



Safeguarding of Children, Young People & Adults at Risk (2026) Policy



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Opening Statement:

All staff and trustees of the Bridge MPS full recognise the contribution that this policy makes to the safeguarding of all service users.

Safeguarding is the responsibility of everyone at the Bridge Mentoring Plus Scheme. However, it is not the decision of staff or volunteers to decide what is or isn't considered a legitimate concern or safeguarding risk, it is instead the responsibility of the relevant local authorities and safeguarding practitioners, and the staff and volunteers are obliged by law to ensure all instances are reported.

Staff, volunteers, and trustees of the charity on selection will undertake training to ensure that they know their legal obligation to report any alleged instances of abuse or safeguarding concerns

1. Introduction

- 1.1 The Bridge Mentoring Plus Scheme (MPS) acknowledges that children are the most vulnerable group in society, along with adults who are vulnerable due to health & additional support needs. Therefore, those in positions of responsibility and authority have a duty to ensure that the rights of children, young people and vulnerable adults are represented and protected.
- 1.2 The purpose of this policy is to set out The Bridge MPS stance towards Safeguarding to ensure all individuals that access services through The Bridge MPS are protected to the best of our ability.
- 1.3 The purpose is to also provide staff, volunteers and trustees with core guidance and expectations on safeguarding and to also provide clear guidance of the overarching principles of the charity to service users and their families. We recognise that all staff, volunteers and trustees have a full and responsible part in keeping service users and their families safe.
- 1.4 The most current information regarding vulnerable children and adults comes from the Social Services and Well-being (Wales) Act 2014 and the accompanying Working Together to Safeguard People guidance, accessed via [Safeguarding Wales](#) webpages.

2. Legal and Regulatory Framework

2.1. When preparing this policy, the following sets of legislation and statutory guidance have been considered.

- The Social Services and Wellbeing (Wales) Act (2014)
- The Children's Act 1989, 2004
- Wellbeing of Future Generations Act 2015
- United Nations Convention on the Rights of the Child
- The Rights of Children and Young Persons (Wales) Measure 2011
- Working Together to Safeguard People (2021)
- Wales Safeguarding Procedures and Practice Guides (2019)
- [Adult Protection and Support Orders \(Authorised Officer\) \(Wales\) Regulations 2015.](#)



3. Definitions

- 3.1 Child: The Social Services & Well-being (Wales) Act (2014) defines a child as a person under the age of 18.
- 3.2 Young Person: the term 'young person' is defined by the Child and Young Persons Act 1933, as a person who has attained the age of fourteen and is under the age of eighteen years". We use the term 'young people' to refer to older or more experienced children who are more likely to be able to make these decisions for themselves.
- 3.3 Adult at Risk: The Social Services & Well-Being (Wales) Act (2014) defines an adult at risk as a person over the age of 18 who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether the authority is meeting any of those needs), and as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

4. What is harm?

- 4.1 Statutory guidance from the Social Services & Well-being (Wales) Act (2014) defines harm as:
- all ill-treatment, this includes sexual abuse, neglect, emotional abuse and psychological abuse.
 - The impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
 - The impairment of physical intellectual, emotional, social, or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

5. Types of harm

- 5.1 Statutory guidance from Part 7 of the Social Services & Well-being (Wales) Act (2014) follows a non-exhaustive list of examples for harm, abuse and neglect which a child or vulnerable adult could face. Examples of these are set out below.
- 5.2 **Physical abuse** includes but is not limited to hitting, slapping, misuse of medication, inappropriate restraint, or inappropriate or disproportionate sanction.
- 5.3 **Emotional/psychological abuse** includes but is not limited to threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others. Emotional and psychological abuse in recent years has occurred online and is exacerbated by the increase in social media.
- 5.4 **Sexual abuse**- forcing or enticing a child, young person, vulnerable adult or individual to take part in sexual activities, whether or not the person is aware of what is happening – including but not limited to physical contact, penetrative or non-penetrative acts. Non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.



- 5.5 **Financial abuse** is more prevalent in the abuse of vulnerable adults but can and does occasionally also include children. More common forms of financial abuse could be deliberate failure in meeting the care & support needs of a vulnerable child or adult where direct payments or transfer of any money is made with the goal to financially gain from the deliberate neglect of care or support. Other forms of financial abuse could include complaints that personal property is missing, the coercion of a vulnerable adult to change their will or beneficiary information in their estate for someone to financially gain from such a change. Other forms of financial abuse could include inappropriate use of general financial powers in the execution of daily care and support, such as buying personal items when using money of a vulnerable person to support them to purchase their own items, use of loyalty points for own personal use.
- 5.6 **Neglect** – neglect is defined as a failure to meet the basic physical, emotional or psychological needs which is likely to result in impairment of health or development of the vulnerable child, young person or adult in need of support.
- 5.7 **Risk** from other actual or potential harm to a child, young person or vulnerable adult may also result from criminal exploitation such as county lines (CCE), child sexual exploitation, domestic abuse, criminal exploitation, religious or political radicalisation, female genital mutilation and modern slavery.

6. Identifying possible risk and abuse of children, young people and vulnerable adults

- 6.1 The following list is not exhaustive and there are many ways in which abuse can occur and be recognised. Staff at The Bridge MPS all receive training to support them identify signs of the following signs and symptoms.
- 6.2 **Physical abuse** – possible indicators of physical abuse include unexplained injuries to the body, or injuries where the accounting of the injuries is inconsistent, or injuries inconsistent with a person's lifestyle or physical health. Other more common indicators include cuts, bruises, burns, loss of hair and teeth. Frequency of injuries can be another indicator that abuse has occurred, signs of physical neglect and malnutrition, and lack of appropriate medical attention by carers to injuries can be a sign that physical abuse has occurred.
- 6.3 **Sexual Abuse** – possible indicators of sexual abuse include (but not limited to); bruising, cuts, bleeding or physical injury to intimate regions and other regions such as thighs, buttocks, breasts and markings or upper-arms or neck. The presence of foreign bodies in intimate areas. Sexual abuse may be an indicator where a person is unable to walk or sit properly. The presence of infections, sexually transmitted infections and unusual discharge in a person may be an indicator of sexual abuse. Unexplained pregnancy in children, young people or vulnerable adults may be an indicator that sexual abuse has occurred. Other less obvious indicators of sexual abuse in children, young people or vulnerable adults may be the withdrawal of common social and emotional relationships, refusal to accept personal and intimate care or general withdrawal from support needs, poor concentration and sleep disturbance and self-harm. The inappropriate displaying of inappropriate sexual behaviours such as excessive sexually suggestive language or physical advances on others may also be an indicator that a person has been exposed or subjected to sexual abuse. Where children and vulnerable adults are displaying the above symptoms and also spending excessive amounts of time online, whether on social media or the internet, then this vulnerable child or adult may be a victim of sexual grooming.



- 6.4 **Psychological and emotional abuse** – indicators of emotional abuse are not exhaustive but common indicators include the evident psychological change in a person and their personality who is subject to abuse, sudden or unexplained change in personal relationships of the person experiencing abuse, including self-neglect or withdrawal from support or care needs. Low self-esteem, unexplained anger, tearfulness, or excessive use of negative language. Physical changes can include weight loss or gain, sleep disturbance or self-harm.
- 6.5 **Financial abuse** – indicators of financial abuse can be more obvious but sometimes difficult to notice unless personnel or appropriately trained to spot it. Common indicators include sudden withdrawing from usual activities where money may be required to partake, without explanation. Adults subjected to financial abuse may be unable to meet their needs financially monthly in the form of unpaid bills, unaccounted spending, lack of adequate food, utilities for the home or unkept clothing or home furnishings, unable to produce or account for bank cards, cheque books or petty cash and missing items from the home including personal items such as jewellery, appliances, or furniture. Other indicators of financial abuse may be unexplained lines of credit drawn out in a person's name, where they are unable to open lines of credit themselves due to their health needs (i.e., learning disability, lack of reading or writing skills). More obvious indicators that are more common in vulnerable adults include families, friends and carers taking a persistent and unusual interest in the financial interests of a vulnerable individual, the attempt to obtain power of attorney for financial interests, and the sudden or unexplained change in will and financial beneficiary information.
- 6.6 **Neglect and self-neglect** – Possible indicators of neglect include obvious physical presentations of neglect including the unkempt appearance of someone in receipt of care and support to maintain a suitable standard of appearance. For example, a child or vulnerable adult with severe physical mobility or child at an age in which they are unable to care for themselves may arrive to a community activity in an unkempt appearance, having not had a satisfactory level of personal care that day or prior to arriving. Physical environment at home such as an unkempt/unhygienic/dirty home. Inappropriate or inadequate clothing. Those with significant levels of physical and mental health may have pressure sores, unkempt nails, hair or teeth, as they are unable to meet the upkeep of these things themselves without care and support which they have not received. Self-neglect may include disengagement from social care agencies, care and support normally delivered, educational opportunities or social engagements. Self-harm, inability to maintain own personal appearance may also be a sign of self-neglect.
- 6.7 **Domestic abuse** indicators are extensive and cannot be listed here fully, but generally include a pattern of physical, emotional, and financial abuse symptoms as indicated above. Adults who are at risk may indicate domestic abuse may carry self-esteem issues and sudden and unexplained withdrawal of relationships and social opportunities is also an indicator.
- 6.8 Indicators that someone may be involved in **modern slavery** include extensive and inappropriate working hours, fear and withdrawal from relationships, physical and emotional signs of neglect and self-neglect as listed above and the appearance that the person involved in modern slavery abuse may be controlled both physically and emotionally by another adult, such as a spouse or a colleague. For more detailed information about the types of modern slavery, readers should consult the modern slavery charity **Unseen** at Unseen.org. Any member of staff or volunteer who is unsure about whether a vulnerable adult is being subjected to modern slavery should consult the appropriate safeguarding team and police immediately.



- 6.9 Indicators of **radicalisation and extremism** are varied and difficult to spot, modern and up to date safeguarding training will cover radicalisation in order for staff and volunteers to spot the basic warning signs that a child, young person or adult at risk may be subject to radicalisation and extremism. Common indicators include secretive or elusive behaviour, which may be a sudden and unexplained change. Excessive and secretive use of the internet and social media. People who are radicalised or are being groomed for radicalisation or extremist views may spend excessive amounts of time with other young people or adults who exhibit the same behaviour, with a sudden withdrawal of usual relationships, educational opportunities and social groups. Very common indicators that a child or adult may be radicalised is a change in the way in which they speak, which may seem like they're talking from a script, excessive expression of religious or political grievances.

7. Who can cause harm or abuse?

- 7.1 Children, young people, or vulnerable adults can be subjected to harm and abuse from **anyone** who has access to them, particularly those who have regular access to them or assists them with their physical and emotional wellbeing. This includes, but is not limited to; Parents, partners, spouses, siblings, cousins, classmates, friends, care workers, support workers, doctors, nurses, and anyone who provides physical or emotional support to the person. Abuse may also be anonymous in the form of online abuse where an individual is targeted by someone not known to them but due to their age, health, or emotional needs they can become vulnerable to abuse or exploitation.
- 7.2 Consideration should also be given to the nature of those who display abusive behaviour and expose others to harm, such as when siblings or co-tenants in supported living environments who have learning disabilities or complex health needs also abuse others, who themselves are also vulnerable and subject to harm and abuse, i.e., a child with learning disabilities physically and emotionally abusing another child with learning disabilities, whether intentional or unintentional. Someone displaying abusive and harmful behaviour can also be vulnerable themselves, and often requires complex management from safeguarding practitioners and other stakeholders in the delivery of care to ensure that all involved in abuse are kept safe. Staff are reminded that they may be supporting individuals that are subject to these additional risks of abuse and harm.

8. Additional safeguarding considerations

- 8.1 **Online Bullying.** According to office of national statistics (ONS), around 1 in 5 children between the ages of 10-15 in the years 2019-2020 experienced at least one incident of online bullying, equivalent to around 765,000 children in that year in England and Wales. There is no legal definition of online bullying, but online bullying is classified as the inappropriate harassment, name-calling and private or public emotional abuse of a person online. More than half (52%) of those children who experienced an incident of bullying online did not appropriately identify this as online bullying, and only one quarter of these children (26%) reported the incident to a responsible adult.
- 8.2 Online bullying, harassment, and the online grooming of children, young people and vulnerable adults is becoming more common and poses a real challenge to safeguarding practitioners and the local authorities, so great care and consideration should be given to the signs and symptoms of grooming and bullying online. Staff are reminded of their



responsibilities to report all concerns that an individual may be experiencing bullying or online bullying.

- 8.3 When working with children, young people and vulnerable adults, Bridge MPS staff and volunteers will always remain vigilant and aware of the signs of online bullying and harassment, and make others aware too, following strict guidance in the Bridge MPS use of IT equipment policy.
- 8.4 **General sexual harassment and “sexting”** - prevalence of gender inequalities, sexual stereotypes and coercion, and a lack of understanding of consent all serve to blur the boundaries between sexting and sexual harassment. Staff and volunteers of the Bridge Mentoring Plus Scheme have received training in safeguarding which include the use of digital devices in the furthering of general and sexual harassment and are made aware that the term “sexting” refers to general sexual harassment of individuals, typically children, and report any concerns immediately to local safeguarding practitioners and local authorities.
- 8.5 **Online pornography** – the adverse effects of viewing online pornography as children/teenagers, are that they may be learning about sex from pornography rather than the importance of relationships and sex education. Exposure to pornographic content, especially at a young age or when a care giver is involved, is considered a form of sexual abuse, and should be reported as such where it is suspected a vulnerable child or adult has been exposed to online pornography or pornographic materials at home or elsewhere.

9. Promotional material involving children, young people, and adults with care and support needs

- 9.1 Consideration of the wider safeguarding and privacy needs of children, young people and vulnerable adults is at the heart of the work within the Bridge Mentoring Plus Scheme and as a standard we do not use photos of any service users to promote our work.
- 9.2 When the organisation’s work may involve photographs and videos of children, young people or adults with special needs, the organisation will seek permission from the individual (or parent/guardian in the case of a child) for the use of their image.
- 9.3 The Bridge Mentoring Plus Scheme will be explicit in safeguarding individuals by not using any person’s name and image together unless explicit permission has been sought from the individual or their parent, guardian or social worker and the information provided with the information does not present any risk.

10. Training

- 10.1 All staff and volunteers (where applicable) of the Bridge Mentoring Plus Scheme undergo appropriate level of safeguarding training, this is generally but not limited to Group A training and covers both children and ‘adults at risk’, as well as other necessary training required for the role, such as mental health awareness. This training is provided to all staff as a part of their induction to ensure that all staff are aware of their responsibilities to report all safeguarding concerns immediately.



- 10.2 Safeguarding training will be provided by an accredited training provider and will be provided to all staff, volunteers (where applicable) and trustees and then include refresher training for all, annually.
- 10.3 Safeguarding training will be provided by online/face-to-face/virtual training sessions which will be supplemented by training on the internal organisational policy and procedures during every employee's induction as well as yearly refreshers for all members of staff. The Bridge MPS has ensured that the training provided is accurate and suitable to the needs of the individuals that access support through The Bridge MPS and ensures staff are able to recognise the signs and symptoms of abuse.
- 10.4 Written records of staff, trustees and volunteers Safeguarding training will be maintained by the DSL, Chelsea Rees. It is the responsibility of the DSL to ensure that records are maintained accurately and that all training is sourced and undertaken in appropriate timescales as well as adhering to Confidentiality and GDPR practices with the storing of these records.

11. Recruitment and selection

- 11.1 In line with our recruitment policy and to ensure the safeguarding of all vulnerable children, young persons and adults who may utilise the services provided by the Bridge Mentoring Plus Scheme or our community hub, Disclosure and Barring Service (DBS) checks are made before appointment of any staff, volunteers, or trustees of the charity. All appointments are made after appropriate interviewing which may also include the Principal Officer and a verbal check at the interviewing stage as to whether the person has a criminal record. The Bridge MPS follows safer recruitment practices which means that at least 2 satisfactory employment references are received, and any gaps in employment are accounted for and approved.
- 11.2 Volunteers to the Bridge Mentoring Plus Scheme come from a variety of backgrounds, including those with a criminal background, who may wish to volunteer at the community hub to improve their social or employability skills. Explicit care is taken to ensure that anyone recruited as a volunteer is done so where they are assessed as not being a safeguarding risk to others who may use or volunteer at the service, and risk assessments and regular liaison with social services and school/care providers is done where individuals have complex health needs or learning disabilities, to ensure appropriate safeguards are in place to ensure their own well-being whilst volunteering at The Bridge Mentoring Plus Scheme. Volunteers in the community hub are always supervised by employees. Further information on the support and processes utilised by the Bridge MPS regarding volunteers can be found in the Volunteering policy.
- 11.3 DBS checks are repeated at no-longer than 3 yearly, and staff are reminded of their responsibility to disclose and criminal conviction that may impact their ability to work at The Bridge MPS.
- 11.4 Staff are encouraged, but is not required, to register their DBS with the online update service. This will allow managers at The Bridge MPS to maintain annual checks on DBS for all staff.

12 Safeguarding of Others

- 12.1 At the Bridge MPS we aim to ensure that staff are safeguarded within all roles by ensuring regular supervision that fosters an environment of open communication and provides a safe space as well as access to our Employee Assistance Program – HSF. We provide regular



training and awareness sessions especially for managers to recognise signs of abuse, mental health issues or work-related stress. Health and Safety risk assessments are undertaken regularly alongside a robust Lone Working Policy, and Violence and Aggression policy that aims to further protect staff whilst in work.

12.2 To ensure the Safeguarding of contactors and professional visitors that come to the Bridge MPS staff should follow these guidelines: All contractors/professionals visitors should provide appropriate ID and ensure that they sign the visitors book with arrival and departure times. Staff will ensure that all contractors/professional visitors are accompanied at all times and are aware of internal health and safety procedures e.g. location of fire exits, first aid kits and facilities.

12.3 The Bridge MPS has the same duty of care to safeguarding its' volunteers as it does to its paid members of staff. All volunteers are provided with regular supervision that aims to promote wellbeing and positive mental health. Where applicable volunteers will have access to Safeguarding training and will also be protected via the Bridge MPS Lone Working policy, Violence and Aggression policy and Health and Safety policy.

13 Safeguarding Responsibilities

13.1 Safeguarding is the responsibility of **everyone** who works, volunteers, or acts as a trustee for the Bridge Mentoring Plus Scheme. Emphasis to all involved in the charity is made that whilst the safeguarding and protection of vulnerable children, young people and adults is the responsibility of everyone, it is not up to individuals within the charity to determine what is and isn't a potential or actual safeguarding issue in any circumstance, and all instances where harm or safeguarding issues are suspected, it is the responsibility of those within the charity to report this straight away to the appropriate safeguarding practitioners and local authorities and in some instances, the charity commission.

13.2 Staff, volunteers and trustees of the Bridge will also need to refer to other Bridge Mentoring Plus Scheme policies where safeguarding of vulnerable children, young people and adults is an essential function of the charity – this includes but is not limited to the charities IT policy, health & safety policy, data protection, social media, and complaints policy.

13.3 The Bridge Mentoring Plus Scheme has a Safeguarding Lead who holds overall responsibility for the safeguarding of all persons supported at the charity, providing assistance to staff and volunteers with safeguarding queries and the reporting and liaison of safeguarding issues to the local authority and police. This role is currently fulfilled by the Youth Manager, **Chelsea Rees**. Additional staff are and will be provided with enhanced safeguarding training to enable them to also become a Designated Safeguarding Lead for The Bridge MPS. The additional DSLs are **Sarah Hearne**, **Kari Morgan** and **Hayley Sully-Williams** (Adult Safeguarding Lead). In the event a Designated Safeguarded Lead is unavailable, then the trustee responsible for safeguarding policy decision-making (**Ceri Littlewood**) should be consulted immediately on any safeguarding issues or complaints. Safeguarding issues involving a senior employee of the charity must also be reported directly to the board of trustee chair, **Carl Heard**.

13.4 Staff will take part in regular team meetings where managers may take the opportunity to discuss and remind them of The Bridge MPS safeguarding processes such as what to do if a young person makes a disclosure, specific risks and/or the needs of individuals supported by The Bridge MPS.



13.5 Essential contact information

Chelsea Rees (Designated Safeguarding Lead)	07745 693417
Hayley Sully-Williams (Designated Adult Safeguarding Lead)	07950 101425
Sarah Hearne (Principal Officer)	07894 741060
Ceri Littlewood (Safeguarding Trustee)	07973 856605
Carl Heard (Chair of Trustees)	07545 569437
Social Services Duty Desk (Children's)	01656 642320 or 01443 743665 (out of hours)
Social Services Duty Desk (Adults)	01656 642477 or 01443 743665 (out of hours)
South Wales Police	999 (emergency) or 101 (non-emergency)

14. Safeguarding reporting procedure for staff, volunteers, and trustees

14.1 Supporting Information

Safeguarding is the responsibility of everyone at the Bridge MPS, however, it is not the decision of staff or volunteers to decide what is or isn't considered a legitimate concern or safeguarding risk, it is instead the responsibility of the relevant local authorities and safeguarding practitioners, and the staff and volunteers are obliged by law to ensure all instances are reported.

As such, when there is suspicion of a risk of harm or an ongoing safeguarding concern of a child, young person, or vulnerable adult - volunteers and staff of the Bridge Mentoring Scheme must act **immediately** in reporting this to the Designated Safeguarding Lead. Deliberate delaying or refusal to report any suspicious behaviour or witnessed incidents could be regarded legally as abuse, or the condoning or furthering of any abuse that may be occurring in the meantime.

When conversing with a child, young person, or vulnerable adult regarding a potential safeguarding issue, it is important to listen attentively, discreetly and in a non-judgemental manner. Staff and volunteers should avoid confronting or discussing the issue with the person alleged to have undertaken the abuse (if they are in proximity or another service user).

Staff and volunteers should not guarantee or promise confidentiality or privacy when there is the suspicion of abuse – instead they should reassure and comfort the person disclosing the abuse and report the incident accordingly.

Staff members who identify and report a potential safeguarding allegation will be required to complete the relevant safeguarding forms as set out in their training and following the 5 Rs of Safeguarding:

- Recognise – the signs of abuse and neglect
- Respond – appropriately to concerns about abuse and neglect
- Report – concerns to the appropriate authorities
- Record – information accurately and appropriately
- Review – safeguarding practices regularly to ensure they are effective

For further information, speak to the Designated Safeguarding Lead.

14.2 Reporting Process for Safeguarding Concerns



Step by step instructions:

1. All safeguarding concerns are to be reported to The Bridge DSL (details below) immediately.
2. If the DSL is not available, report it to either the Principal Officer, or Safeguarding Trustee.
3. The person who has raised the concern is responsible for completing the concerns form. Remember to record all information concisely, accurately, and factually following the five Rs of Safeguarding. Do not make assumptions and give clear outline why you are concerned and use language easily understood. Cite the actual words used. Please note, that in certain circumstances, such as a child protection concern, you can submit a safeguarding concern without consent.
4. The concerns form can be found here - [Bridge MPS Concerns Form](#)
5. Once the form is completed in it must be sent to the DSL immediately for checking.
6. The DSL will then decide on the appropriate action to take e.g. send referral to MASH/adult safeguarding team. The DSL will inform the Principal Officer on safeguarding matters and action taken.
7. The DSL will then ensure that accurate records of completed forms are saved in accordance to our Confidentiality and GDPR policies on a secure drive and accessed only on a "need to know" basis.

Essential contact information

Chelsea Rees (Designated Safeguarding Lead)	07745 693417
Sarah Hearne (Principal Officer)	07894 741060
Hayley Sully-Williams (Designated Adult Safeguarding Lead)	07950 101425
Ceri Littlewood (Safeguarding Trustee)	07973 856605
Carl Heard (Chair of Trustees)	07545 569437
Social Services Duty Desk (Children's)	01656 642320 or 01443 743665 (out of hours)
Social Services Duty Desk (Adults)	01656 642477 or 01443 743665 (out of hours)
South Wales Police	999 (emergency) or 101 (non-emergency)

[Multi-Agency Safeguarding Hub \(MASH\) - Bridgend CBC](#) Click for Further information

Appendix 1

CONCERNS FORM

This form is to be used by anyone who wishes to report any concerns about a child/adult, whether a disclosure has been made, or if there is any concern about the other person.

Please fill in what you can and pass it on within the same working day.

1. The Referrer

© [The Bridge MPS 2018](#). Bridge Mentoring Plus Scheme (The Bridge MPS) is a registered charity No. [1091536](#)

& is a Company Limited by Guarantee Company No. 04371480

Registered Office: 46-48 Dunraven Place Bridgend CF31 1JB Phone 01656 647891 (Safeguarding Policy & Procedure) Version 6 Dated April 2026



Name of Referrer:	Date:
Position:	
Email:	Phone:

2. Details of the person you are concerned about:

Surname:			
Forename(s):			
Date of Birth:			
Male:	Female:	Other:	Not known:
Address:			
Phone:			

3. Details of anyone else involved.

Name:
Address:
Phone:

Name:
Address:
Postcode:
Phone:

4. Please give details of the reasons for concern:

Try to be as factual as possible. Please include dates, times and locations.
Detail any action taken so far.



Reason for concern details:

Do you feel this person is at immediate risk and needs protecting?

Yes **No**

Are there any concerns around capabilities?

Yes **No**

Action taken:

5. When completed as fully as possible please forward to DSL – Chelsea Rees (Chelsea.Rees@thebridgemps.org.uk) and Principal Officer - Sarah Hearne (sarah.hearne@thebridgemps.org.uk)

Name:
Position:
Date:
Sent to Statuary Agency: Yes: No:
Any further actions?
Date: Time:
Name of Agency:



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6. To be completed by the Principal Officer.

Received by: (signature)	
Name:	
Position:	Date:

Related Policies:

- Lone Working Policy
- Violence and Aggression Policy
- Health and Safety Policy
- Equality, Diversity and Inclusion Policy
- GDPR and Data Protection Policy
- Confidentiality Policy
- Volunteering Policy
- Social Media Policy
- IT Policy
- Complaints Policy

This Policy Will Be Reviewed Annually Or When Legislation Dictates.

1st Trustee's Signature: _____ Date: _____

1st Trustee's Name (print): _____ Date: _____

2nd Trustee's Signature: _____ Date: _____

2nd Trustee's Name (print): _____ Date: _____

Date Created July 2020

Updated March 2026



Empty rectangular box

6. To be completed by the Principal Officer.

Received by: (signature)	
Name:	
Position:	Date:

Related Policies:

- Lone Working Policy
- Violence and Aggression Policy
- Health and Safety Policy
- Equality, Diversity and Inclusion Policy
- GDPR and Data Protection Policy
- Confidentiality Policy
- Volunteering Policy
- Social Media Policy
- IT Policy
- Complaints Policy

This Policy Will Be Reviewed Annually Or When Legislation Dictates.

1st Trustee's Signature: [Signature] Date: 14 Apr 26

1st Trustee's Name (print): MAUREA HIETT Date: 14 Apr 26

2nd Trustee's Signature: [Signature] Date: 24/4/26

2nd Trustee's Name (print): CARL HEARD Date: 24/4/26

Date Created July 2020

Updated March 2026