



SAFEGUARDING REPORTING PROCESS USING TYPEFORM AND MYCONCERN

PURPOSE:

Ensure a systematic and efficient process for reporting and recording safeguarding concerns within Nottingham Forest Community Trust, encompassing various programmatic contexts and accounting for designated personnel in the absence of Chloe Bingham, Designated Safeguarding Officer.

Identification of Concern by Staff Member:

- Staff members who identify safeguarding concerns promptly document details, including date, time, location, individuals involved, and a description of the concern.

Immediate Action:

- If an immediate risk is present, the staff member takes appropriate emergency measures, such as contacting emergency services or ensuring the immediate safety of the individual.

Report on Typeform:

- The staff member completes a designated Typeform created for reporting safeguarding concerns. The Typeform includes fields for all relevant information. This form is specific to their respective programme and all delivery staff have their programme Typeform links.

Typeform Submission:

- The completed Typeform is submitted to Chloe Bingham.

Programme Coordinator/Manager Review:

- Chloe Bingham reviews the submitted Typeform promptly. If further information is needed, she may follow up with the reporting staff member for clarification.

Education Concerns (In Chloe's Absence - Chris Simmonds):

- If Chloe Bingham is absent, Chris Simmonds, designated for education concerns, assumes responsibility for reviewing and processing the reported safeguarding concern. Chris communicates with relevant parties as necessary.

Community Programmes (In Chloe's Absence - Karen Swan):

- If Chloe Bingham is absent, Karen Swan, designated for community programmes, takes charge of reviewing and processing safeguarding concerns related to community programmes. Karen communicates with relevant parties as necessary.

Documentation on MyConcern (In Chloe's Presence):

- Chloe Bingham records all Safeguarding concerns reported through Typeform onto MyConcern.

Documentation on MyConcern (In Chloe's Absence):

- In Chloe's absence, Chris Simmonds or Karen Swan records the safeguarding concern on MyConcern, the safeguarding recording system.

Initial Assessment:

- Chloe Bingham if present, or in her absence Chris Simmonds, or Karen Swan conducts an initial assessment of the reported safeguarding concern to determine the level of risk and appropriate follow-up actions, Low, Medium or High.

Communication with Relevant Parties:

- Chloe Bingham if present, or in her absence Chris Simmonds, or Karen Swan communicates with relevant parties, including external agencies, parents/guardians, and other stakeholders involved, to gather additional information and determine necessary actions.

Follow-Up Actions:

- Depending on the nature and severity of the concern, the designated safeguarding personnel implement appropriate follow-up actions, including further investigation, support for individuals involved, or involvement of external agencies.

Recording Outcome on MyConcern:

- Chloe Bingham if present, or in her absence Chris Simmonds, or Karen Swan updates MyConcern with the outcome of the safeguarding concern, documenting the actions taken, any external agency involvement, and resolution details.

Feedback to Staff Member:

- The staff member who reported the safeguarding concern receives feedback on the outcome and actions taken, ensuring transparency, and acknowledging their role in the safeguarding process.

Review and Continuous Improvement:

- Periodic reviews of the safeguarding reporting process are conducted, identifying areas for improvement. Adjustments are made as necessary to maintain effectiveness and compliance with safeguarding standards and regulations.



NOTTINGHAM FOREST COMMUNITY TRUST SAFEGUARDING STRUCTURE

PURPOSE:

This structure aims to efficiently manage safeguarding concerns within Nottingham Forest Community Trust, with designated individuals overseeing specific areas and collaborating to ensure a comprehensive safeguarding approach.

- 1. Judith Lyons – Board Safeguarding Lead and Chair of the Board of Trustees:**
 - Judith will be the single point of contact for the Board of Trustees regarding any Safeguarding matters for Nottingham Forest Community Trust.
 - Responsibility in oversight of Nottingham Forest Community Trust Safeguarding operational delivery.
 - Has direct communication with Nottingham Forest Community Trust Safeguarding operational lead, Chloe Bingham - DSO

- 2. Chloe Bingham - Safeguarding & Risk Manager (SRM):**
 - Chloe Bingham will serve as the primary point of contact for all safeguarding concerns within Nottingham Forest Community Trust.
 - Responsibilities include overseeing the safeguarding structure, managing risk assessments, and ensuring compliance with policies and procedures.
 - Directly reports to the CEO – Calum Osborne and the board on safeguarding matters.

- 3. Chris Simmonds - Head of Education, Training & Employment (HofETE):**
 - Chris Simmonds will act as a deputy safeguarding lead in the absence of Chloe Bingham.
 - Specifically responsible for safeguarding issues related to education, training, and employment programmes.
 - Reports safeguarding concerns to Chloe Bingham and collaborates with her on managing and addressing them.

- 4. Karen Swan - Head of Community Engagement (HofCE):**
 - Karen Swan will serve as a deputy safeguarding lead in the absence of Chloe Bingham.
 - Responsible for safeguarding matters related to community projects, including Premier League Kicks, Forest Futures, HAF, Tricky Hubs, Healthy Communities, and any other community initiatives.
 - Reports safeguarding concerns to Chloe Bingham and coordinates with her on the appropriate course of action.

- 5. Training and Communication Liaison:**
 - Establish a designated individual responsible for organising safeguarding training for all staff, volunteers, and stakeholders.
 - Facilitate communication channels to ensure that information regarding safeguarding reaches all relevant parties within the organisation.

6. Incident Response Team:

- Implementation of an Incident Response Team consisting of Chloe Bingham, Chris Simmonds, and Karen Swan to promptly address and manage safeguarding incidents.
- Clearly define roles and responsibilities within the Incident Response Team.

7. Regular Reporting:

- Implement a reporting structure where Chloe Bingham receives regular updates from Chris Simmonds and Karen Swan on any safeguarding concerns or issues within their respective areas.

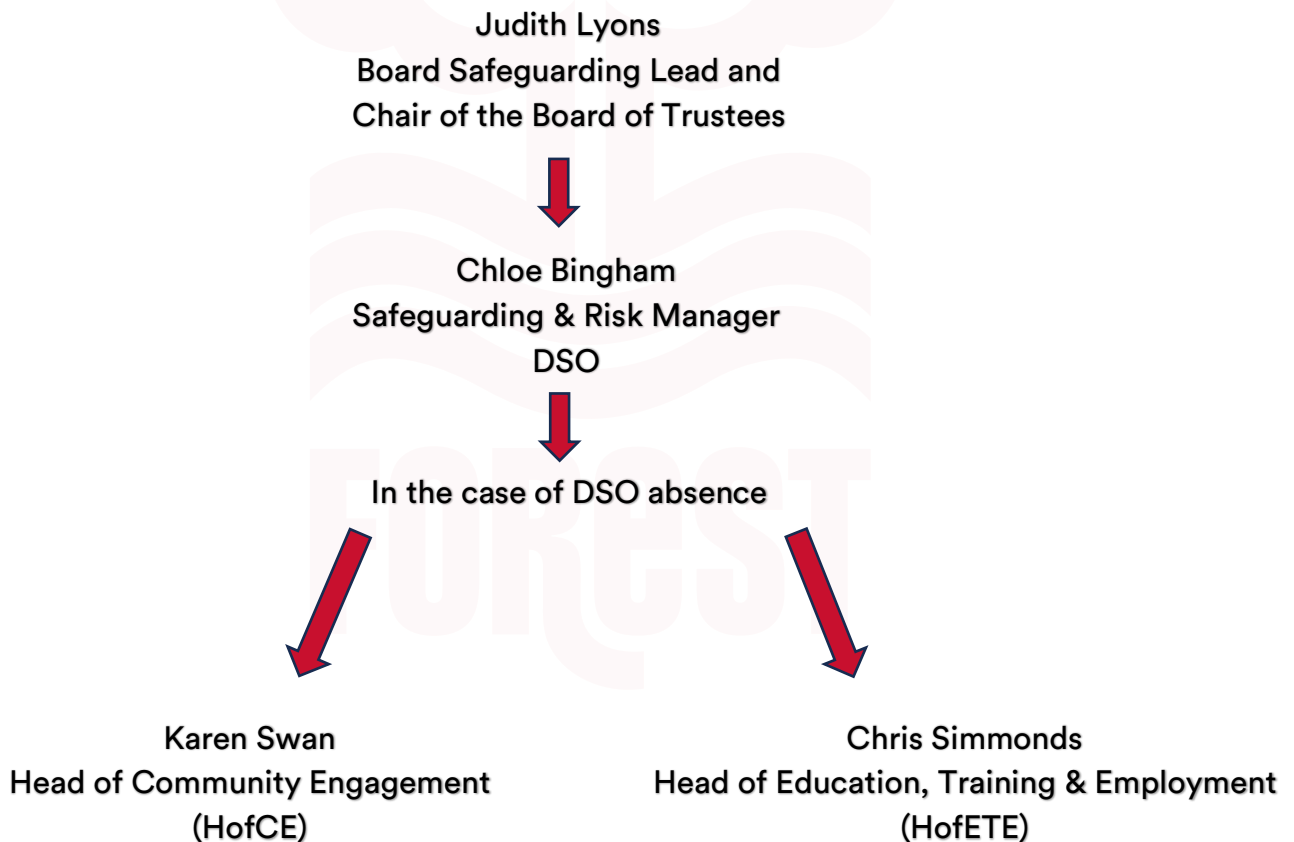
8. Cross-Department Collaboration:

- Foster collaboration between the safeguarding team and other departments to ensure a cohesive approach to safeguarding across all activities and initiatives.

9. Continuous Improvement:

- Chloe Bingham, in collaboration with Chris Simmonds and Karen Swan, will lead continuous improvement efforts in the safeguarding structure based on feedback, audits, and lessons learned.

Safeguarding Structure:



INCIDENT RESPONSE TEAM ROLES AND RESPONSIBILITIES

PURPOSE:

This defined structure ensures a clear distribution of responsibilities within the Incident Response Team, with Chloe Bingham leading the team and Chris Simmonds and Karen Swan serving as deputies, focusing on specific areas of their expertise. The Incident Response Team ensures efficient information flow, and the team collaboratively handles incidents with a focus on immediate response and long-term resolution.

1. Chloe Bingham - Safeguarding & Risk Manager (SRM) - Incident Response Team Lead:

- **Primary Contact:** Chloe Bingham is the primary contact for all safeguarding concerns and incidents within the organisation.
- **Immediate Response:** Chloe will be the first point of contact to assess the severity and urgency of any reported incidents.
- **Coordination:** Chloe leads the coordination efforts within the IRT, ensuring a cohesive and timely response to safeguarding concerns.

2. Chris Simmonds - Head of Education, Training & Employment (HofETE) - Deputy Lead:

- **Education Focus:** Chris Simmonds takes the lead in incidents related to education, training, and employment programmes.
- **Reporting:** In Chloe Bingham's absence, Chris is responsible for reporting and coordinating safeguarding concerns, ensuring a seamless transition in leadership.

3. Karen Swan - Head of Community Engagement (HofCE) - Deputy Lead:

- **Community Projects Focus:** Karen Swan leads in incidents related to community projects, including Kicks, Forest Futures, HAF, Tricky Hubs, and any other Healthy Community initiatives.
- **Reporting:** Similar to Chris Simmonds, Karen is responsible for reporting and managing safeguarding concerns when Chloe Bingham is unavailable.

4. Communication Liaison - Designated Individual:

- **Internal Communication:** Ensures effective communication within the IRT and with other relevant stakeholders.
- **Documentation:** Maintains clear records of all incidents, actions taken, and communications within the IRT.

5. Immediate Actions and Decision-Making:

- **Quick Assessment:** The IRT promptly assesses the nature and severity of the incident to determine immediate actions required.
- **Decision-Making:** Collaborative decision-making within the IRT to decide on the appropriate response, involving Chloe, Chris, and Karen.

6. Collaboration with External Agencies:

- **Liaison:** If necessary, the IRT collaborates with external agencies such as child and family services, Police/Emergency Services, or other relevant entities.
- **Coordination:** Chloe, Chris, and Karen work together to ensure seamless collaboration with external agencies, maintaining the best interests of the individuals involved.



7. Follow-Up and Monitoring:

- **Action Plan:** Develops and implements an action plan to address and resolve safeguarding concerns.
- **Monitoring:** The IRT monitors the situation, providing ongoing support and ensuring that necessary follow-up actions are taken.

8. Reporting to Senior Leadership and Board:

- **Regular Updates:** Chloe Bingham provides regular updates to the CEO and the board on the status of ongoing incidents and the overall effectiveness of the safeguarding measures.

Relevant Contact Details:

Name	Email address	Contact Number	Programmes to contact for	When to contact
Judith Lyons				
Chloe Bingham	Chloe.bingham@nottinghamforest.co.uk	07534327002	All Programmes	At any time
Karen Swan	Karen.Swan@nottinghamforest.co.uk	07851292071	Community Programmes	In Chloe's Absence
Chris Simmonds	Chris.Simmonds@nottinghamforest.co.uk	07496565706	Education Programmes	In Chloe's Absence