

## Guidance on Addressing a Safeguarding Disclosure

This advice note is based on the RYA safeguarding guidance.

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure can **never** happen, regardless of how uncomfortable the recipient is. The “concerns/reporting procedures” section, and the “RYA guidance on its reporting procedures” in the CUYC safeguarding/welfare policy provides a guide to the physical steps that can be taken if a referral or disclosure is received. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

### 1. Dos

- Keep calm and remain receptive and approachable.
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time.
- Use the victim's own words if you need to seek clarification.
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose.
- Reassure them that they have done the right thing in telling you and they are not to blame.
- Let them know that you will do everything you can to help them.
- Advise the victim what will happen next.
- Make a written record as soon as you can.
- Report the disclosure to the Club Welfare Officer or the RYA Safeguarding Team.
- **Adults:** Gain consent from the victim to share the information<sup>1</sup> - If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim<sup>2</sup>.
- **Children and Young People:** Gain consent from the parent/carer to share the information – Only speak with the parents/caregivers of the victim if this does not pose a risk to the child.

### 2. Don'ts

- Don't make a promise to keep secrets.
- Don't ask leading questions or put words in the mouth of the victim.
- Don't repeatedly ask the victim to repeat their disclosure.
- Don't discuss the referral with anyone who does not need to know.
- Don't be judgmental.
- Never ignore what you have been told – **you must pass it on.**
- Don't confront or contact the Subject of Concern<sup>3</sup>.
- Don't remove or contaminate any evidence that may be present.
- Never dismiss your concerns – even a gut feeling is worth reporting.

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<sup>1</sup> Capacity: The ability to understand and make a decision when it needs to be made

<sup>2</sup> Further reading on mental capacity: <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

<sup>3</sup> Subject of Concern - The person to whom the complaint or concern has been raised against