



Disclosure procedures and guidance

What to do in the event of a disclosure of abuse being made at a Britain Yearly Meeting event with Children and Young People.

These guidelines are not event specific and may need to be adapted to suit the nature of the event.

Contents

Section	Subject	Page	Colour	Role
Front & Contents	Contents and definitions of roles	Page 1	Cream	All
Section 1	Definitions	Page 3	Cream	All
Section 2	Categories and possible signs of abuse	Page 4	Cream	All
Section 3	Procedure and guidance for volunteer team members	Page 6	Pink	Vol.
Section 4	Procedure and guidance for the Safeguarding Co-ordinator	Page 8	Yellow	SGC
Section 5	Procedure and guidance for the responsible person at the event	Page 11	Blue	RP
Section 6	Guidance and information on referrals and contacting outside agencies	Page 12	Yellow	SGC
Section 7	Lines of responsibility	Page 13	Cream	All
Section 8	Guidance on Confidentiality	Page 14	Cream	All
Section 9	Guidance on supporting individuals who have made a disclosure	Page 16	Cream	All
Section 10	Contact details for external organisations	Page 17	Yellow	SGC
Section 11	Recording Forms	Page 18	Various	

The Safeguarding Co-ordinator (SGC) (YELLOW PAPER):

This is the person responsible for managing the disclosure Procedure for each event. This will be:

- a. A member of the event team with appropriate experience & skills and approved by the Quaker Life Safeguarding Team or:
- b. A member of the Quaker Life Safeguarding Team or:
- c. Another person appointed by the Quaker Life Safeguarding Team
(It is the intention of Quaker Life Staff Team to build up a team of appropriate and trained reserves).

The responsible person at the event (RP) (BLUE PAPER):

The staff member in charge of the event.

Volunteer team members (VOL) (PINK PAPER):

Include those over 20 (e.g. JYM Over 20s, BYM Core Team) or under 20 (e.g. JYM Arrangements Committee and Base Group Facilitators, BYM Peer Group Planners).

All roles (ALL) (CREAM PAPER)

At each event the following information must be available:

This complete folder with a copy of Meeting Safety

Participant's details including address and date of birth

Section 1: Definitions of Disclosure

A disclosure refers to one of the following:

- A child or young person making a statement/sharing something relating to abuse outside the event.
- A child or young person making a statement/sharing something relating to abuse at the event.
- A child or young person or volunteer reporting suspicion or evidence relating to abuse.

It is important that the child or young person is taken seriously, that procedures are followed and appropriate referrals made.

Section 2: Categories and possible signs of abuse

Please read this with care, if it causes any issues for you please talk with the responsible person at the event.

If you have any concerns about a participant and think they are displaying signs of abuse please inform the Safeguarding Co-ordinator or the responsible person straight away. This is not a comprehensive list but may indicate abuse if a child exhibits several symptoms or a pattern emerges.

Physical Abuse

May involve hitting, shaking, poking, pushing, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person.

Factitious illness by proxy (where someone simulates the symptoms of, or deliberately causes ill health in a child) also constitutes physical abuse.

Unexplained injuries or burns, particularly if they are recurrent

Refusal to discuss injuries

Improbably/inconsistent explanations for injuries

Untreated injuries or lingering illnesses not attended to

Disclosure of punishment which appears to be excessive

Shrinking from physical contact

Fear of returning home or parents/carers being contacted

Reluctance/fear about undressing

Reluctance/fear about medical help

Aggression/bullying

Over compliance or a watchful attitude

Running away from home

Significant changes in behaviour with no apparent explanation

Emotional Abuse

Persistent emotional ill treatment that is likely to cause severe and persistent adverse effects on the child's emotional development. This may involve name calling, conveying to children that they are worthless, unloved, inadequate, and cause them to feel frightened, in danger, be exploited or corrupted.

Continual self-deprecation

Fear of new situations

Inappropriate emotional responses to painful situations

Self-harm or mutilation

Compulsive stealing or scrounging

Drug/solvent abuse

'Neurotic' behaviour – obsessive rocking, thumb sucking, etc

Air of detachment – 'don't care attitude'

Low self-esteem

Social isolation – few friends and reluctant/unable to join in

Desperate, attention seeking behaviour

Eating problems including over-eating/lack of appetite (bulimia/anorexia)

Depression/withdrawal

Sexual Abuse

Forcing or enticing a child or young person, to take part in sexual activities, whether or not they are aware of what is happening. May involve physical contact, penetrative or non-penetrative acts, also includes involving children in watching pornographic material or watching sexual acts.

Bruises, scratches, burns or bite marks on the body

Persistent infections or bleeding in the anal or genital regions

Pregnancy – particularly in the case of young adolescents who are evasive concerning the identity of the father

Sexual awareness inappropriate to the child's age – possibly exhibited in drawings, vocabulary, games, etc.

Frequently observed masturbation

Unexplained 'tummy pains'

Attempts to engage other children/young people in sexual activity

Reluctance/refusal to stay with certain people/go to certain places

Aggressiveness, anger, anxiety, tearfulness

Withdrawal from friends

Over-compliance with adults

Provocative sexual behaviour/promiscuity/prostitution

Eating disorders

Unexplained gifts of money

Depression/self-injury/self-destructive behaviour/suicide attempts

Tiredness/lethargy/sleep disturbance

Neglect

Persistent failure to meet a child's basic physical and psychological needs likely to result in serious impairment to their health and development. This may present itself as failure to provide food, shelter and clothing or a failure to protect the child from physical harm and danger or allow access to medical care and treatment.

Constant hunger

Poor persistent hygiene

Inappropriate clothing

Frequent lateness or absence from school

Untreated medical problems

Low self-esteem

Poor social relationships

Compulsive stealing or scrounging

Constant tiredness

Failure of parent/carer to protect from harm

Organised Abuse

Sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

Section 3: Safeguarding procedure for volunteer team members when responding to a disclosure relating to children, young people or vulnerable adults

Introduction and Explanation:

If a disclosure of abuse is made at a BYM event or premises, there are people whose responsibility it is to respond to the situation. Other team members may be asked to take on tasks to enable an appropriate response to happen and for the event to function smoothly.

- **Safeguarding** is the current term for child protection and the protection of vulnerable adults. The responsibility for safeguarding rests with the BYM Trustees
- **Abuse:** There are many different kinds of abuse, of ways to harm a child, young person or vulnerable adult, categories of abuse include Physical Abuse, Emotional Abuse, Sexual Abuse, Organised Abuse and Neglect.
- **Disclosure:** making a statement, or sharing something that gives you reason to believe that a child or young person is being harmed or is at risk of harm.

A disclosure may refer to one of the following:

- **Abuse at an event:** a child, young person or vulnerable adult – making a statement, or sharing something, relating to abuse at the event.
- **Abuse outside an event:** a child, young person or vulnerable adult – making a statement, or sharing something, relating to abuse outside the event.
- **Suspected abuse:** a child, young person, vulnerable adult or volunteer – reporting suspicion or evidence relating to abuse.

What to do:

When you receive a disclosure the first thing you should do is assess the degree of urgency with which it must be treated. As a volunteer team member you need to make a judgement about this and take the necessary action.

In an emergency situation contact the Safeguarding Co-ordinator who will call 999 or 112

If it is not an emergency it may be initially appropriate to talk with the Key Facilitator in your age group or to the Responsible staff member with oversight of your programme.

This procedure is a part of the policy, procedure and guidance that applies to all volunteer team members working on BYM events. It must be used in conjunction with the Pocket Guide specific to the event or premises where the activity is taking place.

A disclosure may be given by anyone: by the person who has been abused, by the abuser, by a witness, or by someone else.

What to do if someone makes any disclosure of abuse:

If, when talking with an individual they imply or say: "Can I tell you something in confidence / private / secret?" It is vital that you remind them of the confidentiality guidelines, which are:

"...that any volunteer or staff member who has reason to believe that a child, young person or vulnerable adult may be at risk of harm must share this with the designated member of staff who is responsible for taking action on such information."

You can reassure them that the Safeguarding Co-ordinator and the Responsible Person at the event are the only other people at the event who will know the detail of what they have said. You can give them the names of these people rather than role titles. If other people are told the child, young person or vulnerable adult will be kept informed.

If an individual makes a disclosure about themselves or a child, young person or vulnerable adult, or you are concerned that an individual or someone else is being harmed or at risk of harm you must take the following action:

Look at them directly, remain calm and be honest

The person disclosing will have chosen the place to talk – only move to a quiet space if really necessary but make sure that the place is appropriate for the situation

Above all else listen; and keep listening until they have told you as much as they need to

Do not ask leading questions or investigate

Without making comment, show acceptance of what they say even if it sounds incredible

Explain that you cannot keep what they have told you a secret. Tell them what will happen with the information they have given you and who you have to tell. Tell them that if what they say indicates that they or someone else is being harmed or is at risk of harm, you have a duty to pass this information on

Contact the Safeguarding Co-ordinator and do not talk about this with other participants, team members, staff or anyone outside the event.

If you have concerns about the actions of a staff member contact the Safeguarding Officer.

If you have concerns about another team member contact Key Facilitator in your age group or the Responsible staff member with oversight of your programme.

How to respond to someone wanting to talk about abuse:

Helpful Responses:

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

Don't Say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

Making Notes

Make careful notes as soon as possible, preferably within one hour of the person talking to you. Write down exactly what they said and when they said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record all dates and times of events and when they were recorded. Keep all hand-written notes, even if they are subsequently typed. Such records should be passed to the Safeguarding Co-ordinator who will arrange for them to be kept in a secure place. You are advised to keep a copy of anything you pass on, or to ask for a copy when you hand them on.

Disclosure received by other means.

This could include disclosures sent by letter, text or e-mail, or left as a voicemail message. Any disclosures received should be reported to the Safeguarding Co-ordinator as a matter of urgency. A letter should be handled as little as possible. No emails or texts should be deleted. Voicemail messages and e-mails should be forwarded to the Safeguarding Co-ordinator without any editing. A printout of any email should also be passed on.

When passing the information, please attach a note explaining the circumstances in which you received it.

Section 4: Procedure and guidance for the Safeguarding Co-ordinator

This Procedure and guidance applies to the person who is the designated child protection coordinator for the event.

Procedure and Required Action

If a volunteer team member informs you of a disclosure by a participant or reports concerns about a team member you **should**:

1. Talk with the person that has received the disclosure and ensure that they have completed the disclosure reporting form.
2. Talk with the individual who has made the disclosure.
3. Decide the level of the risk to the individual or other person, and/or if there is a need for statutory involvement.

You can use the following for advice and guidance:

NSPCC helpline: 0808 800 5000

CCPAS helpline: 0845 120 4550

An NSPCC Counsellor or Duty Manager or CCPAS advisor will then help you to decide if a formal referral to Social Services or the police is necessary or what other steps you should take. This is an opportunity to check your thinking.

or

If there is a clear and immediate emergency then contact either the Police on 999 or the Social Services either for the area in which the event is taking place (if the disclosure relates to the event) or the Social Services local to the person whom the disclosure relates to. These contact numbers are on the event information sheet at the front of this file.

Need for statutory involvement

4. If you do decide that there is an existing risk of abuse or harm tell the individual making the disclosure what you have decided.
5. Make a referral call to the NSPCC - **0808 800 5000**. If a referral is necessary then they will ask you for the name, age, date of birth and address of the individual about whom the referral is being made.
6. Inform upwards in the line management structure that a referral has been made following the Safeguarding Protocol (see page 22) and continue to do so.
7. If the abuse disclosed has occurred at the event you are at you, together with the responsible person, will need to decide how to contain the person about whom the disclosure has been made whilst you make a decision about possible referral to outside agencies.

You will need to remove this person from any possible contact with the individual who has made the disclosure or other young people, at least temporarily.

You may need the responsible person or another staff member to sit with them to ensure they are kept separate. It is vital that the situation is not discussed with the person about

whom the disclosure has been made. Any investigation must be left to outside agencies.

8. If the abuse disclosed is within the person's family, school or neighbourhood there will be a question of where the child or young person goes to after the event. This decision will be taken by Social Services. You may need to advocate on behalf of the person to ensure that their consent is sought as far as possible. The options for the return home may include parents, foster carers, other family members, another parent or friends.

The key thing is to help the child or young person feel as secure as possible. She or he may want to go home but may not be able to immediately – she or he may also want to stay at the event but be too distressed to do so.

9. Ensure that the person who has made the disclosure is not left alone but is kept company by a team member that they trust. Ask them who they would like this to be. It is vital that the situation is not discussed with the person who has made the disclosure. Any investigation must be left to outside agencies.

10. If responsibility for what happens has now passed to an outside agency your primary role is to:

- Support the participant and be an advocate for them
- Keep the team informed (where appropriate)- liaising closely with the Responsible Person
- Manage the information that is shared with the rest of the participants (where appropriate)

11. Keep those directly above you in the line management structure briefed on the situation and any referral.

13. Be responsible the visit of Social Services, Police or NSPCC to the event if required.

14. Remember to book time to arrange paid non-managerial supervision.

15. Alert the BYM Media Officer on contact with the press.

16. De-briefing the team member(s) who may be daily volunteers following a disclosure.

17. Assessment of risk and whether and how information will be shared will take place upwards in the line management structure in accordance with the Safeguarding Protocol. This includes informing parents, Monthly Meetings or Preparative Meetings, the Yearly Meeting clerks other Yearly Meeting participants. This may be governed by the consent of the young people and/or families involved. You should not disclose any details of the incident.

18. Consult carefully with the responsible person at the event on how to talk with the children and young people in the group affected by a disclosure and how to communicate with the Responsible Adults of other children and young people at the event.

19. Your role as Safeguarding Co-ordinator may involve various other tasks. You may decide to delegate some of these tasks to the Responsible Person at the event.

20. Once the safety of those involved is assured you will need to balance their needs with the needs of the event, other participants and the team.

No need for statutory involvement

If, after consultation, you decide not to make an outside referral and to deal with the incident within the event then:

1. You need to explain this very carefully to the person who made the disclosure and to the person who brought the disclosure to you.
2. You need to decide on immediate support for the participant who has made the disclosure. You should give them information about what longer term help is available.
3. You may want to discuss with the participant whether they want to stay at the event (see 5 below). If she or he decides to go home you will need to ensure two team members accompany them on their journey. Ask the participant who they would like to accompany them.
4. You may need to inform their parents or carers about the incident, the action you have taken and reasons for your decision. You may want to talk to the participant about how this is done.
5. If the disclosure concerns another participant or a team member at the event and you have decided not to make a referral you will need to talk to the person about whom the disclosure was made. You will need to decide, along with the responsible person and other staff if appropriate, whether they should remain at the event. In making this decision you should be sensitive to the person making the disclosure and the person about whom the disclosure has been made and take account of any advice from any outside agency. You should inform the person who has made the disclosure and the person who the disclosure was made about of your decision. Depending on your decision the participant may wish to reconsider whether they want to stay at the event or not. If either person decides to leave the event then it is important that the reasons for their leaving are kept confidential from other team members and participants.
6. It is important that there is discussion about the possibility of the person making the disclosure coming into contact with the person whom it was about and an agreement reached about how this should be dealt with.
7. Once the safety of those involved is assured you will need to balance their needs with the needs of the event, other participants and the team.

You should now fill out the disclosure reporting form

Section 5: Procedure and guidance for the responsible person at the event

This Procedure and guidance applies to the BYM staff member responsible for the event.

Procedure and Required Action

If an individual makes a disclosure about himself or herself or someone else or a team member makes a disclosure to you about another team member you **must** follow the Procedure and required action in Section 3.

1. The Safeguarding Co-ordinator is in charge of the disclosure Procedure. They may or may not inform you.
2. The team member who took the disclosure will need time to complete a disclosure reporting form and to talk to the Safeguarding Co-ordinator about what has happened. You should make sure that the team member concerned has the time needed. You should ensure that any responsibilities they have to the event are covered.
3. If a disclosure is made about another team member, the Safeguarding Co-ordinator may speak to you about whether they remain at the event. If they are required to leave it is important that you do not give reasons for this to other team members, participants or other individuals.

Guidance on briefing the team and sharing information with the team and participants

It is important to brief the team about the incident in an appropriate way:

1. Tell them that there has been an incident and you are acting within the event guidelines, the BYM disclosure Procedure and within confidentiality guidelines.
2. Emphasise the privacy of what is happening - this is crucial for the safety and wellbeing of the person who has made the disclosure. The role of the team is to keep the event working. If there is any rumour or gossip this will need to be stopped by team members saying that something has happened and decisions are being made in line with procedures and this is confidential to the people directly involved.
3. Talk with the Team about what information to share with the rest of the participants and how to do this in a way that respects privacy and avoid what has happened dominating the event.
4. You will need to think about the right time to give team members the opportunity to talk briefly about any impact the disclosure has had on them. Tell them when this will be. Be prepared to offer links to other services after the event (See list in Section 6)
5. Consider what support the team member who received the disclosure needs at this point.
6. If outside agencies become involved they will advise you whether and how information is shared with team members and/or participants.

Section 6: Guidance on referrals and contacting outside agencies

This guidance is intended for the Safeguarding Co-ordinator, it is their responsibility alone to make decisions about referrals and contacting outside organisations.

If it is an emergency call the police immediately on 999 or 112 (the latter enables them to trace where you are calling from).

Contacting the NSPCC or CCPAS

The NSPCC and CCPAS both provide child protection helplines designed to offer advice and guidance on further action and whether a referral is necessary.

Before you call think about whether you are calling for **advice** – to check your thinking on an issue or to discuss making a **referral**.

NSPCC HELPLINE: 0808 800 5000

TEXTPHONE: 0800 056 0566.

You can email the helpline at: **help@nspcc.org.uk**

The NSPCC attempt to reply within 24 hours. The helpline website

<https://www.nspcc.org.uk/nspcc/helpline> contains information about how you can get help by phone including pre-booked appointments, details of the NSPCC's Cymru/Wales helpline and how to access help in 15 other languages and advice on Child abuse – what it is and what to do if you're worried a child is being abused.

CCPAS HELPLINE: 0845 120 4550

Remember to give your name, the organisation (Britain Yearly Meeting of the Religious Society of Friends/Quakers) and the event that you are calling from.

Making a referral

This will be discussed when you phone the NSPCC/CCPAS. Once the NSPCC has agreed that a referral needs to be made, this will be done either through the **Local Safeguarding Children Board** – the contact details for the appropriate Board will be found overleaf - or the police.

Section 7:

Britain Yearly Meeting Disclosure Procedure - Lines of Responsibility

If you are told something about a child or young person being at risk of harm, you must pass this information on. It can only be told to people who are next in the line of responsibility who themselves have to pass it on. The **Responsible Person** at the event and the **Child Protection Co-ordinator** are part of a line management and disclosure system, the Quaker Life Safeguarding Protocol (Section 12), within the structures of Britain Yearly Meeting.

Participant discloses to **Volunteer team member** who informs **Child Protection Co-ordinator** who informs and works with **Responsible Person** at the event

Responsible Adult discloses to **Volunteer team member** who informs **Child Protection Co-ordinator** who informs and works with the **Responsible Person** at the event

Participant discloses to **Participant** who informs **Volunteer team member** who informs **Child Protection Co-ordinator** who informs and works with **Responsible Person** at the event

Volunteer team member discloses to **Volunteer team member** who informs who informs **Safeguarding Co-ordinator** who informs and works with **Responsible Person at event**

Section 8: Guidance on Confidentiality

Many volunteers working with young people at Quaker events find themselves in an environment in which the young people feel safe, and trust those around them. This of course is part of the value of these events for the young people. It may mean that at some point during the time together, issues or personal situations come to light which the young person wants to share with a team member that they trust.

Before a young people's event, all participants (including the event team) are informed of the guidance on confidentiality in the "Participant Boundaries and Consent Form". Parents / Guardians of participants under 18 are informed of the guidance on confidentiality in the "Consent and Information Form" (see appendix)

These guidelines are intended to provide advice on the correct procedures to follow if a young person discloses information of a confidential nature.

General Guidance on Pastoral Care and Confidentiality

All volunteers must remember that their first responsibility is to the young people and that they are accountable for their actions to Britain Yearly Meeting.

1. Everyone who might be involved in the pastoral care of a particular participant needs to know what conversations are happening with the participant.
2. Anyone involved in supporting the pastoral care needs of a participant – even in small ways should communicate this to the staff member with responsibility for pastoral care.
3. The member of staff should then make sure that all appropriate team members working closely with the participant are aware of the situation (e.g. the individual's Base Group Facilitator, over 20 support and the BGF coordinators).
4. Volunteers and staff, are **not** in a position to offer, or provide any long term support for young people. Staff members should consider referring to appropriate support agencies for the young person.
5. It is important to remember that the young person has a right to expect that their privacy will be respected and that the principles of confidentiality should still be maintained within the remit of legislation. For example, in most situations it would be inappropriate for volunteers to approach those likely to be providing such support or to seek to discuss the matter with them.
6. It is important for everyone involved to remember that it is the well-being of the young person that is our first priority and if volunteers have continuing cause for concern about them, then they should feel able to discuss this further with the designated staff member.

If you believe that a young person may be at risk of harm:

If, when talking with an individual at an event they imply or say: "Can I tell you something in confidence/private/secret?" and you think it might be about a possible disclosure it is vital that you remind them of the confidentiality guidelines which are:

"..that any volunteer who has reason to believe that a young person may be at risk of harm must share this with the designated member of staff who is responsible for taking action on such information." CYPC Policy Papers 2006/7 – Policy Paper 4

You can reassure them that the Child Protection Co-ordinator and possibly the responsible person at the event are the only people who will know the detail of what you have been told. You can give them the name of the Safeguarding Co-ordinator rather than the role title. Explain that they will be kept carefully informed.

It is CYPC policy that any volunteer who has reason to believe that a young person may be at risk of harm_must share this with the child protection coordinator who is responsible for taking action on such information.

They have a primary responsibility to protect young people from harm and that this could outweigh the obligation to respect the privacy of others or any ground rules on confidentiality in circumstances

If an individual makes a disclosure about themselves or another child or young person, or you are concerned that an individual or someone else is being harmed or at risk of harm you must follow the Procedure in Section 3 and on the Quick Reference Card.

Section 9: Guidance on supporting individuals who have made a disclosure:

When someone makes a disclosure to you, it is important that you are aware that they may feel upset, vulnerable or worried. It is essential to do everything possible to make the child or young person feel safe.

Ask someone else to sit with them while you contact the Safeguarding Co-ordinator.

Depending on the situation and the age of the child or young person making the disclosure you will need to think carefully about how to comfort or reassure them appropriately. Remember that what is appropriate for you may not be appropriate for them.

It is particularly important not to touch the child or young person - unless they specifically ask you to - however you should only do this if you consider it appropriate given the context, and that you are comfortable with the request.

It is very important to remember that a person in this situation may need reassurance about what is happening and will happen. Try to give this but only give assurances if you are certain that you are correct.

Please make sure you read your Quick Reference Card

Section 11 Recording forms

Event information sheet (Blue)

Disclosure reporting form for volunteers (Pink) and Responsible person (Blue)

Disclosure form for the Child Protection Co-ordinator (Yellow)

Britain Yearly Meeting Disclosure Protocol Event Information Sheet

Event:

Date:

Venue:

Safeguarding Co-ordinator

Name:

Contact Number:

Responsible Person at Event

Name:

Job Title:

Contact Number:

Location of designated private space:

Details of Local Safeguarding Board in the locality of the event:

Initial Disclosure Reporting Form



This form is for use by the person who received the disclosure.

This form is confidential within the terms of Guidance on Confidentiality detailed in the Britain Yearly Meeting Safeguarding Procedures.

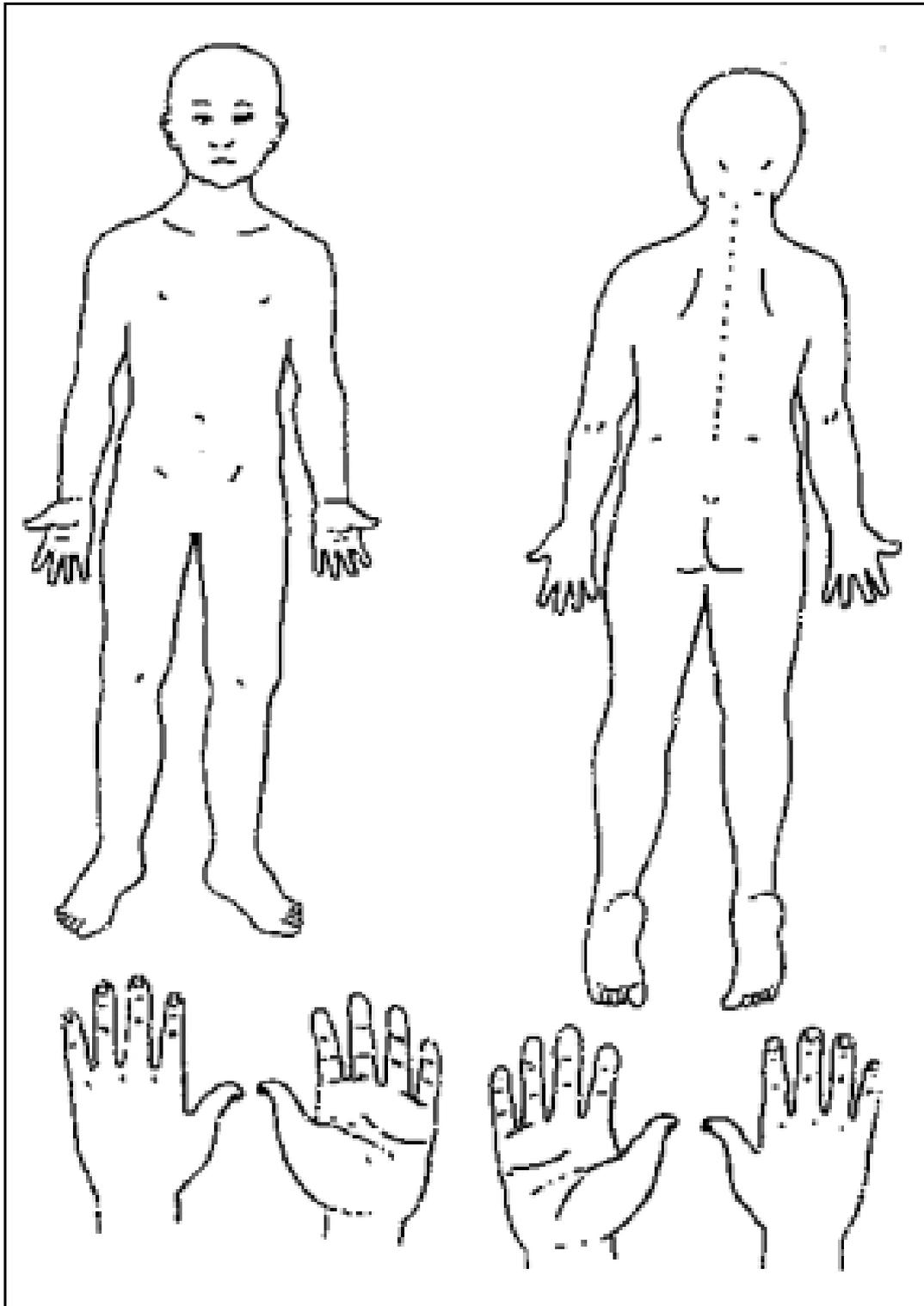
See the section "Receiving information about abuse for staff and volunteer team members starting on page 19 of Britain Yearly Meeting Safeguarding Procedures for guidance on how to complete this form.

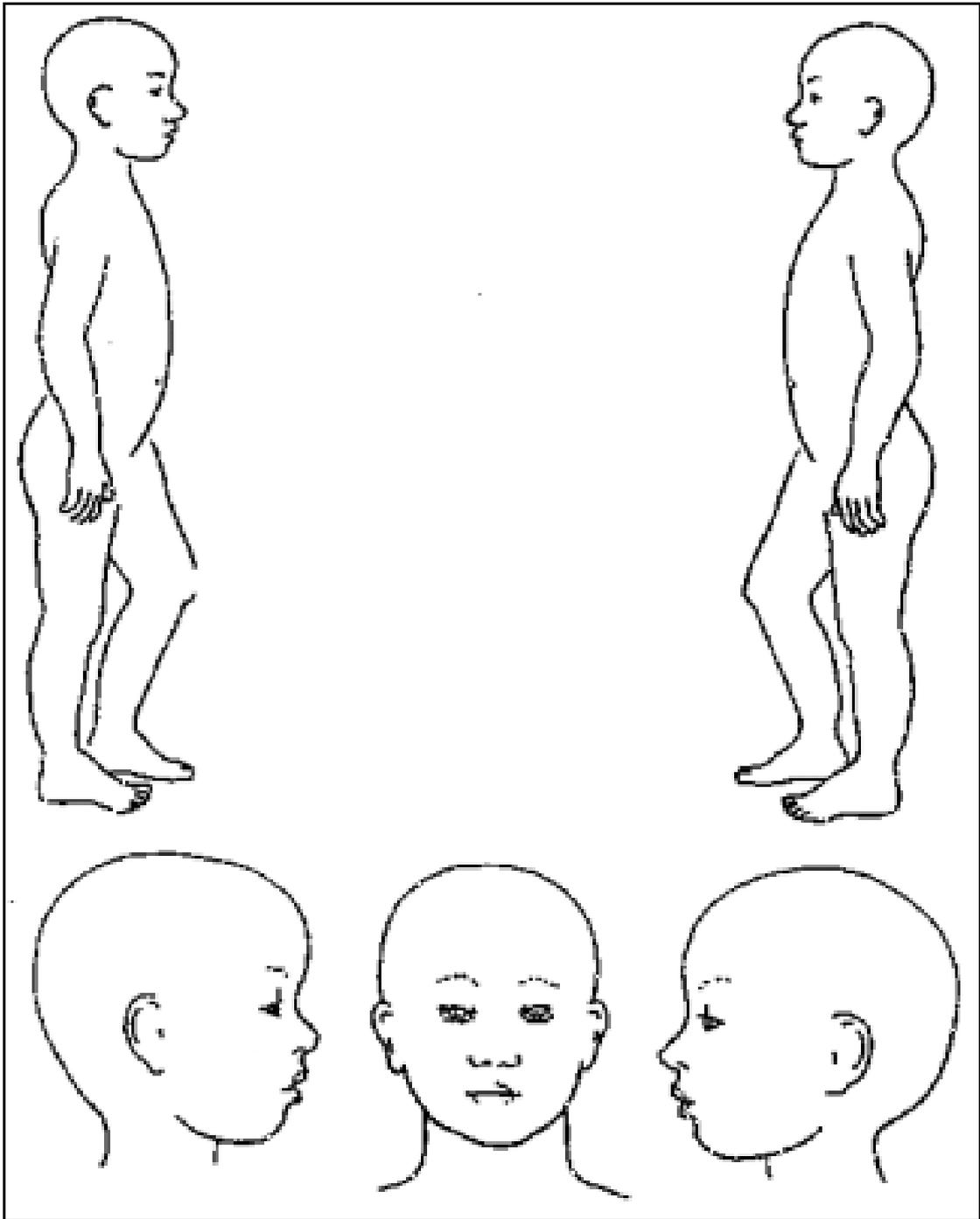
Note: Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information all information concisely. Record the disclosure verbatim. Do not try to interpret.

Completed by (name):	
Event/premises:	
Role at event/premises:	
Contact details: Address Telephone number(s) e-mail	
1. Date and time of disclosure/incident causing suspicion:	
2. Name and age of the young people or adults involved	
3. Details of adult or young person (if any) named as perpetrator:	
4. Name, age and contact details of any witnesses:	
5. If person named in section 3 or 4 is a child or young person please give the names of their parents or legal guardians:	

6. Please record details of the disclosure or the incident causing suspicion. In relation to disclosure, please do not interpret the information given to you. It is important that you use the same language as the child / young person / adult involved. Do not paraphrase or summarise. Please continue overleaf or on additional sheets if needed.

(Use the "Skin Map" as appropriate, but do not undress the person who made the disclosure, or ask them to undress.) Skin Maps (from Guidance to Churches)





6. Details (continued)

6. Details (continued)

7. Action Taken (including person/people/organisations contacted)	
Signed:	
Date:	Time:
Name of the Safeguarding Coordinator to whom you pass this form:	
<i>See your Quick Reference card or page 61 of this document for details of the Safeguarding Co-ordinator</i>	
Date form passed to Safeguarding Co-ordinator:	
Signed by Safeguarding Coordinator:	
Date:	Time:

This form should be stored in a secure place and considered in relation to the section of this document entitled Guidance on Confidentiality. All notes made at the time should be kept with this form

Safeguarding Coordinator's Disclosure Reporting Form



This form is for use by the Safeguarding Coordinator.

This form is confidential within the terms of Guidance on Confidentiality detailed in Section 8 of the Disclosure Procedures and Guidance

Note: Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information concisely. Record the disclosure verbatim. Do not try to interpret.

Event/premises:

Role at event/premises:

Contact details:

1. Details of incident:

2. Action taken (if no action was taken, state reasons)

3. Who did you report the incident to (give names and contact details):

a) Outside agencies

b) Parents/guardians

c) Other – state within or outside the organisation

4. Any other relevant information:

5. Outstanding tasks, who responsible and timescale:

Signed:

Date:

Time:

This form should be stored in a secure place and considered in relation to the guidelines on confidentiality.

All notes made at the time should be kept with this form.