen to compromise the reputation and ability of the organisation to safeguard children and young people. Some examples of this may be where an individual has:
- exploited or abused a position of power
 - demonstrated a failure to understand or appreciate how his or her own actions or those of others could adversely impact upon the safety and well-being of a child/adult at risk
 - demonstrated an inability to make sound professional judgements which safeguard the welfare of children/adult at risks
 - failed to understand or recognise the need for clear personal and professional boundaries in his or her work
 - behaved in a way in her or her personal life which could put children/adult at risks at risk of harm
 - become the subject of criminal proceedings not relating to a child/adult at risk
 - become subject to enquiries under local child/adult at risk protection procedures
 - behaved in a way which seriously undermines the trust and confidence placed in him or her by PDYP.
- 3.7 In some cases regarding the safety of children/adults at risks further consultation by the Project Manager will take place. The Project Manager may decide to consult with police and social services to determine the next course of action.
- 3.8 The Project Manager will retain overall management of the process (including the monitoring of cases which have been referred back to PDYP for internal resolution) until the case reaches its conclusion.
- 3.9 The Project Manager will continue the Disciplinary procedure where an employee's behaviour is a matter for concern to his/her manager because it compromises or may be seen to comprise the reputation and ability of the organisation to safeguard children/adults at risks.



4. Information Sharing/ Confidentiality (GDPR)

4.1 Confidentiality is not an acceptable reason for not sharing information when a child or adult at risk requires safeguarding. PDYP staff are expected to abide by the legislation and information sharing must take place if:

- there is cause to suspect a child is at risk of significant harm;
- there is cause to suspect an adult at risk is at risk;
- the allegation warrants investigation by the police, or
- the allegation is so serious that it might be grounds for PDYP disciplinary process to be invoked

4.2 PDYP has a staff recruitment policy and procedure that ensures that PDYP takes all reasonable steps to ensure that applicants may be safely trusted with the duties of their position. PDYP has a responsibility to safeguard confidentiality; however, when children are in need of protection (S. 47 of the Children Act 1989) the police and/or Social Services may request information. It is essential that staff share information immediately, often without consent.

4.3 All staff have a duty of confidentiality to PDYP. On occasion practitioners struggle when deciding what information can be shared with regards to safeguarding children and adults. There are few clear-cut occasions when information may be shared without consent, the Children Act 1989 and 2004, Human Rights Act 1998 and Data Protection Act 1989 give clarity.

4.4 The common law provides that where there is a confidential relationship, the person receiving the confidential information is under a duty not to pass on the information to a third party. However, this duty is not absolute and information can be shared without breaching the common law duty if:

- the information is not confidential in nature; or
- the person to whom the duty is owed has given explicit consent; or
- there is an overriding public interest in disclosure; or
- sharing is required by a court order or other legal obligation.

4.5

Safeguarding incidents will be recorded within the Safeguarding file which is stored in a locked file cabinet within the PDYP. Only authorised members of staff can access this file with permission from the project manager. If information needs passed to other



relevant parties from the Safeguarding incident file, the project manager will take responsibility for this when necessary.

If allegations were made against staff within the PDYP the Project Manager or Senior Detached Youth worker would be responsible for recording any allegations. This would be recorded within the Safeguarding incidents file. If further action was required, the Project manager would be responsible for contacting social services or the police to report the incident.

5. Legislation / Standards

- 5.1 PDYP is obliged to abide by all relevant UK and European Union legislation. The requirement to comply with this legislation shall be devolved to employees of PDYP, who may be held personally accountable for any breaches of information security for which they may be held responsible.
- PDYP shall comply with the following legislation and other legislation as appropriate:

- The Data Protection Act (1998)
- The Data Protection (Processing of Sensitive Personal Data) Order 2000.
- Human Rights Act (1998)
- Regulation of Investigatory Powers Act 2000
- Information Security Management – NHS Code of Practice
- PDYP - Code of Conduct
- PDYP – Disciplinary Procedure
- PDYP- Staff recruitment policy and staff training and development policy
- PDYP- Whistle Blowing policy
- Working together to Safeguard Children (2010)
- Department for Children, Schools and Families Practice Guidance 2009 - Handling Allegations of Abuse made against Adults who Work with Children and Young People
- The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009
- The Children Act 1989
- The Children Act 2004
- The Protection of Children Act 1999
- The United Nations Convention on the Rights of the Child (ratified by UK Government in 1991)



- Sexual Offences Act 2003
- Commission for Social Care Inspection, Safeguarding Adults Protocol and Guidance (2007);
- Department of Health, No Secrets 2000;
- General Data Protection Regulation (GDPR, 2018)

5.2 The organisation will adopt the following minimum standards for newly appointed staff:

- Verification of identity checks
- Right to work checks
- Employment history and reference checks
- Registration and qualification checks
- Occupational health checks
- Criminal record checks (DBS)

5.3 The organisation must demonstrate it is Safeguarding people who use the service from abuse (Regulation 11 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2009). The new aspects of registration are:

- Take action to prevent abuse from happening in a service. The Organisation will demonstrate this through its structures, policies, procedures and reporting mechanisms
- Ensure that Government and local guidance about safeguarding people from abuse is accessible to all staff and put into practice. The organisation will demonstrate this through its policies, procedures and audits
- Make sure that any means of restraint or management of disturbed behaviour that is used is appropriate, reasonable, proportionate and justifiable for that individual. The organisation will demonstrate this through its policies, procedures, referrals and audits
- Protect others from the effect of the person's disturbed behaviour. The organisation
 - Will demonstrate this through its policies, procedures, referrals and audits

5.4 All staff at the PDYP can follow the following links for safeguarding adults and children:

<https://my.northtyneside.gov.uk/category/488/are-you-worried-about-child> alternatively you can contact North Tyneside Council on the link above where you will find a form to complete



online. All staff members can call in confidence on 0345 2000 109 (office hours) or 0330 333 7475 (evenings and weekends).

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children> government Website can be accessed for further information and guidance.

<https://www.Northumbria-Police-Safeguarding-Department> Northumbria police have a specialised safeguarding department that can be accessed to report concerns. In an emergency situation you can call 999.

To report all other crimes or incidents, or for general information and advice call 03456 043 043 text 07786 200 814 www.northumbria.police.uk For the deaf and hard of hearing minicom 01661 820 915 text 07786 200 815 If you want to talk to the police about local problems, phone 03456 043 043 and ask to be put in touch with your Neighbourhood Policing Team.

Approved by:	PDYP
Designated Person:	Luke Johnston Project CEO
Effective date:	January 2026
Review date:	January 2027
Developed by:	PDYP
Associated Policy	Safeguarding Policy, DBS policy, DBS procedure