

Everyone has a responsibility to keep children, young people and adults at risk safe.
If you are worried, report it.

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RECOGNISE A CONCERN

You may have a concern if a child, young person or adult at risk:

- tells you something
- has signs of harm or neglect
- is being treated in a way that worries you
- something just doesn't feel right

Examples include (but are not limited to):



Physical harm



Neglect



Emotional abuse



Exploitation



Sexual abuse



Online safety concerns

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RESPOND APPROPRIATELY

- Stay calm and listen
- Take what is said seriously
- Do not promise to keep secrets
- Reassure the person that they have done the right thing by telling you
- **Do not** investigate or ask leading questions
- Ensure immediate safety if there is a risk of harm



DO

- Listen
- Reassure
- Record
- Report



DON'T

- Ignore it
- Question or investigate
- Make promises
- Share with others

Use **TED** questioning method - **T**ell me **E**xplain to me **D**escribe to me

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RECORD YOUR CONCERN

Write down the facts as soon as possible using the person's own words.

Include:

- Date, time and location
- What was said or seen
- Any names of others present
- Your signature and role



Use the **Safeguarding Concern Report Form (or online system)**

as soon as practicable – ideally within 24 hours.



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REPORT YOUR CONCERN

Immediately report to the Designated Safeguarding Lead (DSL).

If the DSL is unavailable, report to the Deputy DSL.

DESIGNATED SAFEGUARDING LEAD (DSL)



Name & Position:

Trevor Blackman

Number:

07561 354 707

Email:

trevor@edmontoncommunitypartnership.org

DEPUTY DESIGNATED SAFEGUARDING LEAD (DDSL)



Name & Position:

Iveta Bejaoui

Number:

07858 662 189

Email:

iveta@edmontoncommunitypartnership.org

When any allegations, concerns or suspicions of abuse are reported involving a partner organisation, the member of staff co-ordinating any projects, will immediately advise the designated safeguarding person of the partner agency/organisation or directly to the police or social services where appropriate.

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DSL REVIEWS AND TAKES ACTION

The DSL will review the concern and decide on the next steps.



MANAGE INTERNALLY

Low-level concern managed in line with policy and recorded.



FURTHER SUPPORT

Signpost to support services or put a support plan in place.



REFER TO SOCIAL CARE

Concern of abuse or significant harm. Referral made to Children's/Adult Social Care.



REFER TO POLICE

If a crime has been committed or there is a risk of serious harm.



NOTIFY OTHER AGENCIES

Such as Prevent, Channel, or relevant professional services.

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FOLLOW UP AND RECORD

- The DSL will keep detailed records of all actions.
- The concern will be monitored and reviewed.
- You may be asked for further information.
- Confidentiality must be maintained at all times.



OUR COMMITMENT

We are committed to safeguarding and promoting the welfare of everyone. Your report could make a difference and keep someone safe.



POLICE CONTACT

101 in a non-emergency and 999 in an emergency.



CHILD PROTECTION CONCERN

If you have an immediate Child Protection concern about a child or family that needs an urgent safeguarding response, contact: **Enfield Children's MASH (Multi-Agency Safeguarding Hub)**
Tel: 0208 379 5555



ADULT REPORTING CONCERNS

If you have a safeguarding concern about an adult at risk, contact Enfield Adult Social Care
Tel: 020 8379 1000 (Mon - Fri)



IF IN DOUBT, REPORT IT. | Safeguarding is everyone's responsibility.