

APPENDIX B

Guidelines for responding to the disclosure of, or to observed evidence of abuse or neglect:

DO	DON'T
<i>Do treat any allegations extremely seriously and act at all times towards them as if you believe what they are saying.</i>	<i>Don't make promises you can't keep such as promising to keep it secret.</i>
<i>Do tell them they are right to tell you.</i>	<i>Don't interrogate them – it is not your job to carry out an investigation – this will be up to the police and social services.</i>
<i>Do reassure them that they are not to blame.</i>	<i>Don't say anything that makes them feel responsible for the abuse.</i>
<i>Do be honest about your own position, who you have to tell and why. Keep them informed of what is going to happen.</i>	<i>Don't ask leading questions as you may be accused of putting words into their mouth and this could jeopardize an investigation. Just use simple questions (where, who, what, when...) and gather the facts as impartially as possible.</i>
<i>Do take further action – tell your designated person* immediately.</i>	<i>Don't cast doubt on what they have told you, don't interrupt or change the subject.</i>
<i>Do write down everything said and what was done. Use the victim's own words and clearly record what you see. All written records must be dated, stored safely and kept confidential.</i>	<i>Don't Do Nothing – make sure you tell your designated safeguarding person* (see below) immediately – they will know how to follow this up and where to go for further advice.</i>
<i>Do seek medical attention if necessary.</i>	
<i>Do inform parents/carers UNLESS YOU FEEL THAT DOING SO WOULD</i>	

* **Designated Person** on Etal Village Hall Committee is:
Helen Moffit

tel: 07817 288062 hmoffitsvq@btinternet.com

• **Second Designated Person** is:

• Rebecca Clark

• tel: 07763 885730 fordpreschool@gmail.com

REPORTING YOUR CONCERNS:

- *Any concerns you have must be passed on to this DESIGNATED PERSON, along with written records of what*

has been seen and/or said. They will then pass this on to the relevant authorities.

- *You must keep the above information confidential i.e. do not speak to anyone else about it other than those directly involved in keeping the child/vulnerable person safe.*
- *Only if the designated person fails to act should you then directly contact the relevant authorities yourself. **This call can be made anonymously.***
- *The child/vulnerable person's welfare is paramount.*

EMERGENCY CONTACTS NORTHUMBERLAND FOR REPORTING CONCERNS/DISCLOSURES
(responsibility of designated safeguarding person)

For all referrals contact	
ONECALL	Tel: 01670 536400
Text phone	01670 536844
Email	onecall@northumbria-healthcare.nhs.uk
Website	www.northumbria.nhs.uk/ ..

Ring 999 if there is immediate danger

APPENDIX C

**Safeguarding Concern Form
MUST BE STORED AWAY SECURELY BY D.P.**

Name of Organisation: ETAL VILLAGE HALL

Date:

Time:

Name of individual the concern is about:

Date of birth / age (if known):

Address (if known):

Describe your concern (including the setting in which the concern was noted and anyone present):

Any observations to support cause for concern:

Description and location of any visible marks, bruising etc:

Name of alleged abuser and relationship with individual (if known):

Outline actions taken; include discussion with DP, Safeguarding Trustee, Adult or Children's Services etc. and agreed next steps:

Name of the person completing the form:

Signed:

Date:

Name of Designated Person in receipt of this form.

Signed:

Date: