

Hazelnut Community Farms

Safeguarding Policy for Children and Vulnerable Adults

Contact our safeguarding officer at safeguarding@hazelnutcommunityfarm.com

September 2022

Due for review: September 2023

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# Helpful Terms

**‘Best Practice Guidance’** means Hazelnut Community Farm Bristol’s practical guidance for safeguarding of Children and Vulnerable Adults.

**‘Child’** means anyone under the age of 18.

**‘Diocesan Safeguarding Advisor**’ means the Bristol Diocesan advisor, responsible for safeguarding in the Bristol Diocese.

**‘HCF’** means Hazelnut Community Farm sites located in Bristol.

**‘Incumbent’** means the vicar of HCF.

**‘Parish Safeguarding Officer’** means the individual overseeing safeguarding at HCF.

**‘Local Safeguarding Officer’** means the individual overseeing safeguarding at HCF.

**‘Policy’** means the HCF policy on safeguarding Children and Vulnerable Adults.

**‘Trustees’** means the board of trustees of HCF.

“**Vulnerable Adult”** means someone who:

* is aged 18 or over; and
* has needs for care and support; and
* is experiencing, or at risk of abuse or neglect; and
* 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.

# Policy Implementation and Review

**Policy Implementation:**

The Policy should be read and implemented in conjunction with the Best Practice Guidance.

The Best Practice Guidance covers:

* Practical implementation of the Policy.
* How to respond to allegations of abuse, including those made against leaders, staff and community of HCF.
* Supervision of activities and practical challenges.
* Helping victims of abuse.

**Review:**

* This Policy to be agreed by trustees on 29th of September 2022
* This Policy is available on the HCF website.
* This Policy is monitored by the Trustees via annual audit.
* This Policy is reviewed annually by the trustees. The next review is due on or around September 2022

**Children:**

# Particular vulnerability of Children and Vulnerable Adults

Children may be abused by an adult or child, male or female. It is far more common for a Child to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, church leader or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where a conflict of interest arises between the welfare of a Child and that of an adult, a Child’s wellbeing should be of paramount importance.

**Vulnerable Adults:**

A Vulnerable Adult may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

A Vulnerable Adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), church leaders, strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home

# Policy Context

HCF commits to following the safeguarding policies and guidance of the Church of England and the Diocese of Bristol, and to working within legislation and statutory guidance concerning the safeguarding of Children and Vulnerable Adults. Details of these policies and guidance are listed in Appendix 1.

# Policy Statement

**We recognise that:**

* Safeguarding is everyone’s responsibility.
* Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives.
* Vulnerability is a particular risk where there is a power imbalance (whether perceived or real) within a relationship.
* All Children and adults who may be vulnerable (regardless of age, disability, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
* Working in partnership with Children, Vulnerable Adults and their parents, carers and other agencies is essential in promoting their welfare.

**We will develop a culture that:**

* Enables a safe and caring community to provide a loving environment where there is a culture of ‘informed vigilance’ as to the dangers of abuse.
* Enables and encourages concerns to be raised and responded to openly and consistently and protects Children and Vulnerable Adults from actual or potential harm.
* Enables all people to feel welcomed, respected and safe from abuse.
* Encourages us to value, listen to and respect Children and Vulnerable Adults, so that they can contribute to the community.
* Encourages Vulnerable Adults to lead as independent a life as possible.
* Minimises situations where abuse of Children and Vulnerable Adults can occur.

**When concerns are raised we will:**

* Respond without unreasonable delay to every concern raised that a Child or Vulnerable Adult may have been harmed or be at risk of harm (through abuse or neglect).
* Listen to and take seriously all those who disclose abuse.
* Work with the police, local authority and relevant partners in any investigation to allegations of abuse.
* Challenge any abuse of power, especially by anyone in a position of trust.

**If abuse has occurred, we will ensure:**

* Pastoral care is offered to any Child or Vulnerable Adult who has suffered abuse, including support to make a complaint if so desired.
* Supervision is provided for any member of HCF known to pose a risk of harm to others.
* Pastoral care is offered to any member of HCF against whom an allegation is made.

**On an on-going basis, we will ensure that:**

* The PSO will work with the Incumbent, and Trustees to implement the Policy and Best Practice Guidance.
* Those involved in ministry with Children and Vulnerable Adults at HCF (including voluntary workers) are selected in line with the Church of England Safer Recruitment Practice Guidance1 and provide ongoing supervision and training to help those people develop skills and confidence to recognise and respond to abuse. A copy of guidelines for safer recruitment can be found at Appendix 2.
* There is appropriate insurance cover for all activities involving Children and Vulnerable Adults undertaken in the name HCF.
* Health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
* There is clear information available on our website regarding our safeguarding arrangements, including a copy of the Policy.
* Details of who to contact (in the event of safeguarding concerns) are displayed on our website.

1 https://[www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/](http://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/) (updates will be available periodically)

# What to do if you have concerns

If anyone has safeguarding concerns relating to Children or Vulnerable Adults at HCF, it is vital that these are shared at the earliest possible opportunity with the Parish Safeguarding Officer.

**Parish Safeguarding Officer**

Jonathan Davies

Contact details are displayed on our website and available by email at

**Email:** safeguarding@hazelnutcommunityfarm.com

**Tel: 07540960254**

**Hazelnut Trustee in charge of Safeguarding**

Clare Fussell

**Email:**

Clare.Fussell@bristoldiocese.org

**Tel: 07872015753**

Contact details are displayed on our website and available by email at

**Email:** safeguarding@hazelnutcommunityfarm.com

**Tel: 07540960254**

If you are unable to contact any of these people, or your concern relates to one of these people, please contact the Diocesan Safeguarding Team:

**Email** Adam.Bond@bristoldiocese.org safeguarding@bristoldiocese.org/ **Tel: 0117 960100**

In an emergency call 999 immediately, then contact the Parish Safeguarding Officer at the earliest possible opportunity.

It is always better to call and talk a situation through, even if it turns out not to be a concern. If you find yourself dwelling on a situation or thinking about it outside of church, this is probably a sign that you should share that information.

As individuals we will never know the whole picture and the safeguarding team are best placed to hold the information, coordinate a response and make contact with professionals as needed. However, if you feel that the appropriate response has not been taken please contact the Diocesan Safeguarding Advisor directly at any stage.

For reasons of confidentiality please do not discuss your concerns other than with those individuals mentioned above. If you need support relating to a situation please let the Parish Safeguarding Officer know and they will ensure support is provided.

*If you continue to have concerns, see Appendix 7 for details other organisations to contact.*

# Confidentiality and Consent

**Confidentiality:**

HCF accepts the principle that only those with a need to know should be made aware of safeguarding concerns. All staff and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

**Consent:**

HCF accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

**Children:**

Where there is a concern that a Child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. HCF accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child to receive appropriate help and support. HCF asks all staff and volunteers to explain this to Children when appropriate. Please see the Best Practice Guidance for more detail.

HCF expects that parents/carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a Child at increased risk or where a parent/carer may be involved in the sexual abuse of the Child. In those circumstances advice of the Local Authority or police should be sought before informing the parents/carers of the concern. Where the allegation is against an individual who may have access to other Children or Vulnerable Adults the referral should be made without seeking consent from parents/carers; how they are made aware of the concerns will be decided alongside statutory agencies.

**Adults:**

Adults have the right to make their own decisions about their lives. Consent should be sought from a Vulnerable Adult before information is shared about them. However, where a Vulnerable Adult withholds consent for a safeguarding concern to be shared with statutory authorities, this should be accepted except where there may be others at risk (e.g. the abuse or neglect is happening in a care home or hospital or the abuser has access to other Vulnerable Adults or Children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services or the Diocesan Safeguarding Advisor where there is any doubt as to whether a concern should be referred.

# Record Keeping

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officer. They will keep a record of the initial concern and all actions taken. The records will be securely held on the HCF computer system. Notes will be recorded on the form found in Appendix 6. All those involved with any safeguarding concern must ensure that they provide to the Parish Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance2. HCF cannot guarantee that its email systems are totally secure. Therefore, great care should be taken where email is used to ensure that confidential information is not at risk of being accessed by unauthorised individuals. Individuals’ confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records will be maintained of staff and volunteer training and DBS checks.

2 safeguarding joint practice guidance - safeguarding records.pdf (churchofengland.org)

# Appendix 1: Relevant Church of England Policies

|  |  |
| --- | --- |
| **Church of England:** | **Diocese of Bristol:** |
| Protecting all God’s Children, 2010 | Safeguarding Policy, 2018 |
| Promoting a Safe Church, 2006 | Allegations Management Procedure, 2018 |
| Promoting a Safer Church – Policy Statement, 2017 | Ministering to those who may present a risk, 2018 |
| Practice Guidance: Safer Recruitment, 2016 | Safer Recruitment Guidanceand Toolkit, 2017 |
| Responding Well to Domestic Abuse, 2017 |  |
| Responding Well to those who have been Sexually Abused, 2011 |  |
| Responding to, assessing and managing safeguarding concerns or allegations against church officers, 2017 |  |
| Roles and Responsibilities of Church Office Holders and Bodies, 2017 |  |
| Safeguarding Records Joint Practice Guidance, 2015 |  |
| Safeguarding Records Retention Tool Kit, 2015 |  |

These documents can be found on the Diocese of Bristol Website here: **Diocese of**

 **Bristol | Safeguarding information (anglican.org)**

## Statutory Guidance:

**Working Together 2018**: This guidance from the Department for Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations, when safeguarding children.3

**Care and Support Statutory Guidance 2016:** This is guidance from the Department of Health which describes safeguarding processes for adults and the responsibilities of different organisations.4

3 See the guidance at https://[www.gov.uk/government/publications/working-together-to-safeguard-children--](http://www.gov.uk/government/publications/working-together-to-safeguard-children--)

2 Or online: w ww.workingtogetheronline.co.uk

4 https://[www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-](http://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-)

 statutory-guidance#safeguarding-1

# Appendix 2: Safer Recruitment Guidelines

Ensuring a safe environment for Children and Vulnerable adults begins long before an event involving them. All prospective volunteers for children’s and youth ministry will go through the screening procedure described below.

Only those who have been safely recruited will be permitted to work unsupervised with Children or Vulnerable Adults.

 *General Suitability*

All leaders must be 18 years of age or older. Young people under 18 are welcome to help with ministry to younger children, subject to the approval of the children or youth work leader, but they will not hold any responsibility and will always be under the supervision of the relevant group leaders*.* Children who want to help and are 16+ must go through the Safer Recruitment process and have a DBS check.

Individuals will not normally be considered for a position leading/helping with children’s work until they have attended Emmanuel Bristol regularly for at least 6 months.

 *Volunteer application & DBS check*

Recruitment of staff and volunteers can only be authorised by a member of the Steering Team. The names of all recruited staff and volunteers who have completed a DBS application will be made known to the Steering Team.

The first step in our safe recruitment process is for all volunteers to complete a volunteer interview, make an application, provide references, undertake basic awareness safeguarding training and (if 16+) if required for the role undergo a DBS check. All recruitment checks and basic awareness safeguarding training must be completed and approved prior to starting in role.

 *Decision not to appoint*

An applicant will not be appointed to any position within the children’s or vulnerable adults ministry if:

* The applicant refuses to an approopriate check being made on their past background.
* The applicant refuses to answer questions in interview or application form.
* The applicant refuses to accept the HCF’s Safeguarding Policy.

If a decision not to appoint for the above reasons is made, the applicant will be informed by one of the trustees in an appropriate manner and a record of this conversation will be stored on church computer.

If during the process of application it becomes known that the applicant has a criminal record then the church will follow its procedures concerning recruitment of ex-offenders (see Appendix 4).

 *Observation*

Someone exploring volunteering within Children’s groups may attend the relevant group on one occasion only to observe the activities and help them decide if they wish to volunteer. This would take place after the initial interview and without having been through the full screening procedure. The group leader will record this observation visit on Church computer. It will be made clear to the Children that the potential volunteer is a visitor and not a leader, and they will not be given any leadership responsibilities.

 *Probation*

Once becoming a leader the applicant will have a probation period of 6 months During this time the team leader will occasionally observe their interaction with Children/Vulnerable Adults. At the end of the period the team leader will discuss with them their continuation in the ministry area and agree that it should be continued or, if deemed appropriate, ended. If the applicant feels they wish to stop serving then they are free to do so at any time.

 *Renewal/Appraisal*

Appointment of all volunteers will be reviewed every five years. The trustee covering that area of work will meet with them to review their role and the volunteer will need to renew their DBS check.

* All eligible staff and volunteers will have a repeat DBS disclosure every 3 years. **Any lapsed DBS check will require the post holder to stand down until the renewal has been completed.**
* All volunteers will attend safeguarding training as required by the Church of England. Any lapsed safeguarding training will require the post holder to stand down until that training has been refreshed.
* All volunteers will attend any other training as decided by the Steering Team.

# Appendix 3: Details of Leaders to be Maintained in HCF Records

* Name, date of birth and length of time at HCF.
* Address, email address, mobile
* Group
* Trustee Interviewed by
* Read child protection policy
* Self-declaration
* Reference 1
* Reference 2
* Trustee References checked by
* DBS check - online form completed, person documents checked by, DBS number, date, date of birth, whether check is returned clear or not, (including update/portability status if applicable).
* Date new DBS required
* Details of safeguarding training required, undertaken and when such training expires.

# Appendix 4: Fair Recruitment of Ex-Offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, HCF undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

### We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.5

**Can I still work/volunteer for you if I have a criminal record?**

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

**Self-Disclosure**

Where a Disclosure is necessary, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage in the application process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any “protected” information we will ask you to complete a “Self Disclosure Form” before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their ‘DBS Filtering Guide’6). This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organisation who is responsible for processing your DBS disclosure application and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

5

 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/474742/Co

 de\_of\_Practice\_for\_Disclosure\_and\_Barring\_Service\_Nov\_15.pdf

6

 https://[www.gov.uk/government/uploads/system/uploads/attachment\_data/file/266123/Filtering\_guide\_v2.3.p](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filtering_guide_v2.3.p)

 df

**What will happen to my information?**

Where a caution, conviction or additional information is disclosed by you or on a DBS Certificate your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Adviser (DSA).

The DSA will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DSA may need to speak to statutory bodies or individuals and will seek your consent to do so. The DSA will provide a written risk assessment to the recruiter which includes a recommendation of safe to proceed, proceed with amendments to role or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

**What happens if I don’t tell you about something?**

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work. Failure to consent to risk assessment will result in any offer of employment or voluntary work being withdrawn.

# Appendix 5: Handling of Disclosure Information Policy

**Storage and Access:** DBS Disclosure Certificates (or copies of) will never be kept by HCF.

**Handling:** In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage:** Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level, i.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

**Retention:** Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body 31:8. Advice can then be given regarding the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

**Disposal:** Disclosure information will only be held electronically. Once the retention period has lapsed, no copies of the Disclosure certificate may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

# Appendix 6: Safeguarding Recording Form

##

Safeguarding Recording Form - Private and Confidential

This form is to be used within a parish when a concern is raised or disclosure is given. The form should be started and kept up to date by the Parish Safeguarding Officer and kept in a safe and secure location. The form can be typed or written as required.

**Section 4** should be kept up to date to provide a record of activity and actions taken. If you require advice regarding the use of this form please contact the Diocese Safeguarding Team, Tel: 0117 9060100 (safeguarding@bristoldiocese.org)

Please fill in as many details as possible. Section 1: Who is this record about?

|  |
| --- |
| **Details of the person you are concerned about:** |
| Is this person the alleged victim or the alleged perpetrator: | **Victim** ☐ **Perpetrator** ☐ |
| **Please provide as much information about the person about whom you are concerned.** |
| **Subject of concern is an:** | **Adult** ☐ **Child** ☐ | Gender | **Female** ☐ **Male** ☐ |
| Surname: |  | Forename s: |  |
| **If the person is a child please provide their parent/carers details if known:** |
| Surname: |  | Forename: |  |
| Address: |  | Postcode: |  |
| Telephone number: |  | Email: |  |
| Surname: |  | Forename: |  |
| Address: |  | Postcode: |  |
| Telephone number: |  | Email: |  |
| **Have the parents/ carers been notified of this incident?** | **Yes** ☐ **No** ☐ |
| If **Yes** please provide details of what was said and what if any action has been agreed**:** |  |
| If **No** please explain why the child’s parents haven’t been informed: |  |

Section 2 – What is this record about?

|  |
| --- |
| **Details of the disclosure/incident** |
| Time and date of disclosure/ incident: | Time: |  | Date: |  |
| **Name and contact details of person making the disclosure/ reporting the incident:** |
| Surname: |  | Forenames: |  |
| Address: |  | Postcode: |  |
| Telephone number: |  | Email: |  |
| Location of disclosure/ incident: |  |
| **Names of anyone else (witnesses) who was present:** |
| Position if any within the Parish/ Church: |  |
| Surname: |  | Forename: |  |
| Address: |  | Postcode: |  |
| Telephone number: |  | Email: |  |
| **Record of disclosure/incident** (*attach any notes made by others regarding the disclosure/Incident*) |
|  |
| Has a previous referral been made: | YES ☐ NO ☐ | Name of agencies involved already: |  |
| Have you informed the DSA? | YES ☐ NO ☐ | Time/Date of Discussion: |  |
| Who else have you spoken to: |  |
| Your name: |  |
| Your contact number: |  |
| Your role: |  |
| Signed: |   | Date: |  |

Section 3 – Who else has been contacted?

|  |
| --- |
| **Onward referrals and external agency involvement** |
| External referral made: | YES ☐ NO ☐ |
| Time: |  | Date: |  |
| With consent: | YES ☐ NO ☐ (If No please give reason) |
| Referral form sent? | YES ☐ NO ☐ (Attach a copy of the referral form if used) |
| Name of social worker/ police officer/ team: |  |
| Telephone number: |  |
| Outcome of referral to external agency: | NFA☐ ongoing enquiries ☐ open case ☐ |
| Other Action taken: |
|  |
| Details of support offered: |
|  |
| Name of person in the parish dealing with this referral: |  |
| Signed: |  | Date: |  |

Section 4 – What are we doing?

Use this section to record ongoing actions and notes of any contact with other parties regarding this situation. It is advisable to type the information into the form to aid legibility.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Details** | **Response/ Action** | **Signed** |
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**Appendix 7: Other useful contact details**

**Bristol Social Care team for Children [First Response] –** 0117 903 6444

**Bristol Social Care team for Vulnerable Adults -** 0117 9222700

**South Gloucestershire Children and Young People Access and Response Team** - 01454 866000

**Bristol and South Gloucestershire Vulnerable Adults -** 01454 868007 **Emergency Duty Team (outside office hours)** - 01454 615165 **Police:**

Avon and Somerset Constabulary – 08454567000 In emergency - 999

Police non-emergency - 101

**National organisations:**

Childline - [www.childline.org.uk](http://www.childline.org.uk/) Thirtyone:eight - [www.thirtyoneeight.org](http://www.thirtyoneeight.org/) NSPCC - [www.nspcc.org.uk](http://www.nspcc.org.uk/)