

SAFEGUARDING POCKET GUIDE

Do not think: What happens if I am wrong?

Think: What happens if I am right?

Remember: You do not need evidence to raise a concern. We report concerns, and not certainties.



A-Z OF SAFEGUARDING

- Discriminatory Abuse
- Domestic Abuse
- Female Genital Mutilation (FGM)
- Financial or Material Abuse
- Forced Marriage
- Hate Crime
- Historic Abuse
- Honour-based Violence
- Mate Crime
- Modern Slavery
- Neglect or Acts of Omission
- Organisational Abuse
- Physical Abuse
- Psychological Abuse
- Radicalisation
- Restraint
- Self-Harm
- Self-Neglect
- Sexual Abuse

ISN: Incident, Safeguarding and Near Miss

DSO: Designated Safeguarding Officer

ASL/LSA: Appropriate Safeguarding Authority/ Local Safeguarding Authority

PROFESSIONAL CURIOSITY

Professional curiosity is a combination of looking, listening, asking direct questions, following up, checking and reflecting on information received.

MYTH

I only have to think about the safeguarding of a client

FACT

We have to include individuals that clients come in to contact with, such as members of a client's household

It is everyone's responsibility to exercise professional curiosity at all times. Any change in behaviour, presentation or mood means that there is a possibility that abuse is occurring.

HOW TO RESPOND

Do:

- Respond calmly by listening and acknowledging the account
- Explain who you will tell and why
- Ask non-judgemental and open questions
- Consider immediate risks and ensure the person is safe

Do not:

- Express opinions on what you have been told
- Give sweeping reassurances
- Confront the alleged person of concern or investigate
- Contaminate or remove possible forensic evidence
- Talk about it with anyone but your Manager, On-Call Manager or DSO

INFORMATION SHARING

There is no such thing as complete confidentiality

Information given to a Depaul UK worker belongs to Depaul UK not to the individual worker. Clients must be advised of this at the start of their relationship with Depaul UK.

MYTH

I can't share information under the Data protection Act

FACT

The data protection act allows us to share relevant personal information within a legal framework to protect children and adults at risk

You do not need an individual's consent to make a referral.

However, if it places them at increased risk, you should explain why you are concerned and that a referral is being made to further support the individual and their family.

MYTH

I've emailed a social worker or teacher about my concerns, so my work is done

FACT

It's our responsibility to ensure our concerns have been heard and acted on by the relevant professional



WHISTLEBLOWING

Remember: we have a legal duty to report any concerns in relation to a colleague's actions that might be considered abusive, unethical or without boundaries.

If anyone becomes aware of any concern or allegation that could indicate abuse by a staff member, they must report it to their DSO as soon as is possible.

All staff raising concerns or making a disclosure, in good faith, about a colleague will be fully supported and protected.

SAFEGUARDING ACTIONS

Urgent

1. Call 999 immediately

Non-Urgent

1. Notify DSO, line manager, or on-call manager
2. Make referral to ASL or LSA and follow instructions. If you do not hear from them within 24 hrs follow up in writing
3. Update risk assessment, and support plan
4. Complete ISN report within 24 hours. Continue to update this with follow up actions