

REPORTING PROCEDURES

SAFEGUARDING ADULTS

If you suspect an "Adult at Risk" 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 to an "Adult at Risk", even if there is no connection with RDA.

In an emergency (the adult is at risk of significant harm) contact the Social Services or Police.

If an adult has disclosed potential abuse or someone has reported an incident that may be poor practice or abuse, you should do the following:

