



Community Capacity
Builders CIC

DEALING WITH DISCLOSURES & REPORTING CONCERNS POLICY

LAST REVIEWED: FEBRUARY 2024

1. RESPONDING TO DISCLOSURES, SUSPICIONS OR ALLEGATIONS OF ABUSE

1.1. The Main forms of Abuse and the ways in which they may present or manifest themselves can be found in more detail in section 5 of SAFEGUARDING VULNERABLE CHILDREN AND ADULTS POLICY, listed here:

1. *PHYSICAL ABUSE*
2. *EMOTIONAL/PSYCHOLOGICAL ABUSE*
3. *NEGLECT OR ACTS OF OMISSION (INCLUDING SELF-NEGLECT)*
4. *FINANCIAL ABUSE*
5. *DOMESTIC VIOLENCE OR ABUSE*
6. *SEXUAL ABUSE AND CHILD SEX EXPLOITATION (CSE)*
7. *BULLYING/CYBERBULLYING*
8. *CHILD TRAFFICKING*
9. *FEMALE GENITAL MUTILATION (FGM)*
10. *DISCRIMINATORY ABUSE*
11. *MODERN SLAVERY*

1.2 What is a disclosure?

- Something a vulnerable child or adult has said to you
- Something you have seen
- Something a third-party reports to you

1.3 What to do next if someone makes a disclosure:

- Do you know what has caused the concerns?
- Stay Calm
- Reassure the child/adult that they are not blame
- Take what is being said seriously
- Do not bombard the vulnerable child or adult with questions
- Ask questions only to clarify
- Do not ask the adult or child leading questions i.e. 'don't put words into their mouth'
- Ensure the immediate safety and welfare of the child or adult at risk and any others involved
- Contact Community Capacity Builders CIC Lead Safeguarding Officer (Steve Reid) to discuss the situation and for a decision to be made whether to:

- raise an adult protection alert by gathering only essential information necessary to report concerns to **Wirral Council Central Advice and Duty Team**.
- raise a child protection alert by gathering only essential information necessary to report concerns to **Wirral Integrated Front Door**

1.4 What to do in responding to a concern:

- It is not your role to take individual responsibility for deciding whether or not abuse is or has actually taken place. However, there is a responsibility to protect vulnerable children and adults by referring to your project manager. Project Managers will report all incidents to the Community Capacity Builders CIC Lead Safeguarding Officer.
- The Community Capacity Builders CIC Lead Safeguarding Officer will take the appropriate action, informing Social Services who will take responsibility for informing the police. Where there is an immediate need to protect the vulnerable adult from danger the police must be advised.
- There should always be a commitment to work in partnership with parents or carers where there are concerns about adults in their care. Therefore, in most situations it would be important to talk to parents or carers to help clarify any initial concerns.
- However, there are circumstances in which a vulnerable adult may be placed at greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In such situations, or where concerns still exist, any suspicion, allegations or incident of abuse must be reported to your Project Manager as soon as possible.
- Once the incident/allegation has been reported it is the responsibility of the Community Capacity Builders CIC Safeguarding Manager to inform social services (see useful contacts) without delay. If the person in charge / or Community Capacity Builders CIC Lead Safeguarding Office is not available, the person discovering or being informed of the abuse should immediately contact social services, if appropriate, who will decide how and when parents/carers will be informed and ultimately become responsible for what steps to take next.

1.5 What if the person doesn't consent to the referral, are there justifiable reasons to act contrary to their wishes?

The Lead Safeguarding Officer will need to consider the following, based largely on the information you can provide:

1. Is there a risk to other vulnerable children or adults?
2. Does the child/adult have the mental capacity to decide against a referral?
3. Do they have the inability to consent due to undue influence of intimidation?
4. Is there the Risk of serious harm occurring?

If any of the answers to the above are YES, then the Lead Safeguarding Officer will need to report any abuse of a **VULNERABLE CHILD** to **Wirral Integrated Front Door**:

- Call 0151 606 2008
- Monday to Friday 9am – 5pm
- Outside these hours call 677 6557

If the disclosure is related to a VULNERABLE ADULT, and the answers to those 4 questions above are YES, then the Lead Safeguarding Officer will need to report any abuse to **Wirral Council Central Advice And Duty Team** in confidence:

- call 0151 514 2222 (option 3), Monday to Friday 8:50am to 5:00pm
- call 0151 677 6557 all other times and on public holidays
- email: wcnt.centraladviceanddutyteam@nhs.net

For further advice and information about adult safeguarding, please visit the [Merseyside Safeguarding Adults Board](#) website.

Is the person in need of immediate medical treatment? **Call 999**

Is urgent police attention / presence required. **Call 999**

If you believe a crime has been committed report to the police by **dialling 101**.

Please be aware of the need to preserve any evidence.

Discuss your concerns with Community Capacity Builders CIC Lead Safeguarding Officer

1.6 What to do if Lead Safeguarding Officer decides a referral is not required?

Provide appropriate actions to provide support within the scope of Community Capacity Builders CIC but to be agreed and decided by the Lead Safeguarding Officer.

This could be to monitor the situation closely and keep the Lead Safeguarding Officer informed.

1.7 What happens AFTER a referral?

Community Capacity Builders CIC to follow up the referral and ensure we are confident appropriate action is being taken.

If not refer to Local Safeguarding Partnership escalation procedures.

1.8 Dealing with Allegations against Staff/Volunteers

Should a member of staff or volunteer become aware of an allegation (against a colleague) of an incident of abuse taking; or have taken place, it is vital that the procedures already detailed must be adhered to and the following actions are covered.

Take the allegation seriously. It is your duty to consider any allegation to be potentially dangerous to children or vulnerable adults and therefore report it.

Complete the INCIDENT REPORT FORM with as many details of which you are aware. Report the allegations and pass the form to your Project Manager or Community Capacity Builders CIC Lead Safeguarding Officer within 24 hours.

In a case where a senior member of staff may be involved, report directly to Community Capacity Builders CIC Lead Safeguarding Officer. If the concern is about the Lead Safeguarding Officer themselves, then consult the Police, or Council Services (as listed above in section 1.5, to discuss your concerns with them.

DO NOT JUDGE OR INVESTIGATE. As a sessional member of staff or volunteer it is important not to lose focus of your role. By reporting an allegation quickly, any necessary investigations and/or judgement can then be made by trained professionals.

MAINTAIN CONFIDENTIALITY. It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to the vulnerable adult and to any investigation that may follow.

Any requests for information from members of the public (including parents) or the media should be directed to the Community Capacity Builders CIC Lead Safeguarding Officer and should be given the 'no comment' response.

1.9 Confidentiality

Protection of vulnerable children and adults raises issues of confidentiality which must be clearly understood by all. The following guidelines should be adopted when concerns around adult protection arises to ensure that the referral procedure complies with the Data Protection Act (1998) General Data Protection Regulation (2018) and the Freedom of Information Act (2004)

- Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of vulnerable adults with other professionals, particularly investigatory agencies and adult social services.
- Clear boundaries of confidentiality will be communicated to all.
- All personal information regarding a vulnerable adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in the data protection guidelines.
- Records will only record details required in the initial INCIDENT FORM.
- If an adult confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies.
- Within that context, the adult must, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent must be obtained from the child or adult before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the vulnerable child or adult is the priority.

Where a disclosure has been made, staff must let the child or adult know the position regarding their role and what action they will have to take as a result.

Staff must assure the adult that they will keep them informed of any action to be taken and why. The child or adults' involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account.

1.10 Timescales

The incident must be completed and passed to the Project Manager / Community Capacity Builders CIC Lead Safeguarding Officer (Steve Reid) within 24 hours.

Concerns involving the immediate safety of a vulnerable child or adult must be referred immediately and passed to the Community Capacity Builders CIC Lead Safeguarding Officer (by telephone call) and followed up within 24 hours by a completed incident form (See REPORTING CONCERNS & DEALING WITH DISCLOSURES Policy)

Community Capacity Builders CIC Lead Safeguarding Officer will report the incident to the relevant agency and report outcomes to the Board of Community Capacity Builders CIC Directors, within 7 days.

The Community Capacity Builders CIC Lead Safeguarding Officer will retain a copy of all completed incident forms and these will be stored in a secure cloud-based storage facility rather than on paper or an electronic device.

**INCIDENT REPORT FOR CONCERNS RELATED TO
VULNERABLE CHILDREN & ADULTS**

FORM COMPLETED BY:

Role in Community Capacity Builders CIC:

Full Address:

Home Tel:

Mobile:

Email:

ALLEGED VICTIM INFORMATION:

Name:

Date of Birth (if available):

Address:

(if available)

Home Tel:

Mobile:

Email:

Gender: Male/Female/Other

Ethnic Origin: (please tick or highlight)

White British White (other) African Caribbean Indian Pakistani Chinese Other (please specify)

Service User Group : (please tick or highlight)

Older person

Learning Disability

Mental ill health

Physical Impairment

Disability

Other (please specify)

Nature of Alleged Abuse/Concern:

Physical Abuse

Emotional/Psychological Abuse

Neglect/ Self-Neglect

Financial Abuse

Domestic Violence/Abuse

Sexual Abuse & Child Sex Exploitation (CSE)

Bullying/Cyberbullying

Child Trafficking

Female Genital Mutilation (FGM)

Discriminatory Abuse

Modern Slavery

Please give details (including date(s) and time(s) where possible)

Location of alleged abuse: (please tick or highlight)

Alleged Victims Home	Care Home	Education Setting	Club
Alleged Perpetrators Home	Work/Placement	Public Place	
Other (please specify)			

How did the alert arise?

Name of alerter if different to the form completer:

Address

Telephone number / email

Who is aware of the allegation / concern?

Name of Perpetrator Address (if known) Tel / email (if known)

Please complete and send form to:

Community Capacity Builders CIC – Lead Safeguarding Officer

Steve Reid ccbstevereid@gmail.com 07966631319

Signed:

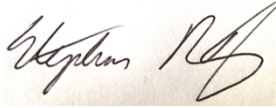
Print Name:

Date:

This DEALING WITH DISCLOSURES & REPORTING CONCERNS POLICY came into force on 19th January 2020 and we are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on 23rd February 2024

Next Review is 24th February 2025.

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Stephen Reid'.

Signed: Stephen Reid

(Director & Lead Safeguarding Officer).

Date: 23rd February 2024