

Section 1

Details of the organisation

Name of Organisation: ICE Torbay CIO

Address: Lower Watergate, Broadhempston, Totnes, TQ9 6AU

Tel No: -

General Email address: office@icetorbay.org.uk

Senior Leader Name: Deborah Onslow

Senior Leader Contact Telephone / Email: debbie@icetorbay.org.uk

Safeguarding Lead Name: Karen Silcox

Safeguarding Lead Contact Telephone / Email: karen@icetorbay.org.uk

Charity Number: 1211634

Regulators: Charity Commission England & Wales

Insurance Company: Gallagher Insurance Policy Number 02/CHA/9169606

The following is a brief description of our place of organisation and the type of work / activities we undertake with children:

- We work on site in schools providing RE lessons and other activities

Section 2: Governance and leadership

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

A safeguarding statement can be found in Appendix 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

Governance

The ICE Torbay CIO board of trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The board of trustees will have overarching responsibility for safeguarding within the organisation.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

Section 3

Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

For the purposes of this policy, a child will be referred to as someone under 18 years old,

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Please see guidance notes for a list of these. Appendix 2.

Positions of Trust

All adults working with children, are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16- or 17-year-old under their care or supervision. Whereas we note this requirement, working in a faith setting with a 16- or 17-year-old falls outside the scope of our work.

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales), has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme and induction is provided for the successful applicant
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will provide or facilitate specialist safeguarding training for the board of trustees which will be renewed every three years.

Practice Guidelines

As an organisation working with children, we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines for every activity we are involved in, and these are in appendix 3.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The code of conduct can be found in appendix 4.

Section 4:

Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

If we work in partnership with others, we will have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

We include this note on partnership working for completeness but at this stage, partnership working falls outside the scope of the work we carry out.

Section 5

Responding to allegations of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse.

In School

- Whilst working in school, if an ICE Torbay staff member or volunteer has a concern about a child or a child discloses abuse to them, then the person should discuss that concern with the class teacher and/or co-ordinator in school as soon as possible and inform a member of ICE Torbay Safeguarding Team.
- **It is always the case that once a concern or allegation of abuse has been reported to a member of school staff, the school's safeguarding processes will be used.**

Outside of School

If an ICE Torbay staff member or volunteer has a concern about an adult or child that arises outside of a school setting, then the person should discuss that concern with the ICE Torbay Safeguarding Lead as soon as possible. The contact details are below.

Name: (hereafter the "Safeguarding Lead or SL") Deborah Onslow

Tel: 07887487796

Email: debbie@icetorbay.org.uk

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities where the concern or disclosure has happened outside of a school setting.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: (hereafter the "Deputy Safeguarding Lead") Karen Silcox

Tel: 07979 468229

Email: karen@icetorbay.org.uk

Whilst we remain a small organisation, if the concerns implicate both the Safeguarding Lead (who is both a Trustee and Schools Worker) and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: Thirtyone:eight (Safeguarding Consultants for ICE Torbay CIO)

Tel: 0303 003 1111

Email: info@thirtyoneeight.org

The worker or volunteer can also contact Thirtyone:eight to get further advice if required:

Tel: 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales) to report a serious incident/raise a concern.
- Local Authority Designated Officer – LADO (England and Wales), if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead/Deputy Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse:

- If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care (England, Wales, Scotland (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (England, Wales, Scotland).
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care (England, Wales, Scotland).

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care (England, Wales, Scotland), for children and families and police, on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care (England, Wales, Scotland), Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern about an adult at risk:

Even though we do not work with adults at risk we acknowledge that our safeguarding responsibilities extend to our staff and volunteers. Hence, we have included guidance on concerns about adults at risk.

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (England, Wales, Scotland) who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people:

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer -LADO (England and Wales), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS (England and Wales),for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales) if they are involved.
- Share information about the concern with the police.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.

- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -LADO(England and Wales), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) or to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Section 6

Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Deborah Onslow

Tel: 07887487796

Email: debbie@icetorbay.org.uk

Or contact Thirtyone:eight to get further advice if required: **Tel: 0303 003 1111. Option 2**

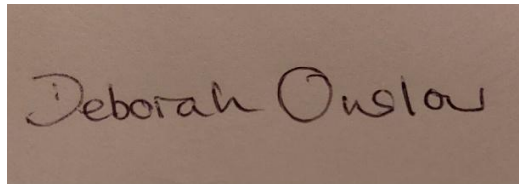
Working with those who may pose a risk

ICE Torbay recognises that some organisations may want to work with and support those who may pose a risk to children. In our context we would not be able to work with or support those who may pose a risk so further guidance on this topic is omitted

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Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually from January 2027 onwards:

A rectangular area containing a handwritten signature in black ink on a light brown background. The signature reads "Deborah Onslow".

Signed by:

Position: Trustee/Schools Worker ICE Torbay

Date: 29/04/26

A copy of this policy is also lodged with: Thirtyone:eight

APPENDIX 1:

Safeguarding statement

Policy Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of /organisation*: ICE Torbay CIO

The following statement was agreed by the leadership/organisation on: 29 April 2026.

- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory guidelines in relation to safeguarding children and adults and will ensure that as a organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.

- Supporting all in the organisation affected by abuse.

We recognise:

- Children's Social Care (England, Wales, Scotland), has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police, should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

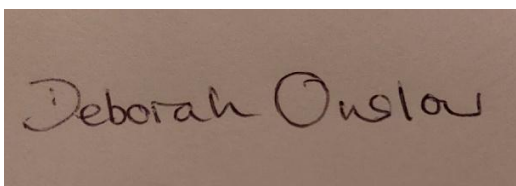
If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for this organisation.

Deborah Onslow Safeguarding Lead

Karen Silcox Deputy Safeguarding Lead

A copy of this policy can be seen on the ICE Torbay website www.icetorbay.org.uk

Signed by organisation

A rectangular area containing a handwritten signature in dark ink on a light-colored background. The signature reads "Deborah Onslow".

Signed _____

Deborah Onslow Trustee/Schools Worker ICE Torbay

Date 29/04/26

APPENDIX 2

Identifying 4 main types of child abuse

Physical: Where children's bodies are (or at risk of from being) hurt or injured and/or failure to prevent such harm.

Psychological/Emotional: Where children who don't receive love and affection may be frightened by threats or taunts, (including spiritual); are given responsibilities beyond their years, or who are persistently rejected in such a way that their emotional and behavioural development is impaired. We also need to be aware of the impact of bullying/cyber bullying.

Sexual: Where children are sexually exploited by others, physically, emotionally or verbally; whether by adults or children.

Neglect: Neglect is 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. Where adults fail to care for children and protect them from danger (including cold and starvation), which might seriously impair health and development, and their ability to thrive.

Signs of Abuse

Physical

Those injuries that are not consistent with the explanation given for them; unexplained or 'hidden' injuries (including bites, burns, fractures, etc); injuries that occur in areas which are not normally exposed to rough games, falls, etc.; lack of medical attention; occasions when children are inappropriately kept away from the group; reluctance to change for or participate in swimming or games; cutting, slashing and drug abuse.

Psychological/Emotional

Changes or regressions in mood or behaviour; nervousness; sudden under achievement or lack of achievement; attention seeking; running away; stealing; lying; depression or aggression; inappropriate relationships with peers and/or adults; persistent tiredness

Sexual

Pre-occupation with sexual matters evident in words, play, drawings; being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.

Neglect

Neglect can be a difficult form of abuse to recognise, yet it can have some of the most lasting and damaging effects on children.

The physical signs of neglect may include constant hunger, sometimes stealing food from other children constantly dirty or 'smelly', loss of weight, or being constantly underweight and inappropriate clothing for the conditions.

The following changes in behaviour in a child or young person may indicate neglect and these include complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends and mentioning being left alone or unsupervised.

APPENDIX 3

Good Practice Guidelines

Conduct in schools

Team members need to bear in mind the following risk assessment guidelines:

- Consider carefully at what you do in your group and decide what might constitute a risk.
- Look at what can be done to prevent risk and see whether it is being done
- Decide whether more needs to be done
- Put into practice the measures you decide upon and review them regularly
- Ensure there is a right ratio of adults to children, in line with the schools' own policy.
- Recruit additional adults may be needed occasionally for particular activities.

Safe Environment

Team members need to bear in mind the following risk assessment guidelines:

- Consider carefully at what you do in your group and decide what might constitute a risk.
- Look at what can be done to prevent risk and see whether it is being done
- Decide whether more needs to be done
- Put into practice the measures you decide upon and review them regularly
- For mixed groups, ideally there should always be a male and female team member present
- Ensure there is a right ratio of adults to children, in line with the schools' own policy.
- Recruitment of additional adults may be needed occasionally for activities.

APPENDIX 4

Code of Conduct

All Team members must:

- Ensure that they are not alone with a child where their activity cannot be seen - this may mean leaving doors open, or two groups working in the same room.
Alternatively, where other adults are passing and observe
- Treat all children and young people with respect and dignity befitting their age- watch language, tone of voice and 'body language'
- Ensure they have taken a Safeguarding course in the last 3 years
- Be aware of the school's safeguarding policies and know who the appointed officer is.

Team members must not:

- Invade the privacy of children when they are showering or toileting - during residential visits; leaders should not be present when young people shower and/or change.
- Lead rough, physical or sexually provocative games.
- Make sexually suggestive comments about, or to a young person, even in 'fun.'
- Make inappropriate or intrusive touching of any form.
- Ridicule, make a scapegoat of, or reject of a child or young person.
- Control and discipline children using physical punishment - children should never be smacked, hit, or shouted at. A change of tone and pace in the voice should be used for discipline purposes. Detailed training on 'positive discipline' will be given on a regular basis to all team members as and when.
- Let youngsters involve leaders in excessive attention seeking, which is overtly sexual or physical in nature.
- Invite a child or young person to their home alone.
- Make contact, one to one, with young people on social networking sites and/or mobile phone messaging apps.

How to deal with disclosure of abuse

- Accept what the child says
- Look at the child directly
- Keep calm and do not appear shocked
- Don't push for information or ask leading questions
- Helpful things to say: 'I am glad you have told me', 'have you told anybody else?', 'who else knows about this?'
- Avoid saying: 'I can't believe it. Why? Where?'
- Be aware that the child may have been threatened
- Reassure the child that he/she is not to blame, that you believe him/her and that it was their right to tell
- Don't promise confidentiality; explain you will need to tell someone else, who it is and why. Keep him/her informed about any progress
- End on a positive note.

After the Disclosure

- Once the child has confided in you about any sort of abuse:
- Document all conversations in as much detail as possible (use pen not pencil) – aim to write it within 24 hours.
- Explain the circumstances in which the child spoke to you
- Record what the child tells you. Don't interpret.
- Document your response as to what you said and what happens next along with the date and time
- Keep any original hand written notes (even if they are subsequently typed up) for an indefinite period - do not include your own thoughts and feelings
- Refer the matter to the school safe guarding officer immediately - remember to name them in your documentation - who will take appropriate action.
- Do not talk to anyone else about this, but inform the SL for ICE Torbay that there is a safeguarding issue being dealt with.
- If the alleged abuse concerns a pupil currently in any school where ICE Torbay is working, the SL or School's Team safeguarding lead will contact the Safeguarding designated teacher for that school.

Reporting concerns

- Refer to the safeguarding policy which describes how you should report concerns.

Team conduct

- Team Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.
- All ICE Torbay staff and volunteers must take action if you see another ICE Torbay team acting in ways that might be misconstrued. This could involve speaking to them, or reporting the concern to the Team Leader or a member of the ICE Torbay Safeguarding Team
- ICE Torbay staff members must liaise with school through the RE Co-ordinator, Headteacher or Class Teacher as agreed by the school.
- ICE Torbay volunteers must liaise with their Team Leader only and not contact the school directly.

APPENDIX 5

Risk-assessment template

following an incident or safeguarding concerns

Introduction

Whilst most Safeguarding concerns and incidents arising in school would normally involve sign posting to School staff/the School's Safeguarding Team, there may be situations where we are either unable to do this or it is not appropriate, a situation is ongoing despite school intervention or they directly involve ICE Torbay Staff or Volunteers.

This risk-assessment template should be used to respond to concerns raised and assess risk following an incident or safeguarding concern to support plans to manage these concerns.

Examples of the information to include under some of the headings in the table are listed below.

Safeguarding incident/concern

An activity or element where there is potential for harm to be caused. Examples of incidents posing potential risk:

- adults or participants not complying with procedures
- bullying behaviour between children that are ongoing
- encouraging inappropriate behaviour by others
- neglecting the wellbeing of children/ young people
- grooming behaviour
- emotional or verbally abusive behaviour
- prioritising performance over welfare
- concerns outside the school environment involving children or vulnerable adults
- non-compliance with procedures
- concerns observed within a live virtual meeting, training or coaching session
- abusive/violent activity between participants or by an adult to children/young people

Outline of the situation. In assessing risk, consider the impact of this upon all individuals, particularly the children and young people involved. To assess whether the risk is high, medium or low consider:

- Is this the first concerning incident for this individual?
- Have you already reported it? Do you know what has been put in place?
- How many people have been affected?
- What is the impact on the child/young person?
- What is the account of the individual potentially causing harm?
- What is this person's attitude to the incident?
- What is the impact on the child or young person?
- What other background factors (such as location or others involved as victims, participants, colluders, supporters) have a bearing on the situation?
- What do others (witnesses, the young person concerned) say about what took place?
- What is the likelihood of this reoccurring?

Risk level (H/M/L)

Risk = impact x severity of the breach of procedures. For example:

- High – severe impact caused by the behaviour plus serious breach of the codes of conduct
- Medium – moderate impact caused by the behaviour plus moderate breach of the codes of conduct
- Low – minor impact plus a minor breach of the codes of conduct

Decisions and actions in response to the incident (including reason)

These require a two-pronged approach:

1. Actions to prevent further risk – these could include, for example, suspension of the individual (adult) concerned pending an inquiry, adding supervision or increasing the ratio of adults to children, a period of mentoring or monitoring
2. Actions in response to the incident – informed by the risk assessment, decisions or recommendations should be made by the case management group, disciplinary panel or equivalent organisational process. These could include some of the prevention measures above to reduce the risk level, but in some cases further temporary or permanent action may be required to achieve long-term levels of low risk (for example, through disciplinary action)

Assessor's sign-off			
Signature	✕		Date
Print name			

Safeguarding incident/concern	Outline of the situation	Risk level (H/M/L)	Risk management strategies pending final decisions	Decisions and actions in response to the incident (including reason)	Person responsible for managing concerns