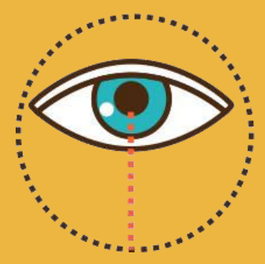
The 5 R's Approach to Safeguarding

When an individual exhibits signs of concern or discloses abuse, staff members must follow the 5 R's procedure:

1

Recognise:

Be aware of behaviours that may indicate abuse, including direct disclosures from the learner.



2

Respond:

Stay calm and respond with positivity. Reassure the person that they did the right thing by speaking up. Listen without judgment, prompting, or interruption.



3

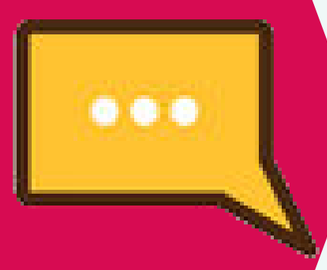
Record:
Document the person's words as accurately as possible using a Safeguarding Incident Form. Keep it factual, avoiding personal interpretations. Include observations about their appearance and behaviour, e.g., "He had a black eye and was crying." Avoid suggesting words they did not use.



4

Report:

Immediately escalate concerns to a **Safeguarding Officer**. Once reported, the Responsible Person / **Designated Safeguarding Lead (DSL)** assumes responsibility for any further actions or decisions.



5

Refer:

The **Designated Safeguarding Lead (DSL)** will assess the situation, gather relevant details, and decide on the appropriate course of action regarding complaints or allegations.



Safeguarding & Prevent

Learn Q

©www.learnq.co.uk