

REPORTING CONCERNS – ADULTS



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1. What to do if you have a concern or someone raises concerns with you

- 1.1. This document is designed to provide support and information of what to do should you receive a concern relating to the well-being an adult. With adults it is key that we make adult safeguarding personal and ensure they have a say in action taken. Although all concerns should be documented even if the alleged victim does not want any action taking.
- 1.2. Please remember also that key to this, if you are not the designated safeguarding officer it is not for you to decide/investigate whether poor practice or abuse has taken place, it is your responsibility to pass those concerns on. Here at the BMC there is a dedicated Safeguarding Team who are here to support you, please feel free to contact them a key part of their role is to provide guidance and information.
- 1.3. You may become aware that abuse or poor practice is taking place, or you suspect abuse or poor practice may be occurring, or you may be told about something that may be abuse or poor practice – either within a BMC event, activity or club; or that relates to the behaviour of BMC staff, coaches or volunteers – please follow the procedures outlined in this document and also contact the BMC’s Safeguarding Team safeguarding@thebmc.co.uk.
- 1.4. If you are at an international event and have concerns, then speak to the coach or team official.
- 1.5. If the person needs further support consult Adult Social Care in the area in which they live (a quick internet search will give you this information). See also: <https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board/>
- 1.6. If you are concerned someone is in immediate danger, contact the police straight away by dialling 999.
- 1.7. It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the concern and disclosure – more information on this is given in Appendix 2.

2. How to record a concern

- 2.1. Make a note of what the person has said using his or her own words as soon as practicable. Complete the webform link :<https://bmc.vissro.com/public/bmccase.nsf/safeguarding-report> which will go directly to safeguarding@thebmc.co.uk.
- 2.2. As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Safeguarding Lead Officer or the BMC Safeguarding.
- 2.3. Describe the circumstances in which the disclosure came about.
- 2.4. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- 2.5. Be mindful of the need to be confidential at all times, this information must only be shared with your Safeguarding Officer and others on a need-to-know basis.

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Safeguarding Adults at Risk Flowchart Dealing with concerns, disclosure or allegations

A concern about the behaviour of a BMC member, a member of staff or volunteer

- Stay calm
- Do not promise confidentiality or a possible outcome
- Keep questions to a minimum
- Keep a written record

