

Sexual Assault Guidance



WOKINGHAM
BOROUGH COUNCIL

Dementia, mental health, other challenges, and disabilities DO NOT mean that disclosures should not be believed and reported.

On receiving information or a disclosure, time is of the essence.

Remember the ‘golden hour’ - respond *quickly and effectively*:

- **RAISE THE ALARM** – Inform the most senior person on duty immediately.
- **REPORT** – Police 999 (ongoing risk) | 101 / online for historic incidents with no ongoing risk.
- **RECORD** – Verbatim disclosure. Use TED: Tell, Explain, Describe
- **SAFEGUARD** – Find a safe place for the victim.
- **ACT** – Preserve the scene. Do NOT wash, change clothing, or remove bedding.
- **ESCALATE** – Follow internal reporting procedures.
- **MITIGATE** – Make a safety plan – e.g., change access codes, implement double handed care.
- **SHARE** - Safeguarding referral adultsafeguardinghub@wokingham.gov.uk
CQC notification enquiries@cqc.org.uk
Refer to SARC **0330 223 0099**

Information to gather to support the progression of an investigation and or safeguarding

- Details of NOKs
- Access to recent reviews, care records, medical records.
- Access codes, who has knowledge of these, and ability to change them.
- Staff rotas, whereabouts of staff.
- CCTV – knowledge and access for downloading.
- Access if needed to staff personal details, disciplinary concerns.
- Any previous concerns raised shared with the Police.

DO NOT 

- Ignore early signs of abuse – follow safe care practices.
- Wait until a senior manager is on duty – use the on-call system.
- Investigate the situation yourself.
- Destroy evidence- this includes supporting the person to bathe.
- Assume you know what happened.
- Assume who the perpetrator is.