

# Safeguarding Concern Reporting Procedure

## Adults

Anyone who is concerned about the wellbeing of an adult or has a disclosure of abuse or neglect made to them should:

### Report

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues (including mental health concerns)

### Refer

Is the person in immediate danger or need immediate medical attention?

Yes

Call the emergency services (999)

No

Is a serious crime in progress or been committed?

Yes

Call the police (999)

No

Is it safe to speak with the adult? What does the adult want to happen? If you know their views include those throughout the process.

### Record

Write an objective account of the concerns (ask open questions, not closed or leading questions and reflect back to clarify what the person has said to ensure that you haven't misunderstood) immediately using the Parkour UK Safeguarding Report Form. Send it to the Welfare Officer (if there is one) and Parkour UK Safeguarding Lead within 48 hours of the concern/ disclosure.

In the absence of a club welfare or NGB Safeguarding Lead, Local Safeguarding Adults Board can be contacted for advice – find your local board here:

**Find Your Nearest Safeguarding Adults Board Ann Craft Trust**

Personal details of the adult must not be shared with Safeguarding Board without consent.