



MAGIC LANTERN

Safeguarding Children and Vulnerable Adults Policy

Updated July 2026

Registered charity no.1048092

www.magiclanternart.org.uk

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1. Magic Lantern Designated Safeguarding Officer Details

Designated Safeguarding Lead	Caroline Rae
Role	Director
Contact Email	caroline@magiclanternart.org.uk
Date	1 July 2026
Nominated Trustee for Safeguarding	Josepha Sanna
Role	Trustee
Contact Email	Josepha.Sanna@nationalgallery.org.uk
Date	13 January 2026

2. Policy Introduction

Every year, Magic Lantern visits schools and educational settings to deliver art history workshops to children and vulnerable adults and we wish to ensure that they are protected from harm whilst engaging with our services. Magic Lantern believes that all children and vulnerable adults have the right to access creative opportunities and to enjoy participating in the arts.

Children and vulnerable adults engaging in Magic Lantern workshops do so in school or in an educational setting, and therefore, in the main, are never without a responsible adult, guardian or carer in a supervisory role. While the primary responsibility for the welfare of children and vulnerable adults rests with the supervising adult(s), Magic Lantern recognises its responsibility to safeguard the welfare of all children and vulnerable adults by a commitment to practice which supports protecting them from harm. As an organisation, we have procedures in place to safeguard children and vulnerable adults and to keep them safe.

Considering current legislation, guidance and best practice, Magic Lantern does not believe that it currently undertakes any 'regulated activities' for children or vulnerable adults (see Appendix A).

Changes to the programme and activities undertaken by Magic Lantern will be reviewed in accordance with Health and Safety and Risk Assessment policies to assess whether they constitute regulated activity. If a risk assessment concludes that regulated activity is to be carried out, additional checks will be conducted to review spent criminal records and other information, as relevant to the protected group.

Magic Lantern's recruitment and appointment processes include robust and transparent pre-employment checks including DBS checks and regular re-vetting where appropriate to the role.

We recognise that:

- the welfare of the child/vulnerable adult is paramount.
- all children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- working in partnership with children, their guardians, vulnerable adults and their carers and other agencies is essential in promoting the welfare of children and vulnerable adults.

Magic Lantern staff, freelance practitioners, trustees and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. However, all staff, freelance practitioners, trustees, and volunteers have a duty to safeguard children and adults whilst using Magic Lantern services. All staff, freelance practitioners, trustees and volunteers also have a duty to respond to a disclosure or to report any cause for concern relating to a child or vulnerable adult's welfare.

3. Policy Statement

Magic Lantern aims to:

- respect the rights of all children and vulnerable adults.
- create an environment which is safe and welcoming for children and vulnerable adults and which protects them from harm.
- ensure that staff, trustees, freelance practitioners and volunteers are aware of the need to protect children and vulnerable adults and know how to reduce the risks to them.
- provide procedures and guidance for everyone working at MAGIC LANTERN for their own protection.

Magic Lantern endeavours to safeguard children and vulnerable adults by:

- adopting safeguarding procedures for all which minimise opportunity for abuse and establish appropriate treatment of children and vulnerable adults.
- ensuring individuals working with children and/or vulnerable adults are fully aware of and trained to follow Magic Lantern's policies, procedures and guidance as appropriate to their role.
- sharing information about the principles of safeguarding and good practice with staff, freelance practitioners, trustees, volunteers and visitors.
- providing effective management through supervision, support and training.
- ensuring any accompanying individuals are aware of their own responsibilities in relation to safeguarding.
- sharing information about concerns with agencies who need to know and involving parents/guardians/carers as appropriate.
- following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who are working with children and/or vulnerable adults have the appropriate DBS checks in place.
- informing staff that not adhering to the policy and procedures will lead to formal disciplinary action.
- designating staff and trustees to lead on safeguarding issues.
- reviewing our policy and practice at regular intervals.
- ensuring safeguarding policies and procedures are regularly updated in accordance with current Government legislation and best practice.
- taking allegations seriously and responding fairly, swiftly and appropriately.

We are committed to reviewing our policy and good practice annually.

4. Policy Purpose

The purpose of this policy is to protect children and vulnerable adults who engage with Magic Lantern in schools and other places of learning, and provide staff, freelance practitioners, trustees and volunteers with clear information about Magic Lantern's approach to safeguarding and with guidance on the procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm.

For the purposes of this policy, the following definitions apply:

Child: A child, as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their eighteenth birthday. 'Children' therefore means 'children and young people' throughout. Until a person has reached their eighteenth birthday, they are the legal responsibility of their parents/guardians, even if that person is not present.

Vulnerable Adult: A vulnerable adult is defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help).

Child/Vulnerable Adult Protection is a term that describes activity that is undertaken to protect specific children/vulnerable adults who are suffering or likely to suffer significant harm.

Child/Vulnerable Adult Safeguarding refers to the policies and practices employed to keep children/vulnerable adults safe and promote their well-being. This encompasses everything safe recruitment and selection to health and safety.

This policy applies to all paid permanent and temporary staff, volunteers (including the Board of Trustees), contractors, consultants, freelance practitioners, work experience students and anyone engaged to work on behalf of Magic Lantern.

5. Legal Context

This policy has been informed by law and guidance that seeks to protect vulnerable groups, namely:

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- Safeguarding Vulnerable Groups Act 2006
- Children Act 2004
- Children's Act 1989

6. Associated Policies and Procedures

This policy should be read alongside our policies, procedures and guidance on:

- Code of Conduct for Trustees
- Code of Conduct for Workshop Leaders
- Equality, Diversity and Inclusion Policy
- Workshop Risk Assessment
- Online Learning Policy
- Data Protection (GDPR) Policy
- Vulnerable Adults Protection Policy
- Workshop Leader Agreement

7. Safeguarding Code of Conduct

Everyone working at Magic Lantern, both paid and unpaid, has a responsibility to ensure that children and vulnerable adults engaging with the Charity are protected from abuse.

This code has been developed to provide advice which will not only help to protect children and vulnerable adults but will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals.

When working with children and vulnerable adults all staff, volunteers and freelance practitioners are considered by Magic Lantern to be acting in a position of trust. It is therefore important that they act in an appropriate manner at all times and follow Magic Lantern's Safeguarding Code of Conduct.

All staff, freelance practitioners, trustees and volunteers are expected to report any breaches of this Code to the Designated Safeguarding Officer (Caroline Rae). Anyone who breaches this Safeguarding Code of Conduct may be subject to the Charity's disciplinary procedures, as outlined below.

Any breach of this Code involving a volunteer or freelance practitioner may result in termination of their engagement.

Serious breaches of this Code may also result in a referral being made to the police or a statutory child or adult protection agency.

Safeguarding Code of Conduct for Working with Children and Vulnerable Adults

You should:

- Read and follow the child and vulnerable adult protection procedures.
- Record in writing all relevant incidents and respond as instructed in this policy and procedure document.
- Work in an open and transparent way.
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child or vulnerable adult.
- Avoid unnecessary physical contact with children or vulnerable adults.
- Where physical contact is essential for educational or safety reasons, gain the child or vulnerable adult's permission for that contact wherever possible.
- Avoid working in one-to-one situations with children and vulnerable adults.
- Be careful about recording images of children and vulnerable adults and do this only when it is an approved activity. Always seek school/ group/guardian consent for the taking of photographs and be explicit where/who will use these images, including social networking sites if appropriate. Photos are to be used only when a media consent form has been signed.
- Fully co-operate with any investigation into child and vulnerable adult protection issues within the organisation.
- Always ensure language is appropriate and not offensive or discriminatory.
- Recognise that special caution is required when you are discussing sensitive issues with children and vulnerable adults.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all people equally, and with respect and dignity.
- Treating children and vulnerable adults fairly and without prejudice.
- Valuing and taking the contributions of children and vulnerable adults seriously.
- Maintaining a safe and appropriate distance with children and vulnerable adults (e.g. it is not appropriate for staff, volunteers or freelance practitioners to have an intimate relationship with a child or vulnerable adult).
- Building balanced relationships based on mutual trust, which empowers children and vulnerable adults to share in the decision-making process.
- Giving enthusiastic and constructive feedback rather than negative criticism.

- Recognising the developmental needs and capacity of children and vulnerable adults – avoiding excessive competition and pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Encouraging a culture of respect amongst children and vulnerable adults.
- Making the Magic Lantern workshops a safe environment in which to learn.

You should not:

- Take any action that would lead a reasonable person to question your motivation and/or intentions.
- Act in a way that can be perceived as threatening or intrusive.
- Misuse in any way your position of power and influence over children and vulnerable adults.
- Use any confidential information about a child or vulnerable adult to intimidate, humiliate or embarrass them.
- Develop social relationships with children or vulnerable adults. If you do encounter those you have worked with in a social situation, try to maintain a professional distance.
- Accept regular gifts from children or vulnerable adults or give personal gifts to children or vulnerable adults.
- Give out personal information, or share email, social network site details, or mobile phone numbers with any child or vulnerable adult.
- Communicate with children or vulnerable adults in inappropriate ways, including personal e-mails and mobile telephones/ social networks.
- Patronise children or vulnerable adults.
- Use sarcasm or insensitive comments.
- Make physical contact secretive.
- Confer special attention on one child or vulnerable adult unless this is part of an agreed plan or policy.
- Transport children or vulnerable adults in your own vehicle without prior agreement with a guardian/carer.
- Take, publish or share images of children or vulnerable adults without their parents'/guardians'/carers' permission.
- Either exaggerate or trivialise safeguarding issues.
- Be complacent about the potential risks to others and yourself.

Practices never to be sanctioned include:

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in any form of inappropriate touching.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child or vulnerable adult, even in fun.
- Allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Making promises to children or vulnerable adults, particularly in relation to confidentiality.
- Doing things of a personal nature for children or vulnerable adults that they can do for themselves.

8. Media Consent and Online Communications

Photographs or videos, including those on websites, must not include any participant unless authorised by the appropriate member of school staff and parental/guardian or adult consent is given.

Teachers may give consent for photographs of children participating in Magic Lantern activities provided that their school has sought parental permission for photography of children.

Magic Lantern will ask for written permission from the school/ group, parent/guardian or individual (if over 18) before we take any photographs of any participants.

Permission is needed for each type of sharing, in publications, websites, social media and special permission will need to be sought for partners, sponsors and third parties to use any images specifically.

Images should never be used without written permission. Completed media consent forms will be archived.

Social Networking

Guidance for social media:

It will always be likely that people using social media could be children or vulnerable adults, therefore it is especially important that any communications via Magic Lantern social media

channels remain professional in nature. Staff, volunteers and freelance practitioners should not add or follow children or vulnerable adults on any form of social media.

Comments policy: if a post is commented on, Magic Lantern should respond in a measured and professional manner. In the case of negative behaviour such as racist, sexist, homophobic or other hate language, staff should take a screen grab, save/ print and archive for 12 months, delete offending comment and should only post the following comment in reply *'Messages which are aggressive, use hate language or are otherwise unacceptable will be deleted.'*

Mobile Phones

Guidance for use of personal phones:

Staff, volunteers and freelance practitioners must not give out their personal phone numbers or accept the phone numbers of children or vulnerable adults.

Staff, volunteers and freelance practitioners should not use their mobile phones in any area of a school or place of learning, except designated areas such as the staff room.

Photographs and videos must not be taken on mobile phones without the consent of the school. Images or videos should be shared with the Magic Lantern administrator and deleted; images and videos must never be stored on a personal mobile phone.

9. Recruitment and Selection

Staff, trustees, volunteers and freelance practitioners will be:

- interviewed for their roles.
- employed/engaged on their suitability for the role.

All staff, trustee, volunteers and freelance practitioners working on behalf of Magic Lantern will be subject to an Enhanced DBS check. The individual will not be permitted to commence work until their disclosure has been seen and approved by the administrator and director.

All staff, trustees, volunteers and freelance practitioners are required to:

- read and acknowledge Magic Lantern's Safeguarding Children and Vulnerable Adults Policy.
- adopt an ethos of openness and shared responsibility for safeguarding.

All staff, volunteers and freelance practitioners are advised to follow good practice at all times as outlined in Section 6 of this policy.

10. Advice Regarding Concerns and Disclosures

*What to do if you have a concern about a child or vulnerable adult's welfare or if any person discloses to you whilst you are **in a school or alternative provision**:*

- If you have a concern about a child or vulnerable adult's welfare, there has been an incident that has caused you concern or if someone has disclosed information to you concerning abuse, this information **must be reported to the Designated Safeguarding Lead(s) in school** or alternative provision.
- Please ask at reception or refer to the safeguarding flow charts (in staff room & adult toilets) to find out the name and contact details for the designated safeguarding lead. You have a responsibility to share this information as noted throughout this policy.
- The school or educational setting will offer guidance on how to record an incident or disclosure.
- Under no circumstances should you speak to or confront the abuser.
- Do not share suspicions or information with any other person other than the Designated Safeguarding Lead in the school, the Designated Safeguarding Officer for Magic Lantern, statutory child or adult protection agencies and the police. Information given to statutory child or adult protection agencies or the police will be taken seriously, handled sensitively and shared only on a 'need to know' basis, wholly to protect the child or vulnerable adult. However, to ensure that children and vulnerable adults are safeguarded based on proper evidence, the source of the referral cannot be kept anonymous.

*Acting on concerns regarding an adult's behaviour towards children or vulnerable adults whilst you are **in a school or alternative provision** :*

- Do not ignore it – any concerns will be taken very seriously.
- Do not confront the adult but if in school or a place of learning, **seek the advice of the onsite Designated Safeguarding Lead(s)** (details will be available at reception or on flowcharts in staff room / bathrooms). If they are not available, then seek the advice of the Magic Lantern Designated Safeguarding Officer (Caroline Rae). If they are not available seek advice from either the Local Safeguarding Children Board or the Local Safeguarding Adults Board who will signpost you to the appropriate statutory agencies for reporting. All concerning behaviour should be recorded and handled as above.

*What to do if you have a concern about a child or vulnerable adult's welfare or if any person discloses to you (**NOT in school or an educational setting**)*

- If you have a concern about a child or vulnerable adult's welfare, there has been an incident that has caused you concern or if someone has disclosed information to you concerning abuse, this information must be recorded using **Magic Lantern Recording Incident/ Disclosure Form** (see Appendix C). You have a responsibility to share this information as noted throughout this policy.
- For guidance on how to record an incident or disclosure please refer to the Guidance on Responding to a Disclosure document (see Appendix D).
- Under no circumstances should you speak to or confront the abuser.
- Do not share suspicions or information with any other person other than the Magic Lantern Designated Safeguarding Officer (Caroline Rae), statutory child or adult protection agencies and the police. Information given to statutory child or adult protection agencies or the police will be taken seriously, handled sensitively and shared only on a 'need to know' basis, wholly to protect the child or vulnerable adult. However, to ensure that children and vulnerable adults are safeguarded based on proper evidence, the source of the referral cannot be kept anonymous.

*Acting on concerns regarding an adult's behaviour towards children or vulnerable adults (**whilst you are NOT in a school or educational setting**) :*

If you have any concerns about an adult's behaviour towards children or vulnerable adults (not an employee, volunteer or freelance practitioner working for Magic Lantern):

- Do not ignore it – any concerns will be taken very seriously.
- Do not confront the adult but seek the advice of the Designated Safeguarding Officer (Caroline Rae). If they are not available, then seek the advice of the Magic Lantern Nominated Safeguarding Trustee (Josepha Sanna). If they are not available seek advice from either the Local Safeguarding Children Board or the Local Safeguarding Adults Board who will signpost you to the appropriate statutory agencies for reporting. All concerning behaviour should be recorded and handled as above.

Please see the following for advice and guidance:

- 'What is Abuse?' (Appendix B) to refer to the type of abuse you suspect a person may be experiencing
- 'Guidance on Responding to a Disclosure' (Appendix D)

11. Reporting Procedures

All information about an incident or disclosure needs to be recorded.

If you are in a school or education setting when the allegation or concerns arises you will need to complete a **School Incident / Disclosure Form** that will be provided by the relevant School Designated Safeguarding Lead. This form should be returned to the school or educational setting.

If you are NOT in a school or education setting when the allegation or concerns arises, or you did not report the allegation or concerns directly to the school, you will need to report the incident on a **Magic Lantern Recording Incident/ Disclosure Form** (see Appendix C) and return to the Magic Lantern Designated Safeguarding Officer (Caroline Rae).

Once completed, the following action will be taken:

- If the incident or disclosure occurred during a Magic Lantern workshop in an educational setting, the Designated Safeguarding Lead will phone the educational setting within 24 hours of the Form being passed to them and refer the matter to the school's Designated Safeguarding Lead. Once this has been done, a copy of the Form together with a letter confirming that the matter has been referred should be sent directly to the person at the contact school in this position. A copy of the Form and letter will be kept on file.
- If the incident did not occur in an educational setting the Designated Safeguarding Officer (Caroline Rae) needs to decide whether to report the matter to a statutory child or adult protection agency and/or the police. This decision process will be in consultation with the Board of Trustees. A copy of the Form and a letter confirming that the matter has been referred to the appropriate agency will be filed.

IMPORTANT: If you think a child is at risk of significant harm, or is injured, contact the Multi-Agency Safeguarding Hub (MASH) on 0300 4560108. If you think a vulnerable adult is at risk of significant harm, or is injured, contact the Social Care Team on 03004560111. During out of hours please contact the Emergency Duty Service for both children and vulnerable adults on 0300 456 0100 or if there is immediate danger phone the police on 999.

Safeguarding children and vulnerable adults is the responsibility of everyone who works/volunteers on behalf of MAGIC LANTERN. It is everybody's responsibility to report a concern, incident or disclosure and record this information as noted above.

These procedures will be made available on request to group leaders and relevant public authorities.

12. Dealing with Internal Concerns or Allegations

Concerns for the safety and well-being of children and vulnerable adults could arise in several different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about an employee, trustee, volunteer or freelance practitioner's interactions or relationship with a child or vulnerable adult, particularly if they have:

- Behaved in a way that has harmed, or may have harmed, a child or vulnerable adult.
- Possibly committed a criminal offence against or related to a child or vulnerable adult.
- Behaved towards a child or vulnerable adult in a way that indicates she/he is unsuitable to work with children and/or vulnerable adults.

If an allegation is made, or a concern arises, about a member of staff, trustee, volunteer or freelance practitioner ensure that the Designated Safeguarding Officer (Caroline Rae) is informed immediately. They will record your concerns and contact a Local Authority Designated Officer for Allegations within one working day.

Local Authority Designated Officers for Allegations are available to provide advice or support in any allegations process, including advising whether immediate suspension of the person concerned should be initiated.

If a Local Authority Designated Officer for Allegations is unavailable or the concern is raised out of hours you should contact the out of hours Emergency Duty Service or, in an emergency, the police (999).

Records should be secured and strictly limited to relevant staff and external professionals on a need to know basis.

The member of staff, trustee, volunteer or freelance practitioner should be treated fairly and honestly, helped to understand the concerns expressed, the process being followed and any outcomes of the process.

The Board of Trustees or senior staff members should seek advice from a Local Authority Designated Officer for Allegations/Police before informing the person who is subject to an allegation. If you have concerns about the Designated Safeguarding Officer (Caroline Rae) raise your concerns directly to the Nominated Trustee for Safeguarding (Josepha Sanna) who will contact a Local Authority Designated Officer for Allegations on your behalf.

12. Whistleblowing

If a staff member, freelance practitioner, volunteer or trustee feels unable to raise an issue with the Designated Safeguarding Officer; or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- The NSPCC whistleblowing helpline
0800 028 0285 from 08:00 to 20:00, Monday to Friday, or email help@nspcc.org.uk
- The nominated trustee for safeguarding, Josepha Sanna

13. Key Contact Information

Designated Safeguarding Lead

Caroline Rae, Administrator and Director
0207 1932733
briony@magiclanternart.org.uk

Nominated Trustee for Safeguarding

Josepha Sanna, Trustee
0207 1932733
Josepha.Sanna@nationalgallery.org.uk

Police

Non-emergency: 101
Emergency: 999
Tell the switchboard you are calling about a possible crime against a child or vulnerable adult

Support for Safeguarding Concerns Involving Children

NSPCC Helpline

0808 800 5000
This is staffed 24 hours a day, seven days a week

ChildLine

0800 1111

APPENDIX A: What is Regulated Activity?

Regulated Activity is work that a barred person must not do.

Since September 2012 the definition of Regulated Activity has changed. There are now different definitions of Regulated Activity depending on whether you are working with a child or a vulnerable adult.

The full, legal definition of Regulated Activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012).

The following summary of the definition is derived from this document:

www.gov.uk/government/publications/disclosure-and-barring-information-leaflets

Activities that place a person in Regulated Activity with children (a person aged under 18) are:

1. Unsupervised activities: teach, train, instruct, care or supervise children, or provide advice or guidance on wellbeing, or drive a vehicle only for children.
2. Work for a limited range of establishments ('specified premises') with opportunity for contact: for example, schools, children's homes, childcare premises.

Illustrative example: The Magic Lantern Team regularly (as defined in Section 7) delivers workshops in schools and educational settings. This will not be considered Regulated Activity if it is supervised by someone in Regulated Activity (e.g. a teacher or teaching assistant is always present). However, if a member of the Magic Lantern Team is usually the only adult present in the room then this is considered Regulated Activity and they will be eligible for an Enhanced with Barred List DBS check.

Points to note:

- The activity must be for children. If the presence of a child is merely incidental to an activity with adults, then it is not considered Regulated Activity. For example, if a child comes to an event put on for adults then the organiser would not be engaging in Regulated Activity.

Activities that place a person in Regulated Activity with an adult (a person aged 18 years and over) are:

1. Healthcare for adults provided by, or under the direction or supervision of a regulated health care professional (members of peer support groups and first-aiders are excluded).
2. Personal care for adults involving hands-on physical assistance with washing and dressing, eating, drinking and toileting, oral care or care of the skin, hair or nails (excluding only hair-cutting); prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks.

3. Social work – provision by a social care worker of social work which is required in connection with any health services or social services.
4. Assistance with and managing an adult's finances, paying an adult's bills or shopping because of their age, illness or disability.
5. Assisting in the conduct of an adult's own affairs under a formal appointment.
6. Conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work.

Points to note:

- For vulnerable adults these remain Regulated Activities even if they are conducted under the supervision of someone in Regulated Activity.
- An adult is considered vulnerable at the point of receiving any of the activities outlined above. The setting in which the activities take place and the characteristics of the adult receiving them are not relevant in deciding whether an adult is vulnerable.

APPENDIX B: What is Abuse?

Abuse falls into several different categories. Child abuse is separated into four main types: physical abuse, emotional abuse, sexual abuse and neglect. These four types of abuse can also be experienced by vulnerable adults along with the additional possibility of domestic abuse, financial abuse, organisational or institutional abuse amongst others.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable adult. It may also be caused when a parent, guardian or carer fabricates symptoms of or induces illness in a child or vulnerable adult.

Other examples of physical abuse include:

- Inappropriate or unlawful use of restraint (e.g. tying a child or vulnerable adult to a chair).
- Making a child or vulnerable adult purposefully uncomfortable (e.g. opening a window and removing blankets).
- Mis-use of medication (e.g. over-sedation).
- Forcible feeding or withholding of food.
- Involuntary isolation or confinement.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and persistent effects on the child or vulnerable adult's emotional development and/or well-being, and may involve:

- Conveying to a child or vulnerable adult that he or she is worthless, inadequate, unloved or valued only insofar as they meet the needs of another person.
- Imposing developmentally inappropriate expectations (e.g. interactions beyond the child or vulnerable adult's developmental capability, overprotection or limitation of learning).
- Enforced social isolation – preventing a child or vulnerable adult from accessing services, educational and social opportunities and seeing friends.
- Removing mobility or communication aids or intentionally leaving a child or vulnerable adult unattended when they need assistance.

- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse.
- Causing a child or vulnerable adult to feel frightened or in danger (e.g. witnessing domestic abuse, seeing or hearing the ill treatment of another).
- Some level of emotional abuse is involved in most types of ill treatment of children and vulnerable adults, though emotional abuse may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, including prostitution, whether or not she or he is aware of what is happening.

Activities may involve physical contact, including:

- Rape, attempted rape or sexual assault.
- Inappropriate touch anywhere.
- Non- consensual masturbation of either or both persons.
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth.
- Any sexual activity that the person lacks the capacity to consent to.

Sexual activities may also include non-contact activities, such as:

- Inappropriate looking, sexual teasing or innuendo or sexual harassment.
- Sexual photography or forced use of or production of abusive images or witnessing of sexual acts.
- Indecent exposure.

Children under sixteen years of age cannot lawfully consent to sexual intercourse, although in practice may be involved in sexual contact to which, as individuals, they have agreed. A child of under thirteen is considered in law incapable of providing consent.

Neglect

Neglect involves the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs and is likely to result in the serious impairment of the child or vulnerable adult's health and development/well-being.

Neglect may involve failure to:

- Provide or allow access to adequate food, clothing, shelter (including exclusion from
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the home or abandonment), heating, personal or medical care, intellectual stimulation and activity.

- Protect from physical and emotional harm or danger.
- Meet or respond to basic emotional needs.
- Ensure adequate supervision including the use of adequate carers.
- Administer medication as prescribed.

APPENDIX C: Magic Lantern Recording Form for Incident and Disclosure

Name and title of person raising incident or disclosure	
Date and time of the incident/ disclosure	
Name and date of birth (if known) of the person	
Details of the concern (brief summary, full notes overleaf)	
Signature of person reporting	
Signature of Safeguarding lead	
Action taken by whom	
Guidance on reporting	Overleaf please detail the incident or disclosure as follows: ● A factual account of what happened. Where possible use the child's/vulnerable adult's own words and identify these in speech marks. This will need to be completed immediately after a disclosure or incident happens. ● Include details of any person(s) involved. ● Continue onto separate sheets if needed. ● Do not destroy any handwritten account, even if you more formally present the ideas. Handwritten notes should be firmly attached to this form.

	• If questions have been asked to find out more information, please write these on this incident/ disclosure record.
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Page 1

Full details of incident or disclosure:

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APPENDIX D: Guidance on Responding to a Disclosure

If someone tells you that they, or someone they know, is being abused:

- Believe what the person is saying and take it seriously.
- Reassure the person who has made the disclosure to you that they have done the right thing.
- Give the person time to talk and do not probe or ask leading questions. Investigation is not your responsibility.
- Do not show revulsion or distress, however distasteful the events are.
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
- Explain to the person that you will share this information with a senior member of staff who will ensure the appropriate procedures will be followed.
- E-mails or text messages received detailing details of suspected abuse should be immediately responded to within 24 hours by contacting the person by phone or face-to-face to obtain further information.
- Record the event using the educational settings Incident / Disclosure Form if the disclosure occurs whilst you are in a school or education setting. Please also complete the **Magic Lantern Recording Incident/ Disclosure Form**, making clear what is quotation from the person disclosing and what may be any professional opinion from the individual recording the information.
- All allegations, even those that appear less serious, need to be followed up and examined objectively by someone independent of the organisation concerned. All allegations will be considered by the Local Authority Designated Officer for Allegations, who acts for the local statutory child and vulnerable adult protection agencies to monitor allegations and ensure that the actions in response to the allegation are in accordance with Wiltshire Safeguarding Board (Children or Adult) Procedures.
- Advice on the storage of all documentation must be sought from the Designated Safeguarding Officer (Caroline Rae) who must ensure that access is strictly limited to relevant staff and external professionals on a 'need to know' basis.

APPENDIX E: Source Material and Further Resources

Safeguarding Children

- 'Keeping Children Safe in Education', Department for Education, September 2025
https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf
- 'Working Together to Safeguard Children', Department for Education, August 2018
www.gov.uk/government/publications/working-together-to-safeguard-children--2
- 'Child Abuse Concerns: Guide for Practitioners', Department for Education, March 2015
www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2
- 'Information Sharing Advice for Safeguarding Practitioners', Department for Education, July 2018
www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

Safeguarding Vulnerable Adults

- 'Types and Indicators of Abuse – Safeguarding Adults', Social Care Institute for Excellence, April 2018
www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse
- 'Safeguarding Adults', NHS England, 2014
www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf
- 'Abuse and Neglect of Vulnerable Adults: Your Guide to Care and Support', NHS England, January 2018
www.nhs.uk/conditions/social-care-and-support/vulnerable-people-abuse-safeguarding/