

HOW TO REPORT CHILD WELFARE OR CHILD PROTECTION CONCERNS AT SUNFIELD

Be alert to the signs of abuse and neglect

You **SEE** or **HEAR** something which suggests that abuse has taken place or that someone is, or may be, at risk of harm.

Is there **AN IMMEDIATE NEED** for medical attention? Has there been a Crime? Is there immediate danger?

If so, deal with that by providing first aid, contact emergency services and alerting, immediately, your manager/on-call who can then seek support from the DSL / Safeguarding Board.

If an **ALLEGATION OR DISCLOSURE** has been made or you are not clear what has happened, ask only questions you need in order to clarify the situation and gather relevant facts.

Good questions are: Tell me about... Explain to me... Describe...

REPORT

Report the situation to the DSL as soon as possible, **within AT LEAST two hours**.

Describe what you have seen and heard, what you or others have done, and what the young person's views are.

RECORD

If it is not immediately possible to use an electronic or paper safeguarding concern form (found on the intranet) please keep any records you make even when transferred to the computer factual and objective, describe actions and conversations and include timescales.

Email the concern log to: safeguardingboard@sunfield.org.uk

If you have a concern relating to dangerous or illegal activity, or any wrongdoing within the organisation and you do not feel you can raise a concern directly, you can contact the: NSPCC Whistle blowing helpline: 0800 028 0285 or help@nspcc.org.uk Worcester Local Authority Designated Officer (LADO) – 01905 846383 / 843311 Worcester Family Front Door (office hours) – 01905 822666 Emergency Duty Team (out-of-hours, weekends, bank holidays) – 01905 768020 / 768023 Or the Police: 999