



Symmetrical
North Staffs

SYMMETRICAL-STEPPING STONE TO INDEPENDENCE

Symmetrical

Safeguarding Children and vulnerable adults procedures

In conjunction with our Safeguarding Policy, the procedures for reporting concerns about a child or vulnerable adult are detailed below.

In fulfilling your responsibility on behalf of Symmetrical, to safeguard children and vulnerable adults and promote their wellbeing you must:

- Be alert to potential indicators of abuse, neglect and exploitation.
- Be alert to the risks that individual abusers or potential abusers may pose to children and young people or vulnerable adults.
- Share and help to analyse information so that an assessment can be made of the individual's needs and circumstances.
- Take steps to safeguard and promote the welfare of children, young people and vulnerable adults.
- Work collaboratively with other local agencies to ensure the safety and wellbeing of children, young people and vulnerable adults.

Helpful definitions of neglect and abuse can be found [here](#)

Those subject to abuse, exploitation or neglect may disclose directly or indirectly. Not all disclosures will lead to a formal report of abuse but all disclosures should be taken seriously.

In order to ensure you provide any young person making a disclosure with the appropriate support you should:

- ✓ Give your full attention to the child/young person and keep your body language open and encouraging.
- ✓ Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' and take your time may help.
- ✓ Respect pauses and don't interrupt the individual – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- ✓ Show you understand, reflect back.
- ✓ Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience

- ✓ Maintain an unbiased approach, do not interrogate it is not your role to investigate.
- ✓ Do not ask leading questions, only open questions such as, “is there anything else you want to tell me?”
- ✓ Follow the procedure to ensure each case is treated in a fair and transparent manner and that the child gets the protection and support that they need.
- ✓ Do not promise confidentiality.
- ✓ Explain your duty to share this information explaining what you have to do and who you have to talk to.
- ✓ Do not ask the child/young person to repeat this information to a second person.
- ✓ Take accurate, factual and detailed notes and explain that they will be shared with the designated safeguarding lead.

Information Sharing and consent in relation to children:

The timely sharing of information is critical to safeguarding and promoting the welfare of children and young people. If you are concerned that the child who has made a disclosure to you has suffered, or is at risk of significant harm you have a duty to report it to the Local Authority Children’s Services for the area in which the child lives.

GDPR emphasises the importance of asking children for consent before sharing personal information.

If a child is mature enough (based on [Fraser guidelines](#)) you should give them the opportunity to decide whether they agree to their confidential information being shared. If a child doesn't have the capacity to make their own decisions, you should ask their parent or carer (unless this would put the child at risk).

However, if you have a child protection concern, you must share information with the relevant agencies, even if you haven't been given consent. GDPR does not affect this principle.

FOLLOW THE PROCESS FLOW IN [APPENDIX A](#) WHEN REPORTING CONCERNS ABOUT A [CHILD](#).

FOLLOW THE PROCESS FLOW IN [APPENDIX B](#) WHEN REPORTING CONCENRS ABOUT A [VULNERABLE ADULT](#).

APPENDIX A

