



PROCEDURE FOR REPORTING CONCERNS

In any case where a disclosure is made, or someone in Grow for Life has a **concern**, a record should be made of what has been disclosed.

A concern = something you have noticed “that doesn’t seem right”, it may be a change in behaviour, or “something that just doesn’t sit right”. Trust your gut instinct, if you’re wondering whether to report - you’ve answered your question.

If the person involved is in immediate danger, then a report should be made to the police via 999.

If you have concerns but the person is not in immediate danger, then you can talk, within Grow for Life, to:

Designated Safeguarding Lead:

Dr Alex Eldridge, 07736 903034 or safeguarding@growforlife.org.uk

Trustee with responsibility for Safeguarding:

Mrs Denise Weikert, 07990 932681 or deniseweikert@gmail.com

or BANES Community Safety & Safeguarding Partnership (BCSSP) on 01454 615165 out of hours for advice

Recording details

Details should be recorded and must include, as far as practical:

- Name of adult/child at risk and risk factors
- Age (if known)
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of carers with responsibility for the adult/child at risk
- Telephone numbers if available

Reporting a concern

- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the adult or child at risk been spoken to?

Report this to Dr Alex Eldridge (DSL) 07736 903034 as soon as possible, who will advise on the next steps.

Taking a Disclosure

In collecting the information:

- Never guarantee absolute confidentiality, as Safeguarding will always have precedence over any other issues. (Safeguarding overrules GDPR confidentiality.)
- Listen to the person, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what they say seriously.
- Allow the person to speak without interruption
- Accept what is said – it is not your role to investigate, “TED” questions can be helpful:

- ❖ **Tell**

- ❖ **Explain**

- ❖ **Describe**

WHO,WHAT, WHEN and WHERE are helpful questions, BUT do not ask WHY

- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event,
- Use the person’s words or explanations – do not translate into your own words, in case you have misconstrued what the person was trying to say.
- Contact the Director, Dr Alex Eldridge, as soon as possible on the same day, who will advise on the next steps.

If you have concerns but the person is not in immediate danger, then you can talk to Dr Alex Eldridge, (DSL) 07736 903034 in working hours or 01454 615165 out of hours for advice

or Denise Weikert (trustee with responsibility for Safeguarding) deniseweikert@gmail.com 07990 932 681

or if related to a child, check local arrangements for each school

Alleged abuse by staff, managers, trainees, volunteers, hosts or trustees

In addition to the above procedure, when an allegation is made against a member of staff, volunteer, trainee or host then the allegation must be passed to the Grow for Life trustee responsible for safeguarding, Denise Weikert, deniseweikert@gmail.com 07990 932 681 who will deal with it.

Policy Reviewed 3rd March 2025.

A E Eldridge.

Director of Grow for Life.