

SAFEGUARDING PROCEDURES

Safeguarding Concerns or Allegations against Staff Members

Allegations against a member of staff or volunteer

Report allegations to Safeguarding Officer and consult local policy and procedures

Safeguarding Officer considers alleged behaviour
Still a concern?

YES

NO

A record is made of the incident and no further action required

You have a concern about a child's welfare

Discuss concern with Safeguarding Officer consult local policy and procedures

Still a concern?

NO

YES

Safeguarding Officer Contacts

Children's Advice & Support Service (previously First Response)
0300 111 8007 Out of hours: 0345 604 2286

Stoke on Trent
01782 235100 Out of hours: 01782 234234



Local Authority Designated Officer (LADO) contacts Safeguarding Officer if allegation does not meet the threshold of significant harm

Police Investigation

LADO Position of Trust meeting

Employer's Action (inc Disciplinary)

LADO retains individual case information, tracks progress and monitors activities to help bring about fair, robust and proportionate outcomes

Staffordshire Children's Advice & Support Service Or Children's Advice & Duty Service who will decide on the next course of action

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- For allegations against a member of staff or volunteer consider poor practice implications, further training or disciplinary processes

Further support for families can be sought from these agencies
NSPCC 0808 800 5000
SCVYS 01785 240378 www.staffscvys.org.uk



STAFFORDSHIRE COUNCIL OF VOLUNTARY YOUTH SERVICES

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