

# Referral pathways for disclosures of violence and other support services

## The following situations require mandatory reporting

Age	Type of violence disclosed	Defined as:	Primary course of action/person notified	Time frame for action	How to finish interview
Under 18 years	Use of severe physical or sexual violence against a child	Burning, choking, stabbing, whipping, beating up, or any similar act; physically forcing or coerced sex	Research Coordinator notifies [insert relevant post / name] the same day. Project manager notifies Research Manager the same day.	Discussion of each case and a plan for any further action within one day of receipt of the case.	[INTERVIEWER]: "Because of some of what you've told me, I am concerned that a child in your care may be at risk and I have a professional responsibility to let somebody else know. What I'm going to do is talk to my research team supervisor and they will pass your details to <<named individual>>. I am not going to pass anything you said to me in this room to anybody else. Is there anything you'd like to ask me?"
Under 18 years	Forced sexual intercourse within the past week, or obvious untreated physical injuries	In <b>past week</b> : threatened or pressured into sex; physically forced sexual intercourse or doing sexual things; suffered cuts, loss of consciousness; dislocated, sprained, fractured or broken bones; untreated injuries or severe injuries (requiring medical	With or without consent of participant: research team supervisor telephones <<named individual>> immediately from the field. Immediate transport to health centre is arranged by [organisation's name, i.e.	Participant taken to health centre immediately/same day/next day depending on the particulars of the case.	[INTERVIEWER]: "Because of what you've told me today, I am concerned about your health and safety. What this means is that I will to arrange to bring you to the health centre, to make sure that you are OK. What will happen next is that I will talk to my friend

		attention) reported as a result of physical or sexual violence; signs of acute malnutrition /neglect	WaterAid] in consultation with research team supervisor; concurrent arrangements made for other support as necessary by [organisation], other adults notified at request of child. The child will be asked if they have someone / an adult they trust who they would like to go with them. Transport arrangements may involve the research team, 3 <sup>rd</sup> parties, or staff of [organisation] depending on the timeframe and particulars of the case.		<p>&lt;&lt;named individual&gt;&gt;, who works at [organisation] in child protection. It is part of &lt;&lt;named individual&gt;&gt;'s job to help make sure that young people in your community are safe and taken care of. She/he is very experienced and has helped many young people. You can ask me what is going on and what is going to happen next at any time.</p> <p>Are there any other adults you would like me to help you get in touch with about the things you have told me? Would you like me to inform your parents/caregivers? It is your choice.</p> <p>Is there someone / an adult who you trust that you'd like to go to the healthcare centre with?</p> <p>What is the best way for &lt;&lt;named individual&gt;&gt; to get in touch with you about this, for example, at school, work, or at home, or some other way?"</p>
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**Reporting on the following situations is up to the respondent:**

Age	Type of violence disclosed	Defined as:	Primary course of action/person notified	Time frame for action	How to finish interview	Age
Optional	Age over 18 years	Forced sexual intercourse within the past week, or obvious untreated physical injuries	In <b>past week</b> : threatened or pressured into sex; physically forced sexual intercourse or doing sexual things; suffered cuts, loss of consciousness; dislocated, sprained, fractured or broken bones; untreated injuries or severe injuries (requiring medical attention) reported as a result of physical or sexual violence; signs of acute malnutrition /neglect	With consent of participant: research coordinator telephones <<named individual>> immediately from the field. Immediate transport to health centre is arranged by <<named individual>>; concurrent arrangements made for other support as necessary by [organisation], other adults notified if and as requested by the participant. Transport arrangements may involve the research team, 3 <sup>rd</sup> parties, or staff of [organisation] depending on the time frame and particulars of the case.	Participant taken to health centre immediately/same day/next day depending on the particulars of the case.	[INTERVIEWER]: "Because of what you've told me today, I am concerned about your health and safety. Would you like me to arrange to bring you to the health centre, to make sure that you are OK. <b>If you agree</b> , what will happen next is that I will talk to my friend <<named individual>>, who works at [organisation] in safeguarding. She/he will arrange for you to visit the local health centre, and will want to speak with you. It's part of <<named individual>>'s job to help make sure that people in your community are safe and taken care of. She/he is very experienced and has helped many people. You can ask me what is going on and what is going to happen next at

						<p>any time. How do you feel about that?</p> <p>Are there any other adults you would like me to help you get in touch with about the things you have told me? Would you like me to inform your parents/caregivers? <b>It is your choice.</b></p> <p>What is the best way for &lt;&lt;named individual&gt;&gt; to get in touch with you about this, for example, at school, work, or at home, or some other way?"</p>
Optional	Any age	All other disclosures causing concern	For example, other less severe forms of violence, mental health issues	Researcher offers to contact <<named individual>> will then provide list of agencies which may be able to provide support, and facilitates contact according to wishes of the participant	Discussion of each case and documentation of further action within three weeks of receipt of the case.	<p>"Thank you for sharing those things with me. If you want, I can recommend somebody who might be able to help you. If you say yes, I would like to put you in touch with my friend &lt;&lt;named individual&gt;&gt;, who works at [organisation]. She/he may be able to help put you in touch with other organisations that can assist you. Do you think you would like me to contact &lt;&lt;named individual&gt;&gt; for you?</p>

						<<if participant says yes>> “What is the best way for <<named individual>> to get in touch with you?”
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**Title (in 24pt Arial bold font)**

**Subtitle (in 20pt Arial font)**

**Standfirst if necessary (in 16pt Arial font)**

[This blue is cyan. Use it for the title and subtitle. It has the colour values R = 0, G = 174, B = 239 (You can add this font colour manually by selecting the text and going to: Font > Font colour > More colours > Custom).]

**Published:** [please add date e.g. 18 September 2019].

### **Acknowledgements**

[Acknowledgements enable you to thank all those who have helped carry out the research – only include if you think necessary.]

## Contents

[This should include all relevant sections and chapters of the publication along with the page numbers. To create a table of contents you need to click the 'References' tab in word and then select 'Table of Contents' and 'Manual table', or if you prefer you can add



an 'Automatic table' by adding a heading style to each heading section – which will mean the contents headings and page numbers will automatically update.]

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[In larger publications you may need to include a 'glossary and abbreviations' page which lists all of the key terms and acronyms used through the document.]

### **Executive summary** [word count 250-300 words]

[This section is to summarise, analyse and state the purpose and findings of the publication.]



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[Construct tables to read logically from left to right and top to bottom. Secondary brand colours can be used in the table as needed. Tables with column headings in the top row must have the top row formatted as a header row. To set a table header row: Highlight the top row of the table > Right click to display editing options > Select “**Table Properties**” from the list. The Table Properties window will be displayed; click on the “**Row**” tab. Check the option “**Repeat as header at the top of each page**”]

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### Image

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## Resources

- Add all relevant links and resources in a bullet-pointed list.

## References [a full guide to referencing can be found here [LINK TO BE ADDED](#)]

Use Vancouver reference style – superscript numbers within text, placed after punctuation. Separate with a comma if more than one applies.<sup>1,2</sup> Re-use numbers<sup>1</sup> if references<sup>2</sup> appear more than once,<sup>1</sup> rather than repeating the reference with a new number or using 'ibid' in the reference list.

1. Smith A (2017). *The Water Report*. Water Press. UK, p7. Available at: URL (accessed 1 Jan 2018).

For multiple authors, list up to three, and beyond three use Author A, Author B, Author C, et al (2018).

If referencing a journal:

2. Jones B (2017). WaterAid's technologies. *Water Journal*. vol 2, no 14, pp 8-12. Available at: URL (accessed 1 Jan 2018).

If referencing a website or online publication reference as below and remove the *www.* before the link:

3. WHO/Unicef (2018). *JMP 2018 global report on WASH in schools*. Available at: [washtdata.org/reports](http://washtdata.org/reports) (accessed 1 Jan 2019).

[BACK COVER]

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**This publication and other related materials can be accessed at:** [add the WASH Matters landing page URL]

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Engaging yellow	Warm orange	Natural green	Active green	Crisp blue	Inspiring teal	Dynamic pink	Bold purple	Vitality red	Strong chestnut
Pantone 7549	Pantone 158	Pantone 376	Pantone 7740	Pantone 7690	Pantone 7713	Pantone 205	Pantone 2415	Pantone 7626	Pantone 7517
Coated values: C0 M22 Y100 K2	Coated values: C0 M62 Y95 K0	Coated values: C54 M0 Y100 K0	Coated values: C75 M0 Y95 K15	Coated values: C95 M41 Y10 K0	Coated values: C100 M0 Y30 K26	Coated values: C0 M83 Y16 K0	Coated values: C38 M100 Y0 K6	Coated values: C0 M93 Y95 K2	Coated values: C11 M78 Y100 K50
Uncoated values: C0 M22 Y100 K0	Uncoated values: C0 M50 Y84 K0	Uncoated values: C48 M0 Y95 K4	Uncoated values: C63 M1 Y90 K10	Uncoated values: C90 M39 Y10 K0	Uncoated values: C98 M0 Y30 K19	Uncoated values: C1 M78 Y23 K0	Uncoated values: C29 M77 Y0 K0	Uncoated values: C0 M71 Y66 K4	Uncoated values: C18 M56 Y86 K25
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