

### **13. What to do if you have concerns about a child's welfare:**

The 5 R's: Recognise Respond Report Record Refer

#### Recognise

You may have a concern arising from an observation of a child's behaviour or state of health that persists over a period of time

You may have a concern arising from a disclosure from a child

#### Respond

##### **Do**

Take it seriously

Listen and reassure the child that they have done the right thing in telling you

Write down what they have said afterwards

Get support for the child and yourself

Stay calm for the child's sake

Let the child know you will have to tell someone else in order to keep them safe

##### **Don't**

Do nothing and assume someone else will do something

Promise not to tell anyone else

Ask the child leading (closed) questions, such as 'did your mum / dad do that to you?'

Express disbelief in what the child is saying

Seem to tell the child off, ('why didn't you tell me before?')

Don't panic!

#### Report

As soon as is possible, discuss your concerns with the Safeguarding Lead (or Deputy Safeguarding Lead, if absent).

#### Record

Safeguarding Lead will complete a Record of Concerns form (kept online password protected).

#### Refer

Safeguarding Lead (or Deputy, if absent) to contact local authority: (MASH mash@brighton-hove.gcsx.gov.uk 01273 290400) Low concern - ask MASH for advice informally over the 'phone High concern - use Record of Concern form as a formal referral

Safeguarding Lead (or Deputy) only to speak to parent or carer once they have received advice from MASH and to record all information on Record of Concern form.

Safeguarding Lead (or Deputy) to record advice from MASH any actions/ or no further action on Record of Concern form and report back to the Trustees.

Safeguarding Lead (or Deputy) to feedback any action taken to the person who raised the original concern.

### What to do if you have concerns about an adult's welfare:

The 5 R's: Recognise Respond Report Record Refer

#### Recognise

You may have a concern arising from an observation of an adult's behaviour or state of health that persists over a period of time

You may have a concern arising from a disclosure from an adult

#### Respond

##### **Do**

Take it seriously Listen and reassure them that they have done the right thing in telling you Write down what they have said afterwards Get support for them and yourself Stay calm for the their sake Let them know you will have to tell someone else in order to keep them safe

##### **Don't**

Do nothing and assume someone else will do something Promise not to tell anyone else Ask them leading (closed) questions, such as 'did your support worker do that to you?' Express disbelief in what they are saying Seem to tell them off, ('why didn't you tell me before?')

Don't panic!

#### Report

As soon as is possible discuss your concerns with the Safeguarding Lead (or Deputy Safeguarding Lead, if absent).

#### Record

Record concerns on a Record of Concern form (kept online password protected).

#### Refer

Safeguarding Lead (or Deputy if absent) to contact local authority: Brighton & Hove City Council Adult Social Care [accesspoint@brighton-hove.gov.uk](mailto:accesspoint@brighton-hove.gov.uk) 01273 295555

Low concern – ask for advice informally over the 'phone High concern - use Record of Concern form as a formal referral

Safeguarding Lead (or Deputy) only to speak to support worker or carer once received advice from Brighton & Hove City Council Adult Social Care and to record all information on Record of Concern form.

Safeguarding Lead (or Deputy) to record advice from Brighton & Hove City Council Adult Social Care any actions/ or no further action on Record of Concern form and report back to the Trustees.