



reporting a concern



Is the child or young person in **immediate danger**?

yes

no

Contact the police on 999

Then report to the designated safeguarding lead at TMC

Report the disclosure to the designated safeguarding lead at TMC

Follow up with a written report using TMCs **Reporting Disclosure Form** and submit to the designated safeguarding lead.

The safeguarding lead will then follow the next steps in the procedure and close the loop.

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useful contacts

Designated Safeguarding leads:

Emily Bowman - 07909 680385
emily@themightycreatives.com

Hazel Townsend - 07725 660525
hazel@themightycreatives.com

NSPCC professional counsellors for help, advice and support:
0808 800 5000



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safeguarding pocket guide

Safeguarding is everyone's responsibility.

All staff are responsible for prioritising the welfare of children and young people.

fighting for the creative voice of all children and young people

our code of conduct

As a TMC representative you have a responsibility to keep all children and young people safe from harm. All children and young people deserve the right to be treated fairly without fear of prejudice or discrimination.

As a TMC representative you will:

Understand your responsibility

Model good behaviour for children and young people (CYP) to follow

Report all allegations / suspicions of abuse by following our reporting procedures

Provide a safe environment for CYP

Champion children and young people's rights

Treat CYP with understanding of difference, knowledge of rights and be respectful of individuals

Challenge discrimination and prejudice and encourage others to do the same

Empower CYP to know their rights, including their relationships to other CYP

Build positive relationships

Promote relationships that are based on openness, honesty, trust and respect

Ensure your contact with CYP is appropriate and relevant to the work of the project you are involved in

Be clear about roles and ensure that one other adult is always around when with CYP

Demonstrate respect

Observe and listen to the feelings, wishes or rights of CYP at all times

Value and take CYP's contributions seriously, actively involving them in planning activities wherever possible

Creating a supportive environment and a safe space - responding to individual needs where possible/appropriate



do's & don'ts for handling a disclosure

- ✓ Remain calm, approachable and receptive
- ✓ Listen and try to remain neutral and supportive with your responses
- ✓ Acknowledge you understand how difficult this may be
- ✓ Make it clear that you are taking what is said seriously
- ✓ Reassure them that they have done the right thing in telling you
- ✓ Explain the next steps – that you will need to report it
- ✓ Record it
- ✗ Ask leading or probing questions
- ✗ Ask the child or young person to repeat the disclosure
- ✗ Panic or show disgust
- ✗ If the alleged abuser is present, don't confront them
- ✗ Discuss the disclosure with people who do not need to know
- ✗ Don't make promises to keep it a secret
- ✗ Delay in reporting it



do



don't