

Reporting Safeguarding Concerns

Your safety and the safety of others are of the utmost importance to us at YMCA Swansea.

If you suspect someone has suffered abuse or if someone discloses to you that they have been abused, the following 4 step procedure should be followed: -

1. If the child/adult at risk is in immediate danger - Ring 999 for emergency service
2. LISTENING
 - Stay Calm
 - Show you accept what they are saying and that you take what they are saying seriously
 - Do not prompt them or ask leading questions
 - Use the **TED** technique - **Tell me, Explain to me and Describe to me**
 - Explain what action you must take and keep them informed
 - Do not promise confidentiality as you have a duty of care to pass information on
3. Reporting - As soon as possible contact the on-duty designated safeguarding officer/lead. It will be their responsibility to decide the actions needed.
4. Recording - Ensure you record, date time, names of people and places and use the exact words used by the person/people making the disclosure. Always remember **FACTS** not opinions.



Scan The QR Code to Record & Report your concern to the Safeguarding Team

<https://form.thesafeguardingcompany.com/b01003a5-e2f8-4383-9c6c-0d98c3067eb4>

This form is designed for reporting any concerns you may have regarding the well-being or safety of a child, young person, or adult at risk. Whether you have witnessed something directly or have concerns based on information you've received, your report can help ensure that appropriate action is taken.

If you would like to talk through a concern with YMCA Swansea's Designated Safeguarding Officer then please contact Carlie Torlop:

Office: 01792652032 ext-530

Mobile: 07946197929

Email: Carlie@ymcaswansea.org.uk