



LONG DISTANCE

LDWA

WALKERS ASSOCIATION

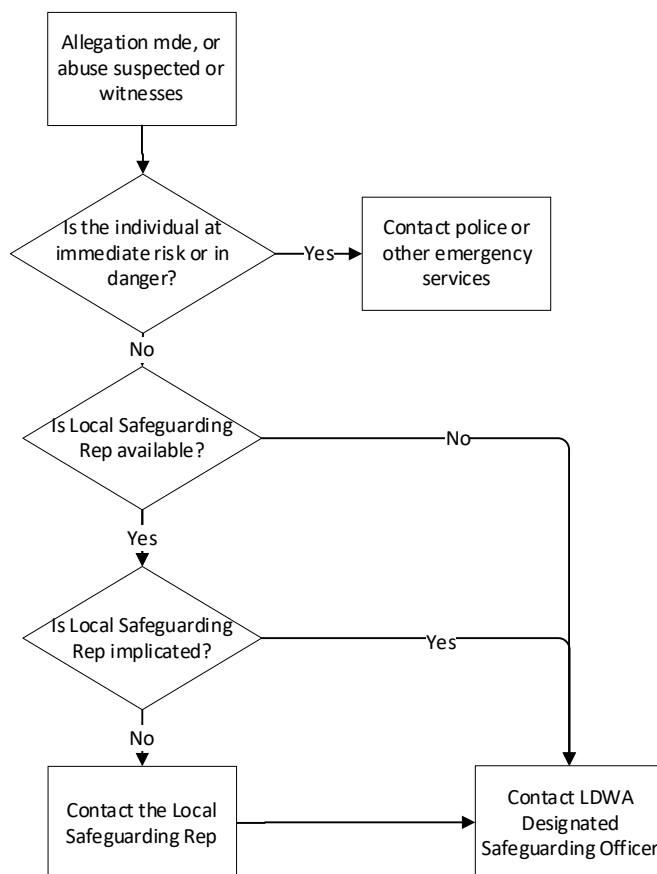
Reporting Safeguarding Incidents

Contacts	Role	Contact	Email
Stuart Bain	Designated Safeguarding Officer, LDWA	0796 780 7635	datamanager@ldwa.org.uk

Version	Author	Notes
V6 (October 2018)	Deirdre Flegg	
V6.1	Stuart Bain	Policy Review
V6.2	Deirdre Flegg	Feedback of revisions, tabled to NEC for approval
V7.0	Stuart Bain	Approved by NEC 23/01/2021

Reporting to Safeguarding Concerns

The process flow only applies to reporting safeguarding issues and does not replace standard accident reporting procedures.



Responding to alleged or suspected abuse

Members who become aware that abuse or poor practice is taking place, or who have been told about something that might be abuse or poor practice must report this in writing to the Chair of their Local Group, who is the local Safeguarding representative. An example template is added to Appendix One for reference, but notification can be made via other means as long as it is documented.

In the event that the local safeguarding representative is not available, or it is not appropriate to involve them, then concerns about or reports of safeguarding issues should be reported directly to the LDWA Designated Safeguarding Officer in writing. If it appears that someone is in immediate danger, then the police should be contacted at once. In the absence of a timely or comprehensive response from either the Local Safeguarding Representative and/or the Designated Safeguarding Officer, the matter must be escalated to other members of the National Executive Committee (starting with the Chair, Secretary, Treasurer and any other members not implicated as appropriate).

The needs and wishes of an adult at risk must be considered, taking into account the nature of the alert, and any issues of mental capacity.

If someone wishes to talk about harm, then it is essential that the LDWA member:

- Listens carefully, keeping calm and looking at them directly.
- Avoids questioning and does not push for information.
- Lets them know that in order to help, someone else must be told.
- Reassures that they are not to blame, are right to talk and what they say is accepted.
- Remains aware that they may have been threatened.
- Lets them know what will happen next and undertakes to advise about the outcome.

The LDWA member must:

- Write down accurately what the person has said, using their own words as much as possible, either at the time or as soon as possible afterwards.
- Describe the circumstances in which the disclosure came about.
- Take care when recording to distinguish between fact, allegation, observation and opinion.
- Be mindful of the need for confidentiality at all times, with the information being shared only with the local Safeguarding representative or LDWA Designated Safeguarding Officer, and others only on a strictly need to know basis.
- Document the discussion (the template within Appendix One may be used to ensure pertinent information is captured) and send to the local Safeguarding representative.
- If the template is not used, then the document must include:
 - date and time of the alleged incident or disclosure;
 - the parties involved;
 - what was alleged; and
 - action taken.

Records should be as accurate as possible as they may be invaluable to any investigation and used as evidence in court. All handwritten notes should therefore be kept safely, ideally with a digital photo taken of them, even after an LDWA member formally documents the discussion. Members are reminded that any information kept until the matter is resolved should be maintained safely and securely and then disposed of with the clear instruction from the Safeguarding Officer.

In capturing events, the LDWA member should not:

- Act alone.
- Start to investigate.
- Make assumptions about the people involved.

Allegations of harm or abuse by LDWA members

Where it is suspected that an LDWA member may be involved in the abuse, other LDWA members should let the Local safeguarding representative know as soon as possible. The member concerned should be removed immediately from access to individuals at risk of harm, but be assured that no presumptions have been made and that the allegation will be fully investigated by the relevant authorities.

Where it is suspected or alleged that the Chair of the Local Group may be involved in the abuse, members should let the LDWA Designated Safeguarding Officer know as soon as possible.

Confidentiality and sensitivity

When dealing with personal and emotive details of this nature, confidentiality must be maintained at all times since the allegations or suspicions may prove to be unfounded. Notes and records should be kept in a secure place and shared only with those who need to know about the incident or allegation.

No assumptions of guilt should be made unless and until an actual finding has been obtained in any proceedings. Impartial contact will be maintained by the LDWA Designated Safeguarding Officer, once notified, during this process.

Well being of members

Being involved in reporting disclosures or allegations of abuse can be distressing for the person involved. LDWA members concerned may wish to speak to a professional for reassurance.

This may be obtained from the Ann Craft Trust on 0115 951 5400 <https://www.anncrafttrust.org/> or NSPCC helpline on 0800 800 5000.

Appendix One – Disclosure Template

CONFIDENTIAL – Disclosure Template	
Name of person disclosing signs of abuse	
Age / Date of Birth (if known)	
Gender	
Address (if known)	
Name of person with any parental/caring responsibility, their relationship to the person and address (if different from above)	
Date and time of disclosure (or when signs of abuse witnessed)	
Describe the circumstances which led to the disclosure, or the concern about possible abuse	
Record of what was said (in the person's own words) or signs of abuse seen. Ensure original or photo of handwritten notes are attached.	
Details (name and contact details) of witnesses – record of whether they have also made a report.	

Further comments by the person completing the form	
Name and contact details of the person completing the form	
Date	
<p>Next Steps:</p> <ul style="list-style-type: none"> • Forward to your Local Safeguarding Representative (Chair of the Local Group). • If this not appropriate, forward to the NEC Safeguarding Officer (details on cover page of this document). • If you do not get a timely or comprehensive response from one or both, forward to another member of the NEC who is not implicated. 	