

REPORTING PROCEDURES for group members

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 phone Social Services. Inform your Group Safeguarding Officer once you have done this.

If a child or adult at risk has told you they are being abused, you must:

1. Allow the individual to speak without interruption, accepting what is said.
2. If possible, write down what is said, using the actual words spoken to you. This includes the date & time, and then sign the document.
3. Explain that you cannot keep the information secret and must pass it on. If the disclosure is made by an adult, you must ask their consent to pass the information on. If the adult refuses but you feel there is a real risk of abuse, or the adult does not have capacity to consent, you should still pass the information on.
4. Inform the Group Safeguarding Officer immediately and pass on any notes you have taken. Disclosures are confidential and should only be shared by exception.
5. Should the Group Safeguarding Officer not be available, the person who received the disclosure should contact RDA National Office directly

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. Inform your Group Safeguarding Officer immediately
2. If possible, write down what you have witnessed. Include the date & time, and sign the document
3. Pass any notes you have made to the Group Safeguarding Officer

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