

## Safeguarding – Recording Information

It is not always easy to distinguish poor practice from abuse. Therefore, it is NOT your responsibility to decide whether or not child abuse has taken place. It IS your responsibility to act on any concerns by reporting them to your Club Safeguarding Officer.

Please answer the following questions:

### 1 If you are concerned about the welfare of the child or vulnerable adult, you should:

- A Report your concerns
- B Ignore them: it's not your business
- C Wait to see if they go away
- D Say to the child/vulnerable adult to pull herself/himself together

### 2 If the child is in immediate danger who should you contact in the first instance?

- A The police
- B The child's parents
- C The Club Safeguarding Officer
- D A passing stranger

### 3 If the child is not in immediate danger, but an incident/disclosure has been reported who should you contact in the first instance?

- A Club Safeguarding Officer
- B SLSGB Lead Safeguarding Officer
- C The police
- D The child's parents

### 4 How should you record the information of an incident/disclosure?

- A On an Incident form found in the SLSGB Safeguarding Policy
- B On an email
- C On a scrap of paper
- D By memory

*Guidance for recording and reporting an incident or disclosure can be found within the SLSGB Safeguarding Policy, along with the Incident form and contact information. The SLSGB Safeguarding Policy can be downloaded from the SLSGB website or requested from the office.*

Candidate's signature:

Date:

Assessor's signature:

Date:

Internal verifier's signature (if appropriate):

Date: