



# **Child Protection & Vulnerable Adults Procedure March 2026**

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Board of Trustees

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Board of Trustees

## **Child Protection & Vulnerable Adults Procedure**

### **1. Purpose**

This procedure sets out how Both Sides Foundation protects children and young people aged 15–21, and adults who may be at risk, from harm, abuse or exploitation.

It should be read alongside the Safeguarding Policy and Safeguarding Procedure.

### **2. Who This Procedure Applies To**

This procedure applies to all individuals working with or on behalf of Both Sides Foundation, including trustees, staff, volunteers, practitioners, facilitators, contractors and delivery partners.

It applies across all activities, including retreats, workshops, outreach activities, events and online engagement.

### **3. Children and Young People**

For the purposes of this procedure, a **child or young person** is anyone under the age of 18.

Both Sides Foundation works with young people aged **15–21** and recognises its legal and moral responsibility to safeguard children in line with statutory guidance.

### **4. Adults at Risk**

An **adult at risk** is a person aged 18 or over who:

- Has care and support needs, and
- Is experiencing, or is at risk of, abuse or neglect, and
- Is unable to protect themselves due to those needs

Safeguarding duties apply regardless of whether the individual is currently receiving formal care.

### **5. Recognising Abuse**

Abuse may be:

- Physical
- Emotional or psychological
- Sexual
- Neglectful
- Financial or material
- Domestic or coercive
- Discriminatory or hate-related

- Self-neglect or behaviour placing someone at serious risk

Abuse may occur in person or online, and may be carried out by someone known to the individual.

## **6. Reporting Concerns**

Any concern relating to a child, young person or adult at risk **must be reported without delay**.

Concerns should be reported to:

- The **Designated Safeguarding Lead (DSL)**, or
- The **Deputy Safeguarding Lead** if the DSL is unavailable
- If DSL is unavailable then report to Chair of Trustees

If a person is in immediate danger, **call 999**.

You do not need proof to raise a concern.

## **7. Escalation and Referrals**

The Designated Safeguarding Lead will decide the appropriate action, which may include:

### **Children and Young People (under 18)**

- Referral to **Children's Social Care**
- Liaison with safeguarding partners or the police

### **Adults at Risk**

- Referral to **Adult Social Care**
- Liaison with safeguarding teams or emergency services

All decisions will prioritise safety and be made in line with statutory guidance.

## **8. Consent and Information Sharing**

Where possible, individuals will be informed about safeguarding referrals.

However, **consent is not required** where:

- A child or adult is at risk of serious harm
- A crime may have been committed
- There is a legal duty to share information

Safeguarding takes precedence over confidentiality.

## **9. Allegations Against People Working for the Foundation**

If a concern involves a trustee, staff member, volunteer or practitioner:

- It must still be reported immediately to the DSL
- External safeguarding advice will be sought where required
- No internal investigation will take place if it could compromise a statutory process

Actions taken will be proportionate, fair and guided by external advice.

## **10. Recording**

All child protection and adult safeguarding concerns will be:

- Recorded accurately and factually
- Stored securely with restricted access
- Managed by the Designated Safeguarding Lead

Records are retained in line with data protection legislation and safeguarding guidance.

## **11. Review**

This procedure is reviewed annually or sooner if required due to changes in legislation, guidance or the Foundation's activities.