



Safeguarding: Procedure for reporting risks and harms

1. Scope

1.1 This reporting procedure applies to all risks and harms, which may include, but are not limited to the following:

- physical or emotional abuse
- bullying or harassment
- criminal activity
- abuse of a position of trust
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- data breaches causing safeguarding issues
- negligence
- domestic abuse
- self-neglect
- health and safety issues at venues causing risk to Explore members

1.2 Risks and harms may occur anywhere, including within Explore activities, in the community, in the person's own home and in any care setting.

2. Reporting

2.1 All members, tutors, volunteers and staff have a responsibility to recognise and report concerns to the Lead Trustee for Safeguarding, Miss Lesley Pringle and can be contacted at safeguardingJCLLC@weareexplorew.org.uk

Or in the case of a data breach please report concerns to datacontroller@weareexplore.org.uk

2.2 In the interests of expediency, concerns may be reported to any trustee, who **must** escalate to the relevant lead without delay.

3. Response and actions

3.1 Immediate action may need to be taken in an urgent situation.

3.2 It is hoped that most concerns can be resolved by mediation and internal investigation/review.

3.3 In the event of alleged serious misconduct, Explore membership may be suspended pending investigation.

3.4 Referral to an external agency (e.g. police, social services) may be necessary.

3.5 Our host organisation (currently Brunswick Methodist Church) should be informed of and involved in any serious issues that may affect other users of the premises.

4. Documentation and review

4.1 The Lead Trustee for Safeguarding is responsible for documenting concerns and actions taken, and reporting to the Trustees for review.

Reviewed - January 2026

Next review – January 2028