

## **Safeguarding Guidelines for Actiontrack Performance Company workers.**

### **What should I do if I am worried about a participant?**

If whilst working with young people you become concerned about:

- Comments made by a participant
- Marks or bruising on a participant
- Changes in the participant's behaviour or demeanour

Please report these concerns to a participant's teacher, carer or project leader who, if they feel it appropriate will pass the information to senior staff from the client group.

### **What should I do if a participant discloses that s/he is being harmed?**

Although the likelihood of this is small it is important to know what to do in such eventuality.

- Listen to what is being said without displaying shock or disbelief – accept what is being said
- Allow the participant to talk freely
- Reassure the participant but **do not** make promises that you may be unable to keep
- **Do not** promise confidentiality but explain to the participant that you have to pass on the information in order to be able to help
- **Do not** interrogate the participant or ask leading questions
- Reassure the participant that it is not their fault
- Stress that it was the right thing to do to speak up
- Listen rather than ask direct questions
- Do not criticise any alleged perpetrator(s)

Immediately record any details of disclosure, including exact quotes wherever possible, dates and times. Pass this onto project leader.

### **What should I do if the alleged abuser is a member of client/project staff?**

You should report such allegations to the project leader

### **What should I do if the alleged abuser is a project leader?**

You should contact the Actiontrack office direct – 01460 240472 – and they will contact the charity's chair.

### **How do I insure that my behaviour is always appropriate?**

Appropriate relationships should be based on mutual trust and respect. Please see Actiontrack 'Professional Etiquette Guidelines'.

If you are working in a 1-1 situation always ensure that a door is left open or that you are visible to others.

*Please ensure that you have read and understood Actiontrack's 'Professional Etiquette Guidelines'*