

Safeguarding know how

We take the safeguarding of our volunteers and communities seriously. We have put together this guidance in accordance with our Safeguarding Policy which can be found on our website page [**HERE**](#).

Understanding your responsibilities as a Coordinator:

General

- Safeguarding Children & Young People (CYP) and Vulnerable Adults (VA) is a key priority
- You have a responsibility to report concerns to the appropriate organisation

Under 18s

- Keep any messaging to U18s to general messages
- Avoid sending direct messages
- If U16, any activities must be accompanied by an adult



Reporting concerns

- Immediate referral to Social Care and/or Police for suspected abuse.
- Provide: Name, DOB, address, family/ parent info,
- disability info (if known).
- Record facts, observations, date/time, non-verbal cues; do not interpret or investigate

Key points

- Never promise confidentiality as you have a duty to share concerns.
- Never question or interrogate
- Keep a record which is accurate, timely, factual.

Vulnerable Adults (VA)

- Working on a 1-2-1 basis with vulnerable adults is not allowed unless approved and DBS checked.
- Discuss safety concerns with the adult, unless this could cause risk.



If you need support, please always contact your Association, in the first instance, or contact our Central Support Team.