

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

- Do you have concerns about a child?
- Has a child made a disclosure to you?



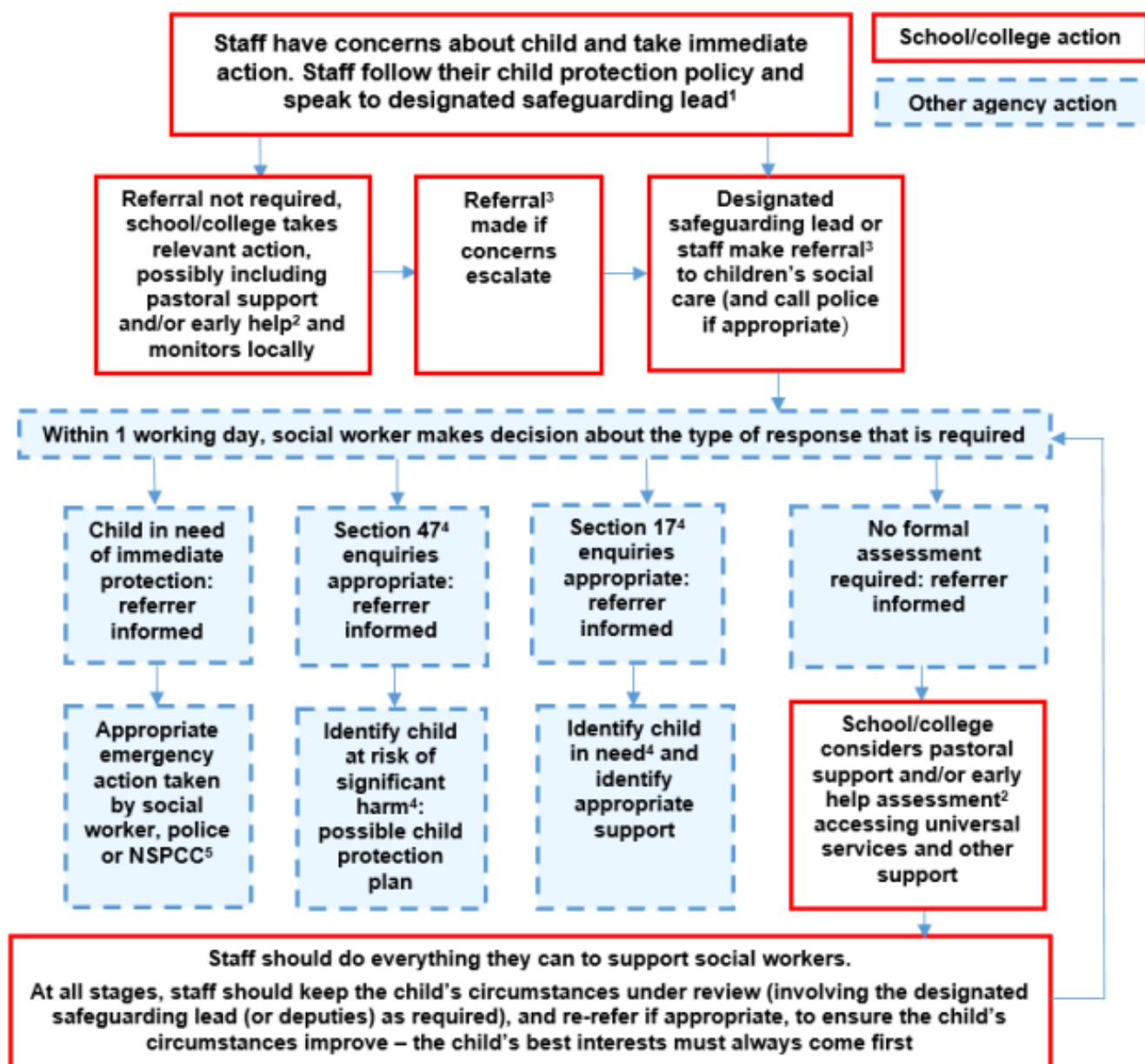
	Listen to what they are telling you – avoid displaying shock or disbelief.
	Reassure them but do not make any promises that you may not be able to keep (e.g. 'Everything will be alright now') Ensure that you do not promise confidentiality.
	Do not interrogate or ask leading questions, ask child to repeat to another member of staff or criticise the alleged perpetrator. Explain that you will have to tell the DSL.
	Do not take photos of any injuries or marks.
	Make a record of what is said – within an hour – include time, place and any observed non-verbal behaviour e.g. 'appears aggressive/fearful/anxious'.
	Record statements and observable things rather than interpretations or assumptions.
	Keep any notes or evidence (that the child may have written).
	Fill out a concern form (located in the photocopying room) OR log on CPOMS as a 'cause for concern' and speak immediately to our DSL (JF) or DDSL (LD / SL). Ensure you record all detail fully and accurately. PLEASE DO NOT ASSUME SOMEONE ELSE WILL PASS IT ON
	Remember, safeguarding information is confidential and should not be shared with others unless for safeguarding purposes.

Thank you for helping to safeguard our children.



Protect and safeguard the welfare of all our children.

Actions where there are concerns about a child



¹ In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

² Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

³ Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

⁴ Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

⁵ This could include applying for an Emergency Protection Order (EPO).

If you have a concern about the safety of a child contact **Wolverhampton Multi Agency Safeguarding Hub** by clicking [here](#) or by phone; **01902 555392**

Opening times: Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm

Outside of the above hours for emergencies on **01902 552999**

If the child or young person is at **immediate risk** of **serious harm** dial **999**

If you suspect or believe a child is suffering or is likely to suffer Significant Harm, including any form of mistreatment or abuse, **you must report your concerns.**

All referrals must be confirmed within one hour by completing the on-line multi agency referral form ([MARE](#)).