



Policy title:	SAFEGUARDING PROCEDURE
Purpose / scope:	This procedure sets out the Ramblers' approach to safeguarding for volunteers, members, staff, supporters, and anyone who attends our events or activities.
Related policies:	Safeguarding policy Complaints policy Whistleblowing policy Disciplinary policy Grievance policy
Staff policy owner:	Chief People Officer
Approved by:	Board of Trustees
Date approved:	December 2025
Next review due:	December 2026
Version:	3
Applies to:	Staff (permanent or temporary), volunteers, members, supporters consultants and all third-party contractors.

Version control

Version	Date	Activity
1	October 2023	Refreshed new procedure
2	December 2024	Job titles updated
3	December 2025	Job titles and links updated

Opening statement by the Chief Executive

The Ramblers current procedures for safeguarding children and young people are in line with all statutory legislation and guidance in England, Scotland and Wales. The procedures outlined in this document support the Ramblers in applying our safeguarding measures:

Core Training and Practice Development: The Ramblers recognises the need for continued professional development and ensuring that all staff, members, and volunteers are kept up to date with best practice around child and adult safeguarding and the delivery of quality activities. All staff and volunteers undertake safeguarding awareness training. We provide advanced safeguarding training to provide a more in-depth and appropriate training for those who require it as part of their role.

Staff are required to attend refresher courses to ensure any new best practice developments are communicated and ensure existing skills are further enhanced. Volunteers should receive regular updates about safeguarding practice.

Concerns, Allegations and Poor Practice: The Ramblers ensures staff, volunteers and users of our services, are aware of our safeguarding processes, including the relevant contact persons. These procedures outline the process to be followed in the management of any concern, allegation of abuse or poor practice by staff or volunteers involving a child or adult at risk.

Reporting and Relevant Persons: The Ramblers provides all activities with written instructions regarding the process for reporting safeguarding concerns, poor practice and allegations. This includes the contact details of the agencies to be informed, and the Ramblers Volunteer Experience and Safeguarding Lead.

The Chief People Officer has overall responsibility for all safeguarding provision and as such is identified as the Ramblers champion for safeguarding.

Implementation: The Ramblers recognises that implementation is an ongoing process. The Ramblers is committed to the implementation of the safeguarding policy and these procedures that support our intention to keep children and young people safe from harm, while availing of our activities. This safeguarding statement and process will be reviewed on an annual basis, or sooner if there has been a material change in any matter to which the statement refers.

Ross Maloney, Chief Executive

For queries, please contact Glen Walker, Chief People Officer glen.walker@ramblers.org.uk

Introduction

Given the Ramblers, commitment and obligation to protect those that are most vulnerable, the Ramblers have developed these Safeguarding Procedures to promote the protection of all those people who use its activities, as well as staff, members, and volunteers within the Ramblers. When in contact with participants, the Ramblers takes responsibility for ensuring it is doing all it can to protect such people by reporting all forms of harm, abuse, and poor safeguarding practice.

The Ramblers will also ensure that the measures within these Procedures are fully and effectively integrated into all the Rambler's activities, and that they are subject to monitoring and review.

The Ramblers staff, and volunteers will receive regular training on their responsibilities and obligations under these Procedures.

These Safeguarding Procedures will protect children, adults, and adults at risk, and may be used before any findings in criminal, civil or disciplinary proceedings are made.

Quick View on how to report a safeguarding concern, allegation of abuse or poor practice

The quick view procedure to follow for reporting safeguarding concern, allegation of abuse or poor practice is at [Reporting a safeguarding concern](https://ramblers.photoshelter.com/galleries/C0000.fl5msdGor8/Safeguarding) (<https://ramblers.photoshelter.com/galleries/C0000.fl5msdGor8/Safeguarding>) and we have an [online form](https://forms.office.com/e/fxpFWKBnQF) (<https://forms.office.com/e/fxpFWKBnQF>) for reporting concerns.

The contact details for the Safeguarding Lead is:

Name	Email	Region/Nation
Glen Walker	Glen.walker@ramblers.org.uk	Chief People Officer

Safeguarding Terms

A **child** is under 18 years old and can be connected to the Ramblers as a beneficiary or not connected to the Ramblers at all. Even children who are not directly connected to the Ramblers will be protected by the following procedures if the Ramblers staff, member or volunteer has a concern.

Definition of a child in England and Wales -

A person under the age of 18 years other than a person who is or has been married (Working Together to Safeguard Children 2018).

Definition of a child in Scotland

In Scotland, 'a child is generally defined as any person under the age of 18'. However, there may be circumstances where people aged 16 and 17 years are classed as adults and advice should be taken on a case-by-case basis on which laws apply in Scotland. (National Guidance for Child Protection in Scotland, 2021).

Definitions for Adult Safeguarding

An **adult** is any person 18 years old or over.

An **adult at risk** is defined in England, and Wales as:

a person aged 18 and over whom:

- 'Has needs for care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing, or at risk of, abuse or neglect;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect'.

In Scotland an adult at risk is defined as a person over the age of 16 whom:

- 'Are unable to safeguard their own well-being, property, rights and or other interest,
- Are at risk of harm,
- Because they are affected by disability, mental disorder, illness or physical mental infirmity, are more vulnerable to being harmed than adults who are not so affected'. (Adult Support and Protection (Act) 2007, S.3(1).

A safeguarding concern:

- is a **concern** about the safety or well-being of a child or adult because of something that has been seen or heard, or information that has been given.
- involves a **safeguarding concern about children or adults who are connected to the Ramblers** through their employment, volunteering or as participants, e.g., A child who attends one of the Ramblers activities and reports their parents are constantly arguing and they are worried about their siblings hearing it.
- involves a **safeguarding concern in connection with other people outside of the Ramblers staff**, volunteers, and those outside staff, members, and volunteers from a
- Ramblers partner organisation, e.g., A participant reports to the Ramblers staff that their neighbours have been constantly arguing and they are concerned for their neighbours' children's well-being.

Safeguarding Poor Practice

Poor safeguarding practice takes place when staff, members, or volunteers fail to fulfil the highest standards of safeguarding care and support for those that are most vulnerable.

A **safeguarding allegation** is:

- an **allegation made about a safeguarding concern against a Ramblers staff, member or volunteer**, or staff, members, and volunteers from a Ramblers partner organisation, e.g., a Ramblers staff verbally abuses a participant.

A **person subject of the concern** is:

- the person who is the **victim** of the safeguarding poor practice, concern, or allegation.

A **person of concern** is:

- the person **alleged to have committed** the safeguarding poor practice, concern, or allegation.

The role of **the Safeguarding Lead** is:

- To ensure all safeguarding poor practice, concerns or allegations are dealt with in accordance with this policy and procedures.
- To support staff in reviewing safeguarding poor practice, concerns and allegations and agree next steps.
- To ensure notifications of any poor practice, concerns or allegations are sent to them after having been triaged by the Resolutions Manager and Safeguarding Lead for consideration and agree next steps with the referrer, manager and if necessary, Resolutions Manager and Safeguarding Lead.
- Ensures notification of any safeguarding poor practice, concerns or allegations are sent to the relevant statutory agencies. This should always be done in consultation with the Resolutions Manager and Safeguarding Lead.
- To ensure all poor practice, concerns or allegations are recorded on the Ramblers systems.
- If so directed, to conduct and report on an internal investigation into safeguarding poor practice.

Deputising for the Safeguarding Lead

In the absence of the Safeguarding Lead, the Deputy will be the Chief People Officer who will have the same role and responsibilities as each other.

Scope

The safeguarding policy and this Safeguarding Procedures apply to all the Ramblers Staff Members and volunteers.

Trustee Board Members

The Ramblers Trustees act always in the best interests of The Ramblers and its beneficiaries, so they are expected to comply with these Safeguarding Procedures.

The Ramblers Staff Members and Volunteers

Compliance with these Procedures is mandatory for all the Ramblers staff members and volunteers. This includes anyone who works for, or is engaged by the Ramblers, either in a paid or unpaid, full-time, or part-time capacity or engaged as a contractor.

Partner organisations

These Procedures also apply to partner organisations with whom the Ramblers works, if this work involves direct contact with children and/or adults at risk. The Ramblers expects partner organisations to fully support the values and commitments set out in these Safeguarding Procedures. The Ramblers recognises that some may already have procedures in place, which are consistent with the standards and measures set out in these Procedures. Where a partner organisation has a contractual relationship with the Ramblers this should be recognised.

RECOGNISING, RECEIVING, RESPONDING and RECORDING of Safeguarding concerns, allegations of abuse and poor practice

Recognising Poor Safeguarding Practice and Abuse

Safeguarding is a proactive duty and means protecting adults and children from harm or damage with an appropriate measure. It is important to be aware of poor safeguarding practice, and to be vigilant about **recognising** how to prevent abuse from taking place and how to respond to situations.

Poor safeguarding practice takes place if staff, members or volunteers fail to fulfil the highest standards of safeguarding support for those that are most vulnerable. Poor safeguarding practice can cause harm if it is allowed to continue. This is unacceptable and will be treated seriously with appropriate action.

A person may not be aware that poor safeguarding practice or abuse is taking place, as they may believe that the behaviour is 'acceptable' or the 'norm'. This can take many different forms and training will support staff and volunteers to identify issues. However, all staff members, and volunteers **must** report poor safeguarding practice through our procedure, including any poor practice, concern, or allegation of abuse, see [Appendix A](#) for a full list of types of abuse.

It is not always easy to recognise a situation where harm or abuse may occur or has already taken place. The Ramblers therefore expects you to report any concerns you may have, however minor, about the welfare of a child or adult immediately.

Receiving a safeguarding poor practice, concern, or allegation from any person

It can be difficult and distressing to receive a safeguarding poor practice, concern, or allegation, and to recognise signs of harm and abuse.

However, it is **not the role of the Ramblers staff member or volunteer to diagnose or investigate safeguarding poor practice, concerns, and allegations**, as this will be done by an adult or child safeguarding professional.

The role of all the Ramblers staff members or volunteers is to report any Safeguarding concerns, allegations of abuse and poor practice in accordance with these procedures.

Receiving a Safeguarding concern, allegation of abuse or poor practice from a child

The Ramblers aims to create and maintain a safe environment for children. This includes being open, willing to listen and respond appropriately to children who raise poor practice, concerns or allegations of abuse that come directly from children.

As part of this, **you must not** intentionally instigate a meeting with a child to obtain a safeguarding disclosure or take a statement from them because this is the role of the Police and Social Services.

Consulting Parents or Legal Guardians

The Ramblers is committed to working in partnership with parents and legal guardians where there are concerns about their children.

Discuss poor practice, concerns or allegations with the parent or legal guardian of the child, who must agree to a referral via this procedure. If the parent or legal guardian's agreement will place the child at risk of harm because the child has named them as the person causing them harm or through delay or by the parent's negative actions or reactions, the disclosure should be made directly to the Ramblers via this procedure, e.g. if there are concerns or suspicions that a serious crime such as sexual abuse or induced harm has taken place at home.

If the Ramblers staff member or volunteer decides **not** to obtain parental permission before submitting a report, **the decision must be recorded in the Ramblers safeguarding report form with reasons**.

Receiving a Safeguarding concern, allegation of abuse or poor practice regarding an adult

Adult safeguarding must always ensure that the adult is as involved as much as possible in the safeguarding process. Where there are suspicions of poor practice, concerns or allegations of abuse. This will depend on each individual case and of the vulnerability of the adult. The well-being of the adult throughout the safeguarding process is of central importance. This includes control over their day-to-day life and recognising that the adult is best placed to understand their own well-being requirements.

This can be a difficult balance for people to strike between protecting an adult from harm and empowering them to make their own choices and remaining in control of their lives. This can

mean respecting an adult's choice even though this puts them at risk of harm. Professionals must work within the legal and policy framework and powers to intervene may at times be limited.

Legally, the Volunteer Experience Manager and Safeguarding Lead can overturn the adult's decision for a safeguarding poor practice, concern, or allegation not to be passed onto a statutory agency

Therefore, **it must be understood that all safeguarding poor practice, concerns, or allegations about adults must be referred via our reporting process, regardless of whether consent has been provided or not.** When reporting a safeguarding poor practice, concern, or allegation, **it must be recorded whether the adult gives consent** for the safeguarding poor practice, concern, or allegation to be passed to a statutory agency.

The Volunteer Experience Manager and Safeguarding Lead will consider the legal exceptions as to whether the Ramblers must report the safeguarding poor practice, concern, or allegation regardless of whether consent has been given or not.

External expertise and guidance will be sought when required.

Receiving a child or adult safeguarding poor practice, concern, or allegation of abuse from a member of the public or a person not within the Ramblers area of activity

If a member of the public approaches a member of Ramblers staff or volunteer with a safeguarding poor practice, concern or allegation that does not relate to the Ramblers or partner organisation, regarding the welfare of any child or adult at risk, the Ramblers staff member or volunteer **must still report it via this procedure:**

- Gather as much information as possible, to be able to make a judgement about the seriousness of the poor practice, concerns, or allegations.
- Include name, address, gender, and age/date of birth of child or adult at risk.
- Depending on whether it is a child or adult at risk include name and contact details for parent/s/carers, educational setting (e.g., nursery, school), primary medical practitioner (e.g., GP practice), professionals providing other services, e.g., social workers, etc.

Receiving an anonymous child or adult safeguarding poor practice, concern, or allegation of abuse

Anonymous complaints must be handled carefully. Anxiety and fear may persuade some people not to immediately reveal their identity.

It can be difficult to act on this information, unless the name of the person raising the poor practice, concern or making an allegation becomes known. If there is any uncertainty about whether there is enough information to meet the level for reporting contact the Safeguarding Lead or email Safeguarding@ramblers.zendesk.com for advice.

You must:

- Make it clear to the person raising the concern that anonymity might restrict the ability of professionals to access information or to intervene to protect a child and/or adult at risk.
- Encourage as much openness, as possible.
- If there is any identifiable information that relates to the safeguarding concern (current or non-current), you must pass this information onto the Safeguarding Lead, so an initial assessment can be undertaken to assess the risks.

Responding to a child or adult who is reporting a safeguarding poor practice, concern, or allegation of abuse

If a child or adult or third party tells you directly about a safeguarding poor practice, concern, or allegation is happening to them or another, then follow these steps:

You must:

- Be calm and listen to the person. Make it clear in your actions that you are actively listening.
- Let them speak about the poor practice, concern, or allegation without interruption. Do not ask leading questions or interrupt them. Take notes straight after the disclosure as this may distract them.
- Clarify the poor practice, concern, or allegation in broad terms only. Do not go into detail.
- Reassure the person about how they will be kept safe. Make sure all people involved are safe.
- Call the Police or social services first if a person is in immediate danger
- Complete the safeguarding form.
- Explain what action will be taken and the timeframe for this. Ensure a record is made of this.
- **Do Not** press the person for information or **lead** or **cross-examine** them.
- **Do Not** give false assurances of absolute confidentiality, as this could prejudice Police or social services investigations, especially in cases of sexual abuse.
- **Do not** promise to keep secrets.
- If the person is a child, can they understand the significance and consequences of making a referral to children protection authorities, ask for their view.
- **Explain to a child** that whilst their view will be considered, the Ramblers staff members and volunteers have a **responsibility to take whatever action is required** to ensure the child's safety and the safety of other children.
- **Explain to an adult that we will not report without their consent externally to the Ramblers, unless exemptions apply, but will always report internally through this procedure.**
- Inform the person that the information shared **will be treated as confidential** but will need to be shared with our internal Safeguarding team. Do not promise to keep secrets even if the person threatens to "only to tell" if it is a secret.

Recording of a safeguarding poor practice, concern, or allegation of abuse

- You should use our Safeguarding reporting form and submit it via Safeguarding@ramblers.zendesk.com.

- Ask permission to take notes during any conversation you have if this is appropriate at the time. Explain that it is important to record all information possible.
- Record the **time, date, location, persons present** and **how the poor practice, concern or allegation was received**, e.g., by telephone, face-to-face conversation, letter, etc. Do not paraphrase or use euphemisms.
- Try and **record the actual words used** by the person to describe the incident.
- Any report will be kept in accordance with the Ramblers Data Protection policy.
- If it is not appropriate to take notes at the time, or permission is not given, **make a written record** as soon as possible afterwards or before the end of the day and then following this procedure, submit your Safeguarding report.

You must:

- Explain what will happen next to the person.
- Inform the person raising the safeguarding poor practice, concern, or allegation that their identity and the identity of the person of concern will be shared with the Resolutions Manager, and with the statutory agencies, where appropriate. This is a safeguarding referral.
- Leave the contact details of the Safeguarding Lead, or the email address safeguarding@ramblers.zendesk.com if the person making the referral wants to ask questions later.
- Do not share with anyone other than those who need to know the poor practice, concern, or allegation (e.g., the statutory agencies and the Resolutions Manager detailed in these procedures).
- Ensure that you only share the information necessary for the purpose(s) and ensure that it is shared securely. Do not share it in a group email or store it in a public box folder, etc. Ensure all decisions are recorded and include the rationale for making them.

REPORTING Safeguarding poor practice, concerns, or allegations of abuse

Reporting process

To assist in creating and maintaining a safe environment, **all the Ramblers staff members, and volunteers must report all safeguarding poor practice, concerns, and allegations** via this procedure.

Reporting a safeguarding poor practice, concern, or allegation of abuse

All safeguarding poor practice, concerns, or allegations, however minor, must be reported via this procedure using our Safeguarding reporting form. Ideally a safeguarding poor practice, concern or allegation should contain the following information. Although it is accepted this is not always possible:

Report

- **Accurate identifying information of the person subject of the poor practice, concern, or allegation (Victim).**

This should include:

- the name, address, and age of the person subject of the poor practice, concern, or allegation.
- when the alleged event(s) occurred.
- If the person subject of the concern **is a child**, details of **parents/guardians** should also be given.
- If the person subject of the concern **is an adult at risk**, details of **carers** should also be given.
- **Name of the alleged person of concern** (against whom the poor practice, concern or allegation is being raised), and any other identifying information.
- If the person of concern **is a child**, details of **parents/legal guardians** should also be given.
- **dates when the poor practice, concern or allegation arose**, or when the incident occurred.
- the **person's own words** they used to describe the event or incident. Do not make assumptions about the intended meaning of the words used.
- **details of any action already taken** about the poor practice, concern, or allegation.

The **Ramblers Safeguarding Report form** must be completed see [Appendix B](#) and then sent to: safeguarding@ramblers.zendesk.com which will be read and acted upon by the Safeguarding Lead.

As soon as a safeguarding poor practice, concern or allegation is received by anyone:

- As soon as is practicably possible **or within 24 hours of receiving information about a safeguarding poor practice, concern, or allegation, refer the matter using the reporting method in this procedure.**

Emergency reporting of a safeguarding poor practice, concern, or allegation.

In cases of emergency where a child or adult at risk appears to be at immediate risk of harm, take the following action:

- Dial the **emergency number** relevant for the jurisdiction i.e. 999.
- Contact the Safeguarding Lead or Chief People Officer to let them know what action has been taken, decisions made and any immediate outcomes.

It is the responsibility of everyone within the Ramblers to ensure those who may need protection are not left at risk.

After emergency reporting of a safeguarding poor practice, concern, or allegation, make a record of:

- the rationale for the immediate communication to the statutory agency.

- people involved in the communication, their contact details, and any reference numbers.
 - information which was exchanged by both parties.
 - decisions which were considered.
 - the outcome of any conversation, and;
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- As soon as is practicably possible **or within 24 hours of receiving information about a safeguarding poor practice, concern, or allegation, refer the matter using the reporting method in this procedure.**

When to override an adult's consent for reporting

Some of the situations for when there is a need to override the consent of an adult are:

- lack of mental capacity to consent to a referral being made, or;
- is at risk of serious harm or the perpetrator of the abuse may be putting other members of the public at risk, or;
- they are unable to consent because they are being coerced by the abuser or subject to undue influence or duress, for example in a domestic situation, or;
- staff are implicated in the poor practice, concern, or allegation, or;
- a serious crime has been committed or sharing the information could prevent a crime, or;
- the alleged abuser has care and support needs and may also be at risk.

Initial considerations by the Safeguarding Lead.

Where the Safeguarding Lead is making or supporting someone to make a referral they will:

- Discuss the poor practice, concern, or allegation with the reporting person where it does not conflict.
- Consult with the Safeguarding Lead.
- Consult with the Chief People Officer, where the referral is about a member of staff member or volunteer.
- Where it relates to a partner organisation, a discussion between the Safeguarding Lead from the partner organisation will take place to agree the action to be taken.
- Where action has already been taken in the case of an emergency, the Safeguarding Lead will provide an opinion on the partner organisation's response. Any additional actions required will be communicated to the partner organisation with a rationale. Any disagreement or escalation will be directed towards the Chief People Officer, and Director for the partner organisation for discussion and resolution.

If the safeguarding poor practice, concern, or allegation is against someone not working or volunteering for the Ramblers, then this matter must be passed to **the Safeguarding Lead**. A discussion must then take place between the statutory agency and the Safeguarding Lead, and a course of action must be agreed. This decision and any outcomes of this must be recorded.

Process for Reporting to a statutory agency

A **final judgement** must be made by the Safeguarding Lead in conjunction with the Chief People Officer if the threshold for referring the safeguarding poor practice, concern or allegation to the statutory agency has been reached i.e., Police or Social Services.

The following decisions must be considered by the Safeguarding Lead who will:

- Decide whether the poor practice, concern or allegation must be raised with a statutory agency.
- Decide who will communicate the poor practice, concern, or allegation and when this communication to the statutory agency is going to take place.
- If an allegation does not reach the threshold and is being investigated by the Ramblers, then the Safeguarding Lead will inform the Resolutions Manager and will then coordinate the investigation into the allegation. The Resolutions Manager and Safeguarding Lead must agree a method and timeframe to communicate any decisions with interested parties.
- Agree other persons to be informed i.e., ELT, relevant Head of department, Human Resources.

Once the decision to refer a safeguarding allegation to a statutory agency has been made, the Safeguarding Lead or if agreed, another person must make contact and engage in a discussion to establish which agency will take primacy, and if no statutory agency will take on the investigation, the rationale needs to be recorded behind this decision.

Should the statutory agency take on the investigation, the following should be established:

- How the information is to be supplied to the statutory agency and in what format.
- If authorised by the statutory agency, the Safeguarding Lead or an individual authorised will contact the individual subject to the safeguarding allegation (victim) and the agreed timeframes for doing so.
- If contact must be made by the Ramblers with the individual subject to the allegation, then agree a message which can be given.
- If authorised by the statutory agency, the Safeguarding Lead or an individual authorised will contact the person of concern (committed the allegation) and any message which is to be given should it be by the Ramblers; **(remember, no communication must take place between the person of concern and the Ramblers without prior approval of the statutory agency).**

- With the permission of the statutory agency, the Safeguarding Lead or authorised person will contact any potential witnesses and agree any timeframes.

The Ramblers will communicate with the statutory agency, through the Safeguarding Lead or authorised person, about any risks it holds i.e., member of staff, member, or volunteer still working and agree on the next steps to minimise these risks.

Note: A statutory agency investigation can take a long time to complete. It is important to understand the timeframes of any statutory investigation and the impact this will have on the Ramblers.

Ramblers Partner Organisations

Receiving a child or adult safeguarding allegation from a partner organisation about an allegation that occurred within its service whilst operating within the Ramblers contract.

A partner organisation is obliged to contact the Ramblers if any safeguarding allegations are made against any of its staff members, and volunteers and to keep the Ramblers updated of any investigation progress and outcomes.

When a partner organisation contacts the Ramblers about a safeguarding allegation, a discussion between the Safeguarding Lead or a nominated person and the partner organisation must take place to decide on the next steps for the safeguarding allegation. Unless, in an emergency the partner organisation must report the safeguarding allegation direct to the Police or social services.

Where a safeguarding allegation is raised by a partner organisation, this must be raised:

- Safeguarding Lead or the Chief People Officer
- Only the Safeguarding Lead should record the details of the safeguarding allegation. The Safeguarding Lead or a nominated person will make decisions together with the partner organisation, with rationale and agreed actions.

The partner organisation has the responsibility to manage these investigations, inform the statutory agency and inform the Charity Commission of England, Wales or Scotland.

Receiving a child or adult safeguarding poor practice, concern or allegation of abuse from a partner organisation which is not about their own staff/volunteers.

The Ramblers should advise the partner organisation to contact the statutory agency in accordance with their policy.

The Ramblers is to record decisions and retain documentation. Partner organisations do not have to refer these to the Ramblers; it is for the partner organisation to follow their own safeguarding policy and procedure.

Internal Ramblers investigations

An internal investigation will take place **where a safeguarding poor practice, concern or allegation has not been referred to a statutory agency** as it does not meet the threshold, where the statutory agency has indicted it is for the Ramblers to investigate, or where a statutory agency has concluded an investigation and decided not to proceed.

The investigation will mirror the Ramblers Discipline procedure (in process only).

The outcomes of any safeguarding allegation will be unique to the individual who is subject to them. All decisions must be completed in consultation with the Resolutions Manager and Safeguarding Lead, Chief People Officer, the manager for the area. **Where necessary, legal advice must be considered.**

It is important to consider the Ramblers insurance when safeguarding allegations are being investigated. Insurance personnel must not be invited to these meetings as they are bound by confidentiality and there is potentially a conflict of interest.

Statutory Agency Investigations

In these situations, the responsibility for oversight within the Ramblers will be with the Safeguarding Manager. This is to ensure regular communication is maintained with the statutory agency through the Safeguarding Lead or Chief People Officer. If the Safeguarding Lead is not satisfied with any aspects of the investigation, these can be escalated at an appropriate level with the statutory agency and the Ramblers.

Partner organisation investigations

Partner organisations must take steps.

The partner organisation must manage a safeguarding allegation relating to its own volunteer or staff under its own safeguarding policy and procedures of that organisation.

The partner organisation is contractually obliged to inform the Ramblers of the progress and outcome of the partner organisation's investigation process, including outcomes taken against any volunteer or staff. The partner organisation will do so by informing the Ramblers Safeguarding Lead or nominated point of contact.

Statutory Agency Investigations into a partner organisation volunteer or staff

Statutory agency investigation

If a statutory agency investigates a safeguarding allegation against a partner organisation's volunteers or staff, then the Safeguarding Lead or nominated person must be kept updated of any outcome and, consider if in any way it affects the reputation of the Ramblers or the

contract between the Ramblers and the partner organisation. In some circumstances, it will be necessary for legal advice to be taken.

Investigations by a partner organisation

Partner organisation conducting internal investigation.

If a partner organisation must conduct their own internal investigation, the partner organisation should periodically update the relevant Safeguarding Lead or nominated person. The regularity of updates will depend on the investigation and should be agreed at the start of the investigation process.

Following the outcome of any safeguarding investigation by the partner organisation, The Ramblers must consider if this affects the contract between the two parties. Due diligence checks must be considered, and if any support should be provided or sanction imposed. Any actions taken following a safeguarding investigation must be recorded by the Ramblers. Legal advice may be considered at any point through this process.

Safeguarding Investigations and link to Health and Safety

There are occasions when a joint safeguarding and health and safety investigation will have to take place. These are situations when a member of staff member or volunteer has been abused either verbally, physically, sexually, or otherwise abused by a participant or member.

On these occasions, there are several considerations for investigations, these are:

- the well-being of the member of staff, member, or volunteer – Health and Safety consideration.
- the well-being of the participant or member – safeguarding.
- the well-being and future risks of other participant or member from the participant or member who induced the situation – safeguarding.
- whether the member of staff, member, or volunteer's behaviour induced the reaction from the participant or member – safeguarding.

It is important that all four of these considerations are included when drawing up the terms of reference for an investigation into this type of situation. The investigation will be overseen by a Resolutions Manager or nominated person and a member of the People team.

Whistleblowing

To fulfil commitment to safeguarding, the Ramblers has a whistleblowing procedure, and a culture that enables issues about safeguarding and promoting welfare to be addressed through the whistleblowing policy. The Ramblers is committed to the highest standards of openness, probity, and accountability. In line with that commitment, the Ramblers recognises that an important aspect of accountability and transparency is a mechanism to enable employees and volunteers to voice poor practice, concerns or allegations about breaches or failures in a reasonable and effective manner.

There must be an awareness of the vulnerability of children, and adults in the Ramblers settings and that whistleblowing applies in all contexts.

In addition, to situations where there is a perceived risk, whistleblowing may be necessary to highlight more general problems with unacceptable practice, performance, or behaviour.

The Ramblers whistleblowing policy or procedures makes clear how to raise a poor practice, or concern, which can be a matter about safeguarding.

Any instances of poor safeguarding practice under the Whistleblowing process must be reported, and this can be done direct to safeguarding@ramblers.zendesk.com

Procedure for managing Child Sexual Abuse Material (CSAM)

It is important to remember that taking, sharing, and/ or possessing indecent images of another child is illegal.

If the Ramblers staff member or volunteer comes across any indecent image of a child during the Ramblers activities involving children, **it must be deleted immediately. Do not share it with anyone by email, text message, etc. By sharing it in this way, the Ramblers staff member or volunteer will be committing a criminal offence.** Once it is deleted, report the matter immediately to the Safeguarding Lead or email safeguarding@ramblers.zendesk.com

Data Protection and Safeguarding

To help The Ramblers plan and deliver effective events that include children and/or adults at risk, The Ramblers may need to collect and store their personal data. The Ramblers will protect this personal data in line with the Ramblers Data Protection Policy.

The Ramblers will store all necessary safeguarding information, and this will only be retained in accordance with GDPR guidelines.

The General Data Protection Regulation 2018 (GDPR) do not prevent, or limit, the sharing of information for the purposes of keeping children, young people, and adults at risk safe.

The effective protection of children and/or adults at risk often depends on the willingness of people to share and exchange relevant information appropriately. **It is critical there is a clear understanding of the Ramblers professional and legal responsibilities regarding data protection, confidentiality, and the exchange of information.**

Every Ramblers Staff Member and volunteer must take responsibility for sharing the information they hold and **cannot assume that someone else will pass on information**, which may be critical to keeping a child or adult at risk safe.

Embedding Organisational Commitment

The Ramblers Staff Member and volunteers will be expected to acknowledge and accept their responsibilities under these procedures. Breaches of these procedures by staff, members, and volunteers will be treated seriously and will be treated as a potential cause for disciplinary action.

Where a person is found to be out of compliance with these procedures, the Safeguarding Lead in conjunction with the Chief People Officer who will determine an appropriate course of action, considering all related policies, procedures, and contractual obligations.

Confidentiality

Everyone has the right to have their information dealt with sensitively and confidentially. However, confidentiality will never be a barrier to good safeguarding practice.

If a Ramblers Staff Member or volunteer tells a professional that they or another person is being hurt physically, sexually, or emotionally, or likely to be hurt in the future, or in danger of hurting someone else, then they will have to inform other people.

The Ramblers Staff Member or volunteer will not promise to 'keep secrets' and will always make it clear that if they are told something that means someone is at risk of harm or is being harmed these procedures will apply.

Wherever possible, confidential information will not be passed to statutory agencies without the consent of the owner.

There will be times, however, when disclosing confidential information without consent is necessary to safeguard a child/ an adult or because the information suggests that there is a risk to others. If this is the case, information will be passed to the appropriate statutory agency by the Safeguarding Lead, making it clear that consent has not been sought and why, or that consent has been refused. The reasons for the disclosure without consent will be recorded and stored securely.

Review

This Safeguarding Procedures will be reviewed every year to ensure that any incidents which may have occurred will inform its development and/or that it remains fit for purpose in accordance with the work we are doing.

Related Policies

- IT & Mobile device Policy.
- Social & Digital Media for employees Policy.
- Risk Assessment Policy.
- Whistleblowing Policy
- Data Protection Policy
- Health and Safety Policy

Appendix A Child and Adult Safeguarding and types of Safeguarding concerns.

Types of Child safeguarding concerns

Exploitation^[1] is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Bullying including cyber bullying.

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

Child Criminal Exploitation

Where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. Child Sexual Exploitation (CSE) is a type of sexual abuse.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. Child

sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening.

It can involve violent, humiliating and degrading sexual assaults, including oral and anal rape. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Child sexual exploitation doesn't always involve physical contact and can happen online.

County Lines

A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and adults at risk to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Emotional Abuse

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

Extremism and PREVENT strategy.

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or

abuse is used, to force them to do so.

It is recognised in the UK as a form of child abuse. It is illegal to take someone overseas to force them to marry. A Forced Marriage Protection Order (FMPO) can be applied for to protect a child.

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.

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a career, the needs of the child may be neglected.

It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.

Peer on Peer

Peer on peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships both intimate and non-intimate.

It can take various forms including serious bullying (including cyber bullying), relationship abuse, domestic abuse, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour and/or gender-based violence.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g., rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In addition, sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13, it is classified as rape under §5 Sexual Offences Act 2003.

Types of adult safeguarding concerns or neglect

Financial abuse

Includes having money or property stolen, being defrauded or 'scammed', being put under pressure in relation to money or other property or having money or other property misused.

Things to look out for include changes in living conditions, lack of heating, clothing or food, inability to pay bills or unexplained money shortages.

Other indicators include unexplained withdrawals from an account, unexplained loss of or misplaced financial documents, recent addition of authorised signers on a signature card, or sudden or unexpected changes in a will or other financial documents. There may, of course, be other explanations for any of these indicators.

Physical abuse

Includes assault, hitting, slapping, pushing, misuse of medication, restraint, or the use of physical sanctions.

Psychological abuse

Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, and harassment. Can also include verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

Sexual abuse

Includes rape, inappropriate touching, indecent exposure and sexual acts to which the adult has not consented or was pressured into consenting to.

Discriminatory abuse

A disability hate crime is a criminal offence motivated by hatred or prejudice towards a person because of their actual or perceived disability. It is pervasive and a regular feature of the lives of many people with disabilities.

Discriminatory abuse includes harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion. These are 'protected characteristics' under the Equality Act 2010.

Organisational abuse

Includes neglect and poor care practice within an institution or specific care setting or in relation to care provided in a person's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission.

Includes ignoring medical, emotional or physical care needs; failure to provide access to appropriate health or care and support; or the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Domestic abuse

Includes violence, psychological, sexual, financial, emotional abuse and patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, and honour-based violence.

Self-neglect

Most forms of neglect or abuse are perpetrated by another person and the law generally presumes there is a perpetrator as well as a victim. An exception is self-neglect, which is included as an example of abuse and neglect in statutory guidance.

Self-neglect is a difficult area due to the fundamental human right to private life. If someone chooses to live in a particular way, however worrying that is, there are limited circumstances when the law can intervene. This consideration must be balanced with the right to safeguarding, which is also based on human rights protections.

Self-neglect covers a range of behaviour related to neglecting to care for one's personal hygiene, health or surroundings and can include behaviour such as hoarding. Evidence of self-neglect may not prompt a formal safeguarding enquiry. An assessment must be made on a case-by-case basis.

The decision on whether a safeguarding response is required depends on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they can no longer do this without external support.

Female Genital Mutilation

Female Genital Mutilation (FGM) is a procedure where the female genital organs are injured or changed, but there is no medical reason for this. It can seriously harm the health of women and girls in the long term. It is additionally, as relevant for children and is not an adult only problem.

Female genital mutilation is classified into four major types. The World Health Organisation defines FGM as follows:

- Type 1: Clitoridectomy: partial or total removal of the clitoris (a small, sensitive and erectile part of the female genitals) and, in very rare cases, only the prepuce (the fold of skin surrounding the clitoris).
- Type 2: Excision: partial or total removal of the clitoris and the labia minora, with or without excision of the labia majora (the labia are "the lips" that surround the vagina).
- Type 3: Infibulation: narrowing of the vaginal opening through the creation of a covering seal. The seal is formed by cutting and repositioning the inner, or outer, labia, with or without removal of the clitoris.
- Type 4: Other: all other harmful procedures to the female genitalia for non-medical purposes, e.g., pricking, piercing, incising, scraping and cauterizing the genital area.

Human Trafficking and modern slavery

Human trafficking is a form of abuse and neglect. It is defined as a process that is a combination of three basic components”:

- 1) Movement (including within the UK).
- 2) Control, through harm/threat of harm or fraud.
- 3) For the purpose of exploitation:

People are trafficked, for example:

- Sexual exploitation.
- Domestic servitude.
- Criminal exploitation.
- Organ harvesting.
- Forced labour.
- Slavery.

Mate Crime

When a person is harmed or taken advantage of by someone, they thought was their friend. The adult at risk can suffer financial, physical, sexual and emotional abuse at the hands of a ‘mate’.

Controlling and Coercive behaviour in an intimate or family relationship

Section 76 of the Serious Crime Act 2015 creates the new offence of controlling or coercive behaviours in an intimate relationship. It applies to children as well. The types of behaviour are:

- Isolating a person from their friends and family.
- Depriving them of their basic needs.
- Monitoring their time.
- Monitoring a person via online communication tools or using spyware.
- Taking control over aspects of their everyday life, such as where they can go, who they can see, what to wear and when they can sleep.
- Depriving them access to support services, such as specialist support or medical services.
- Repeatedly putting them down such as telling them they are worthless.
- Forcing the victim to take part in criminal activity such as shoplifting, neglect or abuse of children to encourage self-blame and prevent disclosure to authorities.
- Financial abuse including control of finances, such as only allowing a person a punitive allowance.
- Control ability to go to school or place of study.
- Threats to reveal or publish private information (e.g., threatening to ‘out’ someone).
- Criminal damage (such as destruction of household goods).
- Preventing a person from having access to transport or from working.
- Preventing a person from being able to attend school, college or University.
- Family ‘dishonour’.
- Disclosure of sexual orientation.
- Limiting access to family, friends and finances.

Non-recent (Historical) Abuse

All cases of Non-recent abuse must be reported through our process and to a statutory agency.

Non-recent abuse (also known as historical abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old. (Independent Inquiry Child Sexual Abuse)

Allegations of child abuse are sometimes made by adults and children many years after the abuse has occurred. There are many reasons for an allegation not being made at the time including fear of reprisals, the degree of control exercised by the abuser, shame, or fear that the allegation may not be believed. The person becoming aware that the abuser is being investigated for a similar matter or their suspicions that the abuse is continuing against other children may trigger the allegation.

Reports of non-recent allegations of abuse may be complex as the alleged victims may no longer be living in the situations where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. Such cases must be responded to in the same way as any other concerns.

It is important to ascertain as a matter of urgency if the alleged perpetrator is still working with, or caring for, children. Children's Social Care may not become directly involved initially if the person is known not to have current access to children or be likely to have access in the future.

Organisational responses to allegations by an adult of abuse experienced as a child must be of as high a standard as a response to current abuse because:

- There is a significant likelihood that a person who abused a child/children in the past will have continued and may still be doing so.
- Criminal prosecutions can still take place even though the allegations are non-recent in nature and may have taken place many years ago.

PREVENT – Radicalisation

The UK government's strategy to reduce the risk from terrorism identifies the need not only to stop terrorist attacks but also to PREVENT people becoming terrorists. The UK Government's strategy for countering international terrorism is CONTEST and the PREVENT strategy forms a part of this.

The UK government has defined extremism as:

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Children and young people can be radicalised in different ways:

- They can be groomed either online or in person by people seeking to draw them into extremist activity. Older children or young people might be radicalised over the internet or through the influence of their peer network – in this instance their parents might not know about this or feel powerless to stop their child's radicalisation.
- They can be groomed by family members who hold harmful, extreme beliefs, including parents/carers and siblings who live with the child and/or person(s) who live outside the family home but have an influence over the child's life.
- They can be exposed to violent, anti-social, extremist imagery, rhetoric and writings which can lead to the development of a distorted world view in which extremist ideology seems reasonable. In this way they are not being individually targeted but are the victims of propaganda which seeks to radicalise.

A common feature of radicalisation is that the child or young person does not recognise the exploitative nature of what is happening and does not see themselves as a victim of grooming or exploitation.

The harm children and young people can experience ranges from a child adopting or complying with extreme views which limits their social interaction and full engagement with their education, to young children being taken to war zones and older children being groomed for involvement in violence.

^[1] Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse, or a combination of these forms of abuse.

Appendix B – The Ramblers Safeguarding Report Form

THE RAMBLERS

Safeguarding report form

The purpose of this form is to ensure that all safeguarding poor practice, concerns, and allegations are dealt in accordance with The Ramblers safeguarding policies and procedures.

Both adult and child safeguarding poor practice, concerns and allegations are to be reported using this form within 24 hours of receiving the poor practice, concern, or allegation.

You can speak directly to the Volunteer Experience and Safeguarding Lead for advice and support on completing this form.

This reporting form once completed, or if you have any questions prior to completing the form, should be sent via e mail to safeguarding@ramblers.zendesk.com

Person subject of Concern Details (Victim)			
Full Name:			
Date of birth:		Age (approximate if unknown):	
Address:			
Gender:			
Child Parent/Legal Guardian details i.e. name, address, contact details (if known):			
Child Parent/Legal Guardian informed, if not please explain rationale:			
Consent of Child: Even if the child does not consent for the poor practice, concern, or allegation to be passed to a third party it must be reported			

Has the child given consent for this referral? In some cases, a child will not be able to consent due to age and/or developmental reasons.			
If the child is not asked or does not consent, please state the reason			
Consent of adults – Even if the adult does not consent to the poor practice, concern, or allegation being raised with a third party, the poor practice, concern, or allegation must be reported.			
Has the adult at risk given consent for this referral?			
Is the adult at risk aware this referral has been made?			
If No, please give the reason as to why the Adult at Risk was not made aware of the referral?			
Are there any doubts about the adult at risks capacity to consent?			
Please provide rationale for doubts:			

Person of Concern Details (alleged)			
Full Name of person of concern or allegation made against:			
Date of birth:		Age (approximate if unknown):	
Address:			
Gender			
Parent/Legal Guardian/other (if known)			

Details of person making this referral			
Name:		Title:	
Job/Volunteer Role (if applicable):			

Area Group:		
Email:		
Phone:		
Date/time referral completed:		
Relationship to Child or Adult at risk:		
Does the referrer consent to their details being shared with third parties, i.e., statutory agencies:		
Name of Ramblers employee or volunteer you have informed:		
Date and Time you have informed the Ramblers employee or volunteer about this:		

Details of the incident/s and/or concerns

Description of the poor practice, concern, or allegation:

Include:

The nature, degree, and extent of the poor practice, concern/allegations (what happened).
 • the length of time it has been occurring (previous incidents, what happened and date).
 the impact on the individual and/or their carers/family/legal guardians (injury, distress).
 location, date, and time of any incident)

Please do not interrogate or ask repeatedly when finding out this information.

Please indicate category of abuse:			
CHILD		ADULT	
Child Physical Abuse		Adult Physical abuse	
Child Sexual Abuse		Adult Sexual abuse	
Child Sexual Exploitation		Adult Self-neglect	
Child Emotional abuse		Adult neglect and acts of omission	
Child Neglect		Financial abuse	
Female Genital Mutilation		Human Trafficking/ Modern slavery	
Forced Marriage		Psychological / Emotional abuse	
		Hate Crime	
		Institutional abuse	
		Domestic Violence and abuse	
		Female Genital Mutilation	
		Exploitation	
Other (please specify):			

Agreement with the RAMBLERS on next steps		
Name of the Volunteer Experience Manager and Safeguarding Lead or appointed nominee		
Time and Date:		
Record of discussion to include information considered, issues and advice given:		
Ongoing advice and agreements with the Volunteer Experience Manager and Safeguarding Lead:		

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Outcomes	
Does not reach threshold to be raised with Statutory Agency	
Safeguarding the poor practice, concern, or allegation raised to the Police, Social Care Services, or another organisation and not reached their threshold for action	
Safeguarding the poor practice, concern, or allegation raised to Police, Social Care Services, or another organisation	
Safeguarding poor practice, concern, or allegation raised to Police, Social Care Services, or another organisation	
Safeguarding poor practice, concern, or allegation raised with Police, Social Care Services, or another organisation and returned by them for the Ramblers to manage	
Time and Date outcome recorded:	
Record of decision made and include information considered, issues and advice given/received:	