

SAFEGUARDING FLOWCHART

Action Guideline for Riverside Training staff with a Safeguarding concern

A safeguarding issue is reported, or identified by someone in the business- Please remember concern for the safety/wellbeing of the child/adult should remain uppermost at all times.

Is the Child/Adult at immediate risk?

YES

NO

If the person is at immediate risk of harm or needs medical attention, call 999 and contact the ambulance service and/ or the police for instruction, then follow the internal reporting guidelines and contact the DSO.

Stay calm, and let the child/adult speak to you about their concerns. Complete the safeguarding report form and ensure that you deal with and record the facts. Do not give any personal opinions and advise the child/adult that you will need to pass the disclosure to the DSO. Do not make any promises of non-disclosure (refer to the Information sharing policy).

At the first available opportunity, contact Riverside's DSO to discuss the disclosure and any further action to be taken.

The DSO will advise what further action, if any, needs to be taken including any need for an early help assessment or if the situation needs to be further monitored. A referral may be made to the police, social services or the LADO.

NSPCC Helpline: 0808 800 5000
West Mercia Police Non-emergency Tel: 0300 333 30000 or 101
Herefordshire Child Safeguarding Board (HCSB) Tel: 01432 260100
Local Authority Designated Officer (LADO) Tel: 01432 261739
Multi Agency Safeguarding HUB (MASH) Tel: 01432 260800
Herefordshire Safeguarding Adults Board Tel: 01432 260715