

Safeguarding checklist – for children & young people

Day 1

- 1 Dial 999 if anyone is in immediate danger or needs immediate medical attention.
- 2 Where possible, **talk to the person**: explain the options, that we'll need to inform the local authority, and find out what they want to happen.
- 3 **Make detailed notes.**
- 4 **Preserve evidence** if there is any.
- 5 Call the **Head of Service Delivery** (or Deputy CEO) to let them know a safeguarding concern involves a child/young person.
- 6 Call the local authority **family and children's service** to raise the concern then fill in our safeguarding children form and email it to them using Egress.
- 7 If the alleged abuser is a professional or volunteer in a **position of trust**, call – and send the form to – the **Local Authority Designated Officer (LADO)** plus the **Safeguarding Children Manager** for the setting where alleged abuse has taken place (unless they are implicated).

Day 1 (continued)

- 8 Tell the **Head of Service Delivery and your line manager** that you've raised the concern.
- 9 Call the **family and children's service** (plus **LADO** and **Safeguarding Children Manager** as per point 7) to check they've received the form.
- 10 **Update the person at risk** on what you've done.
- 11 **Record all your actions** on the database.

Day 2 & 3

- 1 Follow the same procedure as for safeguarding adults, liaising with the **Head of Service Delivery**, CC your line manager.