

### 3. Guidance - FAQ – What do I do If ?- Safeguarding

#### A – You suspect a child or adult is at risk

Report your concerns to the safeguarding lead or if unavailable to a committee member from the safeguarding team. Ensure you record the facts as you know them on the [safeguarding report form](#)

1. A member of the safeguarding team should ensure the child/adult at risk is safe.
2. If necessary, the safeguarding lead should contact the local protection authorities (or local police) and report the details to them. Do not make any investigations yourself

*See Appendix D – What to do if you have concerns about a baby, child or young person*

*See Appendix F- Safeguarding Adults at Risk – recognising and Reporting Abuse*

#### B - A child/ or adult at risk discloses abusive behaviour

Report the disclosure to a safeguarding lead as in Section A above. The safeguarding lead will:

1. Inform the individual (*i.e. the person potentially at risk*) that, (if they are a child,) you cannot keep this secret but will only tell someone whom you believe may help. For an adult (unless they do not have capacity to understand), agree to support them to share what they wish with the adult safeguarding authority in order to get the help they need.
2. Listen to what they say without prejudice and accept what they say without judgement.
3. Use only OPEN questions when it is necessary to ask a question e.g. *'would you tell me what happened?'*
4. Tell the individual that what has happened is not their fault.
5. Consider what steps might be necessary to ensure the individual's safety
6. make a note of who they are, what they said, and discuss this with the safeguarding lead

*See Appendix E Recognising and responding to Abuse Disclosures*

#### C – If you receive an allegation about another person

Report the allegation to a safeguarding team member as in Section A above. The safeguarding team member will:

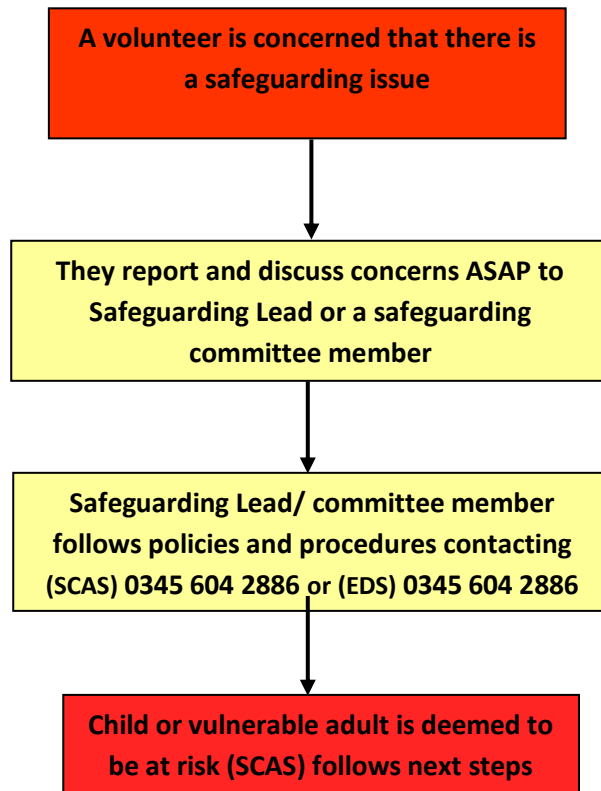
1. Record the facts as given.
2. Take reasonable steps to ensure the safety of the person reporting the allegation

*See Appendix H Child and Appendix J Adult ---- Safeguarding Report form*

#### D – If you are accused of an abusive action

1. Make notes of all your actions/ contacts with the child or adult at risk in question as soon as possible after the allegation is presented to you.
2. Ensure you are no longer working with the child or adult at risk making the allegation.
3. Follow the steps in A above.
4. Consider seeking professional and legal advice.
5. Accept that colleagues will be expected not to contact you whilst an investigation is underway. They will be as concerned about the situation as you are.

## Reporting a Safeguarding Concern



**MCA Safeguarding Leads are responsible for reporting your concerns:**

**For concerns about children at risk contact:**

Safeguarding leads - Sally Perry..... and Moira McCourt .....

**For concerns about an adult at risk contact:**

Safeguarding Lead: - TBC ..... or Repair Cafe Lead: - Claire Barnett .....

Email: [safeguarding@moorlandsclimateaction.org.uk](mailto:safeguarding@moorlandsclimateaction.org.uk)

Staffordshire Children's Advice and Support (SCAS) Tel 0300 111 8007 or

Out of Hours 0345 604 2886 If urgent or an Emergency call the Police 999

Staffordshire Adults at Risk support – Staffordshire and S.o.T Adult Safeguarding partnership

Tel 0345 604 2719 or Out of Hours 0345 604 2886

*NB. It is not your role nor the role of the Safeguarding Lead to decide if abuse has taken place. This is the task of social services or the police who have the legal responsibility to investigate*