

## **Safeguarding – Frequently asked questions from the staff briefings**

### **1) What do I do if I need to complete disclosure report form but don't know the child/vulnerable adult's name?**

Complete it anyway with all the information you do have. There may be ways of finding out (through the registration process, if they were at a conference or event) who the person you are concerned about is; or at least alerting someone else from that party/organisation. Even if we cannot progress a concern, we then have valuable dated evidence that may help with investigations should any local authority/police contact us later.

### **2) What is a vulnerable adult? Would I necessarily know?**

Anyone who requires any kind of care is likely to be considered vulnerable, for example the elderly, those with mental health issues, learning disabilities, or physical disabilities. However other factors such as gender, ethnicity, religion and health issues can make a person vulnerable in certain situations.

Anyone can become vulnerable and it is not your responsibility to decide whether someone should be considered vulnerable or not. If you have a concern about anyone regarding a safeguarding issue you should report it to the DSO and fill in the disclosure report form. It's much better practise to report an issue than to ignore or forget what happened.

### **3) Does safeguarding only apply to children and vulnerable adults?**

While safeguarding is most commonly used in regards to children and young people, it can apply to anyone, including staff members. It is designed to cater to all ethnicities, genders and religions.

### **4) What sorts of things apply to safeguarding?**

Safeguarding is designed to make sure people have their health, well-being and rights protected in society. This means ensuring that they don't suffer from things like neglect or abuse, and in the case of children, can grow up in an environment that ensures they get everything they need to be healthy and happy.

While abuse is usually considered the most significant part of safeguarding, it also relates to discrimination, health and safety. If you have any safeguarding concerns relating to these areas, you should fill in the disclosure report form and inform the DSO.