

## Procedure to follow in response to a disclosure

If a learner talks to a member of staff about any risks to their safety or wellbeing, or a member of staff has any concerns about a learner the College's Safeguarding procedure must be followed.

All staff are responsible for the Safeguarding of learners and must not ignore any issues or possible issues.

Please follow this guidance and contact a Safeguarding Officer as soon as possible if you have a concern or hear a disclosure. You can contact them on **0203 7644077**

[safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk)

***Remember - any unnecessary delay is potentially harmful and must be avoided.***

- 1.) **Listen to their issues and, by listening, gather as many facts as you can.** *The learner has chosen to disclose to you because they trust you and feel safe in doing so.*
- 2.) **Ensure the learners physical well-being.** If the learner is injured or requires medical assistance please action as appropriate.
- 3.) Contact a Safeguarding Officers as soon as possible if you have a concern or hear a disclosure. You can contact them on **0203 7644077** or [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk)
- 4.) Provide a written statement using the Safeguarding and Equality report form found on the Hub giving as much of the following information as possible:
  - Your name and contact number.
  - The date, time and location of incident.
  - Full **factual** details of the cause for concern or disclosure from the learner.
  - Learner details:
    - Initials
    - Date of birth
    - Course name
    - Address – including post code
    - **ID Number**
  - Any known information about parental responsibility for the learner or if they are Looked After Child/Care Leaver
  - Any known, relevant, information about the learner (criminal activity, risk etc.)
  - Any known disabilities or communication difficulties
  - Details of any witnesses
  - Ensure that fact is recorded separately to personal opinion
- 5.) The statement should be e-mailed to [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk) , the Safeguarding Officer dealing with the concern or delivered in person to the Safeguarding Officer. This must happen on the same day as the referral is made.

## **Guidelines for Staff on Dealing with Disclosures of Abuse or Abuse of Trust**

### **Do**

- *Be ready to listen to what the person is saying.*
- *Reassure the person, acknowledging that they have been brave to tell you.*
- *Make sure the person is comfortable in a secure environment where they cannot be overheard.*
- *Take what they say seriously.*
- *Offer practical help i.e. glass of water or tissues.*
- *Remind the child, young person or vulnerable adult that you have a duty to follow College procedure in order to safeguard and support them and that you will inform one of the Safeguarding Officers.*
- *Assure them that you will only share the information with the people who need to know.*
- *Tell them what the next steps will be after you have spoken to the Safeguarding Officer.*
- *Refer the matter to the Lead Safeguarding Officer or one of the other Safeguarding Officers*
- *Avoid any delay in reporting the cause for concern or disclosure to the DSO as this could increase the risk to the learner.*

### **Don't**

- *Promise confidentiality or to keep what you are being told secret.*
- *Appear to be shocked or upset by what they are telling you, even if it is distressing.*
- *Take the person home.*
- *Touch the person to comfort or reassure them.*
- *Probe the person about the alleged abuse beyond what is necessary to understand what is being conveyed e.g. "Could you explain that part?"*
- *Give false reassurances in order to comfort the person.*

### **You are concerned about a learner's welfare**

There will be occasions when staff may suspect that a learner may be at risk, but have no 'real' evidence. In these circumstances, staff will in the first instance refer to the Welfare Team. If there is further concern over a learner then a DSO should be informed following the procedure above.