

## Child/Vulnerable Adult Protection Procedure



Procedure for designated child/vulnerable adult protection person:

**If a young person/vulnerable adult discloses abuse or risk of harm by someone else, to you, a staff member or volunteer:**

Refer to relevant section of BYT Child Protection Policy, **ensuring the adult to whom the disclosure was made has followed it correctly, including taking of notes.**

Listen carefully to what is said, observe what is happening and write down exactly what you see and hear, in the child's own words.

Avoid detailed questioning of the person you suspect is being harmed - your job is not to investigate.

**Contact BYT's designated person for child protection for advice.**

**AMANDA GLASGOW**

**Tel : 0788925401**

**email - [manager@borderwomensaid.co.uk](mailto:manager@borderwomensaid.co.uk)**

### Contact Local Area Teams

<b>Eildon</b>	<b>01896 661880</b>
<b>Cheviot</b>	<b>01573 223501</b>
<b>Teviot</b>	<b>01450 364777</b>
<b>Tweeddale</b>	<b>01896 833489</b>
<b>Berwickshire</b>	<b>01361 886115</b>

**Child Protection Unit      01896 664159**

**In an emergency out of office hours, please call the Emergency Duty Team on 01896 752111.**

**If a volunteer or staff member suspects a young person/vulnerable adult is being or has been abused:**

Refer to relevant section of BYT Child Protection Policy or BYT Vulnerable Adult Policy, **ensuring it has been followed correctly.**

Listen carefully to what is said, observe what is happening and write down exactly what you see and hear.

Avoid detailed questioning of the person you suspect is being harmed - your job is not to investigate.

**Contact BYT's designated person for child protection for advice.**

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**email - manager@borderwomensaid.co.uk**

**Contact Local Area Teams**

**Eildon 01896 661880**

**Cheviot 01573 223501**

**Teviot 01450 364777**

**Tweeddale 01896 833489**

**Berwickshire 01361 886115**

**Child Protection Unit 01896 664159**

**In an emergency out of office hours, please call the Emergency Duty Team on 01896 752111.**

**If an allegation is made about any adult:**

Remove the accused adult from any further contact with young people/vulnerable adults. Avoid detailed questioning of the person about whom the allegation is made. Ensure no other staff or volunteers are placed in a position that could cause further compromise, ensuring Principles outlined in BYT Child Protection Policy or BYT Vulnerable Adult Policy are upheld.

**Contact BYT's designated person for child protection for advice.**

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