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

You receive information which suggests a child, young person or vulnerable adult is being harmed, or is at risk of harm

You should write down all the details relating to the concern. If applicable, this should include the date, time and place the conversation took place and what the child/vulnerable adult said in as much detail as possible*

You should inform the child/vulnerable adult that you need to pass the information on but that only those that need to know about it will be told.

You should then report the above to the University’s Lead or Deputy Lead Safeguarding Officer as soon as you are able to.

Where appropriate**, the Lead or Deputy Lead Safeguarding Officer will then:
- Make a referral to the local Social Care Services
- Contact the police
- Take steps to initiate the appropriate staff or student disciplinary procedure
- Consult with relevant colleagues

* 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