

# Gurdwara Sri Guru Singh Sabha, Derby

Registered Charity Number: 1133712

## Safeguarding Children & Vulnerable Adults Policy and Procedures

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1. **Charity: Gurdwara Sri Guru Singh Sabha, Derby** (Registered Charity Number: 1133712)
2. **Child or Children:** any person who has not yet reached their **18<sup>th</sup>** birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody (for example in a young offender institution) does not change their status or entitlements to services or protection.
3. **Vulnerable Adult:** An individual aged 18 or over who may be at risk of abuse or neglect due to various factors, including age, illness, disability, or mental health issues.
4. **Designated Safeguarding Lead:** an individual person appointed by the trustees to be responsible for all aspects of safeguarding awareness and implementation of the Safeguarding Policy. There is also a **Deputy Designated Safeguarding Lead** if the Designated Safeguarding Lead is not available or if an allegation relates to that person. Reference to 'Designated Safeguarding Lead' within this policy should also be substituted with Deputy Designated Safeguarding Lead where required. The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead's contact details are listed in [Section C](#) alongside other useful contact details.
5. **Representatives:** all persons working for the Charity or on our behalf in any capacity, including all trustees, staff and volunteers
6. **Trustees:** the persons having general control and management of the administration of the Charity and ultimate responsibility for safeguarding matters and known in the Charity as Rajinder Singh (**the trustees**)

**NB: Please note that this policy is applicable to children and vulnerable adults defined as above for said organisation.**

#### SECTION A - SAFEGUARDING POLICY

##### Who does this policy apply to?

This policy applies to all Representatives working on behalf of the Charity.

##### The purpose of this policy

The purpose of this policy is:

- to protect Children & vulnerable adults who receive the Charity's services. This includes the Children of adults who use our services; and
- to provide Representatives with the overarching principles that guide our approach to safeguarding.

The Charity believes that a Child & Vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all Children & Vulnerable adults and to keep them safe. We are committed to working in a way that protects them and to establishing and maintaining an ethos where Children & Vulnerable adults feel secure and are encouraged to talk and are listened to.

### **Legal framework**

This policy has been drawn up based on law and guidance that seeks to protect Children, namely:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguarding Children 2018
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (Regulation (EU)2016/679)
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012
- Children and Families Act 2014
- Information sharing: advice for practitioners providing safeguarding services; HM Government (July 2018)
- Charity Commission guidance, safeguarding strategy and regulatory alerts issued from time to time
- Other relevant government guidance on safeguarding Children.
- NSPCC Child protection records retention and storage guidelines July 2021

### **We recognise that:**

- the welfare of the Child is paramount
- all Children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have the right to equal protection from all types of harm or abuse
- some Children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with Children, their parents, carers and other agencies is essential in promoting Children's welfare.

### **We will seek to keep Children safe by:**

- setting an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance they will be handled sensitively and properly;
- adopting a Child centred approach that means keeping the Child in focus when making decisions about their lives and working in partnership with them and their families;

- valuing Children, listening to and respecting them;
- appointing a Designated Safeguarding Lead for Children, a Deputy Designated Safeguarding Lead, and a Lead trustee for safeguarding;
- adopting effective Child protection and safeguarding practices through procedures and a Code of Behaviour for Representatives;
- providing effective management for Representatives through supervision, support and training tailored to an individual's level of contact with Children;
- recruiting Representatives safely, in line with our safer recruitment policy, ensuring all necessary checks are made;
- recording and storing information securely, and sharing information about safeguarding and good practice with Children, their families, members of our community and Representatives
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving Children, parents, families and carers appropriately;
- dealing with all concerns, disclosures and allegations of abuse seriously and responding appropriately, including where necessary making referrals to the police, local authority Children's social services, Charity Commission and the Disclosure and Barring Service 'DBS';
- creating and maintaining an anti-bullying environment;
- ensuring that we have effective complaints and whistleblowing measures in place; and
- ensuring that we provide a safe physical environment for our Children and Representatives, by applying health and safety measures in accordance with the law and regulatory guidance.

**This policy and the procedures should be read in conjunction with our:**

- Code of Behaviour for trustees, staff and volunteers working with Children
- Safer Recruitment Policy
- Health & Safety Policy/Risk Assessment
- External Speakers Policy

**This policy is approved and endorsed by the Board of trustees. All current and future Representatives working on behalf of the charity with children will be provided with a copy of, and be fully briefed on, this Policy.**

**We are committed to reviewing our policy and good practice annually and following any serious safeguarding incident.**

This policy was last reviewed on:

21 June 2023

.....  
(date)

Signed:



.....  
(Chair of trustees)

**SECTION B**

**Guidance and Procedures in support of the Charity's Safeguarding Policy**

## 1. Introduction

Due to the nature of our work, a Representative of the Charity may be the first to know that a Child has been abused or to identify concerns about a Child's well-being. Everyone has an equal responsibility to ensure that Children's needs are put first and to safeguard any Child with whom we may come into contact. These procedures must be followed by all Representatives of the Charity.

Representatives of the Charity need to be alert to the potential abuse of Children both within families, and also from other sources including abuse by other Representatives of the Charity and from other organisations. Representatives need to understand the different forms of abuse and how to recognise signs of abuse.

## 2. Guidelines on what constitutes abuse

2.1 Child abuse occurs when adults or Children inflict or fail to stop physical, psychological or other harm occurring to Children. When we talk or hear about Child abuse, it may be assumed that perpetrators will be adults. However, it is important to remember that Children are also capable of abusing their peers, including in a religious setting.

2.2 It is not always easy to categorise harm - the following definitions of abuse are taken from *Working together to safeguard Children 2018*:

### 2.2.1 Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a Child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a Child. In some cases, the injuries will be caused deliberately. In others they may be accidental but caused by the Child being knowingly put at risk;

### 2.2.2 Sexual abuse

Involves forcing or enticing a Child 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. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving Children in looking at, or in the production of, sexual images, watching sexual activities, encouraging Children to behave in sexually inappropriate ways, or grooming a Child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other Children.

### 2.2.3 Neglect

The persistent failure to meet a Child's basic physical and/or psychological needs, likely to result in the serious impairment of the Child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a Child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a Child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a Child's basic emotional needs.

#### **2.2.4 Emotional abuse**

The persistent emotional maltreatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve conveying to a Child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the Child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on Children. These may include interactions that are beyond a Child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the Child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing Children frequently to feel frightened or in danger, or the exploitation or corruption of Children. Some level of emotional abuse is involved in all types of maltreatment of a Child, though it may occur alone.

#### **2.2.5 Child sexual exploitation**

Child sexual exploitation is a form of Child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive anybody under the age of 18 into sexual activity:

- in exchange for something the victim needs or wants; and/or
- for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

#### **2.2.6 Radicalisation and extremism**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined as going beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the government's Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Protecting Children from the risk of radicalisation should be seen as part of the Charity's wider safeguarding duties and is similar in nature to protecting Children from other harm e.g. neglect and sexual exploitation.

#### **2.2.7 Female genital mutilation 'FGM'**

FGM comprises all procedures involving partial or total removal of external female genitalia for non-medical reasons. It is a form of Child abuse and violence against women.

#### **2.2.8 Trafficking of Children**

Trafficking of Children in order to exploit them sexually, financially, via domestic servitude, or in the involvement of activity such as the production and sale of illegal drugs.

#### **2.2.9 Domestic violence**

This could be either witnessing violence between adult family members, or, in the case of older Children, being subjected to coercion or violence in an intimate relationship in the same way as an older person).

### **3. How you might find out about a possible case of abuse**

Ways that allegations or disclosures may be made include:

- a Child or parent/carer making a direct allegation against a Representative;
- a Child making a disclosure of abuse to a Representative;
- a Child or parent/carer may express discomfort with the behaviour of a Representative that falls short of a specific allegation;
- A Representative directly observes behaviour that is a cause for concern – this could be the behaviour of a Representative working with a Child, or it could be a Child displaying signs of abuse that is a cause for concern;
- the Charity being informed by the police or another statutory authority – or another organisation or person - that a Representative is the subject of an investigation;
- information emerging from the renewal of a DBS check or Barred List check that suggests that a Representative may have committed an offence or been involved in an activity that could compromise the safety of the Children they work with at the Charity; or
- a staff member or trustee telling the organisation that they have been the subject of allegations, have actually harmed a Child, or committed an offence against (or related to) a Child.

### **4. Procedure to be followed when an allegation or disclosure is made:**

#### **4.1 How to respond:**

- 4.1.1 stay calm;
- 4.1.2 seek medical help if necessary (see 5.1 below);
- 4.1.3 take all allegations seriously;
- 4.1.4 do not interrogate the person reporting the abuse but accept what they have to say;
- 4.1.5 offer reassurance that the person reporting the abuse has done the right thing;
- 4.1.6 tell the person you will have to report it to the Designated Safeguarding Lead, and what you will do. DO NOT promise confidentiality;
- 4.1.7 consider whether urgent action needs to be taken as outlined at 5. below; and
- 4.1.8 make careful notes of what was said by you and the other person as soon as possible after the event.

#### **4.2 When to report it:**

- 4.2.1 when you have seen abuse or suspect abuse or risk of abuse;
- 4.2.2 when an allegation or disclosure of abuse has been made to you; and/or
- 4.2.3 when a Child tells you they have been abused;
- 4.2.4 when you have seen signs of abuse or suspect you may have done – even low-level concerns should be reported to the Designated Safeguarding Lead.

This may enable the Charity to identify concerning behaviour early; minimise the risk of abuse; and ensure that Representatives working in the Charity are clear about professional boundaries.

**4.3 How to report it:**

- 4.3.1 any suspicion that a Child has been abused by a Representative or by any other individual should be reported to the Designated Safeguarding Lead, who will take such steps as considered necessary to ensure the safety of the Child in question and any other Child who may be at risk;
- 4.3.2 **ALWAYS REPORT IT, AND DO NOT DEAL WITH IT ALONE;**
- 4.3.3 complete the form [in the Appendix](#) and submit it to the Designated Safeguarding Lead, as soon as possible (within 24 hours).
- 4.3.4 the Designated Safeguarding Lead will follow the procedure outlined below.
- 4.3.5 if the Designated Safeguarding Lead is the subject of the suspicion/allegation or is not contactable, the report must be made to the Deputy Designated Safeguarding Lead or the Chair of trustees who will refer the allegation to social services. Otherwise, the person being told of or discovering the abuse should contact social services or the police directly.
- 4.3.6 The person who has referred the allegation to the Charity's Designated Safeguarding Lead should always follow up their concerns if they are not satisfied with the response, including making a direct referral to social services if necessary.

**4.4 Actions for the Designated Safeguarding Lead:**

- 4.4.1 The Designated Safeguarding Lead will refer the allegation to Children's social services who may involve the police.
- 4.4.2 The parents or carers of the Child will be contacted as soon as possible (but only following advice from Children's social services or where the abuse does not involve the Child's family)
- 4.4.3 The Designated Safeguarding Lead should notify the Chair of trustees at the earliest opportunity (unless the allegation is against the Chair of trustees, in which case they should inform the Lead trustee for Safeguarding).
- 4.4.4 Feedback should be given by social services to the referrer on the decisions taken following referral. Where appropriate, this feedback should include the reasons why a case may not meet the statutory threshold and offer suggestions for other sources of more suitable support. The Designated Safeguarding Lead or other individual who has referred the matter to social services should follow up their concerns if they are not satisfied and should escalate their concerns if they remain dissatisfied.

**5. Issues that may need to be addressed urgently following an allegation or disclosure**

There are potentially two issues that need to be dealt with as a matter of urgency:

- 5.1 Is a Child in immediate danger or does she/he need emergency medical attention?
  - If a Child is in immediate danger and is with you, remain with him/her and call the police.
  - If the Child is elsewhere, contact the police and explain the situation to them.



- If the Child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from a first aider.
- If a first aider is not available, use any first aid knowledge that you may have yourself to help the Child. You also need to contact the Designated Safeguarding Lead (see [Section C](#) for details) to let them know what is happening.
- The member of staff or manager should also inform the Child's family if the Child is in need of emergency medical attention. The parents/carers should be informed that an incident has occurred, that the Child has been injured and that immediate steps have been taken to get help.

5.2 Is the person at the centre of the allegation working with Children now?

If the allegation relates to a Representative, are they currently working with Children? If the answer is 'yes', the concern needs to be discussed immediately with the trustees and the Designated Safeguarding Lead. One of these should then, in a sensitive manner, remove the Representative involved in the allegation from direct contact with Children.

It should then be explained to the Representative, in private, that there has been a complaint made against him/her, although the details of the complaint should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with Children. It may be best, under the circumstances, for the person to return home on the understanding that the Chair of trustees or Designated Safeguarding Lead will telephone him/her later in the day.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority Children's social services department, the police or the Local Authority Designated Officer (LADO).

**6. Conducting an investigation**

6.1 It is not for anyone working at the Charity to decide whether or not Child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the Designated Safeguarding Lead and/or the appropriate authorities.

6.2 Once any urgent necessary steps have been taken, attention can be given to dealing with the full implications of the allegations. There are up to three possible lines of inquiry when an allegation is made:

- a criminal investigation;
- a Child protection investigation;
- a disciplinary or misconduct investigation by the employer. This includes implementing a plan to manage any risk posed by the individual to Children in the workplace until the outcome of the other investigations and enquiries is known. The results of the police and Child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

## 7. Keeping a record of the investigation

- 7.1 Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. All those involved in dealing with the allegation should keep clear notes of the allegations made, how they were followed up, and any actions and decisions taken, together with the reasons for these.
- 7.2 These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed and dated by the person making them, and the person's name should be printed alongside.
- 7.3 The report should include the following:
- The Child's name, age and date of birth.
  - The Child's home address and telephone number.
  - Whether or not the person making the report is expressing their own concerns or those of someone else.
  - The nature of the allegation. Include dates, times, any special factors and 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 incident(s).
  - The Child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
  - Have the parents been contacted? If so, what has been said?
  - Has anyone else been consulted? If so, record details.
  - If the Child was not the person who reported the incident, has the Child been spoken to? If so, what was said?
  - Has anyone been alleged to be the abuser? Record details.
  - Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
- 7.4 **The personal details (including address) of the alleged victim should clearly never, under any circumstances, be given to the alleged perpetrator.**

## 8. Confidentiality

- 8.1 The welfare of the Child is paramount. Privacy and confidentiality should be respected where possible but if doing this leaves a Child at risk of harm then the Child's safety has to come first.
- 8.2 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a **need-to-know** basis only.

This includes the following people:

- the Designated Safeguarding Lead
- the parents of the person who is alleged to have been abused (unless a parent is the alleged abuser in which case advice should be sought from social services)
- the person making the allegation
- social services/police

- the Chair of trustees (unless the allegation is against the Chair of trustees, in which case the Lead trustee for Safeguarding)

8.3 The Charity is committed to complying with the GDPR and Data Protection Act 2018 when dealing with information relating to safeguarding of Children. In order to comply with the data protection principles, the Charity will:

- Ensure appropriate security is applied to safeguarding information by ensuring that any paper files are stored in a filing cabinet that remains locked at all times, with restricted access to any keys. Electronic information will be stored in a way that means that it is only accessible to those who need to see it and encrypted/password protected where appropriate.
- Ensure that only relevant information is kept, and that information is updated quickly when it becomes apparent that anything recorded is inaccurate.
- Ensure that records relating to Child protection are kept until the Child is 25, unless the information is relevant to legal proceedings that have been started but not finished.
- Ensure that information relating to concerns about a Representative's behaviour are kept in the individual's confidential personnel file until the person reaches retirement age or for 10 years if this is longer.
- Ensure that the information is used for the purposes of assessing risk and complying with safeguarding obligations – including an obligation to protect the welfare of Children under the care of the Charity.

8.4 The collection, storage and use of any safeguarding information is fair and transparent, on the basis that the Charity works with Children, and it is therefore expected that it will act to safeguard those individuals by recording any allegations or incidents that are relevant. This use is lawful on the basis that it is in the substantial public interest because the information is necessary to protect the individual from neglect or physical, or mental or emotional harm, or necessary for the protection of the physical, mental or emotional wellbeing of an individual. In most cases, it will not be appropriate to seek the consent of the individual to the collection, storage and use of this information, as to do so would prejudice the ability of the Charity to use the information to protect the individual, or consent is not otherwise appropriate because of the age of the individual involved.

8.5 Where possible, the information should be kept confidential, but where a disclosure needs to be made outside of the organisation, this can be done as long as the disclosure is considered to be in the substantial public interest, which means that the disclosure is required to protect the individual from neglect or physical, or mental or emotional harm, or necessary for the protection of the physical, mental or emotional wellbeing of the individual.

## **9. Enquiries and further action**

9.1 Internal enquiries and possible suspension

Irrespective of the findings of the social services or police inquiries, where the allegations relate to a Representative, the Charity will assess all individual cases to decide whether the Representative should be reinstated and - if so - how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Charity must reach a decision based upon the available information which could suggest that on a balance of probability it is

more likely than not that the allegation is true. The welfare of the Child should remain of paramount importance throughout.

9.2 Support to deal with the aftermath of abuse:

Consideration should be given to the kind of support that Children, parents and Representatives may need. This is a highly sensitive area and advice should be sought from social services – or other experts - where available.

The mental health support charity Mind provides a number of links to support:

<https://www.mind.org.uk/information-support/guides-to-support-and-services/abuse/>

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator (if that person is a Representative) – again, advice should be sought from social services where available.

9.3 Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a Child or by a member of staff who is still currently working with Children). Where such an allegation is made, the Charity should follow the procedures as detailed above and report the matter to Children’s social services or the police. This is because other Children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with Children.

## 10. Referral to regulatory bodies

### 10.1 Charity Commission - Serious incident reporting regime

The Charity has an obligation to report serious incidents to the Charity Commission. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant damage to the organisation such as:

- loss of the charity’s money or assets
- damage to the charity’s property
- harm to the charity’s work, beneficiaries or reputation

Where the Designated Safeguarding Lead, the Lead trustee for safeguarding, or any other Representative determines that a serious incident has occurred it must be reported without delay to the trustees. The responsibility for reporting serious incidents to the Charity Commission rests with the trustees. In practice, this may be delegated to someone else within the Charity, such as the Designated Safeguarding Lead or the charity’s professional advisers. However, all trustees hold ultimate responsibility for ensuring their charity makes a report and does so in a timely manner. The Charity Commission’s serious incident reporting framework and published guidance should be followed when making a report (see the links in [Section C](#)).

### 10.2 Disclosure and Barring Regime – Duty to refer

The Charity has a legal duty to refer an individual where they may have harmed a Child or put a Child at risk of harm. The duty arises because the Charity is a ‘regulated activity provider’ which means that it employs individuals working in regulated activity in England). The duty applies even when a referral has also been made to a local authority safeguarding team or other regulator (e.g. Charity Commission). A link to further guidance on DBS barring referrals is available in [Section C](#).

## SECTION B

# Gurdwara Sri Guru Singh Sabha, Derby

Registered Charity Number: 1133712

## Designated Safeguarding Lead – Template Role Description

### 1. Purpose of the role

To take the lead role in ensuring that appropriate arrangements are in place at Gurdwara Sri Guru Singh Sabha, Derby for keeping Children safe.

To promote the safety and welfare of Children receiving the charity's services or visiting the charity's premises.

The trustees of the charity recognise that it is essential that the Designated Safeguarding Lead is given the time, funding, training, resources and support to perform these responsibilities successfully.

### Duties and responsibilities

- Ensure that all issues concerning the safety and welfare of Children receiving the charity's services are properly dealt with through policies, procedures and administrative systems.
- Assist the trustees in reviewing and updating the charity's safeguarding policy and associated policies annually, as well as in response to any serious incident, in line with legal requirements and best practice.
- Ensure that the trustees, employees and volunteers of the charity, Children and their parents/carers are made aware of the procedures and what they should do if they have concerns about a Child or Children.
- Receive, record and process information from anyone who has concerns about a Child who receives the services of the charity and store such information securely in accordance with the Safeguarding Policy and Procedures.
- Take the lead on dealing with information that may constitute a Child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the Chair of trustees, the Lead trustee for safeguarding, and statutory Child protection agencies.
- Consult with, pass on information to and receive information from statutory Child protection agencies, such as the local authority Children's social services department, the police, and the Disclosure and Barring Service 'DBS'. This includes making formal referrals to these agencies when necessary and being aware of where there is a legal duty to refer.
- Inform the trustees regarding serious incidents in a timely manner, and liaise with them regarding the need to report a serious incident to the Charity Commission.
- Obtain legal advice when support is needed or consult with the NSPCC Helpline (see [Section C](#) for details)
- Report regularly to the trustees.

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- Be familiar with issues relating to Child protection and abuse, and keep up-to-date with new developments in this area.
- Take part in safeguarding Children training every 2/3 years and have ready access to relevant resources.
- Undertake training in other issues relevant to Child protection from time to time and share knowledge from that training with trustees, staff and volunteers.

## Gurdwara Sri Guru Singh Sabha, Derby

Registered Charity Number: 1133712

### CONTACTS LIST/USEFUL GUIDANCE

<p><b>Designated Safeguarding Lead</b></p> <p>Name</p> <p>Phone/email</p>	<p>Bhupinder Singh</p> <p><a href="mailto:ssdsngenquiry@gmail.com">ssdsngenquiry@gmail.com</a></p> <p>07719225401</p> <p>Bibi Parmjit Kaur</p> <p><a href="mailto:ssdsngenquiry@gmail.com">ssdsngenquiry@gmail.com</a></p> <p>NB: Additional person can be nominated for either of the leads in any conflict of interest.</p>
<p><b>Deputy Designated Safeguarding Lead</b></p> <p>Name</p> <p>Phone/email</p>	<p>Bibi Parmjit Kaur</p> <p><a href="mailto:ssdsngenquiry@gmail.com">ssdsngenquiry@gmail.com</a></p> <p>NB: Additional person can be nominated for either of the leads in any conflict of interest.</p>
<p><b>Lead trustee for safeguarding</b></p> <p>Name</p> <p>Phone/email</p>	<p>Bhai Malkiat Singh Hayer</p> <p><a href="mailto:ssdsngenquiry@gmail.com">ssdsngenquiry@gmail.com</a></p>
<p><b>Children's Social Services Department</b></p> <p>Central phone/email</p> <p><i>(If you are unsure, <a href="#">check gov.uk here</a>)</i></p> <p><b>Local Authority Designated Officer</b></p> <p>Name</p> <p>Phone/email</p>	<p><a href="tel:01332641172">013 3264 1172</a> (Monday to Friday, 9am to 5pm)</p> <p>At all other times call Careline on 01332 786968</p> <p><a href="#">Worried about a child? - Derby City Council</a></p>
<p><b>NSPCC Helpline</b></p>	<p>0800 800 5000</p>
<p><b>Charity Commission</b></p> <p>Guidance on reporting serious incidents:</p> <p>Online form to report serious incidents:</p>	<p><a href="https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity">https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity</a></p> <p><a href="https://ccforms.charitycommission.gov.uk/report-a-serious-incident">https://ccforms.charitycommission.gov.uk/report-a-serious-incident</a></p>

<b>Disclosure &amp; Barring Service</b>	
Making a barring referral when an individual may have harmed a Child or put a Child at risk	<a href="https://www.gov.uk/guidance/barring-referrals">https://www.gov.uk/guidance/barring-referrals</a>



**APPENDIX – INITIAL REPORT FORM FOR ALLEGATIONS OF CHILD ABUSE**

**Gurdwara Sri Guru Singh Sabha, Derby**

Registered Charity Number: 1133712

**INITIAL REPORT FORM FOR ALLEGATION OF CHILD ABUSE**

**DETAILS OF CHILD**

Name:
Address:
Telephone No.:

**DETAILS OF PARENTS/CARERS**

Name(s):
Address:
Telephone No(s):

**DETAILS OF INCIDENT**

What is said to have happened or what was seen?

When and where did it occur?

Were there any obvious signs of abuse e.g. bruising, bleeding changed behaviour?

Was anyone else involved? If yes who? How were they involved?

What was said by those involved?

Was the Child able to say what happened, if so, how did they describe it?

Who has been told about it and when?

Do the parents know about the incident (if any)?

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Role at the charity: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**NB: This form can be used for reporting concerns about vulnerable adults .**

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PowerPoint and PDF needs. Get the  
Microsoft 365 app: [https://aka.ms/  
GetM365](https://aka.ms/GetM365)



additional person can be nominated for either of you in any conflict of interest

## Template Safeguarding Children Policy and Procedures for Faith Institutions

**Important note:** This document is provided as a template only.

- The specific activities and safeguarding needs of individual faith institutions will vary significantly. The trustees must ensure that any template they use is adjusted where necessary to meet the specific needs of their organisation.
- All wording marked in yellow must be adjusted to meet the charity's circumstances. Eg the charity's name or registered charity number.
- **Please also note that this template contains information on safeguarding Children (those who have not yet reached their 18<sup>th</sup> birthday) only. The Charity Commission requires that - as part of your legal duties, charity trustees take all reasonable steps to protect from harm all people who come into contact with the charity, not solely Children. Further information is available here:**  
<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
- The trustees are responsible for ensuring that the contents of any Safeguarding Children Policy, as well as any other safeguarding policy:
  - meet the needs of - and reflects the risks to - their organisation and people
  - are adjusted - and kept updated in line with - best practice in their own situations
  - are reviewed every year, and always following a serious incident and  
should obtain expert advice as necessary to achieve this.



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