

**How to respond to a disclosure that child, young person or vulnerable adult is being or has been or is at risk of being harmed, abused or subject to radicalisation**

	<b>DO</b>	<b>DO NOT</b>
<b>RESPOND</b>	Remain calm	Panic
	Listen	Make promises that cannot be kept e.g. do not promise confidentiality, do not say that you will make it all right
	Take what is said seriously	Investigate
	Use open questions to avoid “yes/no” answers	Make assumptions or offer alternative explanations or judgements
	Take into account the person’s level of understanding and age	Contact the person about whom the allegations have been made
	Check they understand that you will be making notes whilst they talk so you can check your understanding and accuracy	Carry out any type of physical or medical examination
	Offer reassurance that they have done the right thing by disclosing	
	Only seek as much information as is needed to be able to report onwards to the Safeguarding/Prevent Leads	
	Check what the person hopes will happen as result of the disclosure	
	Tell them what you will do next	
	Ask if the alleged abuser currently has access to under 18s or vulnerable adults (even if the allegation is of historical abuse)	
<b>Record</b>		
	Make brief notes and then write up as soon as possible	
	Keep your notes – they may be required by a statutory body	
	Record the date, time, place and actual words used	
	Record facts and observable behaviour	Do not record your feelings, assumptions, opinions or interpretations
<b>REPORT</b>		
	To 999 if there is an immediate danger then report to the university <a href="#">Reporting a safeguarding concern flow chart (cumbria.ac.uk)</a>	Do not delay in sharing information

	To one of the University Safeguarding Contacts at <a href="http://www.cumbria.ac.uk/safeguarding">www.cumbria.ac.uk/safeguarding</a>	Do not think what you have heard is not important – you may have a vital piece of the safeguarding jigsaw
	If no-one is available for advice, then seek that from the Police on 101 if not an emergency or search for your local Children’s or Adult Social Services contacts	
	Report directly to the Police on 101 if you are a regulated healthcare professional and you have concerns that a female under 18 has been subject to Female Genital Mutilation	