

CHILD PROTECTION REPORTING SUMMARY

Statement:

Team BEDS&LUTON is committed to the principle that all children and vulnerable adults have the right to be protected from abuse. The Partnership acknowledges the need to provide and maintain a high degree of physical and mental well being for children and vulnerable adults in its care.

Responding to Disclosure, Suspicions or Allegations

It is essential that all employees remain objective at all times and put aside personal feelings - the safety of the child or vulnerable adult is of paramount importance. If a child chooses to confide in an employee of team BEDS&LUTON it is because they consider that person to be someone they can trust or consider a friend. You must act.

The person dealing with a disclosure should:

- React calmly so as not to frighten the child.
- Tell the child he/she was right to tell and is not to blame.
- Take the child seriously.
- Keep questions to a minimum – do not ask leading questions such as “what happened next?”
- Reassure the child, *but do not promise to keep the information given a secret.*
- Make a full written account on the **Incident Report Form** of what has been said, heard and seen.
- Try to have another adult witness present - if the child agrees.
- Never confront an alleged abuser, or try to deal with a disclosure on your own.

The Incident Report Form will guide you through the information needed, and this will include:

- What the allegation is.
- Description of any injuries.
- The child's account.
- Any witnesses to the incident.
- Relevant times and dates.
- Clarify what is fact, or your opinion.

You will then:

- Tell your immediate manager and team BEDS&LUTON about the incident immediately – they will then handle the case and seek advice from child protection professionals
- Hand in an Incident Report Form within 24 hours (to both your immediate manager and team BEDS&LUTON).
- Maintain confidentiality and not discuss with colleagues, family or friends. Only speak about the situation with those who need to know.