



## Safeguarding Procedures Index

<b>Safeguarding</b> Safeguarded Person on the Premises	Final Reviewed Reviewed Reviewed	July 2020 June 2023 Nov 2024 Jan 2026
<b>Safeguarding</b> Report a Safeguarding Concern	Final Reviewed Reviewed	June 2023 Nov 2024 Jan 2026
<b>Safeguarding</b> Handle a Safeguarding Concern	Final Reviewed Reviewed	June 2023 Nov 2024 Jan 2026
<b>Safeguarding</b> Report a Safeguarding Allegation	Final Reviewed Reviewed Reviewed	July 2020 June 2023 Nov 2024 Jan 2026
<b>Safeguarding</b> Handle a Safeguarding Allegation	Final Reviewed Reviewed	June 2023 Nov 2024 Jan 2026
<b>Safeguarding</b> Annual Review of Safeguarding	Final Reviewed Reviewed	June 2023 Nov 2024 Jan 2026

-- ENDS --

# Lionheart Radio: Safeguarding Procedure: Safeguarded Person on the Premises

**Overview.** This procedure is followed **by the Responsible Adults**, driven by the **Station Organiser**.

No safeguarded person may be on the premises without prior notification to Station Organiser and Lead Responsible Adult.

No safeguarded person may be on the premises without either a Responsible Adult or a parent / carer also present.

Ref. *Safeguarding Policy*

## Definitions.

1. Safeguarding. The care and protection of young people and vulnerable adults.
2. Safeguarded person. A young person or vulnerable adult.  
In the context of this procedure, the safeguarded person is either a volunteer, or a guest on a show.

## Station Organiser: Arrange for a safeguarded person to be on the premises

	Main Procedure	Exceptions / Additions	Notes
01	Establish that the safeguarded person has been Registered with Lionheart Radio. If not, arrange for this to happen.		Ref. <i>Registration Procedures</i>
02	Establish whether the safeguarded person will be accompanied by their identified parent / carer.	If so, no further action is required. A Responsible Adult is not required on the premises.	Ref. <i>Registration Procedures</i>
03	Arrange with the Lead Responsible Adult for a Responsible Adult to be on the premises with the safeguarded person. This is the Designated Responsible Adult.	Ensure that the Designated Responsible Adult knows who to expect, and why (within the context of Lionheart Radio) they are a safeguarded person.	Inform the Designated Responsible Adult of any special requirements.

## Designated Responsible Adult:

	Main Procedure	Exceptions / Additions	Notes
01	Arrive on Lionheart premises a reasonable time before the safeguarded person is expected to arrive.		Be ready to admit the safeguarded person. In most cases, they will not have a security pass.
02	Remain on the premises the entire time that the safeguarded person is there.		
03	Be alert to the safety of the safeguarded person whilst on Lionheart premises.		

# Lionheart Radio: Safeguarding Procedure: Report a Safeguarding Concern

**Overview.** This procedure is followed by all Lionheart Radio volunteers.

It is to be followed when you are concerned about the welfare outside Lionheart Radio of a safeguarded person.  
(As distinct from a *Safeguarding Allegation* against another Lionheart Radio volunteer.)

Ref. *Safeguarding Policy*

## Definitions.

1. Safeguarding. The care and protection of young people and vulnerable adults.
2. Safeguarded person. A young person or vulnerable adult.  
In the context of this procedure, the safeguarded person is either a volunteer, or a guest on a show.

	Main Procedure	Exceptions / Additions	Notes
01	<p><b>Be aware that your concern about the welfare of a safeguarded person is a confidential matter.</b> Do not discuss this with anybody other than the Lead Responsible Adult.</p>		
02	<p><b>Immediately</b> Report your safeguarding concern verbally to the Lead Responsible Adult, identified on the <i>Safeguarding Contact Information</i>.  Email your concern to the Lead Responsible Adult.</p>	<p>If the Lead Responsible Adult cannot be contacted within a reasonable time, <b>and you believe there is an immediate threat to the safeguarded person</b>, proceed to Step 03.</p>	<p>The initial report is verbal, made in person, or by telephone. This is to ensure that the Lead Responsible Adult is immediately aware of your concern. Then email your concern to the Lead Responsible Adult to provide a documented record.</p>
03	<p>If the Lead Responsible Adult cannot be contacted within a reasonable time, <b>and you believe there is an immediate threat to the safeguarded person</b>  Report your safeguarding concern to Onecall, the Safeguarding Contact for Northumberland, on 01670 536 400. This is a 24 hour service, 365 days a year.</p>	<p>Follow any instructions from Onecall. If requested by Onecall, you may also provide them with the contact information for the Lead Responsible Adult.</p>	<p>Email the Lead Responsible Adult to</p> <ul style="list-style-type: none"> <li>• advise them that you have contacted Onecall</li> <li>• document your concern.</li> </ul>

# Lionheart Radio: Safeguarding Procedure: Handle a Safeguarding Concern

**Overview.** This procedure is followed by the **Lionheart Radio Lead Responsible Adult (or designated stand-in)**.

It is to be followed when a volunteer reports a concern about the welfare outside Lionheart Radio of a safeguarded person.  
(As distinct from a *Safeguarding Allegation* against another Lionheart Radio volunteer.)

Ref. *Safeguarding Policy*

## Definitions.

1. Safeguarding. The care and protection of young people and vulnerable adults.
2. Safeguarded person. A young person or vulnerable adult.  
In the context of this procedure, the safeguarded person is either a volunteer, or a guest on a show.

	Main Procedure	Exceptions / Additions	Notes
01	<p><b>Be aware that concern about the welfare of a safeguarded person is a confidential matter.</b> Do not discuss this with anybody other than the volunteer reporting their concern.</p>		
02	<p>Discuss the concern with the volunteer. Establish whether this is likely to be a genuine welfare threat, or (e.g.) momentary anguish exaggerated to extract sympathy.</p>		<p>Remind the concerned volunteer to email their concern to you, to provide a documented record. Begin contemporaneous notes documenting discussions.</p>
03	<p>Provided the concern is unlikely to be an immediate threat to welfare, arrange to observe the safeguarded person at the earliest opportunity.</p>		<p>Maintain your contemporaneous notes documenting observations.</p>
04	<p><b>If it becomes clear that the concern is a genuine threat to the safeguarded person's welfare</b> Report the safeguarding concern to Onecall, the Safeguarding Contact for Northumberland, on 01670 536 400. This is a 24 hour service, 365 days a year.</p>	<p>Follow any instructions from Onecall.</p>	<p>Maintain your contemporaneous notes documenting discussions, instructions, progress.</p>

# Lionheart Radio: Safeguarding Procedure: Report a Safeguarding Allegation

**Overview.** This procedure is followed by all Lionheart Radio volunteers.

It is to be followed when you consider that another Lionheart Radio volunteer is behaving / has behaved inappropriately towards a safeguarded person.

(As distinct from a *Safeguarding Concern* about the welfare outside Lionheart Radio of a safeguarded person).

Ref. *Safeguarding Policy*

## Definitions.

1. Safeguarding. The care and protection of young people and vulnerable adults.

2. Safeguarded person. A young person or vulnerable adult.

In the context of this procedure, the safeguarded person is either a volunteer, or a guest on a show.

	Main Procedure	Exceptions / Additions	Notes
01	<p><b>Be aware that your allegation of gross misconduct by a volunteer in respect of a safeguarded person is a confidential matter.</b></p> <p>Do not discuss this with anybody other than the person you contact in Step 02.</p>		<p>Your right to confidentiality is also respected. You will not be identified to the volunteer you are reporting by the person you contact in Step 02.</p>
02	<p><b>Immediately</b></p> <p>Report your safeguarding allegation verbally to the Lead Responsible Adult, identified on the <i>Safeguarding Contact Information</i>.</p>	<p><b>If the Lead Responsible Adult cannot be contacted, or if the allegation is about the Lead Responsible Adult, then contact a Director.</b></p> <p>Directors are identified on the general <i>Station Contact Information</i></p>	<p>The report is verbal, made in person, or by telephone. This is to ensure that the Lead Responsible Adult / Director is immediately aware of your concern.</p> <p>You are advised to make your own notes about the matter, for future reference.</p>
03	<p>The Lead Responsible Adult / Director will document your allegation and present it to you for confirmation / amendment.</p> <p>When you are satisfied that it is accurate, countersign the document to confirm.</p>		<p>This will happen quickly. You may be required to remain at Lionheart Radio until the Lead Responsible Adult / Director arrives, or to meet with them there as soon as possible.</p>

# Lionheart Radio: Safeguarding Procedure: Handle a Safeguarding Allegation

**Overview.** This procedure is followed by the **Lionheart Radio Lead Responsible Adult (or designated stand-in) or Director**. It is to be followed when a volunteer alleges that another volunteer is behaving / has behaved inappropriately towards a safeguarded person.  
(As distinct from a *Safeguarding Concern* about the welfare outside Lionheart Radio of a safeguarded person).  
Ref. *Safeguarding Policy*

## Definitions.

1. Safeguarding. The care and protection of young people and vulnerable adults.
2. Safeguarded person. A young person or vulnerable adult.  
In the context of this procedure, the safeguarded person is either a volunteer, or a guest on a show.

	Main Procedure	Exceptions / Additions	Notes
01	<p><b>Be aware that concern about the welfare of a safeguarded person is a confidential matter.</b> Do not discuss this with anybody other than the volunteer making the allegation.</p>	<p>Provided that the allegation is not against the Lead Responsible Adult, then a Director may choose to contact them and, if appropriate, to hand over to them.</p>	
02	<p>Document your understanding of the allegation.</p>	<p>You must instruct the volunteer to remain at Lionheart Radio until you arrive, or to meet with you there as soon as possible.</p>	<p>Begin contemporaneous notes.</p>
03	<p>Present your understanding of the matter to the volunteer raising the allegation for their confirmation / amendment. Obtain their countersignature on the agreed document to confirm.</p>		<p>Maintain your contemporaneous notes.</p>
04	<p><b>Within 1 day of the allegation</b> Report the safeguarding concern to the Designated Officer for Northumberland, Louise Prudhoe, on 07500 606174 or <a href="mailto:LADO@northumberland.gov.uk">LADO@northumberland.gov.uk</a>.</p>	<p>Follow the instructions and advice from the Designated Officer.</p>	<p>Maintain your contemporaneous notes documenting discussions, instructions, advice, progress.</p>

# Lionheart Radio: Safeguarding Procedure: Annual Review

**Overview.** This procedure is followed annually **by the Lead Responsible Adult.**

It takes place one year after the previous Safeguarding Review. Every Responsible Adult is processed.

## Definitions.

1. Safeguarding. The care and protection of young people and vulnerable adults.

## Policy and Procedures Check

	Main Procedure	Exceptions / Additions	Notes
01	Review the Lionheart Radio Safeguarding Policy and Procedures against current guidelines – ref. <i>Northumberland County Council website - Safeguarding</i> , or similar.	Amend as necessary and obtain the approval of the Board for the amendments	If amendments were necessary, remember to release the updated documents to the Lionheart Radio website.

## Responsible Adult Check

01	Access the Responsible Adult's DBS record and check for any updates.	If the DBS record is no longer satisfactory <ul style="list-style-type: none"> <li>• advise the volunteer of this</li> <li>• explain that they are no longer a Responsible Adult</li> <li>• explain that the reason will be kept confidential</li> <li>• remove their name and details from the <i>Safeguarding Contact Information</i>.</li> </ul>	If another volunteer queries this action, state only that the (ex) Responsible Adult has chosen to relinquish this duty.
02	Ensure that the Responsible Adult is still familiar with the Safeguarding Policy and Procedures, and the Safeguarding Code of Good Practice		Draw their attention to any amendments.
03	Provide the Responsible Adult with a new Lionheart Radio Safeguarding Supervisor Confirmation form, for them to sign.		
04	When the Responsible Adult has provided the signed Safeguarding Supervisor Confirmation form, file the form.	If necessary, amend their contact details on the <i>Safeguarding Contact Information</i> .	