# **Child or Vulnerable Adult Safety Checklist**

The following checklist is for a member of staff to use if a disclosure is made to them by a child or vulnerable adult.

1. Act promptly – deal with the matter in a timely manner
2. Listen carefully to what they are telling you, staying calm, get as clear a picture as you can but avoid asking too many questions at this stage
3. Do not give promises of complete confidentiality
4. Explain that you have a duty to tell your manager or other designated person, and that their concerns may be shared with others who could have a part to play in protecting them
5. Reassure them that they will be involved in the decisions about what will happen
6. Explain that you will try to take steps to protect them from further abuse or neglect
7. If they have specific communication needs, provide support and information in a way that is most appropriate to them
8. Do not be judgemental or jump to conclusions
9. Remember that while you have a duty to record the information and take any immediate action, the responsibility of safeguarding does not solely lie with you – safeguarding group are there to advise/support you