

Project 5 Safeguarding Adults Process

When working through the process it is recommended that you:

- Remain calm and reassure the person that they have done the right thing by speaking up
- Listen carefully and give the person time to speak
- Explain that only the professionals who need to know will be informed, but never promise confidentiality
- Act immediately, and do not try to address the issue yourself
- Write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names / parties mentioned
- Report to the **Designated Safeguarding Officer** via email at support@project5.org and **your supervisor**. It is the duty of anyone working with children to report disclosure or harm
- Remember that it is not for you to decide whether or not a suspicion or claim is true; all instances must be taken seriously

For further Guidance See Appendix 1 attached to the Project5 Safeguarding policy.

This can be found at www.project5.org/safeguarding