

Responding to a **safeguarding concern**

Are you concerned about the behaviour of a parent / carer / personal assistant / another?

Yes

- Stay calm and reassure the child / young person / adult.
- Keep questions to a minimum – only ask questions to clarify.
- Record all information.
- Don't make promises of confidentiality or outcome.

Is the child / young person / adult in need of immediate medical attention?

Yes

Call an ambulance immediately and explain to the doctor that there is a safeguarding concern.

No

- Record what the person has said. Include times, dates, and send / give a copy of the incident report form to the designated person / social services.
- Report the concerns to the club / designated activity welfare officer. They will then contact social services or the police immediately.
- Social services will decide how to involve parents or carers.
- Make a factual record of events, completing the Activity Alliance incident report form.
- Forward a copy of the information recorded to the Activity Alliance safeguarding lead.

In all cases if you are not sure what to do you can get help by calling the NSPCC 24 hour helpline:
0800 800 500



We care



We unite



We champion