



## **Sharks Community Trust Safeguarding of Children and Vulnerable Adults Policy**

### **Introduction to the Policy**

The Trust recognises and accepts its responsibility for the safety and well-being of children and those other vulnerable groups who come within the care of the organisation and its staff.

Our aim is to create a safe, secure environment for all and systems have been put in place to prevent or minimise the risk of abuse occurring within the organisation, and for appropriate action to be taken when staff are made aware of abuse taking place

### **We recognise that:**

- Every person should have the right to live a life free from abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children and vulnerable adults and their support networks is essential in promoting and embedding this policy.

### **The purpose of the policy:**

- To provide protection for children and vulnerable adults who receive services from the Trust or its partners.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect somebody may be experiencing, or be at risk of, harm.

### **We will seek to safeguard children and vulnerable groups by:**

- valuing them, listening to and respecting them
- adopting safeguarding guidelines and best practice through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about safeguarding and best practice
- sharing information about concerns with the appropriate agencies in a confidential manner
- providing effective management for staff and volunteers through supervision, support and training.

### **There are three main elements to our policy:**

- i. Preventing unsuitable people working with children and ensuring that staff are appropriately trained.
- ii. Procedures for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are attached (see Appendix B)
- iii. Supporting vulnerable children/adults or those who may have been abused or witnessed violence towards others.

For the purpose of this document, a “vulnerable person or group” referred to in these procedures is a person or group aged 18 years and over, which may be vulnerable due to age, illness or lifestyle.

Our policy applies to all staff, paid and unpaid, working on behalf of the Trust and will be reviewed on a regular basis.

## **Safe Recruitment Policy**

The aim of this section of the policy is to prevent unsuitable people from working with children/vulnerable adults and ensuring staff are appropriately trained and confident in dealing with issues.

- No individual will be recruited on a paid or voluntary basis into a 'Position of Trust' without satisfactory clearance from the Disclosure and Barring Service (DBS).
- The Trust through The RFU will ensure appropriate checks are completed. Records of all staff DBS numbers will be kept on file.
- No applicant, conditionally offered a position of trust with the Trust, should start work with children and vulnerable adults without constant supervision before a satisfactory clearance has been received.
- An individual applying for a post which involves contact with vulnerable groups must provide two references, one of which normally should be from their current employer prior to a position being started.
- Appropriate renewals of an individual's criminal history will be completed in line with guidance issued by The RFU at the justified time.

## **Understanding roles and responsibilities**

All staff, paid and unpaid, working on behalf of the Trust must recognise their duty around safeguarding. They should also feel confident to raise concerns about poor or unsafe practice in regard to children and vulnerable adults and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

All staff will be reminded that it is not the responsibility of anyone within the Trust to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns.

## **Safeguarding training**

The Trust will provide Child Protection/Safeguarding training for all staff from the point of their induction, and this will be updated regularly, every three years at a minimum, so that they are confident about:

- the Trust's legislative responsibilities
- their personal responsibilities
- the Trust's policies and procedures
- the need to be alert to the signs and indicators of possible abuse, including possible child sexual exploitation and female genital mutilation
- the need to record concerns
- how to support and respond to a child who tells of abuse

## Designated Trust Safeguarding Officer(s)

The Trust will ensure there is a senior member of staff designated as the Trust's Safeguarding Officer, who has lead responsibility for safeguarding children and vulnerable adults and has undertaken, as a minimum, RFU Child Welfare Officer Training.

Contingency arrangements will be put in place to deal with an incident, if the Trust's Safeguarding Officer is not available. This will include nominating at least one other member of senior staff, as deputy, with responsibility for overseeing the safeguarding policy.

The Trustees of the Trust have recognised the importance of the role of the Trust's Safeguarding Officer (and deputy) and will ensure they have the time, training and support necessary to undertake their duties.

The Trust will ensure every member of staff, paid and unpaid knows who the Trust's Safeguarding Officer (and deputy) are and the procedures for passing on concerns. This will be communicated to each staff member as part of the induction process and will ensure every member of staff knows:

- the name of the Trust's Safeguarding Officer and deputy and their roles
- how to identify the signs of abuse and neglect
- how to pass on and record concerns about a pupil
- that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the Trust's Safeguarding Officer or deputy
- that they have a responsibility to provide a safe environment for children and vulnerable people

Refer to Appendix C – Safeguarding Contacts

The Trust Safeguarding Officer will

1. Be clear about the Trust's responsibilities when delivering activities. This involves:
  - Ensuring the Trust's policies and procedures are up to date with current legislation and guidance.
  - Ensuring all staff and volunteers are up to date with safeguarding training, new legislation, changes in Salford's procedures, promoting best practice and are aware of the Trust's policies and procedures.
  - Ensuring effective and confidential communication in the case of serious case reviews  
*Safeguarding information and updates will usually be shared through staff training but may be passed on by email. Sensitive or confidential information will usually be shared in person or by phone call.*
2. Promote and Support by:
  - Knowing local authority safeguarding staff and procedures
3. Monitoring:
  - Ensure that the policies are working in practice, such as Anti-Bullying Policy and Equality.
  - Manage appropriately incidents of poor behaviour in line with Trust and RFU Policy, and liaising with The RFU Safeguarding Officer.
  - Ensure that all those working with vulnerable groups are appropriately supervised, trained and have had the appropriate checks completed.

## **Risk Management**

All activities involving vulnerable groups must be risk assessed by the Trust, which may at times involve discussion with additional service providers. However, it is important that staff and volunteers ask the following questions:

- What is the activity?
- Which age groups are involved?
- What is the environment like where the activity is taking place?
- Are there any special needs, disability or other circumstances that need to be considered?
- Are the groups mixed in age, ability and gender?
- What experiences and qualifications do the organisers/staff possess?

It is important to consider the familiarity of the venue and the level of responsibility individuals will have for an activity. The principle for assessing potential risks remain the same whatever the activity.

## **Responding to allegations or suspicions against a member of staff**

Any allegation of abuse made against a member of staff will be reported straight away to the Trust's Safeguarding Officer or deputy. In cases where the Trust's Safeguarding Officer is the subject of an allegation, it will be reported to the deputy or the Chair of Trustees.

If there is an allegation (or a suspicion) of abuse against a member of staff a decision about whether to suspend the person on full pay will be decided by the Board of Trustees in line with the Trust's disciplinary procedure. In consultation with The RFU, the Trust will assess all cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This will be dependent on the outcome of any investigation or criminal investigation and the Trust will ensure that it does not breach the Safeguarding Vulnerable Groups Act 2006 by reinstating a person who is on the barred list.

Where there is a complaint against a member of staff there can be three types of investigation:

- A criminal investigation led by the Police
- An investigation led in a multi-agency approach by the Local Authority
- A disciplinary or misconduct investigation led by the Trust which may involve The RFU.

The results of the Police and Local Authority investigation may well influence the disciplinary investigation.

All allegations of poor practice will be investigated by the Trust's Safeguarding Officer or Trust Board.

Concerns about suspected abuse:

- Any suspicion that a vulnerable individual has been abused by either a member of staff or a volunteer should be reported to the Trust's Safeguarding officer who will take such steps as considered necessary to ensure the safety of the individual in question and any other vulnerable person who may be at risk.
- The allegation will be referred to statutory agencies.
- Following advice from statutory agencies, those who need to be notified will be contacted.
- If the Trust's Safeguarding Officer is the subject of an allegation, the report must be made to the deputy or Trust Board representative, or to statutory agencies and The RFU safeguarding advisor.

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes:

- The Trust's Safeguarding Officer and Trust Board representative.
- The parent/carer of the person who is alleged to have been abused
- The person making the allegation.
- Local Authority and Police.
- Dependent on role, the National Governing Body.

Information will be stored in line with the Data Protection Act 1998.

No contact should be made with the alleged abuser, particularly if this is another vulnerable individual or the carer of the alleged victim. Advice must be sought from the Local Authority.

The Trust will ensure that any disciplinary proceedings against staff relating to safeguarding will be concluded in full even when the member of staff is no longer employed by the Trust and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress.

Consideration must be given to the needs of the child/vulnerable adult and a recognition that a child/vulnerable adult may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

The Trust will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with participants on Trust activities. As part of the induction process (and as part of Premiership Rugby's Minimum Standards Training), all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world).

Outcome of a concern may result in one of the following actions:

- Criminal proceedings resulting in loss of employment
- Suspension and/or disciplinary action by The RFU and/or the Trust
- Further training, supervision & mentoring by The RFU and/or the Trust

## **Responding to a referral or disclosure**

It is not the responsibility of anyone within the Trust to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns. The Trust will assure all staff and volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague or another is, or may be, abusing a child/vulnerable adult.

### **1 Disclosures**

If a vulnerable individual informs you directly that they are concerned about someone's behaviour towards them, this is known as a disclosure. The following action should be taken:

- React calmly so as not to frighten the vulnerable person.
- Tell the individual that he or she is not to blame and that he or she was right to tell
- Take what the individual says seriously
- If medical treatment is needed, take them to hospital or telephone for an ambulance – inform the medical staff that there are concerns of a safeguarding nature
- Avoid leading the individual in discussion and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- Re-assure the vulnerable person but do not make promises of confidentiality or outcome

### **2 Process of Dealing with Allegations at Sale Sharks Community Trust**

Any concern or allegation must be reported to the Designated Safeguarding Officer using the Safeguarding Referral Form



Trust Safeguarding Officer to decide if the concern is Poor Practice – High Poor Practice –

Abuse - Consider contacting the Local Authority – Police – Salford Children’s Board @ The Bridge, The RFU



Do the Trust Board need to know?



Follow legal guidance from Statutory Agencies & advice from Salford Safeguarding Board, The RFU

### 3 Keeping Records

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, using the Referral Form in Appendix A and if appropriate the Body Map detailing:

- The child/vulnerable adult's name, age and date of birth.
- The child/vulnerable adult's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information. - Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes. Details of witnesses to the incidents. A Body Map may be used.
- The child/vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Has the parent/carer been contacted? - If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child/vulnerable adult was not the person who reported the incident, has the child/vulnerable adult been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

The information MUST be passed immediately onto the Trust's Safeguarding Officer or deputy.

### 4 Preserving evidence

The first concern should be the safety and welfare of the abused person. However, your efforts to preserve evidence may be vital. In all cases the preservation of evidence is crucial especially if the police investigation is to be effective. What you do or do not do in the time whilst you are waiting for the police to arrive may make all the difference. Below is some helpful guidance:

- In physical abuse cases, where an individual wishes to show you an injury, only observe what they consent to show you and what is appropriate.
- Do not touch what you do not have to. Wherever possible leave things as they are. Do not clean up, do not wash anything or in any way remove fibres, blood etc. If you do have to handle anything at the scene keep this to a minimum
- Do not touch any weapons unless they are handed directly to you. If this happens, keep handling to a minimum. Place the items/weapons in a clean dry place to hand to the police.
- Preserve anything that was used to comfort the abused person, for example a blanket.
- Secure the room. Do not allow anyone to enter unless strictly necessary to support you or the abused person and/or the alleged perpetrator, until the police arrive
- Ensure that no one has physical contact with both the abused person and the alleged perpetrator as cross-contamination can destroy evidence.
- Encourage the victim not to shower.

- Encourage the victim not to change clothing.
- Even when the victim says they do not want police involvement, preserve items anyway as they may change their mind later or you may be legally obliged to inform the police.
- Encourage the person not to eat or drink if there is a possibility that evidence may be obtained from the mouth.
- Do not handle items unless necessary. If there are latex gloves available use them.

It is essential that, whatever the nature of the suspected abuse, the child/vulnerable adult is separated from the person who is or is thought to be the abuser. It is important that disruption to the life of the victim is kept to a minimum, therefore, if it is possible for the alleged perpetrator to leave the scene, this should be the preferred option. However, if it is not possible, an alternative place of safety should be sought as the immediate safety of the victim is the highest priority.

Sometimes a victim needs to be moved to a place of safety – i.e. Hospital/police station or even fire station or, in some cases a different location within the facility.

### **Record Keeping**

The Trust will:

- Keep clear, detailed, accurate, written records of concerns about children/vulnerable adults (noting the date, event and action taken), even where there is no need to refer the matter any further.
- Ensure all records are kept securely, in a locked location.

All information will be stored and handled in line with the Data Protection Act 1998 principles. The Data Protection Act does not prevent the Trust's Safeguarding Officer from sharing information with relevant agencies, where that information may help to protect a child or vulnerable person.

### **Supporting children or vulnerable adults who may have been abused**

Abuse is any form of physical, emotional, financial, discriminatory, sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust. Abuse can happen regardless of age, gender, race, ability, culture or sexual orientation.

Poor practice is unacceptable and will be treated seriously with appropriate action. Any behaviour that infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care is an indication of poor practice. Those who are deemed vulnerable may not be aware that poor practice or abuse is taking place, as they may deem the behaviour as 'acceptable'.

It is important that all staff are aware of the different forms of abuse and the different signs that may indicate that a vulnerable person is the victim of abuse.

There are a number of different forms of abuse including,

Physical injury  
Neglect  
Sexual abuse  
Emotional abuse  
Financial abuse

Further information on types of abuse is in Appendix B.

Abuse can also be under the grounds of discrimination, which is the treatment of one particular group of people less favourably than others because of their race, colour, nationality, or ethnic or national origin. The law in Britain recognises two kinds of discrimination: direct and indirect.

Direct discrimination occurs when for example race, colour, nationality, or ethnic or national origin is used as an explicit reason for discriminating.

Indirect discrimination occurs when for example there are rules, regulations or procedures operating, which have the effect of discriminating against certain groups of people.

Positive discrimination occurs when for example favouring of individuals belonging to groups which suffer discrimination.

### **Other Related Policies**

The Trust also has in place a number of other policies which are also important to keep in mind as part of safeguarding, including:

- [Whistleblowing Policy](#)
- [Grievance Policy](#)
- [IT, Computing, Correspondence, Social Media and Trust Monitoring Policy](#)

### **Complaints**

All Complaints will be dealt with in accordance with the Trust's Grievance Policy. However, due consideration will be given to the nature of the Complaint if it contains a safeguarding concern. No complaint can be dealt with if the concern is being dealt with by statutory agencies, as this may hinder any legal or care proceedings. Complainants of a safeguarding matter can refer their concerns to either to The RFU Safeguarding Officer, or their local council's safeguarding team.

### **E-Safety**

Sharks Community Trust has developed a separate [IT Computing Correspondence Social Media and Trust Monitoring Policy](#). This includes information about use of social media, taking and sharing of photographs and inappropriate internet use etc.

### **Reviewing Safeguarding Policy**

This policy will be reviewed on an annual basis

Date Last Reviewed:	8 <sup>th</sup> January 2021
Reviewed by:	SCT Trustees
Policy Owner:	Alison Warwood
Job Title	CEO



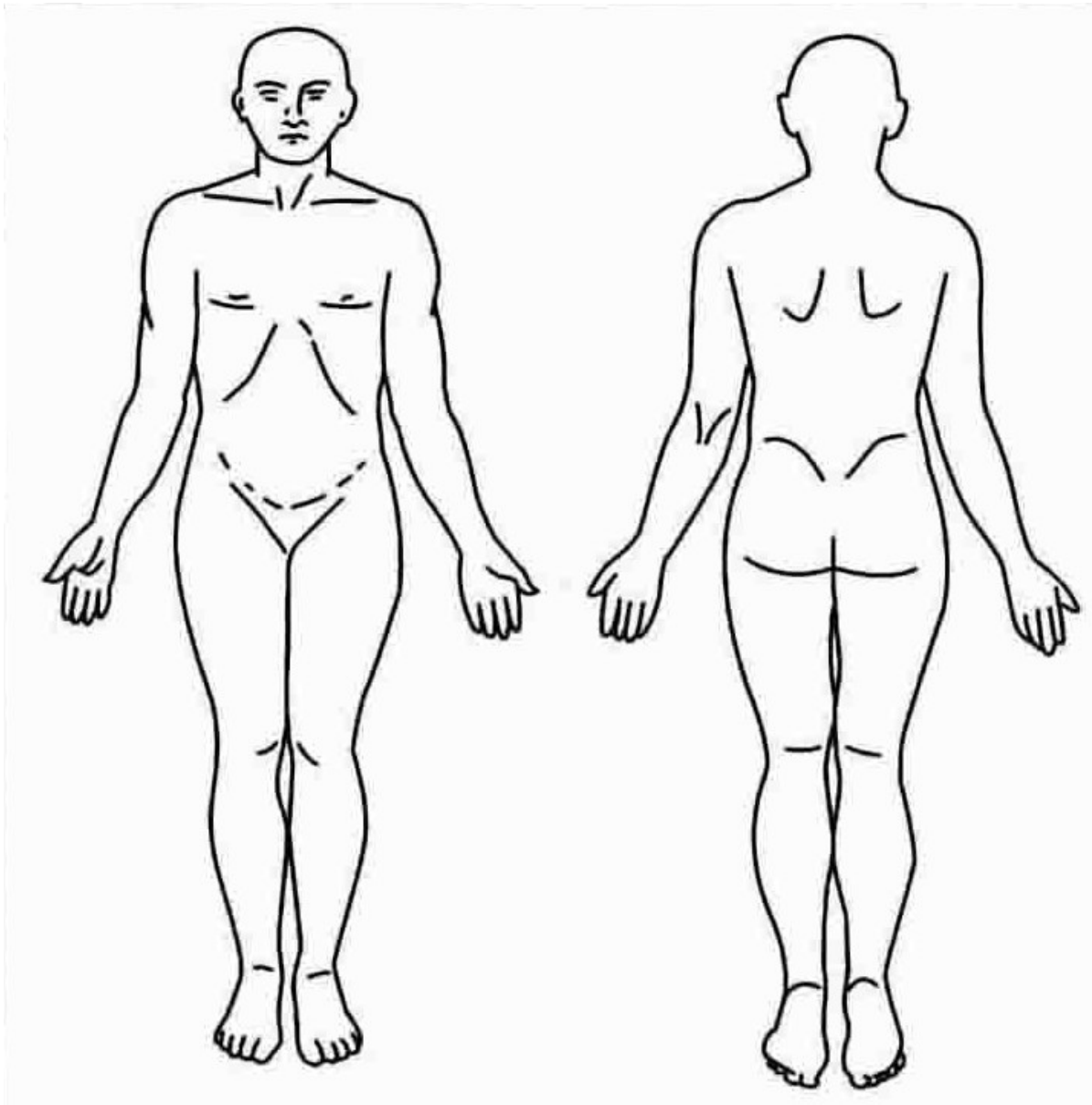
APPENDIX A - Sale Sharks Community Trust Referral Form

Date of Referral: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

<b>Referrer's details</b> <i>(Please enter your details)</i>			
Name of referrer		Role	
Address		Organisation	
		Tel Number	
		Email	
Postcode		Relationship to participant	
<b>Participant's details</b> <i>(This is the person you are referring your concerns about)</i>			
Participant name		Relationship to victim/s	
Address		Tel Number	
		Email	
		Role in football <i>(Is the post paid?)</i>	
Postcode		Organisation or club	
Date of Birth		FAN	
Gender		Ethnic background	
<b>Child or Vulnerable Individual's details</b> <i>(those who you believe are at risk)</i>			
Name		FAN <i>(if relevant)</i>	
D.O.B (or age)		Tel Number	
Department Involved with		Gender	
Other relevant information on the victim			
<b>Professional Network</b> <i>(Please provide name, contact number and email. Include the advice received and contact date with agency)</i>			
LADO			
Social Services			
Police			
Other <i>(e.g. NSPCC, Designated Officer)</i>			

Details of concerns						
<b>Type of abuse</b>	<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Emotional abuse	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Neglect	<input type="checkbox"/> Bullying	<input type="checkbox"/> Other please specify):
<b>Body Map Completed:</b>	<b>Yes:</b> Please attach to referral form			<b>No:</b>		
<b>Incident/s details</b>  Please summarise the incident, including details of any other relevant parties.  <u>Clearly identify a list of your safeguarding concern/s</u>						
<b>Do you think this referral relates to:</b>	<input type="checkbox"/> High level Poor practice	<input type="checkbox"/> Possible or actual risk of harm to children	<input type="checkbox"/> For information only	<input type="checkbox"/> Not sure		
<b>Action taken</b> Please specify if you referred to a statutory agency or any other action taken related to your concerns.						
Other relevant information						
Further information Please include any information that you think is relevant to our investigation  Can the RFU contact the victim or their parent/s directly?						

**Body Map**



Date Last Reviewed:	8 <sup>h</sup> January 2021
Policy Owner:	Alison Warwood
Job Title	CEO

## APPENDIX B -Types of Abuse

The following section provides some accompanying information and signs about different forms of abuse that relate to safeguarding issues.

### Five categories of abuse

#### Physical Injury

Defined as the actual or likely injury to a child/vulnerable adult, or the failure to prevent physical injury or suffering to a child/vulnerable adult. This may include,

- Presence of injuries, cuts, bruises, bites, burns or even broken bones which may have occurred over a period of time.
- Injuries which are in odd places, such as the inside of an arm or leg, behind the ear, the sole of the foot or inside the mouth.
- Injuries that have not received medical attention.
- Medical problems that go unattended such as persistent pressure sores and skin infections.
- Sudden or unexplained urinary or faecal incontinence
- Dehydration, often accompanied by dizziness and disorientation.
- Injuries that are in the shape of objects e.g. a cut or bruise shaped like a buckle or ring, through to an iron scorch.
- Unexplained weight loss which is not being investigated.
- Uncontrolled access to prescription drugs.

A person who is suffering physical abuse is often afraid of the perpetrator. They may flinch when she or he approaches them or complain about not wanting to return to the place where the abuse is occurring.

#### Neglect

Neglect is the persistent failure to meet a child/vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child/vulnerable adult's health or development. This may include:-

- Person appears malnourished or dehydrated.
- Untreated medical problems.
- Lack of physical aids when they are required by the person to live normally
- Person lives in accommodation which falls below minimum practical standards.
- Person's physical appearance or condition is poor.
- Callers or visitors are refused access to the person.
- Person does not appear to be taking their prescribed medication.

## **Sexual Abuse**

Sexual Abuse involves forcing or enticing a child/vulnerable adult to take part in sexual activities, whether or not the child/vulnerable adult is aware of what is happening. This again may be difficult to identify, but there are some indicators:-

- Urinary tract infections or sexually transmitted disease.
- Signs of sexual activity having taken place e.g. a woman who lacks the capacity to consent to sexual intercourse becomes pregnant.
- Pain, soreness, itchiness.
- Unusual difficulty in walking or sitting.
- Bruises or tears around the genital area.
- Reluctance to accept examination.
- Presence of computer or photographic equipment.
- Person discloses fully or partially that sexual abuse is occurring or has occurred in the past.
- Person appears unusually withdrawn or has poor concentration.
- Person exhibits significant change in sexual behaviour or outlook.

## **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child/vulnerable adult such as to cause severe and persistent adverse effects on the child/vulnerable adult's emotional development. It may feature age or developmentally inappropriate expectations being imposed on child/vulnerable adults. This form of abuse is more difficult to identify, but here are some signs to be aware of:-

- A carer always being present so you cannot see the person on their own.
- Lack of access to medical care or other appointments such as social services.
- Low self-worth, lack of confidence, worried appearance.
- Increased levels of confusion.
- Toileting problems.
- Disturbed sleep patterns.
- The child/vulnerable adult feeling they are being continually watched.
- Inability to communicate.
- Submissive behaviour when the perpetrator is around.
- Excessive distress, particularly when a visitor is leaving.
- An uncomfortable living environment, such as extreme tidiness or extreme disorder/lack of personal items.

## **Financial Abuse**

Financial abuse can take many forms, from denying access to all funds, to making you solely responsible for all finances while handling money irresponsibly. Money becomes a tool by which the abuser can further control the victim, ensuring either their financial dependence on the abuser, or shifting the responsibility of keeping a roof over the family's head onto the victim while simultaneously denying their ability to do so or obstructing them.

Here are some warning signs:-

- Unusual financial transactions or loss of financial assets.
- Unexplained loss of valuable items, jewellery, heirlooms, personal collections etc.
- Changed signatories to bank accounts or other assets.
- A person who always visits on the day they receive state payments.
- Unexplained visits from neighbours or local young people, where these are not supervised.

APPENDIX C - Safeguarding Contacts

### **Trust Safeguarding Officer**

Mr Des Howlett

Education Manager

Email: [des.howlett@salesharks.com](mailto:des.howlett@salesharks.com)

Telephone: 07909 145123

**Deputy:**

Mrs Alison Warwood

CEO

Email: [alison.warwood@salesharks.com](mailto:alison.warwood@salesharks.com)

Telephone: 07703125253

<b>Greater Manchester Police</b>	Salford: Salford 'Division F' Email: <a href="mailto:Parklane.ppiu@gmp.police.uk">Parklane.ppiu@gmp.police.uk</a> Tel: 0161 856 5103 or 0161 856 5444
	Outside Office hours 0161 872 5050
<b>Salford CC Adult Social Care</b>	Telephone: 0161 631 4777 Email: <a href="mailto:social.services@salford.gov.uk">social.services@salford.gov.uk</a> Text: 07970 134894
<b>Salford Children's Social Care Team</b>	The Bridge Partnership (8.30am-4:30pm) Tel: 0161 603 4500 Fax: 0161 603 4505 Email: <a href="mailto:worriedaboutachild@salford.gov.uk">worriedaboutachild@salford.gov.uk</a> <a href="#">Salford Website</a>
	Out of Hours: 0161 794 8888
<b>Care Quality Commission (CQC)</b>	Tel: 0300 061 6161
<b>Salford Safeguarding Children Board</b>	Sutherland House, 303 Chorley Road, Swinton, M27 6ay Tel: 0161-603 4350 Email: <a href="mailto:sscp@salford.gov.uk">sscp@salford.gov.uk</a> Website: <a href="http://www.partnersinsalford.org/sscb">www.partnersinsalford.org/sscb</a> (under review) Follow us: @salfordscp
<b>Salford LADO</b>	Steve Westhead / Liz Peppiatt Telephone: 0161 603 4350. Email: <a href="mailto:stephen.westhead@salford.gov.uk">stephen.westhead@salford.gov.uk</a> / <a href="mailto:elizabeth.peppiatt@salford.gov.uk">elizabeth.peppiatt@salford.gov.uk</a>
<b>Salford Prevent</b>	Email: <a href="mailto:josephine.rutter@salford.gov.uk">josephine.rutter@salford.gov.uk</a> Tel: 0161 778 0315
<b>Greater Manchester Police Modern Slavery Unit</b>	<a href="mailto:TraffickingandSlavery@gmp.police.uk">TraffickingandSlavery@gmp.police.uk</a>
<b>RFU: Kath Bennett Safeguarding Case Manager</b>	e-mail: <a href="mailto:kathbennett@rfu.com">kathbennett@rfu.com</a> phone: 02088317479
<b>RFU: Chris Rawlings Safeguarding Compliance Coordinator/DBS</b>	e-mail: <a href="mailto:chrisrawlings@rfu.com">chrisrawlings@rfu.com</a> phone: 0208 831 7454 Fax: 0208 831 7442
<b>RFU: Richard Smallbone Senior Safeguarding Manager</b>	e-mail: <a href="mailto:richardsmallbone@rfu.com">richardsmallbone@rfu.com</a>
<b>RFU Child Protection Helpline:</b>	Phone: 0208 831 6655

<b>NSPCC 24-hour Freephone</b>	Phone: 0808 800 5000
<b>Carol Baker: CBSM for Lancashire</b>	E-mail: <a href="mailto:mikeandcarolbaker@gmail.com">mikeandcarolbaker@gmail.com</a> Phone: 07786367631
<b>Colin Free: CBSM for Cheshire</b>	E-mail: <a href="mailto:colinfree@btconnect.com">colinfree@btconnect.com</a> Phone: 07770 362117

## Appendix c: Guidance On Handling A Disclosure From A Child



### Sharks Community Trust Guidance On Handling A Disclosure From A Child

What should you do if a child comes to you and tells you that they are being abused? It's normal to feel overwhelmed and confused in this situation. Child abuse is a difficult subject that can be hard to accept and even harder to talk about. Children who are abused are often threatened by the perpetrators to keep the abuse a secret. Thus, telling an adult takes a great amount of courage. Children have to grapple with a lot of issues, including the fear that no one will believe them. So, care must be taken to remain calm and to show support to the child throughout the disclosure phase. The following guidelines will help lessen the risk of causing more trauma to the child and/or compromising a criminal investigation during the disclosure phase.

#### **Receive:**

Listen to what is being said without displaying shock or disbelief. A common reaction to news as unpleasant and shocking as child abuse is denial. However, if you display denial to a child, or show shock or disgust at what they are saying, the child may be afraid to continue and will shut down.

Accept what is being said without judgement.

Take it seriously.

#### **Reassure:**

Reassure the child, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "everything will be all right now". Reassure the child that they did nothing wrong and that you take what is said seriously.

Don't promise confidentiality – never agree to keep secrets. You have a duty to report your concerns.

Tell the child that you will need to tell some people, but only those whose job it is to protect children.

Acknowledge how difficult it must have been to talk. It takes a lot for a child to come forward about abuse.

#### **React:**

Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions.

Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation. Let the child explain to you in his or her own words what happened, but don't ask leading questions.

Do ask open questions like "Is there anything else that you want to tell me?"

Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for children with disabilities and for children whose preferred language is not English.

Do not ask the child to repeat what they have told you to another member of staff. Explain what you have to do next and whom you have to talk to.

Refer directly to the named child protection officer or designated person in your organisation (as set out in the organisation's child protection policy).

Do not discuss the case with anyone outside the child protection team.

#### **Record:**

Make some very brief notes at the time and write them up in detail as soon as possible.

Do not destroy your original notes in case they are required by Court. Record the date, time, place, words used by the child and how the child appeared to you – be specific.

Record the actual words used; including any swear words or slang.

Record statements and observable things, not your interpretations or assumptions – keep it factual