

Safeguarding Adult Disclosure/Suspicion Recording Form – Page 1

Surname:		Forename	
Gender:	Ethnicity:	Date of birth	Marital status
Home Address			
Postcode			
Disclosure/suspicion:			
Date:	Time	Location	
Received by:			
Type of alleged abuse		Location and when	
Description of alleged abuse (Please continue on a separate sheet if necessary)			

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Committee member informed		
Name	Post	Date and time
National Office Advice and Volunteer Manager informed (if applicable)		
Name	Post:	Date and time
Committee Decision		
No further action. Y/No	Referral on: Y/No	
Date		
Action:		
Date:		
Reason for decision:		
Date record to be destroyed:		
Chairman	Date	Time

Information in this document should only be used for the purposes of implementing and monitoring our U3A's Safeguarding Adults Policy and Procedures
The information must not be copied, transmitted, or in anyway, divulged without permission of our U3A

Appendix 1-

Guidance for handling disclosure

If someone discloses abuse to you

Do:

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying
- Be sympathetic (I am sorry that this has happened to you)
- Be aware Medical Evidence might be needed (physical assault)
- Tell the person
 - Right to tell you
 - You are treating information seriously
 - You are going to inform the appropriate person
 - Steps will be **taken** to protect and support
- Record and report disclosure in line with Procedure

Do not:

- Press for details
- Stop someone freely recalling significant events (They may not tell ever)
- Do not promise to keep secrets or make promises you cannot keep
 - You cannot keep this to yourself
- Contact the alleged abuser
- Be judgmental
- Pass on information other than to those with a legitimate 'need to know'

In your record of the disclosure:

You should aim to

- Note what was actually said using their own words and phrases
- Describe circumstances in which disclosure came about
- Note setting and anyone else present at time of event and/or disclosure
- Separate factual information from your own or others' opinions
- Write in ballpoint or black ink to enable photocopying if required

Be aware that your report could be required later as part of disciplinary proceedings or even legal action