



**You have concerns about a child or adult**

**A child or adult discloses abuse to you**

**If you think a child or adult may be in immediate danger, call 999**

**Record**

**Report**

**Respond**

**Record**

**Report**

**Relevant Project Leader**

*Mums and Young Children's Project*  
Katharine Duchesne  
katharine@fotfwinchester.org  
01962 864466  
07387 863150

*5s to 13s Befriending Project*  
Sam Hunt  
sam@fotfwinchester.org  
01962 864466  
07530 532276

*Dads' Project*  
Charlie Wright  
charlie@fotfwinchester.org  
07899 743308

**Designated Safeguarding Officer**  
Jo Smtih  
jo@fotfwinchester.org  
01962 864466 / 07971 191898

*If you can't get through to your relevant project leader*

**If the allegation is against a member of staff or volunteer**

**Safeguarding Trustee**  
Sarah Cootes  
sarah@fotfwinchester.org  
07885 968000

*If you feel your complaint is not being dealt with appropriately*

- Respond** to a child or adult who discloses abuse:
- ❖ Ensure the child or adult is not in immediate danger
  - ❖ Listen carefully to what they're saying without interruption
  - ❖ Do not probe or ask leading questions
  - ❖ Let them know they've done the right thing by telling you
  - ❖ Say you'll take them seriously
  - ❖ Do not promise to keep secrets – explain you need to tell someone who can help
  - ❖ Do not confront the alleged abuser
  - ❖ Explain what you'll do next
  - ❖ Report what the child or adult has told you as soon as possible

**Record** what the child/adult has told you, using their actual words spoken than an interpretation of what was said as much as possible. Specific facts relating to the named people, dates, places etc. should be recorded accurately along with any details of the injuries, including where they are and what they looked like. Do not speculate or jump to conclusions.

**What stops a person disclosing abuse?**

People, especially children, often don't tell others about abuse because they are frightened about what may happen to them, they feel they may not be believed or they think it is their fault. They may not be aware that what they are experiencing is abuse. Although they want the abuse to stop, they may care about the abuser and are worried about them being punished.

Adults who are aware of abuse happening may also not report concerns, because they are worried about consequences or that they might have got it wrong.