



# Reporting Safeguarding Concerns

## Aide-Mémoire



If you or someone else is in immediate danger, telephone 999.

If there is no immediate danger, or the parent / carer are part of the disclosure or accusation, telephone 101.

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

**Telephone Andy Webster on 07734 571199**

Designated Safeguarding Lead (DSL)



**No answer? Telephone Andrew Nickson on 07581 015476**

Co-Deputy Designated Safeguarding Lead (DDSL)

**Or; Miranda Mills on 07702 884485**

Co-Deputy Designated Safeguarding Lead (DDSL)

If you need advice outside of office hours,  
scan this QR code for the out-of-hours rota.



A safeguarding team member will guide you through the next steps.



You will need to scan this QR code to access and complete the incident report form. Once completed, send a copy to [safe@cvcollege.org](mailto:safe@cvcollege.org) together with the host organisation's incident report.



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

## If someone makes a disclosure to you:

- ✓ Listen immediately and carefully.
- ✓ Make another responsible adult aware that you will be talking to the young person or vulnerable adult, and ask them to accompany you.
- ✓ Make sure you are out of the hearing of others but within sight of them.
- ✓ Tell the young person or vulnerable adult that you will have to share any information they tell you.
- ✓ Record the disclosure in their words rather than your interpretation.
- ✓ Repeat back what you have heard using their own words and ask them to confirm.
- ✓ Tell them that you believe them and they are not to blame for what has happened.
- ✓ Explain the steps you are now going to take and ask if they understand what this means for you and them.
- ✗ **DO NOT** share information, other than with those who need to know.
- ✗ **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:

- What you said to them regarding confidentiality.
- The name, age and gender of person making the disclosure.
- The date, time and place and, who else was present at the time of the incident.
- What was said, what happened or what you noticed.
- Any changes in behaviour of anyone mentioned in the disclosure.
- The name (if known) of the alleged abuser.
- What you observed and why you are concerned.
- Who you have told, advice you have received or action you have taken.

### Remember!

Do not use judgemental language such as appropriate, inappropriate, resilience, love, attachment, challenging behaviour - either in writing or verbally.



Learner focused | Caring and supportive | Inclusive and diverse  
Getting the extra mile | Responsive and flexible

> [safe@cvcollege.org](mailto:safe@cvcollege.org)  
> [www.cvcollege.org/safe](http://www.cvcollege.org/safe)  
> 01276 601701