

Quick Guide: What to do if you are worried about a child or adult

- Five things to do if you experience, witness or receive a safeguarding concern, in relation to an adult or child

If someone is in immediate danger, needs urgent medical help or a crime is in progress, call 999.

1. Make the person safe

Take reasonable steps to make the situation safe. Contact the police, social care or another statutory service directly where urgent safeguarding action is needed.

2. Listen

Stay calm and take the person seriously. Do not promise secrecy; explain that you may need to share the information to help keep people safe.

3. Do not investigate

Do not confront anyone, question witnesses, search devices or ask for proof. Ask only what is necessary to understand whether urgent help is needed.

4. Record the basics

Write down what was said, when and where it happened, who was present and what immediate action was taken. Record facts and the person's own words wherever possible.

5. Report promptly

Report directly to British Orienteering using the published form, email address or telephone number. A Club Welfare Officer can help, but you do not have to report through your club first.

Report online	www.britishorienteering.org.uk/incidentreporting
Email	safeguarding@britishorienteering.org.uk
Telephone	07891 091662
Alternative/conflict route	British Orienteering CEO or Chair

You should also know

- If the concern involves a Club Welfare Officer, club official or British Orienteering safeguarding officer, use the alternative reporting route above.
- An urgent referral to the police, social care or another statutory service must not wait for British Orienteering.
- You can report even if the concern is historic, happened outside orienteering, you are unsure whether it is safeguarding, or you do not have proof.
- British Orienteering will consider immediate safety, support and whether another organisation should be contacted. Information will be handled sensitively and shared only where necessary, lawful and proportionate.