

Safeguarding Flowchart



HULL VINEYARD

*A disclosure is when someone shares

- alleged abuse
- concern for a child or adult at risk of harm
- concern about the actions of another adult or child

Child/adult at risk of harm chooses to disclose* some information to you.

Ensure you're in a safe and suitable environment.

Listen and don't interrupt. Show acceptance of what they say. Keep calm and try not to look shocked. Don't ask leading questions.

Explain that you will need to talk to someone else who can help. Don't promise to keep it a secret.

If they are in immediate danger (e.g. shouldn't go home with their parent/carer that day), call the police on 999.

As soon as you can, definitely on the same day, write everything down (email or paper) – try to write word for word what was said in the conversation between you and them.

Do not attempt to investigate on your own or share the information with anyone else unless necessary (e.g. they can't go home). Call or email the safeguarding team at safeguarding@hullvineyard.co.uk

You notice something concerning about a child/adult at risk of harm.

Helpful things to say

'Thank you for telling me.'

'You have done the right thing telling me.'

'I am glad you have told me.'

'It's not your fault.'

'I will try to help you.'

Reflect back phrases they have said.

If suspicions involve Safeguarding Lead, please contact Deputy Safeguarding Leads (contact details available from staff team).

If suspicions implicate both Safeguarding Lead and Deputy Safeguarding Leads, or in the event that none are present/available, then report to **Thirtyone:eight** on **0303 003 1111**.

Alternatively contact: Hull Children's Safeguarding Partnership on **01482 448879**

Hull Safeguarding Adults Partnership on **01482 616092**

East Riding of Yorkshire Council Safeguarding Children on **01482 395500**

East Riding of Yorkshire Council Safeguarding Adults on **01482 396940**