

10 days Child Protection and Vulnerable Adults Policy

POLICY FOR THE PROTECTION OF YOUNG PEOPLE AND VULNERABLE ADULTS

Name **10 days**
Address First Floor, 45 Southgate Street, Winchester, Hants SO23 9EH
Email contact@10dayswinchester.org
Contact The Administrator

10 days is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. **10 days** has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and vulnerable adults and will ensure the safety and protection of all young people involved in its programmes through the operation of our Child Protection policies in line with standards in this document. **10 days** will ensure its staff (paid and unpaid), contracted workers, volunteers and all other people who work with young people and vulnerable adults involved in **10 days** activities are carefully selected, screened and supervised. Furthermore we will actively endeavour to keep up to date with national developments relating to the care and protection of children, young people and vulnerable adults.

The development and communication of this policy and the good practice guidelines that accompany it, is the first step in providing everyone working as part of the **10 days** team with a clear understanding of what is expected from them when working with our young people. **10 days** will ensure that we not only continue to charge our team of people with employing all of the good practice guidelines and principles set out within the policy at all times, but also look to continue to develop and improve our policies and practices by constantly reviewing and updating our procedures as and when legislation or other reasons require it. We will adhere to the recommendations of Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Health and Children (2011).

10 days will ensure that all workshops and events take place in a safe and enjoyable environment in which participants have fun and feel valued. This policy, together with the accompanying good practice guidelines, is a clear and unequivocal statement of intent that demonstrates our commitment to the young people taking part in **10 days** activities, their families, our staff (paid and unpaid), contract workers and volunteers.

10 days will take every reasonable step to ensure that participants are protected from any abuse (ie physical, emotional, sexual or neglect).

10 days will ensure that its staff (paid and unpaid), contracted workers and volunteers, accept and recognise their responsibilities in safeguarding the children and vulnerable adults they are working with.

10 days believe that:

- The welfare of the child, young person and vulnerable adult is paramount
- All children, young people and vulnerable adults, regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have a right to protection from abuse
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

10 days will not tolerate any form of abuse wherever it occurs or whoever is responsible.

10 days is committed to promoting an atmosphere of inclusion, transparency and openness, and is open to feedback with a view to how we may continuously improve our event.

We will endeavour to safeguard children and vulnerable adults by:

- Adhering to our Child Protection policy and ensuring that it is supported by robust procedures
- Carefully following the procedures laid down for the selection of staff (paid and unpaid), contracted workers and volunteers, in line with our Equal Opportunities Policy
- Implementing clear procedures for raising awareness of, and responding to, abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and vulnerable adults appropriately
- Ensuring general safety and risk assessment procedures are adhered to, in line with our Health and Safety Policy
- Promoting full participation and having clear procedures for dealing with concerns and complaints in line with our Complaints Policy
- Managing personal information confidentiality in line with our Data Protection policy
- Safeguarding children and vulnerable adults by implementing a code of behaviour for all **10 days** staff (paid and unpaid), contracted workers, volunteers.

POLICY AIMS

The aim of the **10 days** Child Protection Policy is to promote good practice to:

- Ensure children, young people and vulnerable adults are protected during **10 days** activities
- To allow all staff (paid and unpaid), contracted workers and volunteers, to make informed and confident responses to specific issues relating to the protection of children and vulnerable adults.

The process for ensuring **10 days** maintains effective deployment of its Child Protection Policy lies with the Board of Directors and will be reviewed by the **10 days** Steering Group as part of a biennial review of policies adopted for **10 days** events.

MANAGEMENT OF THE CHILD PROTECTION POLICY

- All workshops and events will take place under the guidance of the **10 days** Creative Director
- Workshop artists are responsible for the overall planning and delivery of their workshop programme as approved by their assigned **10 days** Curator, and include an evaluation
- The **10 days** Curator is responsible for the overall management of workshops, reporting to the **10 days** Steering Group in all aspects of management and administration
- The **10 days** Schools Engagement Officer will ensure that all Curators overseeing workshops involving children and vulnerable adults are fully aware of the Child Protection Policy
- The **10 days** Board of Directors have ultimate responsibility for selection and disciplinary processes
- The **10 days** Steering Group are responsible for overseeing that there is adequate supervision and support of all staff (paid or unpaid), contracted workers and volunteers
- Any breaches of codes of behaviour will be dealt with by the Board of Directors in line with the **10 days** disciplinary procedures
- Those running workshops will ensure there is a First Aid certificate holder present
- All staff (paid or unpaid), contract workers and volunteers will be made aware of child protection issues by their **10 days** Curator
- **10 days** has an evaluation strategy which includes gathering feedback from organisations, participants, parents and carers.

RECRUITMENT AND STAFF AND VOLUNTEERS

All staff (paid or unpaid) and volunteers running a **10 days** workshop or event has been through the **10 days** selection process and the suitability of their workshop or event approved by the **10 days** Steering Group. Further volunteers helping with workshops and events are known to, and recommended by, **10 days** Steering Group members or by the hosting organisations.

All staff (paid or unpaid) and volunteers running a **10 days** workshop or event with children or vulnerable adults must:

- Provide:
 - (i) Proof of an existing DBS clearance. If this criteria is not met then the member of staff must be supervised at all times by a suitably checked person know to **10 days**
 - (ii) Evidence of suitable qualifications or experience to carry out and be responsible for the activity
- Be made aware of policies, procedures, guidelines and the boundaries or limits within which they must operate and will be asked to sign and date their copy of the Child Protection Policy
- Be approved by the **10 days** Steering Group or the host organisers.

GENERAL SAFETY AND MANAGEMENT OF ACTIVITIES

It is the responsibility of all those running workshops and events involving young people and vulnerable adults, to identify and manage risks. Identifying risks carries a duty to report and act to minimise the risk.

Staff (paid and unpaid) and volunteers working with children and vulnerable adults will:

- Take responsibility for their well-being at all times
- Be clearly identified and wear an identification badge
- Find out and comply with health and safety and fire evacuation procedures relevant to the location
- Ascertain the whereabouts and contact details of the nearest first aider (or nearest telephone in the absence of such provision)
- Ensure the working space is safe before allowing the children to enter
- Ensure all equipment is well maintained and in working order
- Take a register for each session, documenting (in writing, with date and time) any observations or concerns regarding a child's welfare
- Make sure that participating young people and vulnerable adults have returned a Participant Information form from the child's/young person's parent or guardian detailing emergency contact details and any medical information. It is important that these are completed before the child/young person is involved in any activity
- It is every member's responsibility to ensure that Child Protection issues are addressed correctly, with compassion, and that the strictest confidence is maintained at all time
- It is the responsibility of the Schools Engagement Officer to pass on information and train staff (paid and unpaid) and volunteers where necessary.

Guidelines for facilitating workshops and events for children aged 16 or under and vulnerable adults:

- Your responsibility starts from the moment the children and/or vulnerable adults are admitted to the activity space and continues until the last member of the group has left the space
- In the event of fire alarm being activated or in any other emergency situation (such as a bomb scare), everyone must leave the building by the nearest available exit and assemble at the designated assembly point
- If you are not a qualified first aider, then make sure you know who is. It is the first aider alone who should administer first aid. The parent/carer must be informed at the end of the session if the child has had any kind of accident during the session using the Accident or Incident Report Form
- Children aged 16 or under and vulnerable adults must not be allowed to leave the building without a responsible adult
- No workshop or event participant may be allowed to leave the space without informing you first

- Children and vulnerable adults on a workshop must only eat or drink what they have brought with them, apart from drinking water. No one must give them anything else to eat or drink, in case of allergies
- Workshops and events involving children aged 16 and under and vulnerable adults must be supervised by at least a 1:8 ratio at all times
- You must inspect the space before the group is admitted to ensure it is a safe environment. In the event that any dangers can be foreseen, you must discuss the matter with the **10 days** assigned Curator or the Schools Engagement Officer, who will deal with the situation
- All parents/guardians/carers must complete a **10 days** 'Participants Form' for participating in **10 days** courses/workshops for their child, before the start of any course/workshop. These forms will be kept by you and be available at the session, in case of emergency. If a form is not completed fully then the child will not be allowed to stay. The forms must be passed on to the assigned **10 days** after the workshop
- You must be aware of who is dropping off and collecting children and vulnerable adults. At the start of a workshop, you must take a register. At the end of the session, you must make sure that all children and vulnerable adults have been collected by their parent/carer. You may not leave until all children have been collected
- You must remain with the children at all times
- No child should come into contact with any hazardous substances.

CODE OF BEHAVIOUR

10 days good practice guidelines:

- Always work in an open environment
- Avoid private or unobserved situations and encourage open communication with no secrets
- Act as a good role model and treat all children, young people and vulnerable adults with respect and dignity, recognising any unique personal needs
- Where possible, ensure that someone in authority from the school/educational establishment, youth organisation or community group is present at workshops or other event
- Secure parental consent in writing, or confirm that consent has been given to the host organisation in writing
- Secure consent from vulnerable adults, which may be in writing, signalled or gestured to show willing participation
- All children and vulnerable adults will be treated equally and their background and culture valued and respected
- All children and vulnerable adults are invited to engage in activities to enable them to fulfil their ability and potential
- Maintain a safe environment and appropriate distance from participants and only engage in physical contact when necessary
- Keep a written record of any injury that occurs, along with details of any treatment given, using the Accident Report Form
- Observe appropriate dress and behavior
- Complete an Incident Referral Report Form when any incident occurs.

10 days staff (paid or unpaid), contracted workers and volunteers should never:

- Engage in rough, physical or sexually provocative games including horseplay
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child, young person or vulnerable adult even in fun
- Reduce a child, young person or vulnerable adult to tears as a form of control
- Allow allegations made by a participant to go unrecorded or not acted upon (reported in line with reporting procedure)
- Appropriate touching is physical contact essential for:
 - (i) the purposes of teaching
 - (ii) keeping the participant safe and or to prevent injury

When this is necessary it should be explained to ensure that participants are comfortable with this contact and should always be the minimal contact necessary

- Inappropriate touching involves all forms of unnecessary physical contact which is not appropriate
- Use inappropriate language and be a good role model at all times
- Exclude a child or vulnerable adult from a workshop or event except on grounds of safety to themselves or others.

In the event of staff (paid or unpaid) contract workers and volunteers breaching these guidelines, the incident must be reported to the Administrator's Office immediately. The staff member concerned will be interviewed by the **10 days** Directors to establish the seriousness of the incident and the appropriate course of action. This could range from an official warning to being excluded from the event.

CHILD PROTECTION PROCEDURES

10 days Child Protection procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by **10 days** is effectively managed. **10 days** recognises that Child Protection can be a very difficult to deal with and believes that protecting children and young people is everybody's responsibility. Thus, **10 days** aims to provide guidelines that will enable all staff (paid and unpaid) contracted workers and volunteers to act appropriately to any concerns that may arise in respect of a child/young person.

REPORTING CONCERNS

The **10 days** Board of Directors has overall responsibility for receiving and dealing with child protection or vulnerable adult concerns, liaising with statutory agencies etc. It is not the responsibility of staff (paid or unpaid) contract workers or volunteers, to investigate, or to try to decide, whether abuse has occurred. Under no circumstances should a staff member (paid or unpaid), contract worker or volunteer, attempt to deal with the situation alone. In the first instance, it is your responsibility to pass on concerns to your **10 days** assigned Curator or the **10 days** Schools Engagement Officer. Your **10 days** Curator will give you their contact details. The Schools Engagement Officer is contactable through the **10 days** Administration Office.

A "concern" is when you suspect a child or vulnerable adult in your care may be suffering any form of abuse ie:

- Emotional
- Physical
- Sexual
- Neglect
- Bullying
- Discriminatory
- Financial
- Institutional

All concerns must be reported to your **10 days** Curator or Schools Liaison Officer, who will report it to the Board of Directors. A written record of what you have witnessed must be made. The Board Of Directors will report the concern to the **10 days** Steering Group, Hampshire Safeguarding Children Board and/or the police depending on the nature of the concern. If you are unable to contact your **10 days** Curator, you should report your concerns directly to Hampshire Safeguarding Children Board at hscb@hants.gov.uk immediately.

All suspicions and allegations MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

10 days expects its staff (paid and unpaid) and volunteers to discuss any concerns they may have about the welfare of a young person immediately with their assigned **10 days** Curator or Schools Engagement Officer and subsequently to check that appropriate action has been taken. In a case where both of these persons cannot be contacted then you should take responsibility and seek advice from a **10 days** Board of Directors, the NSPCC helpline, your local social services department, or the police.

Where there is a complaint against an employee or volunteer, there may be three types of investigation:

- Criminal in which case the police are immediately involved
- Child protection in which case the social services (and possibly) the police will be involved
- Disciplinary or misconduct in which case **10 days** will be involved.

10 days are not child protection experts and it is not responsible to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection. Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the young person and family (where appropriate), gathering information from other people who know the young person and making inquiries jointly with the police (NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern).

Any suspicion that a child or vulnerable adult has been abused by **10 days** staff (paid or unpaid), contract workers or a volunteers, should be reported to their **10 days** Curator or Schools Engagement Officer who will take appropriate steps to ensure the safety of the young person in question and any other young people who may be at risk. This will include the following:

- **10 days** will refer the matter to social services department
- The parent/carer of the young person will be contacted as soon as possible following advice from the social services department
- The Board of Directors should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings if needed
- If a Director is the subject of the suspicion/allegation, the report must be made to the Steering Group who will refer the matter to social services department
- Allegations of abuse can be made sometime after the event. When such allegations are made, you should follow the same procedures and have the matter reported to social services. This is because other young people or vulnerable adults may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with young people.

When a young person or vulnerable adult reports directly to a **10 days** member of staff or volunteer, it is particularly important for the member of staff to respond appropriately. If a young person says or indicates that they are being abused, you should:

- Stay calm so as not to frighten them
- Reassure them that they are not to blame and that it was right to tell
- Listen to them, showing that you are taking them seriously
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. (The law is very strict and child abuse cases have been dismissed where it is felt that the young person or vulnerable adult has been led and ideas have been suggested when questioning). Only ask questions to clarify
- Inform them that you have to inform other people about what they have told you. Tell them this is to help stop the abuse continuing
- Their safety is paramount. If they needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- Record all information on the Incident Referral Form
- Report the incident to their **10 days** Curator or the Schools Engagement Officer.

When alerted to concerns about a child or vulnerable adult the **10 days** Curator or the Schools Engagement Officer should:

- Ensure that the child or vulnerable adult is in no immediate danger and that any medical or police assistance required has been sought
- Consider whether the concern is a safeguarding issue or not. This may involve some checking out of information provided but be careful not to investigate
- If the concern is not considered a safeguarding issue and it is decided that there should be no referral made to a statutory authority, a record should be made of the concern; details kept on file; including any action taken; the reasons for not referring; and the situation monitored on an ongoing basis
- Consult with statutory agencies where there is any doubt or uncertainty
- Complete an Incident Referral Report Form
- Where a discussion has taken place with the HSCB and it is decided that a referral should not be made, this should be recorded and the situation monitored as above. The decision to monitor should also be recorded. This is important in case further concerns are raised which, when taken together, indicate that the child or vulnerable adult is being harmed and protective action is required
- Make a formal referral if the HSCB considers the concern to be a safeguarding issue. The contact should be made by telephone in the first instance, but should be confirmed in writing under confidential cover within two working days using a Designated Officer Referral proforma.
- Be available, as required to the investigation undertaken by the HSCB
- When the information has been reported, all details will be fully recorded by the Board of Directors who will pass this information on to the **10 days** Steering Group
- Following consultation, inform the staff member/volunteer that an allegation has been made against him/her and provide them with an opportunity to respond to the allegation, with the response fully recorded
- The **10 days** Curator or the Schools Engagement Officer will consult with statutory authorities to agree the best way forward
- Take protective measures, which may include suspending the staff member or volunteer or moving them to alternative duties for the period of the investigation.

If a staff member/volunteer feels that their concerns have not been taken seriously by the **10 days** Curator or the Schools Engagement Officer, they should contact the **10 days** Board of Directors. If they still feel that the matter has not been addressed they should contact the HSCB.

ALLEGATIONS

If a complaint or allegation of abuse is made against a **10 days** staff (paid or unpaid), contracted worker or volunteer, the **10 days** Board of Directors will be immediately informed of the allegation and the disciplinary process will be dealt with, in confidence, and in accordance with the Data Protection Act 1998. If the allegation is unsubstantiated, they should resume their post/role. If the allegation is substantiated and the staff member/volunteer has been found to have harmed, or put at risk of harm, a child or vulnerable adult, we will be under statutory duty to refer the staff member/volunteer to the DBS.

If a complaint is made against a member of the **10 days** Board of Directors or a member of the **10 days** Steering Group, you should seek immediate advice from HSCB.

RECORDING INFORMATION

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern using the Accident Report Form or the Incident Referral Report Form. In recording, you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The young person's or vulnerable adult's name, age and date of birth
- Their home address and telephone number
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The young person's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record details.

MANAGEMENT OF RECORDS

10 days will gather as part of the running of programmes, essential personal details about all children and vulnerable adults who engage in our event including: their name; address; relevant contact numbers; emergency contact details; and medical and health information. It may also include details of referring agencies. All such information will be kept in secure and is only accessed by the administration and staff who have a legitimate reason for accessing the information to assist the running of the programmes.

All children and vulnerable adults will have access to any information we hold relating to themselves, on request.

ACCIDENTS AND INJURIES

If a child or vulnerable adult is injured during a **10 days** activity you must record the incident as soon as possible using the Accident Report Form. You should also make sure the event is recorded at the site in which the incident occurred.

If a child you person or vulnerable adult arrives at a **10 days** workshop or event with an obvious injury, you should make the person with legal responsibility for that child or vulnerable adult is aware and you should make a record the injury using the Accident Report Form and note that it was not sustained during the project.

All information relating to recruitment and selection will be securely and confidentially stored.

USE OF PHOTOGRAPHS AND VIDEO

10 days is committed to adhere to the appropriate guidelines detailed below:

Photographic images

Any photographic images of children and vulnerable adults used for the promotion of **10 days** will be carried out by official **10 days** photographers and screened workshop assistants. Photographs may be passed on to an organisation supporting and promoting the event (eg the Press). Also, it is the intention that some images will be used as part of the **10 days** online activities that promote and evaluate **10 days** activities.

10 days will use the following guidelines when publishing photographic and moving images of children and vulnerable adults, as follows:

- Personal details shall never be revealed
- Parental/guardian permission will always be received to take and use an image of a young person
- We will ensure that Professional photographers and the press are clear about the Child Protection policy

- Any press photographer must have bona fide identification and be able to produce it on request
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they give written consent to both the taking and publication of photographs
- **10 days** will not allow unsupervised access to participants or one to one photo sessions at events/activities
- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming
- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the event Curator and recorded in the same manner as any other child protection concern
- You should approach and challenge any person taking photographs who has not made themselves known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.
- All young people featured must be appropriately dressed for the activity they are undertaking
- Care will be taken in the dissemination and storage of the material.

10 days cannot be held responsible in the event of photographs and videos of children participating in **10 days** events appear in the public realm, other than those authorised solely in the context of a **10 days** event.

(Updated 1 July 2013)

USEFUL CONTACTS:

Hampshire Safeguarding Children Board:
 General enquiries phone: 01962 876230
 or email: hscb@hants.gov.uk

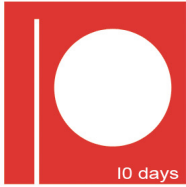
Hampshire Children's Services: 0845 6035620 (24 hours)

IN AN EMERGENCY CONTACT THE POLICE BY DIALLING 999

10 days:

Your Curator, the Schools Engagement Officer, the Board of Directors and the Steering Group can be contacted through:

First Floor, 45 Southgate Street, Winchester, Hants SO23 9EH
 or email: contact@10dayswinchester.org



PARTICIPANT INFORMATION

10 days | Creative collisions | Winchester

An interdisciplinary contemporary arts platform across the district

contact@10dayswinchester.org. www.10dayswinchester.org

Workshop: _____ **Date:** _____

Venue: _____ **Time:** _____

First Name: _____ Surname: _____

Middle Names: _____

Date of Birth: _____ Sex: M / F

Home address: _____

Post Code: _____

Home Tel: _____ Mobile number: _____

E-mail address: _____

School: _____

School Tel: _____

Medical Information

My child's National Health Service Number is: _____

Doctor where child is registered at: Name: _____

Contact number: _____

List any medication that your child takes:

Reason: _____

List any allergies including food allergies your child has:

Emergency Contact Details

Primary contact details:

Name: _____

Home Tel: _____ Mobile Number: _____

Address: _____

Post Code: _____

Relationship: _____

Second contact details:

Name: _____

Home Tel: _____ Mobile Number: _____

Address: _____

Post Code: _____

Relationship: _____

Collection of Child (if applicable)

I will/will not collect my child from their workshop:

Signature of parent/guardian: _____

Name in full: _____

Date: _____

Parental Consent

I give permission for the above named child to attend the (please state the name of the event)

on date(s): _____

In the event of illness or an accident requiring emergency treatment, I authorise the workshop leader to sign a written form of consent, required by hospital authorities, on my behalf, if the delay required to obtain my own signature were considered inadvisable by the doctor/surgeon concerned.

Signature of parent/guardian: _____

Name in full: _____ Date: _____

Photograph/video footage Consent

10 days takes video and photography to use to promote our workshops as part of the **10 days** event, online and in newsletters, in the media and other ways to promote the work we do, in accordance with our Child Protection policy.

I hereby agree/do not agree (delete as appropriate) for my child's photograph or video footage to be used in **10 days** promotional material, publications and website. I do so on the basis that my child's identity (name or personal details) will not be published or made known alongside any photography or video footage.

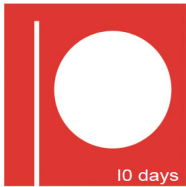
Signature of parent/guardian: _____

Name in full: _____ Date: _____

I hereby agree/do not agree for my child's photo or video footage to be used by approved organisations to support and promote **10 days** (eg Press).

Signature of parent/guardian: _____

Name in full: _____ Date: _____



ACCIDENT REPORT FORM

10 days | Creative collisions | Winchester

An interdisciplinary contemporary arts platform across the district

contact@10dayswinchester.org. www.10dayswinchester.org

Workshop: _____ **Date:** _____

Venue: _____ **Time:** _____

Name of person in charge of workshop:

Name of injured person _____

Address of injured person _____

Post Code: _____

Nature of incident/injury and extent of injury:

Give details of how and precisely where the incident took place:

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s):

Were any of the following contacted (delete as appropriate)?

Parents/carers *yes/no* **Police** *yes/no* **Ambulance** *yes/no*

What happened to the injured person following the incident/accident (eg carried on with session, went home, went to hospital etc)?

To the best of my knowledge, all of the above facts are a true record of the accident/incident:

Your name in full: _____

Signed: _____ Date: _____

ONCE YOU HAVE PROPERLY DEALT WITH THE INJURED PARTY AND THEN COMPLETED THIS FORM, PLEASE INFORM YOUR 10 DAYS CURATOR, THE SCHOOLS ENGAGEMENT OFFICER OR THE ADMINISTRATION OFFICE, OF THE INCIDENT.



INCIDENT REFERRAL REPORT FORM

10 days | Creative collisions | Winchester

An interdisciplinary contemporary arts platform across the district

contact@10dayswinchester.org. www.10dayswinchester.org

Workshop: _____ **Date:** _____

Venue: _____ **Time:** _____

Name of person in charge of workshop: _____

Your name: _____

Your position: _____

Contact Telephone Numbers: Home: _____

Mobile: _____

Address: _____

Post Code: _____

Email Address: _____

Name of young person: _____

Address: _____

Post Code: _____

Date of Birth: _____

Male or female? (delete as appropriate)

Parent / carers name: _____

Does the young person have a disability? If so, please give details:

Date and time of the incident:

Your observations. Please write exactly what the child or vulnerable adult and you said in conversation. Remember, do not lead the child or vulnerable adult - just record the actual details. Continue on separate sheet if necessary:

Action taken so far:

Information on the alleged abuser:

Have you contacted any external agencies yet? If so please complete below.

Social services Name and contact number: _____
Date and time: _____
Details of advice received: _____

Police Name and contact number: _____
Date and time: _____
Details of advice received: _____

Local Authority Name and contact number: _____
Date and time: _____
Details of advice received: _____

Other Name and contact number: _____
Date and time: _____
Details of advice received: _____

Once you have completed this form, please make sure that you then forward it onto to your **10 days** Curator, the Schools Engagement Officer or the Administrators Office, who will then deal with it accordingly.

To the best of my knowledge, all of the above facts are a true record of the accident/incident:

Your name in full: _____

Signed: _____ Date: _____
