

Responding to Safeguarding Concerns

Everybody has a duty to report a safeguarding concern, even if the concern comes via a third party.

Top Tips

The top tips for dealing with a disclosure relating to a child are:

1. Ask open questions and don't interrupt. Do not ask leading questions.
2. Take your time and don't rush the person disclosing the information.
3. Show that you understand what the person is saying and reflect back to check you have understood the disclosure.
4. Reassure the person that they have done the right thing and explain that this information will be shared with somebody who will be able to help. This information **SHOULD NOT** be shared any wider than the Club Welfare Officer.
5. Take notes at the time of the disclosure or immediately afterwards.

Note Taking

When making notes, use initials of people, rather than full names. Date and sign the notes, plus add the time of the disclosure. These notes should be reported to the Club Welfare Officer. The Club Welfare Officer will then deal with the concern/report to BOF.)

Proceeding

If dealing with a disclosure relating to an adult (18+), ask the adult what they would like to happen/how they would like you to proceed, then follow their instruction. For children, all disclosures **MUST** be reported.

Report Forms

There are incident report forms available on the British Orienteering website for reporting concerns (see [Safeguarding and Safety](#) section). Also, within this section, is a short YouTube video on how to report a safeguarding concern.