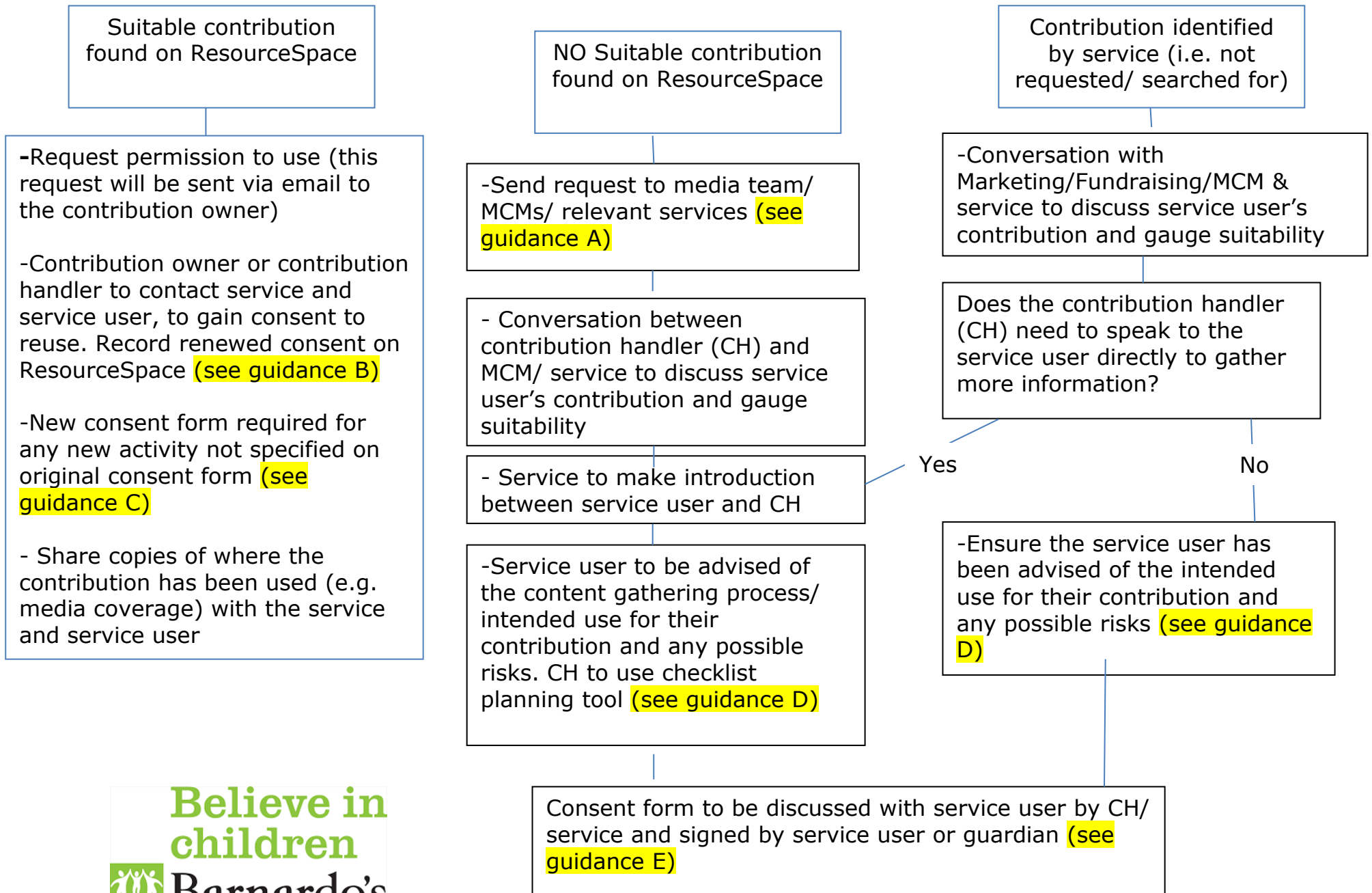


This document is to be used in conjunction with **Barnardo's Safeguarding in Communications Guidance**. [Barnardo's Safeguarding Children policy](#) should be used until this training is developed.



- 'Leave behind' card to be sent to/ left with service user (see guidance F)
- Conversation with service user to explain they can revoke their consent at any time and how they can do this
- All conversations with service user must be recorded on the recording template and securely sent to the service to store on their individual record (see guidance G)

- Internal approval needed for contribution (see guidance H)
- Share contribution with; service, service user, partners/ commissioners (where necessary) for approval/ feedback
- Make any final amends based on feedback and re-share final contribution as above
- Contribution can now be uploaded to ResourceSpace with signed consent form and any other assets, and appropriately tagged