



## Safeguarding Procedure

Last updated November 2021

Next review date November 2022

### **IF SOMEONE DISCLOSES AN ALLEGATION TO YOU:**

#### **What to do:**

- Let the child know you will take some notes for the record
- Stay calm and listen carefully, try not to interrupt
- Reassure they have done the right thing by telling you
- Explain what you are going to do next – that you will need to tell someone else
- Make accurate notes using all the child's words and actions as soon as possible
- **Do not** promise confidentiality/secretcy. However, let them know who you are telling and what you will tell.
- **Do not** tell them everything will be alright
- **Do not** investigate or ask leading questions. Remember you may ask the TED questions:
  - T – Tell me what happened
  - E – Explain how did that happen?
  - D – Describe what happened
- **Do not** ask the child to repeat the disclosure over and over

### **WHO TO TELL:**

After taking as much detail as you can and writing it down:

- If you feel the person is in danger, ask them to stay with you, or somewhere where they feel safe.
- If you consider the situation an emergency call Police on 999 or Multi Agency Safeguarding Hub (MASH) on 0345 155 1071.
- Inform your Senior Designated Officer immediately - **Charli Higgins. 07534 345497.**
- Where concerns relate to the SDO, this should be reported to a Trustee immediately.  
**Naomi Cook 07394 268693. Phil Shepperd 07840 816692.**
- If none of the above contacts are available, you can contact the Local Area Designated Officer (LADO) - works within Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people) - **01392 384964** or email [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk).

### **What happens next:**

- Complete the Sidmouth Lifeboat Safeguarding report form with the SDO/Trustee. On the form make a written record of the allegation, disclosure, or incident which you must sign, time, date and record your position.
- Do not discuss any details without consent from the DSO/Trustee.

### **SDO/Trustee responsibilities**

- Support the person raising the allegation in completing the Safeguarding report form.
- Contact the LADO if not already done so. 01392 384964 or email [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk)
- The Duty LADO will give advice on how to proceed and/or recommend a LADO Strategy meeting for further investigation, which will include Police consultation
- Contact the parents or carers of the young person if advised to do so by the LADO.
- Consider the rights of the Lifeboat volunteer for a fair and equal process of investigation.
- Ensure that the appropriate disciplinary procedures are followed including whether it is considered necessary to suspend the Lifeboat volunteer from the station until the outcome of any investigation.

# Safeguarding Record Log

<b>Name of Setting:</b> Sidmouth Lifeboat
To be completed by a member of staff
<b>Child Name:</b>
<b>Child's date of birth:</b>
<b>Child's address:</b>
<b>Nature of concern:</b>
<b>Recorded by (name and position):</b>
<b>Date recorded:</b>
<b>Signature of person recording:</b>
To be completed by the Designated Officer:
<b>Shared with others? No/Yes</b>
<b>If Yes with whom:</b>
<b>Action Taken:</b>
<b>Concern logged with Social Care? No/Yes</b>