

# FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE

## See it. Recognise it. Report it.

If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.

### See it.

Are they safe? If you are concerned about a child or adult at risk of harm you could help stop abuse by taking action.  
 It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Designated Safeguarding Lead

### Recognise it.

- Share your concerns/ information with the Designated Safeguarding Lead (DSL)
- If there is immediate danger to the child or adult call 999 for the Police.

### Report it

If you cannot contact the DSL or Lead Safeguarding Trustee and have a concern about a child or an adult and need to make a safeguarding referral please use the contacts below.

#### Contact information

MASH (Multi Agency Safeguarding Services), 0345 050 7666

**Local Authority (Adults):** 01865 328232

**Emergency Duty Team (out of hours):** 0800 833 408

Designated Safeguarding Lead: tel. 07826 898496

Safeguarding Trustee: tel. 07748 116530

email: kim.harrison0407@gmail.com

email: stuart\_duff22@yahoo.co.uk

#### Notes:

##### reporting for Children/Young People

- Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring
- **Local Authority Designated Officer (LADO) Referrals**  
 If you have concerns about an adult working with a child under the age of 18 that you would like to report, access the [LADO](#) page for more information.

#### Notes:

##### reporting for Adults at Risk

It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*