# This assessment is designed to test your knowledge gained from the Introduction to Safeguarding E-Learning.

# You will be given 11 questions to answer.

## Section 1: Safeguarding Responsibilities

Safeguarding is about:

Ensuring children and vulnerable adults are safe

Ensuring they have the best chance to make a success in life

Preventing anything that might put health or development at risk

Protecting others from abuse or neglect

### Question 1:

At Barnardo's we have created a policy to ensure we meet the above points and the people we work with have the best outcomes in life. Can you remember what our responsibilities are to make this happen?

**Which order should the actions to address a safeguarding concern be addressed?**

**(Respond, Report, Record)**

* 1
* 2
* 3

## Section 2: Responding to abuse or harm

If you're worried about someone whom you think might be suffering from abuse you need to think about who else you might share this worry with in order to get the best advice about what to do next.  
Never keep it to yourself!  
It isn't always easy to identify who is at risk of abuse and often there are situations where you may not be sure whether a child or young person is being harmed or not. In addition there can sometimes be barriers or prejudices that prevent a person from getting the help they need.

Test your knowledge by looking at the scenarios below and identifying the safeguarding concern

### Question 2:

Imagine you are at a Barnardo's children's centre when you notice a young woman. She has a young child with her.

The child is misbehaving, and you notice the woman is becoming annoyed.

Suddenly, she slaps her child across the face.

Are the responses below appropriate?

**Highlight the correct answers.**

Hitting a child depends whether it is acceptable as part of the woman's religion or culture

* Yes
* No

Whilst we do not have the information about what was actually happening, hitting a small child is always worrying and may be an example of longer term physical abuse

* Yes
* No

### Question 3:

Julie, a young volunteer who has learning difficulties, is working in a Barnardo's shop. She keeps getting unwanted attention from her colleague, James.

He has made unwanted comments to her of a sexual nature on one or two occasions.

Are the responses below appropriate?

**Highlight the correct answers.**

Sexual harassment is any unwanted attention given in a sexual manner. This behaviour is not acceptable and may be a breach of our Safeguarding Code of Conduct and sexual harassment policy

* Yes
* No

It is not your place to interfere if another colleague makes advances to a volunteer

* Yes
* No

### Question 4:

You return to your desk after lunch and a colleague has been using the computer next to yours. You notice that the site open is of inappropriate nature.

Your colleague laughs when they notice you have seen the site and closes the internet browser.

Are the responses below appropriate?

**Highlight the correct answers.**

Inappropriate use of computers and laptops at work is a breach of the IT code of practice and must be reported immediately

* Yes
* No

What staff members do on their laptops/computers is up to them. Barnardo's gives trust to their staff by giving them access

* Yes
* No

## Section 3: Reporting abuse or harm

We do not expect you to deal with cases of abuse, however we do expect you to pass the information to an appropriate person and report it.

Ensuring that all Barnardo's employees and volunteers know what to do and who to tell when the have a safeguarding concern is absolutely vital.

Answer the questions below by clicking on the correct response to test your knowledge of best practice in reporting.

### Question 5:

Who should you report a safeguarding concern to in the first instance?

**Highlight the correct answer.**

* Javed Khan
* Colleague
* Police
* Line Manager

### Question 6:

When should you report a safeguarding concern?

**Highlight the correct answer.**

* Within 24 hours
* When you have time
* Within 1 month

### Question 7:

What could be the consequences of not reporting on a safeguarding concern?

**Highlight all that apply.**

* The issue may become worse and a child/vulnerable adult could be seriously hurt as a result
* Potential disciplinary action as a result of non-compliance of the safeguarding code of conduct
* More children/vulnerable adults may become at risk of harm and abuse
* There are no consequences

## Section 4: Recording a safeguarding concern

You must write down and record anything you have seen, heard or received information about that has caused your concern, as well as anything you have been told.

This is important, as it is the best way of describing accurately what exactly has been said

Do you know what information is needed in a record? Complete the questions below to find out.

### Question 8:

What do you need to do after reporting the concern to a manager?

**Highlight the correct answer.**

* Wait for the manager to tell you what to do
* Nothing, it’s now the managers’ responsibility to deal with the issue
* Ensure all the details of the issue are recorded
* Tell your colleagues what has happened

### Question 9:

When should you make a record of the issue?

**Highlight the correct answer.**

* Within 24hours of reporting the concern
* Immediately
* After telling a manager
* Before telling a manager
* When you have time

### Question 10:

What information is needed in a record?

**Highlight all the information needed.**

* Any personal feelings you may have about the issue or persons involved  
  Date and time you were made aware of the issue
* Description of the issue
* Any wording used by the person who told you about the issue (if relevant)
* Identification of the person involved (name, age, relationship to you, etc.)  
  Any advice colleagues have given about the concern

### Question 11:

Should you report concerns when you don’t have any factual information?

**Highlight the correct answer.**

* No – nothing can be done unless you have factual evidence that abuse is occurring
* Maybe – Always discuss safeguarding concerns with a line manager although sometimes more information may be needed before action can be taken. However, it is not your responsibility to investigate any concerns you have
* Yes - If you suspect abuse or harm is happening to a child you must report it even if there is no factual information to support your concerns