



Safeguarding Flow Chart

What to do if someone discloses something to you that you are concerned about

- Ensure the young person is protected from any immediate risk/danger
- Alert your Team Leader and/or Abby (our Safeguarding Officer) to the situation
- Pass on all information you have to your Team Leader and/or Abby
- Be supportive to the young person – do not ask questions that either of you feel uncomfortable about, just listen if they are willing to talk but do make notes of what you're told
- Once an investigating agency is involved, co-operate with them and work closely with their investigation as directed.

If something has been disclosed to you and you are not sure what to do or whether it poses as a safeguarding issue – speak to your Team Leader or Abby for advice.

Contact Details

V4Y Safeguarding Officer

Name **Abby Roper (Development Manager)**

Contact No **07790 810085**

Children and Young People aged under 18

Contact Nos

During office hours (8.30am – 5:00pm) - you should contact Children's Services: 0300 555 1384

At all other times you should contact the out-of-hours Service: 0300 555 1373

Young Adults aged 18 – 25 years

During Office hours you should contact Adult Social Care: 0300 555 1386

At all other times for all young people aged up to 25 years you should contact the out-of-hours Service: 0300 555 1373

Police

Contact No: In an emergency please telephone 999

For non-emergency situations please telephone 101