



RESPONDING TO DISCLOSURES AND SAFEGUARDING CONCERNS

You are approached by a child, young person or adult at risk with a disclosure that they are being, or have been harmed, abused or neglected
or You are informed of such a disclosure by a staff member, volunteer or member of the public
or You are concerned that a child, young person or adult at risk is, or may be subject to, abuse or harm

In an Educational setting

In a Youth and Community setting

At a #BeeWell hosted event or session

LISTEN to the young person and be transparent about the process you are going to follow.

If you have immediate concerns that a child or adult at risk is at risk of significant harm, contact your line manager. If you think a criminal offence has been committed contact the Police and the Safeguarding Officer.

Make a written note of the information/observation, and include a record of the time, date and person present.

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Contact the Designated Safeguarding Lead (DSL) for the educational organisation and complete their disclosure process. Get the site contact details if possible.

Contact the Designated Safeguarding Officer (DSO) at that site and complete their disclosure process. Get the site DSO contact details if possible.

Complete the #BeeWell Safeguarding and disclosure form.

Inform #BeeWell DSO of concern and provide DSL contact details.

Inform #BeeWell DSO of concern and provide organisation DSO contact details.

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Complete the #BeeWell Safeguarding and disclosure form.

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#BeeWell DSO to follow up with DSL.

#BW DSO to follow up with site DSO.

#BeeWell DSO to log case and status.

You are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the wellbeing of a child, young person or adult at risk.

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At #BeeWell hosted event or session

If there is immediate risk of harm or illegal activity is occurring, contact emergency services.

Report your concerns immediately to the #BW DSO and the site Safeguarding Officer (assuming concern is not about them).

The concern is about the #BW DSO

Inform Jane Forrest, Director of Public Service Reform (PSR), GMCA, of concern.

In all situations, you must provide an outline of your concerns in writing, If the matter is referred to external authorities, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

DSO/Director of PSR (if appropriate in consultation with external agencies) determines the route for further action to be taken (e.g., does the matter appear to be poor practice or possible abuse, and records action taken and agreed).

Elsie Whittington #BeeWell DSO: 07976572494 | Jane Forrest Director of PSR: 07583167465 | Fran Speakman Deputy DSO: 07764465227

