



## Safeguarding Flow Chart:

What to do if you are worried a young person is being abused or neglected

### A member of staff has a concern about a young person's welfare:

Staff should always be alert to signs of abuse and question unusual behaviour.

### Where a young person discloses abuse or neglect:

- Listen to the young person. Take their allegations seriously.
- Reassure the young person that you will take action to keep them safe.
- Do not promise to keep secrets.
- Make a written record of what the young person tells you.
- Explain to the young person what you are going to do next.
- Do not question the young person further or attempt to question the alleged abuser.

### Discuss concerns with the Designated/Deputy Safeguarding Lead (DSL/DDSL):

- The DSL at DISC is Caroline Dean. The DDSL's are Fran Hilton, Lizzie Northcote-Smith, Clare O'Toole, Kirsty Bradley-Law and Gemma Crockett.
- If the matter involves the DSL, it should be brought to the attention of Seamus Mannion (COO of Digital Advantage)
- A written record of the concern will be kept in the young person's file. within the DSL folder.
- A member of staff should contact Social Care directly only in exceptional circumstances and are asked to advise the DSL or Deputy DSL that they have done so.

### The child is judged to be in real and immediate danger:

- Dial 999 and ask for Police assistance.

### There is a safeguarding concern: the matter should be referred to Children's Social Care:

- During Office Hours: contact the Manchester Safeguarding Partnership 0161 234 3330/0161 234 1505 Email: manchestersafeguardingpartnership@manchester.gov.uk
- Out of Hours: contact the Emergency Duty Team on 0161 234 5001
- Non emergency police :101

### There is not a safeguarding concern:

- The DSL will carefully consider if the yp/family has any further needs which ought to be addressed.
- The DSL will consult with family and relevant agencies and undertake an Early Help referral if required.
- The member of staff who made the referral will be informed of the outcome.

### Children's Social Care will:

- Acknowledge receipt of the referral.
- Decide [within 24 hours] on next steps.
- Inform the referrer of the course of action that has been decided.