



Step One:

If you are worried a child or young person or adult at risk is being/has been abused because:

- You have seen something.
- A child/adult at risk says they are being/have been abused.
- Somebody else has told you they are concerned.
- There has been an allegation against a member of staff.
- There has been an anonymous allegation.
- An adult has disclosed they are abusing/have abused a child
- An adult has disclosed they have abused a child/adult at risk

Step Two:

Talk to your **Lead for Safeguarding** without delay. If they are implicated then refer direct to social care services, or the police if a crime has, or may have been, committed.

RECORD
Sign/Date/Time
Include name,
position/role,
Address and
phone number
DO IT
PROMPTLY!

Step Three:

The Lead for Safeguarding will refer the concern to the relevant [adult](#) or [children's](#) social care services and/or the police and follow up the referral in writing within 24 hours.

For England only in cases of allegations against a person with a 'duty of care', towards a child the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistleblowing", anyone can refer directly to the police or social care services if they are concerned the Lead for safeguarding is not managing safeguarding concerns appropriately. **REMEMBER: In an emergency, if a crime has been committed, an urgent welfare check is needed or someone is seriously ill, dial 999. Do not delay!**