



What to do if you have a Safeguarding Concern

1. You have a concern

- If there is an immediate risk to the person contact the Police - this means the person will be harmed imminently and they need urgent protection
- If no immediate risk but you are concerned about their welfare, tell your Supervisor/Manager as soon as possible.

or

- If the person has disclosed something to you that you are concerned about tell your Supervisor/Manager as soon as possible.

2. What happens next

- Complete a Record of Concern with your Supervisor/Manager
They will have a copy of the form and will support you to complete the relevant information
- Your Supervisor/Manager will email the Record of Concern to Disability Positive's Safeguarding Officer.
- The Safeguarding Officer will contact your Supervisor/Manager and advise if a referral to Safeguarding will be made. If no referral is made, the Safeguarding Officer will advise why.
- Your Supervisor/Manager will tell you what actions the Safeguarding Officer has taken or why a referral cannot be made
- If a Safeguarding referral is made, this will be recorded on the client's internal case records
- The Safeguarding Officer will follow up the referral within 7 days and will advise your Supervisor/Manager this has been done.
- If Social Care wish to discuss the referral in more detail they will contact the Safeguarding Officer, who will then contact you direct or via your Supervisor/Manager. You may be asked to speak with Social Care direct and your Supervisor/Manager will support you to do this. Social Care will only ask to speak the person who raised the concern if they need clarification on any information provided.