

Yorkshire Philosophical Society

Reporting safeguarding incidents

Internal

Safeguarding lead: David Harbourne chair@ypsyork.org

Deputy safeguarding lead: Catherine Brophy cafesci@ypsyork.org

External

Children

All safeguarding incidents concerning a child must be referred to the Multi Agency Safeguarding Hub (MASH). MASH is a multi-agency single point of contact for all concerns about children and young people. During normal office hours (Monday to Friday, 8.30am to 5.00pm), MASH can be contacted by:

- telephone: 01904 551900
- email: mash@york.gov.uk

Outside normal office hours (including weekends and public holidays), MASH can be contacted via the Emergency Duty Team:

- telephone: 0300 131 2131

Immediate concerns about the safety of a child must be referred to North Yorkshire Police on 999.

Adults at risk

Concerns about an adult at risk must be referred to the Adult Social Care Team (ASCT) at City of York Council. During normal working hours (Monday to Friday, 8.30am to 5.00pm), ASCT can be contacted by:

- telephone: 01904 555111
- email: adult.socialsupport@york.gov.uk
- online: <https://www.safeguardingadultsyork.org.uk/raise-concern/raise-concern-residents-form>

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Safeguarding Policy (Version 4, May 2025)

Introduction

1. This policy sets out how the Yorkshire Philosophical Society (YPS) embeds safeguarding as a fundamental way of working.
2. YPS has a legal and moral obligation to act in the best interests of everyone who takes part in YPS activities, whether as employees, volunteers, members or otherwise.

What do we mean when we talk about safeguarding and abuse?

3. Safeguarding means both *protecting* someone's health, wellbeing and human rights and *enabling* them to live free from harm, abuse and neglect. There are different regulatory frameworks for children (people below the age of 18) and adults (people aged 18 and over).

Children

4. *Safeguarding children* means protecting them from abuse or neglect, preventing harm to their health or development, and ensuring they grow up with safe and effective care that enables them to have the best life chances.
5. The Department for Education identifies four forms of child abuse¹:
 - Physical
 - Emotional
 - Sexual
 - Neglect

Box 1

Examples of child abuse

Physical: hitting, slapping, pushing, kicking, restraint

Emotional: humiliation, blaming, bullying, intimidation, harassment, verbal abuse

Sexual: sexual assault, grooming, exposing children to sexual content

Neglect: failing to provide the necessities of life such as food and medication

Box 2

Safeguarding and promoting the welfare of children is everyone's responsibility...Everyone who comes into contact with children and their families has a role to play.

Department for Education: Keeping Children Safe in Education (2024)

Adults

6. *Safeguarding adults* means protecting adults' right to live in safety, free from abuse, neglect or exploitation.
7. The Department of Health and Social Care identifies ten forms of adult abuse²:
 - Physical
 - Domestic violence
 - Sexual
 - Psychological
 - Financial or material
 - Modern slavery
 - Discriminatory
 - Neglect and acts of omission

¹ Keeping children safe in education: statutory guidance for schools and colleges (2 September 2024). https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

² Care and support statutory guidance (18 February 2025). <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

- Self-neglect
- Organisational (applicable to organisations that provide care to adults in their homes or in institutions such as hospitals and care homes)

Box 3

Examples of adult abuse

Physical: hitting, slapping, pushing, kicking, restraint

Domestic violence: incidents of controlling, coercive, threatening, degrading or violent behaviour between family members

Sexual: rape, sexual assault, using hidden cameras, distributing intimate images

Psychological: emotional abuse, threats of harm or abandonment, deprivation of contact, coercive control

Financial or material: theft, fraud, exploitation, pressure in connection with wills or financial transactions

Modern slavery: human trafficking, forced labour, domestic servitude

Discriminatory: harassment, slurs or mistreatment based on someone's protected characteristics (age, sex, sexual orientation, gender reassignment, disability, race, religion or belief, pregnancy and maternity)

Neglect: failing to provide the necessities of life such as food and warmth, ignoring medical or physical care needs

Self-neglect: poor hygiene, not taking medication, inadequate diet, extreme hoarding, failing to pay bills

8. The term "vulnerable adult" is sometimes used in connection with people who have a reduced ability to protect themselves from abuse or neglect – for example, because they have additional care needs. The Care Act 2014 introduced an alternative term, "adult at risk", which is used in this policy to describe someone who:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

9. In this policy, "safeguarding incident" means any occasion when a YPS employee, volunteer or member becomes concerned for the safety and welfare of a child or an adult at risk. Employees and volunteers could become concerned because of something they have been told or something they have observed.

10. "Regulated activities" are specific roles or types of work involving children or adults at risk that are considered high-risk and are therefore subject to legal safeguards, including criminal record checks and barring checks via the Disclosure and Barring Service. Regulated activities with children include unsupervised care, teaching, training and advice sessions. Regulated activities with adults include specific types of personal or professional care or assistance, especially where the adults in question are in need of that service due to age, illness, or disability. YPS does not plan to engage in any regulated activities with children or adults at risk.

Our approach to safeguarding

The role of our trustees

11. YPS trustees will promote a culture that prioritises safeguarding and take whatever actions are required to provide a safe and trusted environment for everyone who comes into contact with the charity.

12. To support this aim, the trustees will –

- Promote a safe environment and culture
- Make sure that all employees and volunteers understand and apply this policy, and in particular know how to:
 - identify concerns
 - respond promptly and appropriately to them
 - report concerns through the correct channels, internally and externally
- Make sure incidents or concerns are reported promptly to the right external partners
- Provide appropriate training for staff and volunteers
- Display this policy at the Lodge and publish it on the YPS website
- Carry out an annual review of this policy
- Ensure that health and safety policies, procedures and risk assessments are in place and that these are reviewed annually

13. The board of trustees will appoint a safeguarding lead and deputy safeguarding lead at the first board meeting in each calendar year. Their names and contact details will be displayed at the Lodge and published on the YPS website.

Safeguarding incidents

14. Any employee, volunteer or members who becomes aware of a safeguarding incident **must** report it to the safeguarding lead or deputy safeguarding lead as soon as possible. If they are concerned for the immediate safety of a child or adult at risk, they should also report the safeguarding incident to the appropriate external agency (see paragraphs 18-23, below, for contact details).

13. As soon as they receive information about a safeguarding incident, the safeguarding lead or deputy safeguarding lead will:

- Provide advice to the person making the report
- Ask if they have copies of the safeguarding flow chart and safeguarding report form at Annexes A and B of this policy and if not, provide copies immediately, with an instruction to complete and return the safeguarding report form as soon as possible
- Carry out a rapid assessment of the safeguarding incident. *Note: Initial fact finding will **never** involve asking a child or adult at risk to discuss the concerns or repeat a disclosure or allegation that has been made*
- Report the incident and their assessment to one or more of the external agencies listed in paragraphs 18-23, below, as appropriate
- Prepare a written record of the assessment, actions taken, or reasons for taking no further action
- Give this written record to the YPS Clerk for secure filing
- Make a confidential report to the board of trustees, redacting information which might identify persons named in the safeguarding incident

14. If there is reason to suspect that a member of staff, volunteer or member of YPS may have been involved in an act of abuse or neglect, the safeguarding lead or deputy safeguarding lead will prepare a report which will be considered by an investigation committee appointed by the board of trustees. The investigation committee will have between three and five members, one of whom may at the board's discretion be someone who is not a trustee or YPS member. The investigation committee will send a written notification to the person suspected of being involved in an act of abuse or neglect, outlining the safeguarding incident(s) under investigation and inviting him/her to attend a meeting with the committee (accompanied by a legal representative if they so wish). At the meeting, the committee will present the information they have about the safeguarding incident(s) under investigation and will invite a response. Once the investigation has been completed, the committee will prepare a report for the board of trustees which may include recommendations for actions such

as (but not limited to) removing the person from YPS employment or membership. The board of trustees will consider the committee's report and take such actions as it sees fit.

15. The investigation committee process described in paragraph 13 (above) will be carried out in addition to, not instead of, a referral to City of York Council and/or North Yorkshire Police. It will not involve asking a child or adult at risk to discuss their concerns or repeat a disclosure or allegation that has been made.

Data protection

16. Data protection legislation does not prohibit sharing information about safeguarding incidents, provided information is shared appropriately. Information sharing should be:

- Necessary for the purposes for which it is shared
- Only with those individuals who need to have it
- Accurate and up to date
- Timely
- Secure in how it is shared and stored

17. Decisions about information sharing should be documented so that the board of trustees and external stakeholders can establish if information has been shared, with whom, when, and for what purpose. Appropriate confidentiality must be maintained and data handled securely.

18. It may or may not be appropriate to obtain consent before sharing information provided by individuals reporting or experiencing abuse or neglect. The primary consideration should always be the safety and wellbeing of the individual(s) experiencing abuse or neglect. For this reason, secrecy should not be promised. It is important to be open about the possibility that information will be shared with external agencies.

External contact details

Note: the following contact details will also be included on the first page of this policy as published online and at the Lodge.

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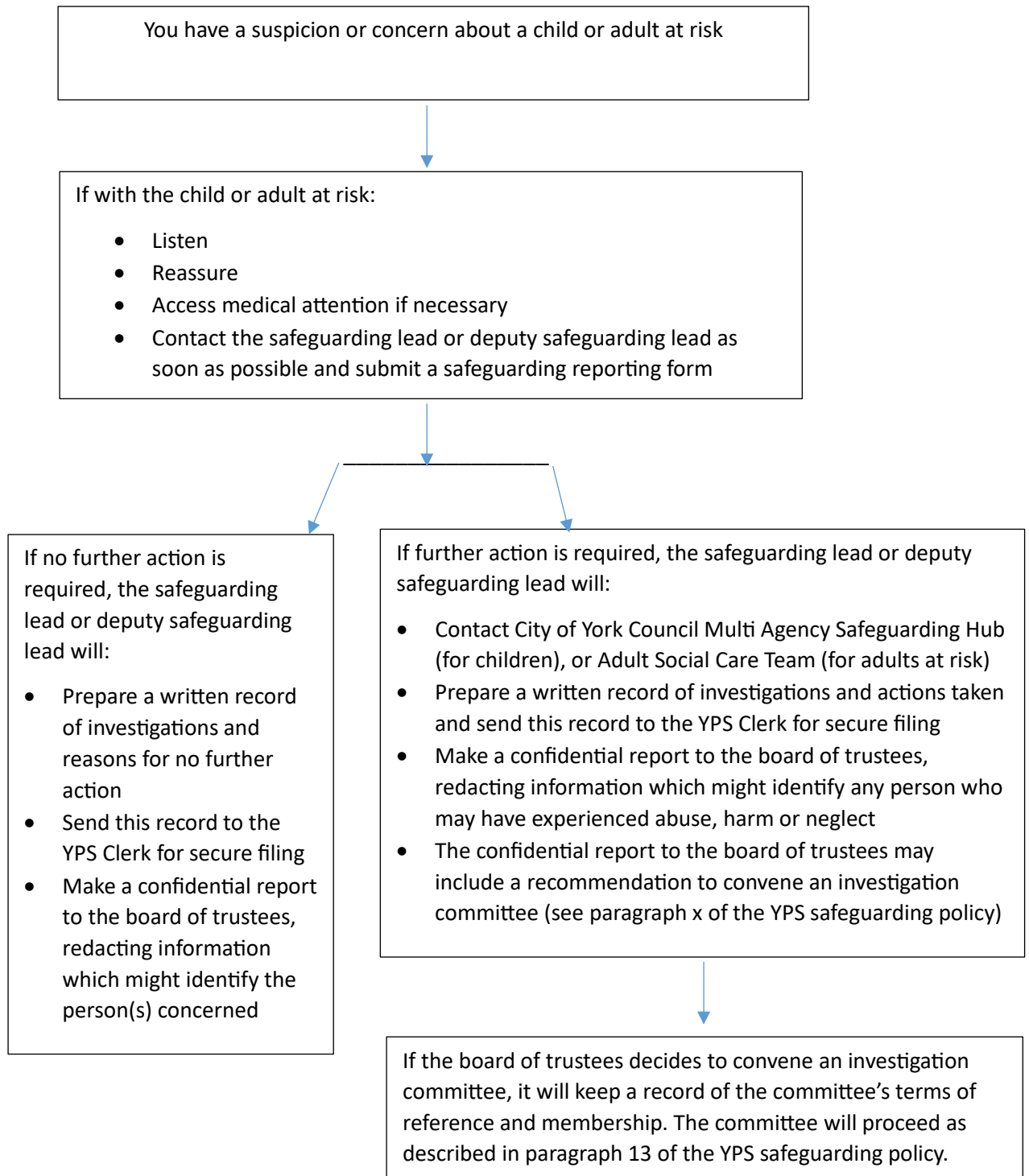
Additional guidance

- City of York Council child protection and safeguarding: <https://www.york.gov.uk/ChildProtection>
- City of York Safeguarding Adults Board: <https://www.safeguardingadultsyork.org.uk/>
- Charity Commission, safeguarding and protecting people for charities and trustees: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
- NCVO safeguarding guides: <https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/safeguarding-law/>

Adopted by YPS Council 22 May 2025

Annex A

YPS Safeguarding Flow Chart



Annex B

YPS Safeguarding Report Form	
This form is to be used for reporting information relating to an incident, suspicion, concern or disclosure about a child or adult at risk.	
Date of incident, suspicion, concern or disclosure	Location
Name of child or adult at risk (if known).	
Contact details of child or adult at risk (if known).	
Description of incident, suspicion, concern or disclosure. Please include dates, times and locations.	
If there are/were any witnesses, please give brief details here.	
Have you spoken to the child or adult at risk? If so, what was said? Please try to use the person's own words. Please also record what you said to them.	
Please describe any action you have taken (eg an immediate request for medical help). If you have also reported the incident to someone else, please give details.	
Signature	Date