

REPORTING PROCEDURES

SAFEGUARDING CHILDREN

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 to a child, even if there is no connection with RDA.

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

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

Allow the individual to speak without interruption, accepting what is said.

Offer reassurance and support.

Explain to the child that you have to pass the information – that you can't keep it secret

Tell your Group Safeguarding Officer - immediately report to Social Services or, if you can't get hold of them and there is immediate risk to life, call the police.

Ensure required notes/forms are completed, signed and dated.

The Group Safeguarding Officer must contact RDA National Office (RDA's Lead Safeguarding Officer) for further advice.

The RDA Safeguarding Lead will then be able to advise the next steps and if anyone else needs to be involved