
Overview

This standard is about dealing safely and effectively with concerns about possible safeguarding issues with regard to children and vulnerable adults (participants).

The standard covers three main outcomes:

1. identify signs of possible abuse
2. respond to a participant's disclosure of abuse
3. follow policies and procedures for recording and reporting possible abuse

The standard is aimed at staff who work directly with children and or vulnerable adults. It is mandatory that you should have training in safeguarding and have a clear understanding of your organisation's regulations and procedures for dealing with safeguarding issues, including possible abuse.

Performance criteria

You must be able to:

Identify signs of possible abuse

P1 identify the key legislative requirements and organisational policies and procedures relative to safeguarding

P2 recognise any signs and indicators of possible abuse, offering opportunities for participants to disclose and be heard

P3 take action in accordance with the significance of the signs and indicators and the requirements and procedures of your organisation

P4 follow policies and procedures for recording and reporting possible abuse including whistleblowing to keep yourself safe from possible allegations

Respond to a participant's disclosure of abuse

P5 respond to the participant's disclosure of abuse according to organisational regulations and procedures

P6 support the individual to understand when and why you may need to share information with others

P7 provide reassurance and support to the participant

P8 communicate in a manner and pace appropriate to the participant's needs

Follow policies and procedures for reporting possible abuse

P9 record all information concerning possible abuse factually, in the individual's own words and in accordance with organisational regulations and procedures ensuring that it is signed and dated by the individual

P10 ensure your information is accurate

P11 follow your organisation's procedures when responding to requests for reports on incidents, disclosure or suspicions of abuse

P12 provide distinction in your reports between directly observed evidence and information from others

P13 present your reports accordingly to the designated safeguarding lead and/or appropriate agency

P14 intervene as appropriate when policies and procedures are not being followed by having an awareness of the whistle-blowing procedure and following if necessary

P15 ensure outcomes are recorded effectively

P16 encourage others to report any suspicions they have about possible abuse in line with your organisation's policies and procedures

P17 support others to adhere to organisational regulations and procedures without

colluding with that person

P18 make sure staff involved in cases of suspected abuse receive the recommended support

P19 gather feedback from others on how well procedures are working

P20 use this feedback to improve procedures

Knowledge and understanding

You need to know and understand:

Identify signs of possible abuse

K1 the current legislation, guidelines, policies, procedures and protocols which are relevant to your work practice and to which you must adhere

K2 the definitions of the categories of abuse as defined by relevant agencies

K3 how to make sure your observation of the participant's physical condition and behaviour is sensitive to the participant and the circumstances

K4 the common signs and indicators of physical, emotional, sexual abuse and neglect

K5 how to take action in accordance with the significance of the signs and indicators

Respond to a participant's disclosure of abuse

K6 the importance of responding promptly and calmly to a disclosure of abuse and appropriate techniques of doing so

K7 how to ensure participants are not asked leading questions or staff do not use suggestive language

K8 why it is important to make it clear that others must be informed of any possible abuse

K9 why it is important to provide reassurance and support during a disclosure of abuse and how to do so

K10 why it is important to communicate at the child's or vulnerable adult's pace and not exert pressure on the child or vulnerable adult to disclose more than they wish

Follow policies and procedures for reporting possible abuse

K11 the importance of recording and presenting all information concerning possible abuse factually and in accordance with organisational regulations and procedures

K12 the importance of following your organisational regulations and procedures when responding to requests for reports on incidents, disclosure or suspicions of abuse

K13 how to provide distinction in your reports between directly observed evidence and information from others hearsay

K14 the support that is available to staff

K15 methods of gathering feedback from stakeholders on how effective procedures are working

K16 how to use feedback to improve procedures and why it is important to do so

Scope/range related to performance criteria

Signs and indicators

1. physical
2. behavioural and emotional

Abuse

1. physical
2. neglect
3. emotional
4. sexual
5. self harm

SKAODP1

Contribute and implement procedures for the protection of vulnerable participants



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