



## How to report a child safeguarding concern?

Reporting a child safeguarding concern is a critical step to ensure the safety and well-being of a child. If you have reason to believe that a child may be at risk of harm, abuse, or neglect, it's important to follow the appropriate procedures. Here are general steps to guide you in reporting a child safeguarding concern:

### 1. Ensure the Child's Immediate Safety:

If the child is in immediate danger, take steps to ensure their safety. If necessary, contact emergency services (such as 911) to report the immediate risk.

### 2. Identify the responsible Authority:

Determine the appropriate authority within the HYA staff and organization to report the safeguarding concern to. In many cases, this will be a child protection agency, local law enforcement, or a designated child protection officer within an organization.

### 3. Gather Information:

Before making a report, gather as much information as possible about the concern. Include details such as the child's name, age, and any observable signs or behaviors that raise concern. Document the date, time, and location of the incident or observed behavior.

### 4. Follow Organizational Procedures:

If the concern is related to a child participating in a specific organization or program (such as a school or youth organization), follow the organization's procedures for reporting child safeguarding concerns. This may involve notifying a designated child protection officer or supervisor.

### 5. Make the Report:

When making a report, provide a clear and factual account of your observations or concerns. Include any relevant details that may assist the authorities or organization in assessing the situation.

### 6. Cooperate with Authorities:

If the concern is reported to law enforcement or child protection agencies, be prepared to cooperate fully with any investigations that may follow. Your information may be crucial in ensuring the safety of the child.



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### 7. Document your Report:

Keep a record of your report, including the date, time, and details of the information provided. This documentation may be useful if you are later asked to provide additional information or if there are legal proceedings.

### 8. Follow Up:

If appropriate, follow up with the responsible authority or organization to inquire about the progress of the investigation and any actions taken to address the safeguarding concern.

*Remember that reporting a child safeguarding concern is a responsibility that requires prompt action. The priority is always the safety and well-being of the child involved. If in doubt, consult with local child protection services or legal authorities for guidance on reporting procedures in your jurisdiction.*

### Child-friendly reporting mechanism

A child-friendly reporting mechanism is essential to encourage children to speak up about any concerns, abuse, or safety issues they may be facing. It is crucial to create an environment where children feel safe, supported, and empowered to report incidents. Here are some key components to consider when developing a child-friendly reporting mechanism:

#### 1. Clear and Understandable Language:

Ensure that all communication materials, including reporting forms and guidelines, are written in clear and age-appropriate language. Avoid using jargon or complex terminology that may be difficult for children to understand.

#### 2. Accessible Reporting Channels:

Provide multiple and accessible reporting channels suitable for children. This could include a dedicated helpline, email, online forms, or in-person reporting through trusted adults. Ensure that these channels are available and easy to use.

#### 3. Anonymity and Confidentiality:

Assure children that their reports will be treated with the utmost confidentiality. Consider implementing anonymous reporting options to protect the privacy of the child reporting the concern.



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### 4. Trusted Adults:

Identify and communicate the role of trusted adults within the Award and organization whom children can approach to report concerns. Ensure that these adults are trained in child protection and know how to handle reports appropriately.

### 5. Supportive Environment:

Create a supportive and non-threatening environment where children feel comfortable expressing their concerns. This may include setting up private spaces for reporting and ensuring that children are accompanied by a trusted adult if needed.

### 6. Education and Awareness:

Conduct regular awareness campaigns and educational sessions to inform children about their rights, the importance of reporting, and the available reporting channels. This helps empower them to recognize and report inappropriate behavior.

### 7. Follow Up and Feedback:

Provide feedback to children who have reported concerns, informing them of the actions taken and outcomes of their reports. This helps build trust in the reporting mechanism.

### 8. Continues Improvement:

Regularly review and evaluate the reporting mechanism, seeking feedback from children and stakeholders. Make adjustments based on lessons learned and evolving needs.

*By implementing a child-friendly reporting mechanism, we can create a culture of openness, trust, and safety, ultimately contributing to the well-being of children involved in their programs or activities.*