

# Royal Botanic Gardens Kew

## Safeguarding Policy

January 2020

Version 2

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## Section I - Policy

### 1. About this policy

- 1.1. The Royal Botanic Gardens, Kew (“RBG Kew”) is a world-famous centre for botanical and mycological knowledge. Through its two public gardens – Kew in west London and Wakehurst in West Sussex – RBG Kew engages with over 1.6 million visitors each year and with millions more people online. RBG Kew is also involved in community outreach activities and its staff frequently work overseas.
- 1.2. We value our engagement with the public, including children and adults who may be vulnerable. Most of the children who visit Kew come with their family, friends and carers or visit as part of an organised school or youth group. Similarly, adults who may be considered vulnerable or at risk, are in the main accompanied by carers.

### 2. Policy statement

- 2.1. Kew strives to ensure that all staff and visitors have an entirely positive experience in their contact with us and believes that a child or adult should certainly never experience Abuse of any kind through their association with Kew. This policy, therefore, sets out how we intend to safeguard the welfare of Children and Adults at Risk we are in contact with at Kew.
- 2.2. While the primary responsibility for ensuring the welfare of children and adults rests with the accompanying supervising adult/s, Kew has taken all reasonable steps to provide a physical and virtual environment which is safe for the public, as well as its own staff and volunteers and those steps are documented within this policy.

### 3. Purpose

- 3.1. This document states Kew’s policy on the appropriate treatment of Children and Adults at Risk and minimizing the opportunity for Abuse when they are on Kew premises, or in contact with Kew and associates (see Section 4 on Scope). The policy aims to:
  - Promote and prioritise the safety and wellbeing of Children and Adults at Risk;
  - Provide assurance to parents, carers and other parties that Kew takes reasonable steps to manage risks and keep Children and Adults at Risk safe;
  - Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
  - Prevent the employment of individuals in work with Children and/or Adults at Risk where they have been barred by the DBS or are deemed by Kew to pose an unacceptable risk to Children or Adults at Risk;
  - Ensure that appropriate action is taken in the event of any allegations or suspicions regarding Abuse or Inappropriate Behaviour towards Children or Adults at Risk visiting or interacting with Kew.
- 3.2. The Safeguarding Policy also seeks to manage effectively the risks associated with activities and events involving Children and Adults at Risk by ensuring departments:
  - Complete a risk assessment process which involves identifying risks in this area and means of reducing or eliminating these;
  - Implement the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
  - Where eligible, ensure that the appropriate DBS or basic disclosure checks are conducted for those working with Children or Adults at Risk;
  - Require employees and those involved in working with Children or Adults at Risk to familiarise themselves with the content of this policy and its Code of Good Practice.

- 3.3. This policy requires that any suspicions and allegations involving Abuse to Children and Adults at Risk are referred to the Designated Safeguarding Leads: Head of Learning and Participation (Kew Gardens), Head of Programmes and Learning (Wakehurst) to determine what action, if any, must be taken. This is to ensure each situation is responded to thoroughly, and that suitable steps are taken, which may include contacting the statutory authorities (police or social services) and/or fulfilling the legal duty to refer information to the DBS as required. The procedure for managing suspicions and allegations aims to strike a balance between the need to protect Children and Adults at Risk from Abuse and the need to protect staff and others from false or unfounded accusations.

## 4. Scope and governance

- 4.1. This policy applies to RBG Kew, RBG Kew Enterprises Limited (“Enterprises”) and the Foundation and Friends of the Royal Botanic Gardens, Kew (“Foundation”) (all referred together in this document as “Kew”). All employees, trustees, officers, casual workers and agency workers (collectively “staff”) volunteers, students, freelancers and contractors are required to be fully aware and adhere to this policy and are responsible for its successful implementation. Any breach of this policy (or suspected breach) should be reported to the Designated Safeguarding Leads: Head of Learning and Participation (Kew Gardens), Head of Programmes and Learning (Wakehurst).
- 4.2. Kew’s Director of Horticulture, Learning and Operations and Wakehurst’s Director have joint overall responsibility for the effective operation of this policy which has been reviewed, approved and endorsed by the Board of Trustees. The policy shall be reviewed at regular intervals (as specified in Section 5.17) to ensure that it meets legal and policy requirements and reflects best practice. If you have any questions regarding this policy or any of its associated procedures, please contact the Head of Learning and Participation (Kew Gardens) or the Head of Programmes and Learning (Wakehurst) who are RBG Kew’s designated leads for safeguarding.
- 4.3. Ultimate accountability for this policy resides with the Board of Trustees of RBG Kew. Visibility and awareness of safeguarding matters to senior decision making Boards and advisory Committees at Kew is achieved through Kew’s existing governance structure which includes:
- The Audit and Risk Committee, which makes recommendations to the Board of Trustees where appropriate. The Chair of the Audit and Risk Committee is also a member of the Board of Trustees, appointed as a point of liaison for safeguarding.
  - The Executive Board, responsible for reviewing this policy and for decisions on matters concerning risk management, governance and internal controls.
  - The Safeguarding Oversight Committee, responsible for overseeing and monitoring the implementation of the safeguarding framework. The Oversight Committee is accountable to the Executive Board and reports annually to the Audit and Risk Committee.

## Section II - Procedures

### 5. Safeguarding framework – procedures for keeping Children and Adults at Risk safe at Kew

Kew recognises that providing a safe environment for all, but particularly for Children and Adults at Risk, involves creating a culture in which safeguarding is second nature. As part of this, the provision of practical guidance and procedures is necessary to support staff in meeting their safeguarding responsibilities. The following section outlines the key areas of activity to support development of this culture.

#### Safer recruitment

- 5.1. Kew has a responsibility to ensure that all reasonable steps are taken to create a culture of safer recruitment.
- Enhanced DBS checks of the appropriate level are required for all eligible staff, volunteer and contractor roles, and rechecking should be undertaken every 3 years. Basic Checks are to be undertaken for all new staff as part of Kew's commitment to security and safeguarding.
  - For roles involving contact with children and adults at risk there may be eligibility for Enhanced checks with/without barred lists and reference should be made to the Eligibility Flow Diagrams for guidance (see Annex V). In all cases where eligibility is met for Enhanced with barred list(s), these checks must be undertaken.
  - Managers are responsible for ensuring the relevant checks are in place for their teams. Hiring Managers complete a Request to Resource form and declare if the position is eligible for an Enhanced DBS check. Managers can refer to the Enhanced DBS eligibility flow diagrams, and where appropriate complete an Enhanced DBS request form.
  - If a role involves working with Children and Adults at Risk:
    - the degree of responsibility for this should be included in the job description
    - the advert should state if the role is eligible for an Enhanced DBS check with/without Barred Lists
    - interviews should include questions to assess a candidate's attitude toward Children/Adults at Risk and their commitment to safeguarding. Gaps in employment history or repeated changes in employment without clear reasons should also be questioned.
  - Managers should take all reasonable steps to ensure that existing staff Job Profiles and volunteer Role Descriptions are kept up to date in relation to responsibilities when working with children and/or Adults at Risk.

#### Code of good practice

- 5.2. Kew staff, volunteers, students, freelancers and contractors are required to comply with the Safeguarding Code of Good Practice. Kew will take timely and appropriate action against those who breach the Code. In serious cases, this may include disciplinary action in line with the provisions of Kew's disciplinary procedures, and/or referral to the relevant authorities for appropriate action, including criminal prosecution. Obligations to adhere to the Code must be included in all relevant contracts and agreements.
- 5.3. When working or liaising with Children and Adults at Risk, all staff, volunteers, students, freelancers or contractors should be made aware and comply with the following Code of Good Practice:
- a) All individuals shall be treated with respect regardless of race, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
  - b) Threatening, abusive or sexually provocative language or inappropriate behaviour towards anyone is prohibited.
  - c) Immediately report any allegations, suspicions or disclosures about potential or actual Abuse or Inappropriate Behaviour to the Designated Safeguarding Leads: Head of Learning and Participation (Kew Gardens) or the Head of Programmes and Learning (Wakehurst) via the safeguarding reporting procedures.

- d) In cases of a lost Child or Adult at Risk, injury or other emergency or danger, seek assistance from constabulary (at Kew via ext 3333) or a Ranger (at Wakehurst via ext 4070 or the radio system). For a lost Child or Adult at Risk Kew's Lost Child Procedure should be followed (see annex).
- e) You must not accept any caring responsibilities for a Child or Adult at Risk and, unless it is part of your designated role, you should minimise situations where you may be alone with Children or Adults at Risk. If it is unavoidable, you must inform another member of staff of the situation as soon as you can.
- f) Remember that interactions in-person and online can be open to misinterpretation. Avoid unnecessary physical contact with children/adults at risk, refrain from exchanging personal details contact details and do not invite Children/Adults at Risk to non-Kew activities.
- g) Ensure that photographs, video or other images of Children and Adults at Risk are only taken with the permission of their parents or carers, under Kew's standard written terms, and using relevant photo consent forms. Images should be clearly linked to consent forms and images of children/adults at risk should not be captured on personal devices.
- h) Remember that this policy and the principles within it apply at all times and online, whether on Kew Premises, or acting on behalf of Kew outside its Premises, both within the community and when overseas.
- i) Immediately disclose to your Manager and HR all charges, convictions and other outcomes of an offence, which occurred before or occur during association with Kew that relate to exploitation and Abuse of a Child or Adult at Risk.

## Education and training of employees

- 5.4. Kew understands that, in order for this Safeguarding Policy to be well understood and effectively implemented, it is essential that there are high levels of awareness regarding the policy and that staff are clear, confident and competent in putting the policy into practice.
- 5.5. All staff, volunteers and students shall be made fully aware of their duties to report actual or suspected Abuse, Inappropriate Behaviour or any possible breaches of the policy including the Code of Good Practice by undertaking the following levels of training. Staff/volunteers should undertake refresher training of the appropriate level every 2 years. Kew will also adequately brief freelancers and contractors on the policy, as appropriate.
- 5.6. **Level 1, Awareness Training:** All trustees, staff, volunteers and, where appropriate, third party contractors should be introduced to Kew's safeguarding policy and procedures via Awareness Training. An online webinar of the training is available to all staff and volunteers via Kewnet (Kew's intranet), and all new starters are required to view this webinar as a mandatory part of their induction. Managers are responsible for ensuring their teams are familiar with the awareness training, and those staff responsible for managing volunteers at Kew Gardens and Wakehurst are responsible for communicating the training to new volunteers.
- 5.7. **Level 2A:** All staff, volunteers and contractors who have direct contact with Children and Adults at Risk as part of their roles should attend additional training which outlines Kew's policies and procedures, the legal framework, types of Abuse, how to recognise risky situations, responding to a disclosure, and safeguarding reporting mechanisms.
- 5.8. **Level 2B:** All managers responsible for public facing events and/or who manage staff and volunteers eligible for Level 2A training, should themselves attend additional training. Training will outline the manager's role in the implementation of Kew's safeguarding policy, safer recruitment, creating a safe environment, managing and escalating incidents, and responding to allegations against staff.
- 5.9. **Level 3:** For safeguarding leads or those with designated safeguarding roles, including HR, directors and trustees who have overarching responsibility for safeguarding, additional training should be undertaken. Training should outline how to effectively discharge their duties including roles and

responsibilities, investigating and escalating safeguarding incidents, leading on safer recruitment including assessment of DBS certificate disclosures, awareness of wider safeguarding issues and creating a culture of safeguarding across a large organisation. Safeguarding Leads and DSLs should also undertake any additional specialist training as appropriate to their roles.

## Management responsibilities

- 5.10. All managers shall be responsible for ensuring staff, volunteers, students, freelancers and contractors are aware of the policy and are supported to implement and work in accordance with it. This includes raising awareness of the policy, identifying recruitment and training needs for themselves and those they are responsible for and creating a management culture that recognises the importance of safeguarding.

## Safeguarding & Social Media

- 5.11. Whether messaging from a personal account, or an official RBG Kew social media channel, staff/volunteers should always act in accordance with the Safeguarding Code of Good Practice. If a member of the public engages with a Kew staff/volunteer/contractor online in a concerning or inappropriate way, this should be reported to the relevant social media channel directly. If the message or post is believed to relate to a child or Adult at Risk, this should also be reported to the DSLs via Kew's safeguarding reporting mechanisms (including screenshots if appropriate). Kew's social media guidelines provide advice for all staff on how to stay safe and use social media responsibly.

## Personal data and image use

- 5.12. Kew recognises its obligations to process personal data in line with data protection legislation and to safeguard information concerning members of the public, including the use of images and stories of Children and Adults at Risk. Choices of such images and messages must be made based on values of respect, equality, dignity and fairness and in line with existing processes, obtaining consent where appropriate or necessary.

## Responding to complaints

- 5.13. Kew is committed to responding effectively and sensitively to all allegations, suspicions or disclosures of Abuse, both current and historical and whether involving Kew staff, volunteers, contractors or not, and has clear and accessible safeguarding reporting mechanisms (see Annex IV). Kew places a mandatory obligation on all staff, contractors and volunteers to report concerns, suspicions, allegations, disclosures and incidents that indicate actual or potential Abuse of Children and/or Adults at Risk, Inappropriate Behaviour, or which otherwise suggest this policy may have been breached in any way.
- 5.14. Designated Safeguarding Leads (DSLs) are responsible for responding to reports of potential safeguarding risks. The DSLs are the Head of Learning and Participation (Kew Gardens) and the Head of Programmes and Learning (Wakehurst). Managers are responsible for ensuring that the reporting procedures are followed, so that suspected cases of abuse are reported to the DSLs effectively. The DSLs shall ensure that such reports are responded to appropriately and referred promptly to the relevant authorities if required. An appropriate member of staff must be nominated to cover for the DSL in the event of their absence. Cover DSLs must be able to respond appropriately to safeguarding reports and make referrals when necessary.

## Overseas Work and Safeguarding

- 5.15. Kew's Safeguarding Policy applies overseas, and staff should act in accordance with the Code of Good Practice. Staff abroad should report any incidents in keeping with the guidance in Kew's Overseas Travel Manual. In addition to this, if the incident involves a child/adult at risk, staff should also complete a safeguarding incident form and refer it to their Line Manager and the DSLs.

## Ensuring contractor compliance

- 5.16. Kew requires all external contractors to work in ways that are consistent with the principles and policy statements expressed herein. Relevant agreements/contracts must include reference to the safeguarding policy, and managers overseeing contractors should work with contractors to secure their commitment to meeting the policy requirements, as is appropriate to the activity.
- 5.17. All Inductions should, at a minimum, ensure that contractors are provided with details of the safeguarding code of good practice, and made aware of reporting procedures as appropriate. Additional requirements may need to be considered if the contractor role involves working with children and/or Adults at Risk. For example, Enhanced DBS checks and safeguarding training. For contractors whose roles do not meet eligibility for Enhanced checks, but whose roles involve engaging with children/adults at risk, or who are on site for extended periods of time, Basic DBS Checks may be undertaken, and this will be assessed on a case-by-case basis.

## Risk management

- 5.18. Kew operates extensive risk management processes to ensure that a wide range of risks across the organisation are effectively identified and addressed. The risk of Children and Adults at Risk being exposed to Abuse or Inappropriate Behaviour as a result of any Kew activity (through staff or volunteer misconduct or poor activity design or delivery, for example) shall be further mitigated by the addition of a specific safeguarding risk assessment. Safeguarding Risk Assessments should be completed for any activity or event likely to include children and/or adults at risk. Managers are responsible for ensuring that Safeguarding Risk Assessments are correctly completed, reviewed as appropriate and comply with central recording procedures communicated by Designated Safeguarding Leads.

## Implementation, monitoring and review

- 5.19. The Safeguarding Oversight Committee meets twice a year and exists to oversee how safeguarding is implemented and managed at Kew including identifying and responding to any escalating organisational risks. The Committee is accountable to the Executive Board.
- 5.20. Safeguarding Champions are directorate and departmental representatives who support the implementation and management of safeguarding at Kew.
- 5.21. Kew shall review this policy every two years (unless changes to law or guidance require earlier review).

## 6. Resources

- 6.1. Kew undertakes to commit sufficient resources to support the implementation and ongoing monitoring of this policy and any identified improvements.
- 6.2. In line with the procedural framework outlined above, when working at, with, or on behalf of Kew, the following policies and procedures must be adhered to:
- a) Recruitment, selection and vetting for staff and volunteers

- b) Completion of any required safeguarding training
- c) Code of Good Practice
- d) Safeguarding Reporting Procedures;
- e) Whistleblowing policy
- f) Data protection policy
- g) All Health and safety policies and procedures (including the Contractor's Code of Practice, Overseas Travel Manual)

## 7. Legal background

7.1. There are many statutes that include provisions relating to the welfare and protection of Children and Adults at Risk. These include but are not limited to:

- Children Act 1989
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012)
- The Children (Performances and Activities) (England) Regulations 2014
- Relevant government guidance on safeguarding children - HM Government Guidance on working together to safeguard children

Further details on key legislation in this area, and additional useful references may be found at Annex II.

## 8. Version and revisions to this policy

- 8.1. This policy was approved on 8 December 2017 by RBG Kew's Board of Trustees.
- 8.2. Version 2 of this policy was approved in December 2019 by RBG Kew's Executive Board and Audit and Risk Committee.

## Annex I Definitions and terms

**Definitions based on the Department of Education's "Working Together to Safeguard Children" statutory guidance on inter-agency working March 2015.**

**Abuse:** A form of maltreatment. Somebody may abuse or neglect a child or Adult at Risk by inflicting harm, or by failing to act to prevent harm. Children and Adults at Risk may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children and abuse can take varying forms, examples of which are as follows:

- **Physical** – physical contact resulting in pain, hurt or injury including by use of an instrument, or failure to prevent such abuse.
- **Emotional** – the cause of distress, trauma or psychological damage by severe or persistent emotional ill treatment; disparagement, bullying, verbal abuse, harassment, grooming or controlling behaviour.
- **Sexual** – forcing or encouraging the participation in sexual activities (whether involving physical contact or not) either which the individual does not, or is unable to, give consent to, or may not understand or fully comprehend.
- **Neglect** – the persistent failure to meet or provide basic physical or psychological needs, such as food, shelter, clothing, supervision or protection from physical and emotional harm.

**Child:** A child is any person under the age of 18.

**Adult at risk (also referred to as vulnerable adults):** An adult who may be vulnerable to abuse or maltreatment is deemed to be someone aged 18 or over, who:

- i Has needs for care and support
- ii Is experiencing, or is at risk of, abuse or neglect; and
- iii As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Inappropriate Behaviour** means any behaviour constituting a criminal offence, or which intentionally adversely affects the health, safety or welfare of any other individual.

**Regulated Activity** means

**In relation to Children:** activities that involve certain close interaction with Children which is unsupervised\*, such as teaching, training, instructing, caring or supervising if such work carried out once a week or more, or on 4 or more days in a 30 day period).

\* Supervision in this context refers to supervision of staff/volunteers and not supervision of the children and young people. Government Guidance states that supervision must be:

- Regular and day-to-day
- Undertaken by someone in Regulated Activity themselves
- Reasonable in all circumstances to ensure the protection of children

**In relation to Adults at Risk:** the provision of healthcare, personal care or other social care or assistance with the conduct of their affairs. Assistance need only be carried out once to be considered Regulated Activity but does not include (e.g.) assistance with finishing a meal on a one-off basis.

## Annex II Relevant key legislation and guidance

### **Safeguarding Vulnerable Groups Act 2006** (as amended by the Protection of Freedoms Act 2012)

Sets out the framework for the Disclosure and Barring Service (DBS) and makes it a criminal offence to permit anyone on the barred lists to undertake Regulated Activity relating to children or adults at risk when they know, or have reason to believe, they are barred. It also includes other offences in relation to individuals seeking, offering or engaging in Regulated Activity, or supplying individuals for Regulated Activity, from which they are barred.

### **The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018**

Determines requirements when processing personal data from which a living individual can be identified, or special categories of personal data, such as racial or ethnic origin, health data, political, religious beliefs or sexual orientation.

### **Department for Education Statutory Guidance: Regulated Activity (Children)** – supervision of activity with children which is regulated activity when unsupervised.

Provides guidance on the supervision by staff or volunteers of children.

### **Equality Act 2010.**

Harmonises the law on discrimination and equality, making it unlawful to discriminate against, harass or victimise anyone when carrying out a public function.

### **The Children (Performances and Activities) (England) Regulations 2014**

Sets out requirements for local authority licencing for activities involving children (for example if involving a child in a paid photo-shoot), which documents steps taken to safeguard the child's welfare, identifying a responsible person and chaperoning.

### **Other references**

**HM Government Guidance on working together to safeguard children.** Also known as "A guide to inter-agency working to safeguard and promote the welfare of children", this summarises obligations for local authorities, healthcare and educational organisations. However, it also applies to those in the community and voluntary sectors and sets out formal definitions of the terms Physical Abuse, Emotional Abuse, Sexual Abuse, and Neglect.

**Children's Acts 1989 and 2004** setting out requirements for local authority care, the provision of a Children's Commissioner and the promotion and safeguarding of children's welfare, whilst also recognizing parental responsibility for children.

**Sexual Offences Act 2003** sets out a number of key offences including child sex offences, abuse of a position of trust and indecent photographs.

**Criminal Justice and Court Services Act 2000** relates to disclosure and child protection issues.

## **Annex III Lost Child/Adult at Risk Procedure**

### **If you find a lost child/adult at risk**

Reassure the child/adult at risk and contact Constabulary/Rangers immediately:

- Constabulary at Kew on x 333 (020 8332 3333)
- Rangers at Wakehurst via the radio system, on the agreed channel. If you do not have a radio ring x 4070 (01444 894070)

For specific events (eg Christmas at Kew) you may be required to contact event manager via your radio.

Do not take the child/adult at risk away from the location where they are found, unless there is an agreed area for lost children/adults at risk, for example at a specific event. Stay in a location where other people can see you – this may mean you need to move slightly.

### **If a responsible adult reports a lost child/adult at risk**

Reassure the adult and contact Constabulary/Rangers as above. Ensure the adult stays with you until further instructions are received.

### **Provide Constabulary/Rangers with as much information as possible**

**Try and avoid being overheard** when giving the details, including:

- name of child/adult at risk
- age
- address/name of school (if applicable)
- physical description (height, colour of hair, clothing, etc.)
- where child/adult at risk was last seen
- the time the child/adult at risk was last seen

**Constabulary/Rangers to circulate facts by radio/telephone** to other relevant staff, using the agreed code or radio channel

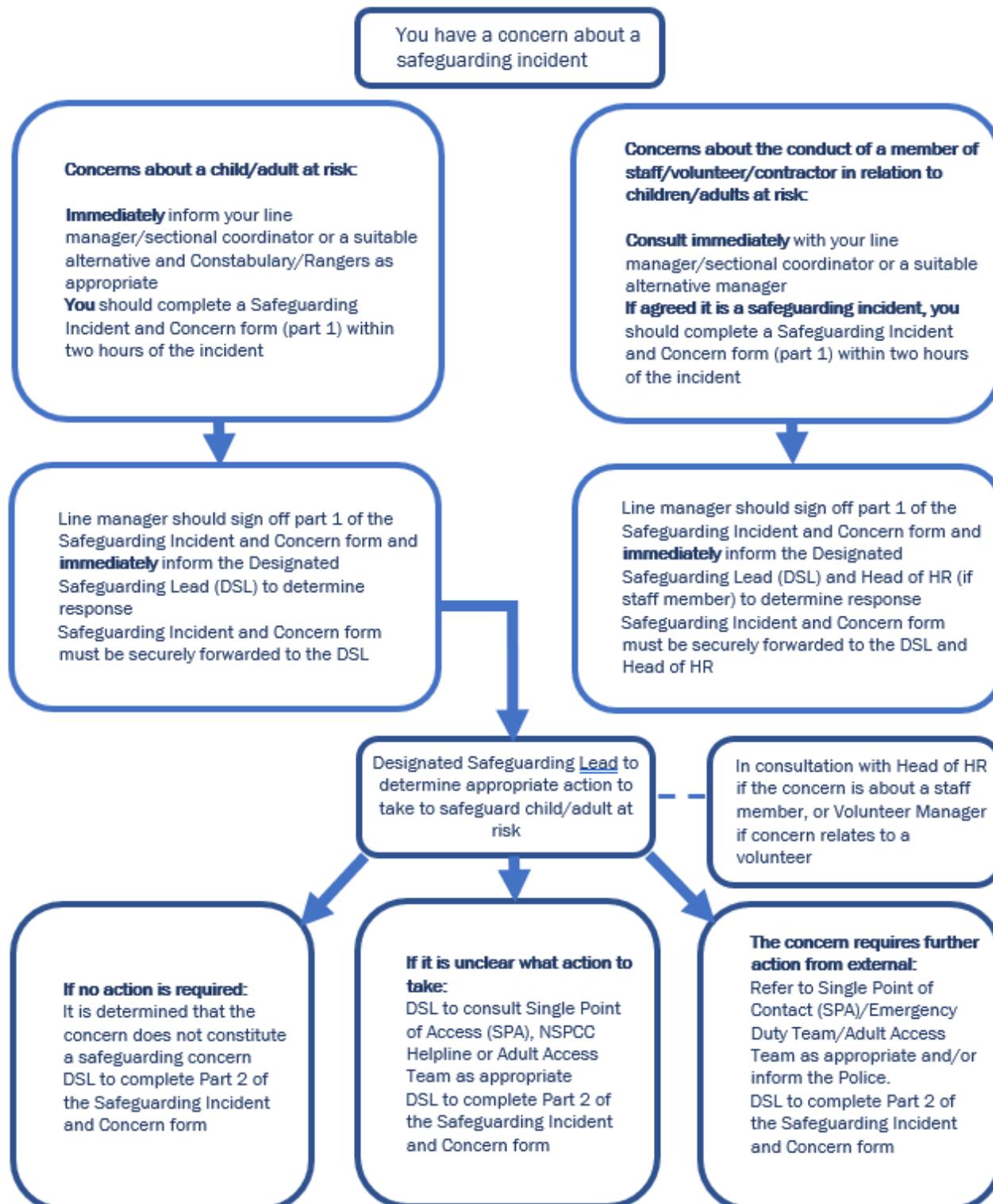
### **Constabulary/Rangers/Event managers are responsible for reconciling the child/adult at risk with their responsible adult**

- If after 10 minutes a responsible adult is not reunited with the child then Constabulary/Rangers or event managers must log details on the lost child form
- If after 20 minutes a responsible adult is not reunited with the adult at risk then Constabulary/Rangers or event managers must log details on the lost vulnerable adult form
- If after an hour a responsible adult is not reunited with the child/adult at risk then Constabulary/Rangers will consider calling the Police.
- A safeguarding incident and concern form should be completed by Constabulary/Rangers as appropriate.

When reconciling the two parties, Constabulary/Rangers/event managers are responsible for verifying that the adult is in fact the responsible adult for the child/adult at risk.

## Annex IV Safeguarding Reporting Procedure

A safeguarding concern is when you are worried about the safety of a child or adult at risk because of something you have witnessed, or information which has been given to you. A safeguarding concern can also involve a member of staff, volunteer or contractor putting others at risk by their actions. Any concerns must be reported immediately, and the following flowcharts provide guidance on Kew's reporting procedures.



## Annex V Incident and Concern Form

Safeguarding Incident and Concern forms can be accessed on kewnet.

### Safeguarding Incident and Concern Form, Part 1

To be completed by the person reporting the concern. Please fill out all information known with as much factual detail as possible. Please add additional pages if necessary.

Name of person completing the form		Date and time of writing this report	
Position at Kew		Department	
Name of Child/Adult at Risk		Age/Date of Birth of child/adult at risk	
Description of Child/Adult at Risk (e.g. hair colour, clothing, ethnicity etc.)			
Name of Parent/Responsible Adult	Telephone number		
	Home Address		
Description of Parent/Responsible Adult (e.g. hair colour, clothing, ethnicity, height)			
Location of incident		Date and time of Incident	
Details of the concern. Record the following factually: who, what, where and when. Any witnesses? Any injuries? Your account below should be precise, in-detail and exact.			
Have you spoken to the child/adult at risk? If so, please detail what was said below.			
Have you or anyone else spoken with the parents/carers/Responsible Adult and if so, what was said?			
Note any actions taken (e.g. first aid, contacting constabulary etc.)			
To whom reported			
Signature of person completing the form			

Copy of form sent to (circle as appropriate)

Designated Safeguarding Lead

Head of Human Resources

Security Officer

Form to be scanned and stored by Designated Safeguarding Lead in a secure location. Hard copies must be destroyed.

## Receipt of Safeguarding Incident and Concern Form, Part 2

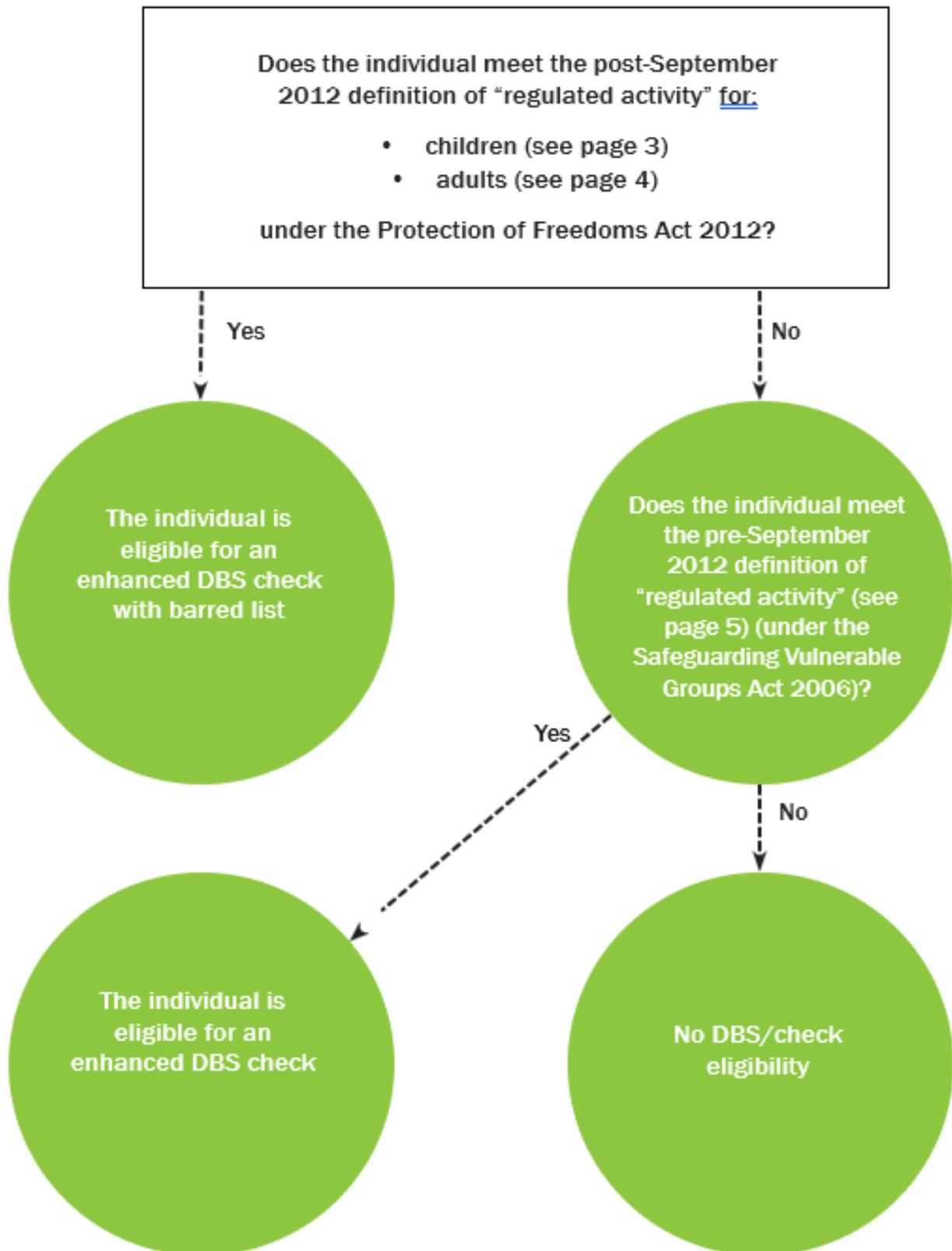
To be completed by Designated Safeguarding Lead (DSL)

Name of Designated Safeguarding Lead		Date	
Name of Person reporting safeguarding incident		Time and date safeguarding incident reported	
Action Taken (e.g. Referral to Single Point of Access or Adult Access Team as appropriate)  Note: time, date, names, who information shared with and when, etc			
If decision not to refer then explain reason  Note: time, date, names, who information shared with and when, etc			
Parents or carers informed  Give reasons	YES/NO		
Record names of individuals/agencies who have given you information regarding outcome of any referral (if made)  Date of follow up of referral			
Any other relevant information			
Name and Signature of Designated Safeguarding Lead			

Add continuation sheet if necessary, ensuring child's/adult's name is clear.

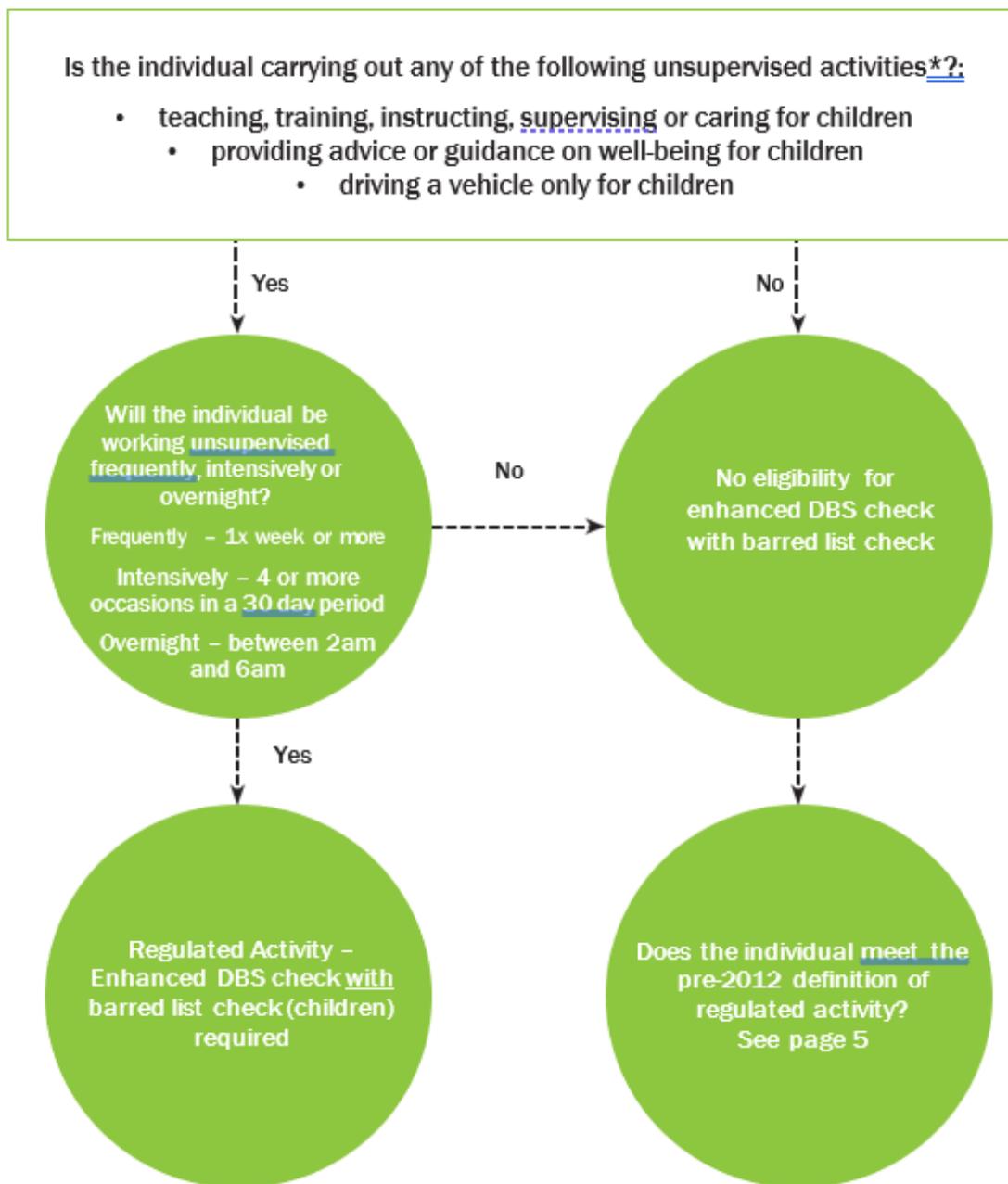
Form to be scanned and stored by Designated Safeguarding Lead in a secure location. Hard copies must be destroyed.

## Annex VI Enhanced DBS Eligibility Flowcharts



## Regulated Activity – Children Post-2012

Under the Protection of Freedoms Act 2012

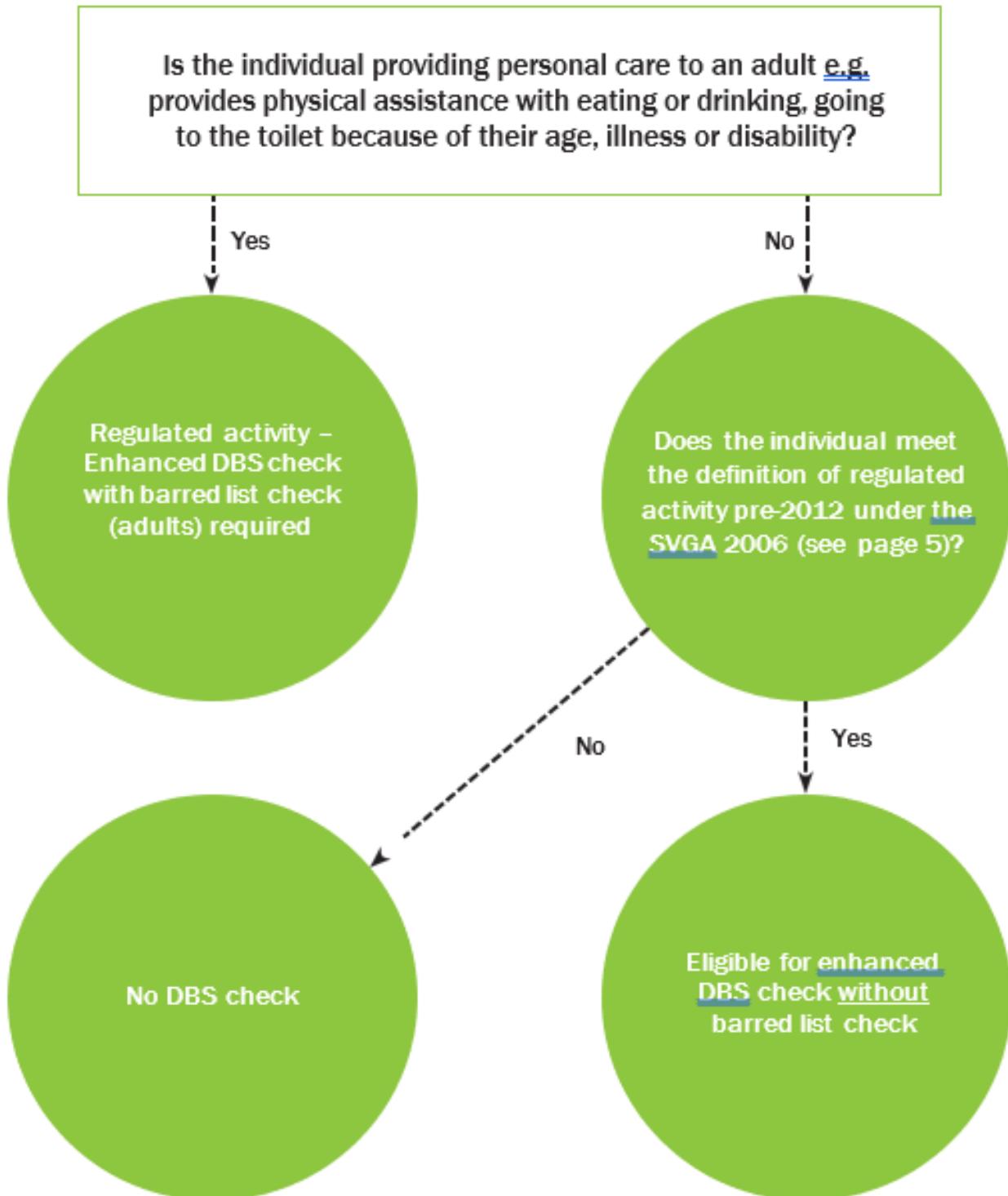


NB \* Supervision refers to a member of staff/volunteer/contractor being supervised by someone with an Enhanced DBS check with barred list check. If an individual is supervised carrying out activities above (in accordance with [DFE guidance](#)) then they are not in regulated activity but remain eligible for enhanced DBS check without barred list.

## Regulated Activity – Adults Post-2012

### Under the Protection of Freedoms Act 2012

Regulated activity relating to adults under the Protection of Freedoms Act 2012 identifies activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. There is not a requirement to carry out an activity a certain number of times before it is considered to be a “regulated activity”.



# Regulated Activity – Children/Adults Pre-2012

Under the Safeguarding Vulnerable Groups Act 2006

