

Reporting a Safeguarding Concern Guidance

What to do if a young person makes a disclosure

Following a disclosure remember the five R's – Receive, Respond, Reassure, Record, Report

Receive

- Listen sympathetically and with an open mind
- Stay calm
- Sit somewhere within view of others.
- Never promise confidentiality, only discretion. It is important that the young person understands from the onset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken.
- Allow the young person to talk and fully finish what they need to say.
- Do not ask leading questions

Respond

- When the young person has finished, make sure they feel secure
- Explain what you will do next
- Take action immediately if the young person is in imminent danger – 999 and inform Club Safeguarding Officer and Designated Safeguarding Manager (tamsyn@diveprojectcornwall.co.uk)
- Do not get them to repeat what they have said as it's been hard enough to do this once.



Education | Environment | Experience

Reassure

- Reassure but do not promise what you may not be able to deliver
- Remind them that what has happened is not their fault
- Acknowledge their courage and reassure them that what they have said will be taken seriously.

Record

- Record as much as you can remember as soon as possible (preferably immediately) using the young person's own words
- The date, time location of the disclosure and incident
- Inform CSO and complete incident form to inform DIVE PROJECT CORNWALL's DSM asap and send incident form to tamsyn@diveprojectcornwall.co.uk

Report

- If the young person is in immediate danger refer to Local Authority and/or Police
- Refer the matter within 24 hours or sooner to the DIVE PROJECT CORNWALL DSM.