

**WEST COUNTRY HISTORIC OMNIBUS AND TRANSPORT TRUST (WHOTT)**  
**Lead & Deputy Safeguarding Officers Aide Memoire for dealing with**  
**Child and Vulnerable Adults Safeguarding issues (Internal Use Only)**

**Appendix D: WHOTT COMPLAINTS PROCEDURE**

1. The origin of any alleged abuse can come from the child (them self), their Parents (on their child's behalf), or by observation and concern from a fellow Trustee, Committee Member or volunteer/member. The origin of the complaint or initial contact may not be the relevant Safeguarding Officer, but from a third party, for example, if a child has verbally disclosed an incident to a volunteer, whom they know and trust. (Further technical information is detailed below.)
2. In the event of a complaint being received against a person (or persons) the complaint should be IMMEDIATELY directed to the WHOTT Safeguarding Team at the earliest opportunity for them to investigate further. Delay could compromise the safety of the child or vulnerable adult talking to you.  
It should be borne in mind that the origin of the complaint is also relevant to the type of response action required / taken by the Safeguarding Team. The primary concern remains the safety and wellbeing of the child or vulnerable adult at all times.  
So make notes as soon as possible (preferably within one hour of the child talking to you), writing exactly what the child said and when she / he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of activity).  
Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period. Remember, these notes could become potential evidence/ exhibits in a Court of Law.
3. If the complaint leads to any suspicion that a criminal offence may have been committed against a child, the complaint should immediately refer the matter to the Police Child Abuse Investigation Team (CAIT). They will refer to Social Services if required.
4. If the complaint leads to a suspicion of abuse of a child, but does not seem to be a criminal offence, it should be referred to Social Services. They will refer onto the Police if needed.
5. Other matters may need to be referred to the local police station – e.g. theft.
6. Once the complaint has been investigated the WHOTT Lead/Deputy Safeguarding Officers, or a representative from an external Law Enforcement Agency and the Trust will meet with the complainant to tell him / her the outcome of the complaint and what action, if any, is open to them if they do not agree with the outcome.

Approved by the Trustees ..... Date 30<sup>th</sup> September 2024.....

**Appendix D: FURTHER TECHNICAL INFORMATION**

**Section**

1. **Introduction / Safeguarding Contacts / WHOTT Policy Statement/ Definition of a Child/ Equal Opportunities**
2. **Definitions of abuse**
3. **Signs and symptoms of abuse**
4. **How to listen to a child wanting to talk about being abused**
5. **Who do we tell of our concerns?**
6. **What will be done in response?**
7. **Your statutory responsibility**
8. **The role of the Social Services**
9. **Caring for the abused**
10. **Supervision of Children's' activities and practical issues**
11. **Legal aspects**

## **1. INTRODUCTION**

### **WHOTT Safeguarding Contacts**

The Child Protection Supervisor (CPS) / Lead Officer is: Geoffrey P Chidzey

The Child Protection Deputy (CPD) / Deputy Officer is: To be appointed

### **WHOTT Policy Statement**

The West of England Historic Omnibus and Transport Trust take's its responsibility seriously to protect and safeguard the welfare of the children and young people entrusted to its care.

WHOTT recognises that children and young people today can be vulnerable to becoming the victims of neglect, and physical, sexual and emotional abuse. Accordingly, WHOTT has adopted the policy contained in this document, (hereafter "the policy"). The policy (below) sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, from Children, Parents or Guardians and Vulnerable Adults including those made against Trustees, Committee Members and volunteers of WHOTT.
- Supervision of activities and practical issues.
- Helping victims of abuse.

WHOTT undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and therefore agree that it is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop.

WHOTT recognises the need to build constructive links with the child care and law enforcement agencies. Accordingly, these guidelines have been prepared in consultation with these bodies.

### **Definition of a "Child"**

The Children's Act 1989 defines a "Child" as a person under the age of 18 years of age.

### **Equal opportunities statement**

A child is defined as a person under the age of 18 years of age regardless of race, religion, sexuality, social and economic status, or any other factor.

## **2. DEFINITIONS OF ABUSE**

The following definitions of child abuse are recommended as criteria throughout England by HM Government in the "Working Together to Safeguard Children Guide 2006" covering inter-agency working to safeguard and promote the welfare of children.

### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or by another child or children.

### **Physical abuse**

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

## **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Child neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **3. SIGNS AND SYMPTOMS OF ABUSE**

The following signs may or may not be indications that abuse has taken place, but the possibility should be considered.

### **Physical signs of Abuse**

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention.
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illness, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc., which do not have an accidental explanation.
- Cuts/scratches/substance abuse.

### **Indicators of Possible Sexual Abuse**

- Any allegations made by a child concerning sexual abuse.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

## **Emotional signs of Abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement, lack of concentration or persistent tiredness.
- Inappropriate relationships with peers and/or adults.
- Attention seeking behaviour including running away/stealing/lying.

## **4. HOW TO LISTEN TO A CHILD WANTING TO TALK ABOUT BEING ABUSED**

### **General points**

- If it involves a female child /girl, it may be prudent to have a responsible adult female present during any discussions.
- Above everything else **listen**.
- Tell the child you will need to let someone else know. Don't promise confidentiality.
- Be careful not to ask leading questions or to express your opinion- stick to the facts.
- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared.

### **Helpful responses**

- You have done the right thing in telling.
- That must have been really hard.
- I am glad you have told me.
- It's not your fault.
- I will help you.

### **Don't say**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else."

### **Concluding**

Again reassure the child that they were right to tell you and show acceptance.

Let the child know what you are going to do next and that you will let them know what happens (if you are just a member/volunteer.) Liaise immediately with your Lead Officer and/or Deputy Safeguarding Officer. As the situation may require referral to Children's Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse.

Always contact the person in your organisation responsible for co-ordinating child protection concerns. It is their responsibility for them to take action always primarily in respect of the personal safety of child and for them to contact the relevant agencies for advice or go directly to the children's department of Somerset Social Services/the Police / the NSPCC.

Consider your own feelings and seek pastoral support if needed.

***Make notes as soon as possible (preferably within one hour of the child talking to you), writing exactly what the child said and when she / he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.***

As Child Protection Supervisor and / or Child Protection Deputy always report your discussions immediately to a Trustee or if not contactable, a Committee Member to ensure that all the responsible officers of WHOTT are fully informed and briefed. It will be down to you to report any alleged incident to Social Services or the Police.

You should not discuss your suspicions or allegations with anyone other than those nominated above. Once a child has talked about abuse the Safeguarding Officer will consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact the Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home. You may be required to be available to speak to the necessary authorities.

## **5. WHO DO WE TELL OF OUR CONCERNS?**

In all instances we ask that you take your concerns immediately to the Safeguarding Team (CPS or CPD) or a Trustee / Committee Member. Do not discuss your concerns observations or information you have learnt with anyone including your partner.

If evidence for concern is learnt of or discovered at an event or meeting you must inform those in charge that morning, before the children/child has left the premises. It is crucial to avoid evidence being lost, or a child being returned to an environment where abuse may occur that afternoon.

**If one of the persons mentioned are themselves subject to the allegation, then do not approach them with your concerns, but one of the others mentioned.**

**This does not invalidate your statutory responsibility as outlined in section 7.**

## **6. WHAT WILL BE DONE IN RESPONSE TO OUR CONCERNS?**

### **Where a child has a physical injury or symptom of neglect**

If you are a volunteer/member immediately speak to the CPS or CPD (Safeguarding Officers, if they are not already involved), or in cases of their absence, a Trustee or Committee Member in the first instance. They will decide on the appropriate action. They will contact the Social Services where there are serious concerns regarding the child or the parents, or where a child is afraid to return home.

### **Should they make this decision independent of the Parents or Guardian?**

Yes if need be. In some situations where the concerns are not as great, it may be appropriate to speak with the parents and suggest that medical help/attention is needed for the child. The doctor can and will then initiate further action, if necessary. With a small child they could suggest a chat with the health visitor. Alternatively they will encourage the parents to seek help from the Social Services Department.

With older children it will be important to take their wishes into account in regard to speaking with parents. Only Social Services can provide help to a family where there is a perceived problem of poor parenting.

If the parents still do not acknowledge the need for medical attention the elders may need to seek help, e.g. via Social Services. Where emergency medical attention is necessary it will be sought immediately, informing the doctor of any suspicions there are.

### **Where there are allegations/concerns of sexual abuse**

**PARENTS MUST NOT BE TOLD.** The child's welfare must be put first. There is a potential risk that Parents could be involved and allegations of sexual abuse are usually denied and often difficult to prove. **DO NOT TRY TO INVESTIGATE THE MATTER YOURSELF.** Your job is to relay information in order for Social Services and the Police, working together, to interview parties and undertake investigations under section 47 of the Children Act 1989, where this is necessary.

In the case of very severe sexual assault (such as rape) the police will be contacted directly and as soon as possible if you believe it has occurred within the last few hours. The police might then arrange for a medical examination by a designated police surgeon. This could provide evidence which could be used in a criminal prosecution. (Older children are able to decline such an examination if they are felt to be of sufficient age and understanding). Do not tamper with any evidence, such as stained clothes. The allegation must not be discussed with anyone else other than the Trustees (not even their partners) so that any alleged perpetrator is not "tipped off". The child or young person also has a right for their privacy to be respected as much as possible.

### **The WHOTT Safeguarding Officers (CPS /CPD) will:**

Contact the Social Services duty social worker for children and young persons or the Police Child Protection Team, directly. He / she must **not** speak to the parent (or anyone else).

Under no circumstances should a Trustee, Committee Member or Safeguarding Team attempt to carry out any investigation into the allegation of suspicious sexual abuse. Their role is purely to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under section 47 of the Children Act 1989.

Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Trustee or Committee Member, as to the appropriateness of a referral to the Social Services Department, that person should be reminded that they retain a responsibility (as a member of the public) to report serious matters to the Social Services Department, and should do so without hesitation. The Trust is asked to support actions of the Safeguarding Team in their role, and accept that any information they may have in their possession will be shared in a strictly limited way.

If the allegation is made against a Trustee or Committee Member, who have responsibility for implementing the safeguarding policy, a direct referral should be made to Social Services, or the police and appropriate professional advice sought. It may be necessary to inform other Trustees or responsible officers of the Trust of the circumstances.

### **Allegations by adults abused as children.**

If allegations are made by adults about past abuse as a child, it is for the abused to decide whether or not to report the matter to social services or the police. The only exception is where there is a possibility that the alleged perpetrator still has close contact with children. In such circumstances, the allegations should be reported to the child protection agencies (police, social services and NSPCC) so whoever is at risk now can be protected. Sexual abuse of children is often addictive behaviour and perpetrators can continue to abuse for many years.

### **Do not speak to the parents or the alleged abuser**

A child might make an allegation naming someone as the abuser. That might be the absolute truth, however it could be that a child feels safer to name someone else because they have been told not to tell, or the child is presenting the situation in a confused way. If a parent knew about the allegation and they were innocent, they might go and confront the alleged abuser and ruin a police or social services investigation. They might also, in their anger, take physical action against him / her which would not be very helpful either!

False allegations by teenagers are possible. It may be that someone would wish to make something up and go through the process of making statements etc., for attention or for revenge. However it may be the allegation is true so do not assume that retraction of an allegation means that it was untrue in the first place. Often the cost to the child/young person of pursuing a matter proves too high. With a younger child, where would they have learnt such things if they had not been exposed to inappropriate behaviour from whatever source?

If the alleged perpetrator has a role among children in the Trust, or has other contact with children elsewhere, speak to social services and the police before taking any action such as suspension during an enquiry. It will be necessary

to supervise the individual as closely as possible, without raising suspicion during the very short period between the matter coming to your attention and the authorities being informed. Any suspension that follows is a necessary but neutral act - if the allegations are true it's vital to protect the children from further abuse or from being influenced in any way by the alleged perpetrator.

## **7. YOUR STATUTORY RESPONSIBILITIES**

Exceptionally, should there be any disagreement between you and the relevant person(s) informed on the appropriateness of making a referral to the statutory authorities, then you nevertheless, retain a responsibility as a member of the public to report serious concerns to the Social Services. Remember, the sexual abuse of children is a serious crime. Social Services will always advise in cases of difficulty.

## **8. THE ROLE OF SOCIAL SERVICES**

It is known that many families who find themselves caught up in the child protection system suffer from multiple disadvantages. Families need help at an earlier stage to tackle their problems before parenting difficulties escalate into abuse. Guidance to local authorities suggests that referral into the child protection system should follow an initial assessment by Social Services of the needs of the child and the family. It may be clear from this assessment that many cases should not be treated as child protection ones, but that support should be provided for the family. Other cases will need to continue as a child protection investigation. If the safeguarding officers are not sure if a child is being abused or is at risk of being abused they will:

- Ring Social Services
- Ask if they can have an appointment to discuss with the duty social worker a child protection issue.
- Tell the social worker the situation without feeling you have at this stage to give names and addresses
- Act according to their advice - they may already have concerns about this child.

### **What happens after a referral is made?**

Social Services will normally make enquiries of local agencies (health, school etc.). Guidance to local authorities encourages them to provide help and support to a family as a "child in need" rather than mounting a formal child protection investigation wherever this is possible and appropriate.

Where there is to be a joint investigation between the Police and Social Services Department, a discussion, which may be over the phone will depend on the concerns identified and as a result may decide on one of the following:

- No further action.
- Provide help to the family as a "child in need".
- Proceed with a formal child protection investigation.

Strategy group's discussions/recommendations are based on the following principles:

- The welfare of the child is the paramount consideration.
- Any possible negative effects of intervention.
- The wishes of the child and his/her parents, must be given due consideration.
- Due consideration must be given to the child's age.
- Wherever possible, and where a child's safety and welfare permit, voluntary interventions and services outside the formal child protection process are to be the preferred option.

The WHOTT Safeguarding Team in conjunction with a Trustee should check with Social Services what their role will be during the investigation, e.g. will they be able to offer support to the individual or family (if desired). Social Services may also advise that the alleged perpetrator is suspended from being directly involved with the activities of WHOTT during the formal investigation.

### **Initial child protection conference**

Following enquiries, there will be further discussion and if necessary a child protection conference will be convened between the family and child care professionals. It may be helpful at this stage for the Trust Officers to provide a written report on the background to the suspicion / allegation and on the family background, if known.

A representative of the Trust may be invited to attend this meeting, either to contribute or to support the parents. It will be important to clarify from the outset the precise role. The role of the conference is to share information and make recommendations as to the nature of future plans to protect the child, including whether or not to place the child on the Child Protection Register.

## **9. CARING FOR THE ABUSED**

### **Pastoral care/counselling**

Counselling for sexual abuse is complex, requiring a great deal of skill and training. Generally counselling will not begin until after any court proceedings unless agreed by Social Services and/or Crown Prosecution Service/Police. Pastoral support is often helpful in helping the survivor to deal with the situation, acknowledge feelings and pray about issues. We may call in more experienced help if the situation requires it.

### **Physical effects**

Some children may have been hurt so badly that they will require medical help. There could be lasting damage. Sexual and emotional abuse and neglect may not leave visible scars but there are often other effects, which could continue into adulthood.

### **Safety of children first**

NB: Don't forget that sexual offenders could be male or female, though references in this document largely focus on "he." Sexual offences are addictive in nature, so no matter how old the offence is, there may be a current risk.

### **Known Offenders**

An adult who is a known convicted offender who has committed acts of violence or sexual offences against children or adults should never work with children or vulnerable adults again. This is in the interest of the children and the person who has offended in the past. They might have accepted responsibility for their previous acts, be genuinely repentant, and have responded positively to a programme of help but it would be completely unacceptable to place children in a situation where there is a known risk. No one has a right to work with children.

### **Who abuses children?**

- Rarely a stranger.
- Usually someone who knows the child, e.g., parent, baby-sitter, sibling, relative, friend or family.
- Sometimes someone in authority such as teacher, youth worker, children's worker.
- Sometimes paedophiles set out to join organisations like Churches, Youth Clubs or Charities involving children, in order to gain access to them.

### **How might potential abusers target children?**

- By befriending, spending time with them, spending money on sweets and presents.
- By targeting vulnerable children and their families, e.g. lone parent families, isolated children who may have been emotionally deprived, neglected or previously abused.
- By "grooming" gradually introducing a child to physical contact, cuddles and kisses which a parent may feel is quite innocent. Physical contact becomes increasingly sexual over a period of time.
- By taking photographs or videos or by introducing children to exciting information on the Internet.
- By saying to a child that what is happening is OK - parents won't mind etc.
- Threatening dire things if a child should "tell".

## 10. SUPERVISION OF CHILDRENS' ACTIVITIES AND PRACTICAL ISSUES

### General overview

To protect children from possible abuse and protect volunteers/members from false accusation, WHOTT will undertake to ensure that:

Volunteers treat all children/young people with dignity and respect in attitude, language and actions.

- There is a strategy for summoning additional adult help (if needed) in situations where a volunteer finds him or herself alone with a child.
- Where confidentiality is important (e.g. counselling) and a young person is being seen on their own, other volunteers know the interview is taking place and that someone else is in the building.
- No person under 16 years of age is left in charge of any children of any age. Nor that children or young people attending a group are left alone at any time.
- Look honestly at your operations and tasks. If children become bored, they misbehave. Are the operations and tasks at fault?
- **NEVER** hit or smack a child and don't shout. Change voice tone if necessary. Never discipline out of anger. Call on support from other volunteers or the parents if you feel you may unwisely deal with a situation in anger.
- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate them as a last resort, if the disruption continues.
- Have the disruptive child sit right in front of you and get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child / young person aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- If you warn a child that you are going to speak to their parents, then you must carry out this task. If they continually misbehave request their parents to collect and remove the child from the premises.
- If a child's behaviour is constantly disruptive seek advice and guidance from the Trustees or Committee Members.

## 11. LEGAL ASPECTS

If a referral by the Safeguarding Officers from WHOTT to Social Services or the Police results in a Court Case and potential prosecution, the "external authorities" will assist the Safeguarding Team members in preparing Witness Statements for the Court (see below).

In that respect, there is no direct necessity for the Safeguarding Lead or Deputy to be conversant with this aspect. But elements of it are included (below) so that such a process is not daunting to those involved. If the Safeguarding Team members should witness a caution being served by a Law Enforcement Officer to an accused individual, it will usually take the form of:

### **CAUTION (For England and Wales only)**

*"You do not have to say anything, but it may harm your defence if you do not mention, when questioned, something you may later rely on in court."*

The accused should also be advised that:-

*"this means anything that is said or recorded is now admissible in Court."*

### **For Persons not under arrest:**

The Law Enforcement Officer will continue:-

*“that the suspect or accused **IS NOT** under arrest and they are not obliged to remain if they so choose.”*

The suspect should then be advised that:-

*“They have a right to obtain legal advice, if they so choose.”*

### **What if the accused decides to depart from any interview?**

Leave it for the professionals to sort out. Don't get involved.

### **For Persons who are arrested:**

If the alleged abuser is formally arrested, then a different process is applied by the Law Enforcement Officer and also a Custody Officer will become involved at the Police Station as part of the arresting process.

## **WRITTEN STATEMENTS BY A WITNESS**

### **Certificate of Statement Written by a Witness**

This statement, consisting of ....page / pages signed by me, is true to the best of my knowledge and belief and I make it knowing that, if it is tendered as evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

### **Requirements of a Witness Statement for Court**

Bear in mind any witness statement cannot be subjective or contain assumptions.

It should always highlight what was seen, what action was taken and what was said. Nothing more!

They should also be completed as soon as is practically possible, so that the Judge, Jury and / or Barristers / Solicitors can identify that the notes were made contemporaneously and not days later!

A serious time delay can cause the statement to be challenged as being flawed or inaccurate.

If there is any unused space left on the Witness Statement, this must be lined out in pen and ink (not pencil) immediately below the last line of written text, so that no additions can be subsequently made.

**END**

*Reviewed 30<sup>th</sup> September 2024*

*Next Review 2029*