

REPORTING PROCEDURES for safeguarding officers

If you suspect a child is being abused, they confide in you or someone has a concern, complaint or allegation about a member of staff, a volunteer or about you, **it is your duty to report it**. This is also the case if declarations are made to an RDA volunteer/ staff member about possible poor practice or abuse, even if there is no connection with RDA.

If an individual is at immediate risk of significant harm call 999 and request the police, or call Social Services.

If a member of your group reports a concern or disclosure to you, or a child or adult at risk has told you they are being abused, you must:

1. Request or make a written report, using the exact words given. Make sure the notes are signed & dated, including the time the disclosure was made
2. Do not try to investigate the matter yourself. Your role is to make sure the information is passed to the correct place
3. Contact the RDA National Safeguarding Lead for further advice
4. The RDA Safeguarding Lead will be able to advise the next steps, and what action, if any, you need to take.

If you are concerned about the welfare of an RDA participant or volunteer, or you have concerns about the conduct/poor practise of an adult involved in RDA, including yourself, you must:

1. Write down what you have witnessed. Include the date & time, and sign the document
2. Contact RDA National Safeguarding Lead for further advice
3. The RDA Safeguarding Lead will be able to advise the next steps, and what action, if any, you need to take.

If you need further support or are not sure what you should do, you can contact:

RDA National Office: 01926 492915

NSPCC: 0808 800 5000