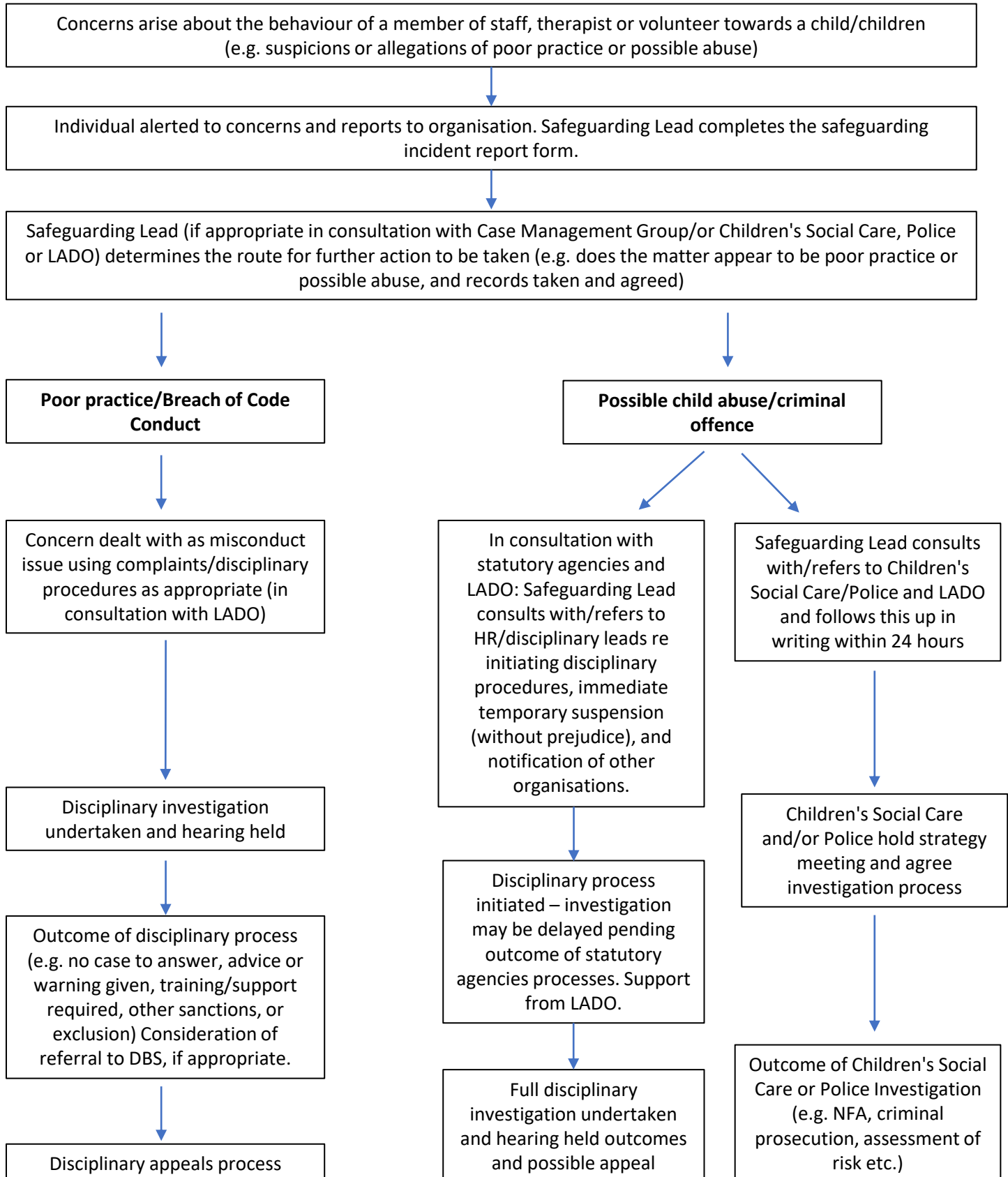


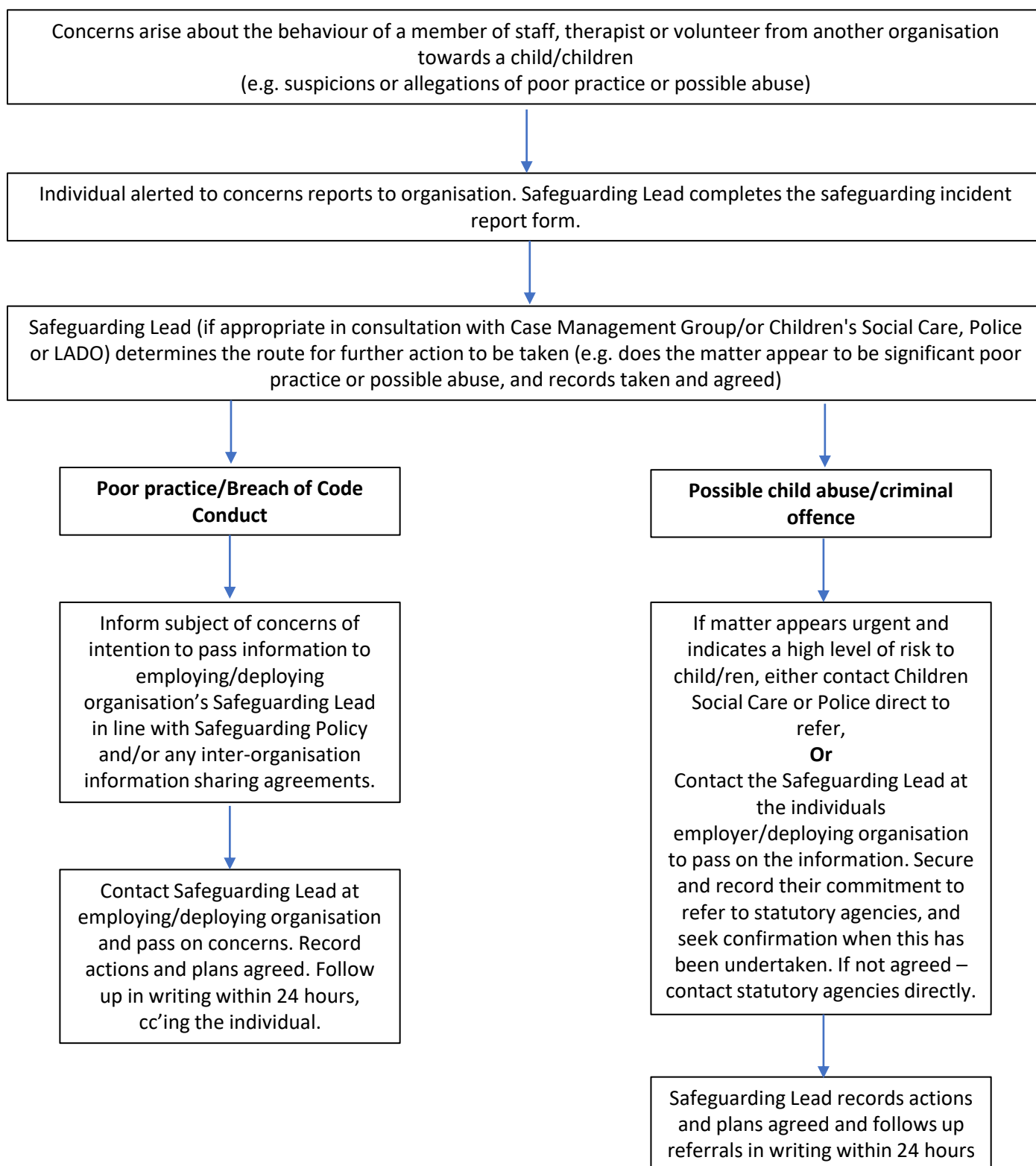


Outline Safeguarding Reporting Procedure Concerns

1. About the behaviour of the organisations staff member or volunteer (e.g. allegation about a therapists behaviour towards a child)



2. About the behaviour of another organisations staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)



**2. About children and young people arising outside of the organisations activities
(e.g. at home, school or in the community)**

Member of staff, therapist or volunteer made aware of concerns about child's welfare or safety
(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)



If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.



Member of staff, therapist or volunteer reports to/consults with organisation Safeguarding Lead and completes the safeguarding incident report form.



Safeguarding Lead makes decision on immediate referral to, or consultation with, Children's Social Care or Police; records actions taken/agreed (including who will inform parents)



Safeguarding Lead sends written safeguarding report to Children's Social Care/Police within 24 hours, and considers need for support or advice for original referrer or others involved.