Pro Touch SA CIC
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Pro Touch SA CIC – Disclosure Policy

1. Purpose
The purpose of this policy is to ensure that all staff, volunteers, and service users understand how to report and respond to disclosures of abuse, neglect, or exploitation in a safe, consistent, and legally compliant manner. We are committed to safeguarding all individuals we work with and to acting promptly when concerns arise.

2. Scope
This policy applies to all Pro Touch SA CIC staff, volunteers, trustees, sessional workers, and contractors who may come into contact with children, young people, and vulnerable adults.

3. Definitions
- Disclosure: When a child, young person, or vulnerable adult shares information about abuse or harm they are experiencing or have experienced.
- Abuse: Includes physical, emotional, sexual abuse, neglect, exploitation, or any behaviour that harms a person's development, safety, or wellbeing.

4. Responding to a Disclosure
When someone makes a disclosure:
Do:
- Stay calm and listen carefully.
- Let them speak in their own words—do not interrupt or ask leading questions.
- Reassure them they have done the right thing by telling you.
- Explain what will happen next (e.g. you will need to share this with the safeguarding team).
- Record what was said as accurately as possible, using their words.

Do Not:
- Promise to keep the disclosure secret.
- Attempt to investigate or confront the alleged abuser.
- Make assumptions or pass judgement.

5. Reporting a Disclosure
- All disclosures must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- If someone is in immediate danger, contact the police or emergency services on 999.
- A written report should be completed using the organisation's safeguarding incident form and submitted to the DSL within 24 hours.

6. Confidentiality and Information Sharing
- Disclosures will be handled sensitively and confidentially, but never kept secret.
- Information will only be shared with those who need to know, including external agencies (e.g. local authority, police) where appropriate, in line with data protection and safeguarding legislation.
- Records will be stored securely and in accordance with GDPR and safeguarding best practice.

7. Training and Awareness
- All staff and volunteers will receive safeguarding training, including how to handle disclosures.

- This policy will be included in staff induction packs and reviewed during safeguarding refreshers.

8. Monitoring and Review
   - The DSL will monitor all disclosures and safeguarding reports.
   - This policy will be reviewed annually or sooner if legislation or guidance changes.

9. Key Contacts
   - Designated Safeguarding Lead (DSL): [Mus Turay, 07500421944 & mus@protouchsa.co.uk]
   - Deputy DSL: [Maria Bermudez-Rahman & maria@protouchsa.co.uk]
   - Local Safeguarding Partnership: [Insert Local Authority Contact Info]
   - NSPCC Helpline: 0808 800 5000 (for advice and support)

Date Approved: 20/06/2025

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