



# Top 10 Tips for Safeguarding

Identifying and responding to suspected or reported harm/abuse.



1. **If you suspect or witness harm or abuse, or it is reported to you**, immediately report it to your Safeguarding Coordinator or, if you work for CrossReach, your line manager. Report serious abuse directly to the police.



The Church of Scotland  
Safeguarding Service

2. **Get advice:** contact the Safeguarding Service, 0131 240 2256, Mon - Fri, 9am - 4.45pm



3. **Abuse?** - 'If it doesn't look, sound or feel right it probably isn't right.'



4. **Label it.** What type of harm has occurred or is at risk of occurring?



5. **4Rs:** Recognise, Report (see 1. above), Record and Refer.



6. **Don't keep** a disclosure of abuse **secret** - there are limits to confidentiality. The Data Protection Act 1998 allows this.



7. Concerned that an **offence** may have been committed? Discuss with the police or social work service.



8. Look at the **bigger picture** - who else has a responsibility for, or an interest in, the person?



9. **4Ws:** immediately after a safeguarding event record 'Who, What, Where and When?'



10. **How and why?** After, review the context - line-management, staff training, risk management, information sharing etc. Apply learning from the particular case to the whole service.