



Safeguarding Reporting Process 2026

For RWNS volunteers

Please read this along side the full Safeguarding policy

The safety of everyone we support, especially that of children or vulnerable adults, is vitally important to us. If you are concerned about the safety of anyone you are in contact with whilst volunteering, it is your responsibility to report it.

This might be through:

- Your own observations and concerns
- Being told by another person that they have concerns
- The person at risk telling you
- The abuser telling you

What to Do if You Have a Safeguarding Concern

1. **Make notes** of key information, so you don't forget
2. **Do not delay; report the concern immediately to RWNS.**
To report the concern, email or talk to the Support Manager on shift or Chief Executive Officer Donna King: donna@rwns.org.uk 07955278016
Volunteers can also report concerns to Volunteer Manager, Josie Josie@rwns.org.uk

If the concern is about the Chief Executive Officer, the report should be directed to a Trustee trustees@rwns.org.uk

Reports must:

- Be factual (focus on what you can see (not feel))
 - Be made on the same day as the disclosure
 - Detail what action has already been taken (if any)
 - Include what information has been shared and with who
3. **Do not take any further action.**
RWNS or the Local Authority will investigate if appropriate.

Refugees Welcome North Somerset

www.rwns.org.uk

Registered Charity Number 1198327



RWNS

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Please refer to the RWNS Safeguarding Policy on our website for more information. [RWNS-Safeguarding-policy-2026.pdf](#)

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