



**Cadet
Vocational
College**



Reporting Safeguarding Concerns

Aide Memoire

If you have a concern about someone's well-being:



Telephone Tracey Sanders, Designated Safeguarding Lead (DSL) immediately on 07970 697802. If cannot be contacted, telephone Andy Webster, Deputy Designated Safeguarding Lead (DDSL) on 07734 571199



It is important that you do not speak to anyone else, unless someone is in immediate danger then telephone 999



The DSL / DDSL will advise and guide you through your next steps which will include completing the host organisation's incident report form



After, scan the below QR code and complete our incident report form. Send a copy of this to safe@cvcollege.org together with your written record and the host organisation's incident report

Remember, the host organisation's safeguarding policy takes precedence over Cadet Vocational College's safeguarding policy

SCAN HERE



In the event the DSL / DDSL cannot be contacted please scan the QR code for the safeguarding team's duty rota

If someone makes a disclosure to you:

- **DO** listen immediately and carefully.
- **DO** make sure you are out of the hearing of others but within sight of them. If possible, make another member of staff or responsible adult aware that you will be talking to the young person or vulnerable adult, but not why.
- **DO** repeat back what you have heard using their own words and ask them to confirm.
- **DO** tell them that you believe them and they are not to blame for what has happened.
- **DO** explain the steps you are now going to take and ask if they understand what this means for you and them.
- **DO NOT** try to find out why things have happened.
- **DO NOT** project your own feelings on them.
- **DO NOT** promise to keep it a secret or “off the record”.

As soon as possible, make a written record, noting:

- Name, age, gender and any other distinguishing features.
- Date, time, place and who else was present.
- What was said, what happened or what you noticed (speech, behaviour, mood, drawings, games or appearance).
- Is this a change in behaviour?
- What you said to them regarding confidentiality.
- The name and address (if known) of the alleged abuser.
- Record their words rather than your interpretation. Do not use judgemental language such as appropriate, inappropriate, resilience, love, attachment, challenging behaviour - either in writing or verbally.
- Analysis of what you observed and why it is a cause for concern.
- Who you have told, advice received or action taken.

If there is immediate danger



Call 999

No immediate danger, but requires police advice or intervention



Call 101

There is no danger and the parent or carer are not part of the disclosure or accusation



The DSL / DDSL will contact the parent or carer. The Police and / or external agencies may still require involvement if they are not aware.

Remember!

