



# ADULT SAFEGUARDING POLICY REPORTING CONCERNS

## 1. What to do if you have a concern or someone raises concerns with you

**1.1.** This document is designed to provide support and information of what to do should you receive a concern relating to the well-being of an adult. With adults it is key that we make adult safeguarding personal and ensure they have a say in action taken. Although all concerns should be documented even if the alleged victim does not want any action taking.

**1.2.** Please remember also that key to this, if you are not the designated safeguarding officer it is not for you to decide/investigate whether poor practice or abuse has taken place, it is your responsibility to pass those concerns on. Here at Rise & Climb there is a designated safeguarding leads who is here to support you, please feel free to contact them – a key part of their role is to provide guidance and information.

**1.3.** You may become aware that abuse or poor practice is taking place, or you suspect abuse or poor practice may be occurring, or you may be told about something that may be abuse or poor practice – either within a Rise & Climb activity; or that relates to the behaviour of Rise & Climb staff, coaches or volunteers – please follow the procedures outlined in this document and also contact the BMC's Safeguarding Team at [safeguarding@thebmc.co.uk](mailto:safeguarding@thebmc.co.uk). As we are a member, they will be able to advise you.

**1.4.** If the person needs further support, consult Adult Social Care in the area in which they live (a quick internet search will give you this information). See also: <https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board/>

**1.5.** If you are concerned someone is in immediate danger, contact the police straight away by dialling 999.

**1.6.** It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the concern and disclosure.



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## 2. How to record a concern

- 2.1.** Make a note of what the person has said using his or her own words as soon as practicable. Record this on the R&C Shared Drive.
- 2.2.** As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your designated safeguarding lead.
- 2.3.** Describe the circumstances in which the disclosure came about.
- 2.4.** Take care to distinguish between fact, observation, allegation, and opinion. It is important that the information you have is accurate.
- 2.5.** Be mindful of the need to be confidential at all times. This information must only be shared with your Safeguarding Officer and others on a need-to-know basis.

## 3. Storage, Access to and Retention of Recorded Information

- 3.1.** Information passed to Rise & Climb must be kept securely, either electronically or in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## 4. Allegations of previous abuse

- 4.1.** Allegations of abuse may be made a long time after the event (e.g., by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the procedures in “what you should do next” (within this document) should be followed and, when appropriate, Children’s Services and/or the Police will be informed. This is important as other children may still be at risk from the accused individual should the allegation be proved to be correct.

**Safeguarding Adults at Risk Flowchart:  
Dealing with concerns, disclosure or allegations**

- Stay calm
- Do not promise confidentiality or a possible outcome
- Keep questions to a minimum
- Keep a written record

