

SAFEGUARDING INCIDENT REPORTING FLOWCHART

Have you **SEEN, HEARD** or do you **SUSPECT** a case where staff or associates (including partners and volunteers) have put a child or at-risk adult in danger or potential abuse?

YOU HAVE A DUTY TO REPORT!

It is essential to avoid delay as this may put the child or at-risk adult at further risk.

1
Ensure the child or at-risk adult is safe and receives treatment / support as necessary

2
Concerns should be reported immediately and certainly within 24 hours.

3
Do not decide on your own if the incident deserves investigation, just report the incident

4
Do not talk about it to others - the accusation could put staff, associates, **the child or at-risk adult at further risk of harm.**

Is the child or at-risk adult suffering or in immediate danger?

NO

YES

REPORT to the national safeguarding Focal Person

REPORT to the police and/or social services
See below for details

REPORT to Designed Safeguarding Lead (DSL) in the UK:
safeguarding@pennyappeal.org
+44 (0)785 234 0438

INVOLVE
Local / Departmental Safeguarding Focal Person

INFORM
Country Director
Manager of suspended person in case of (temporary) suspension

COMPLETE
Safeguarding Incident Reporting Form and submit to:
safeguarding@pennyappeal.org

REPORTING IN THE UK? POLICE: CALL 999

SOCIAL SERVICES IN WAKEFIELD DISTRICT

Children (UNDER THE AGE OF 18)

Any concern about allegations against a professional should be referred in immediately/ within 24 hours of the incident and directed to:

LADO, Children and Young People Services, Safeguarding and Review Unit: **01977 727 032 / 07711 797 847**

At Risk Adults

You should contact Social Care Direct first if you or someone you know appears to need adult social care services in Wakefield.

Telephone: **03458 503 503** Minicom: **01924 303 450**
(type talk welcome)

Email: **social_care_direct@wakefield.gov.uk**

IMMEDIATELY

WITHIN 24 HRS

WITHIN 48 HRS

IMMEDIATELY

WITHIN 24 HRS