**Recording and Reporting Safeguarding Incidents Flowchart**

You have safeguarding concerns about a child / adult at risk, or a safeguarding disclosure is made to you

**YES**

**NO**

Does the child/adult at risk have significant injures or are they at immediate risk of harm?

Are they a child or are they an adult at risk?

Take any urgent action needed to keep the child/vulnerable adult safe e.g. call the police. If there is indication of a serious assault or if immediate medical treatment is required call an ambulance/the police as required. Make a written record of the details of the incident and any allegations made.

**NO**

**YES**

**NO**

**YES**

**NOTE:** If an allegation is made about a member of the university staff, a volunteer or student, report to Director of Human Resources who will ensure appropriate internal and/or external investigation and reporting processes are implemented

**PREVENT LEGISLATION: If you receive a disclosure that appears to insight or engage in terrorist activity or terrorist organisation(s), you must seek advice from the** [**Director of Student Support and Wellbeing**](http://sites.cardiff.ac.uk/experts/ben-lewis/)

Follow

Reporting

Procedure

Are they in immediate danger risk of potential harm to themselves or those in contact with them?

**REPORT (Internally)** - Where time and circumstances allow (which normally should be the case), report the incident to your head of school/department who will inform the Designated Safeguarding Officer and will arrange for appropriate action to protect, safeguard or support the child or vulnerable adult and log internal decision-making process.

**FOLLOW-UP -** Designated Safeguarding Officer to request update on referral from social services in line with SSWBA 2014 guidance e.g. 10 days regarding child referral, 7 days for adult referral, subject to changes in practice guidance)

**REPORT (Externally)** – Where applicable and appropriate, the Designated Safeguarding Officer is to ensure incident report(s) and any appropriate background information on individuals concerned are shared with local authority social services department and, where a crime has been committed, with the local police. Officer to co-operate with the services in any ensuing action taken.

Explain the scope of help available if consent isn’t forthcoming & consider options to support individual.

Ensure individual knows they can change their mind about consent at any time. Record your meeting noting consent status and mark confidential.

If in doubt seek advice without disclosing individual.

**NOTE:** Consent may be overridden in some circumstances.

If you have an immediate concern that the adult may cause grievous harm to themselves or disclose their intent to harm others or commit a criminal act, then consent may be overridden with your duty to protect the individual or others from potential harm. In urgent cases, dial 999 otherwise follow the reporting process.

If possible arrange for a third person (who is acceptable both to you and the adult) to be present and make sure you are out of hearing and sight of others.

Reassure them and listen carefully to what they are saying, noting down what is said while the conversation is taking place.

Do not ask questions. Make no judgement about what you’ve heard and stay calm.

In urgent cases, where you have an immediate concern about the welfare of a child or vulnerable adult who may be at risk, you must make direct contact with the police by calling 999, reporting later following the reporting procedure.

Child

Arrange for a third person (who is acceptable both to you and the child) to be present and make sure you are out of hearing and sight of others. Reassure them and listen carefully to what they are saying, noting down what is said while the conversation is taking place – do not ask questions. Make no judgement about what you’ve heard and stay calm.

**Key Points:**

**You cannot promise confidentiality. Inform them that you might have to tell someone. Observe, Record and Report.**

**NOTE:** The UN Convention on the Rights of the Child defines a child as everyone under 18.

Vulnerable Adult

Do you have their consent (if possible, signed) to share information disclosed?