

- Make promises or agree to keep secrets
- Approach the alleged abuser
- Make negative comments about the alleged abuser

H.

Keeping Records

After a child makes a disclosure the next course of action is to record the details of what was said and any actions taken. It is important that these records are kept securely. Any safeguarding records kept by JEM must be:

- Typed
- Complete
- Written immediately or within a reasonable time of the disclosure
- Signed and Dated
- Stored safely and confidentially
- Able to distinguish between fact, opinion and third party information

I.

Sharing Information

Any information disclosed by a child or young person must be treated confidentially and only shared with the Key Safeguarding Officer, other relevant members of staff (on a need to know basis only) and local social services departments.

If JEM's Key Safeguarding Officer decides that information does need to be shared with the local authority, the following should be considered:

- Explain to the young person what you will share and why, and seek their agreement unless this would put them or others at increased risk.
- Explain to the child's parent or carer that you are going to make a referral (unless doing so would put the child at risk).
- Where there are concerns of significant harm, their safety and welfare is paramount. The local authority's duty line and the police must be informed immediately.
- Seek advice where you are in doubt from the local authority's duty line.
- Always record the reasons for your decision - whether it is to share information or not.

J.

Storing Information

JEM has access to personal information about children and young people through our Youth Services