

Appendix 2: Reporting procedure and recommended behaviour when handling a safeguarding issue

If a child, young person or vulnerable adult makes a disclosure to you, it is important to:

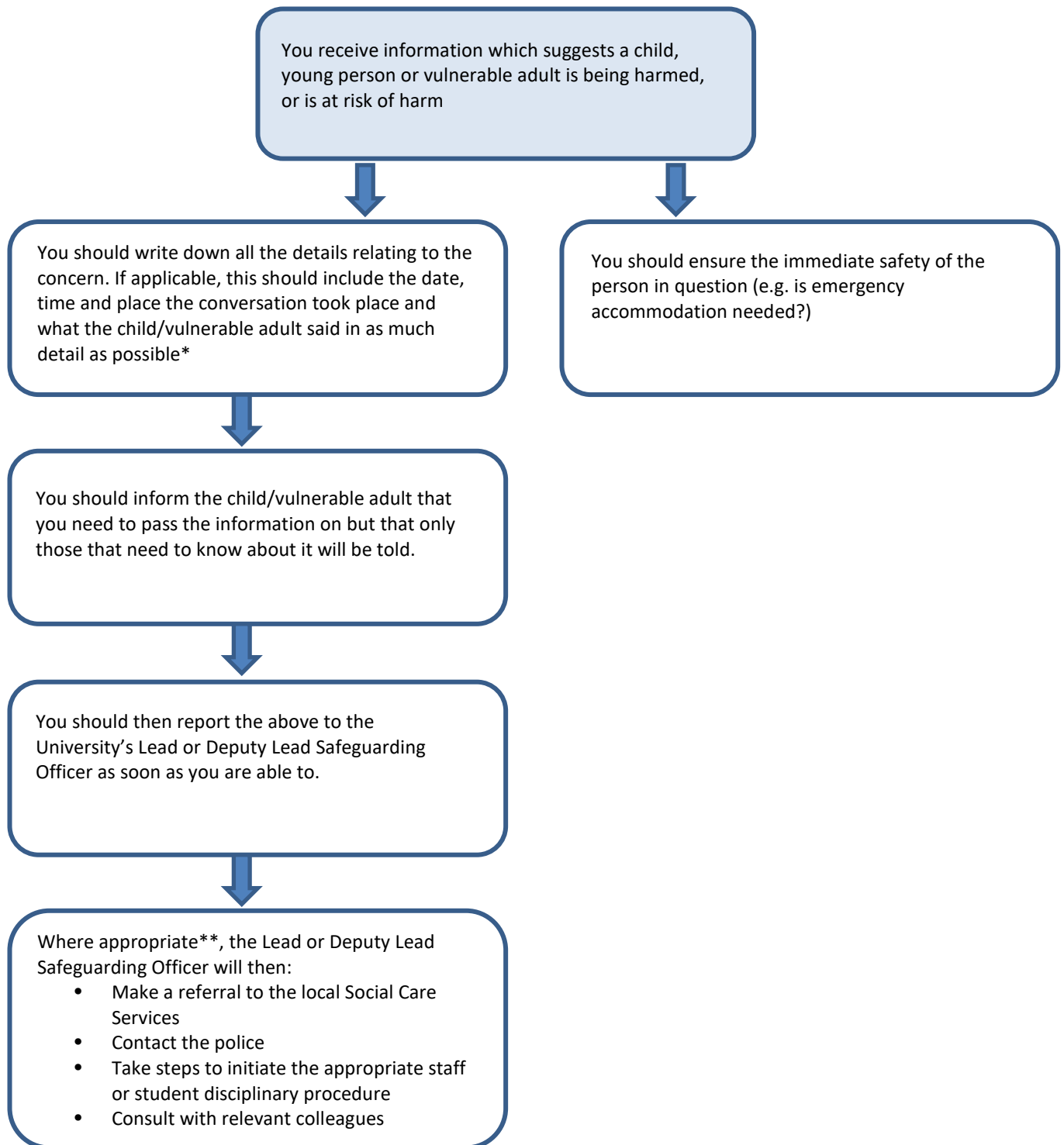
- Take everything that is said seriously
- Remain calm and listen carefully
- Reassure the person that they have done the right thing by disclosing
- Explain to the person what you will do next and who you will need to inform.

It is important NOT to:

- Ignore the disclosure
- Panic
- Question the individual further (but if necessary you may seek to clarify what has been disclosed using open questions)
- Make any promises of confidentiality
- Assume anything or elaborate in your notes
- Investigate, make judgements or provide a response.

The flowchart below shows the steps that should be taken if, as a member of staff of the University, you have concerns that a child, young person or vulnerable adult is experiencing, or at risk of experiencing, harm.

Reporting Procedure for Staff



* Notes taken at the time of concern should only be retained until the case has been referred to the Lead or Deputy Safeguarding Officer; once this has been done, notes should be destroyed

** The University will only refer on to external bodies or authorities, where it is deemed necessary by the Safeguarding Officer for reasons of safety or public interest, or where there is a legal obligation to do so