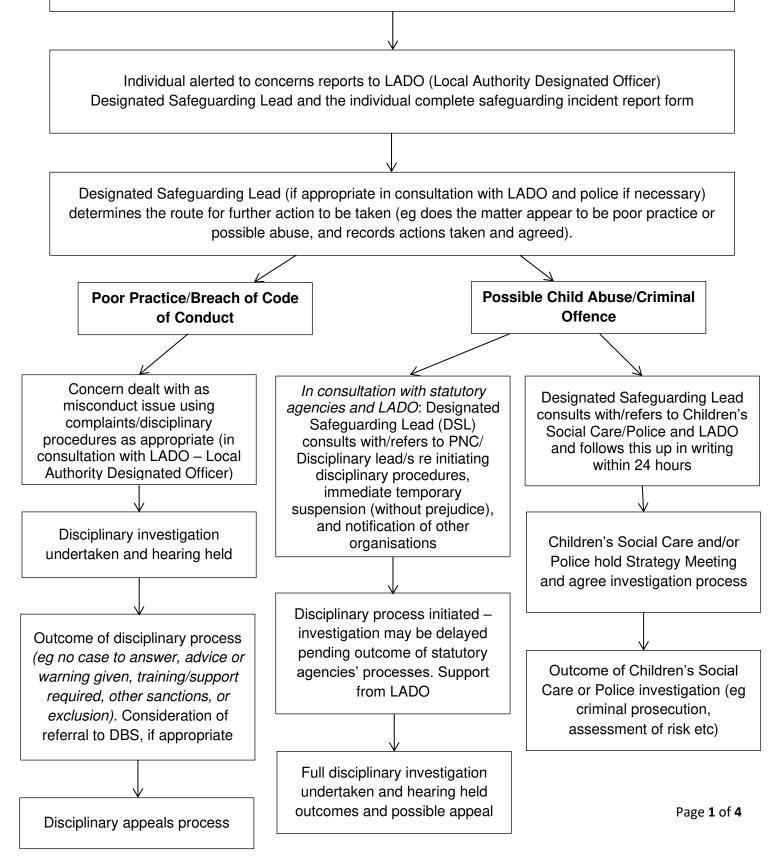


Safeguarding Concerns Reporting Procedures

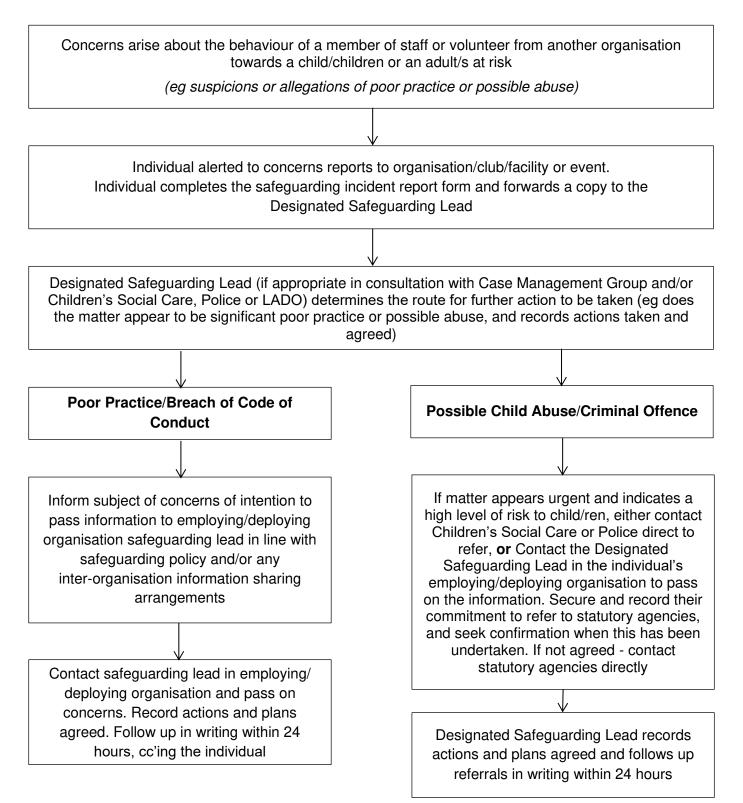
1. About the behaviour of a Mare and Foal Sanctuary staff member or volunteer (eg allegation about a member of staff or volunteer's behaviour towards a child)

Concerns arise about the behaviour of a member of staff or volunteer towards a child/children. *(eg suspicions or allegations of poor practice or possible abuse)*



2. About the behaviour of another organisation's staff member or volunteer

(eg allegations reported about an individual working for a visiting organisation)



3. About children and young people

(eg at home, school or in the community)

Member of staff or volunteer made aware of concerns about child's welfare or safety (eg suspicions of bullying at school, allegations of abuse within the family etc)
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If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation
Member of staff or volunteer reports to/consults with organisation/club/facility or event Designated Safeguarding Lead, and individual raising the concern completes the safeguarding incident report form
Designated Safeguarding Lead makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken/agreed (including who will inform parents if appropriate)
Designated Safeguarding Lead sends written safeguarding report to Children's Social Care/Police within 24 hours and considers need for support or advice for original referrer or others involved

4. About an Adult at Risk

(eg at home, from support group or in the community)

Member of staff or volunteer made aware of concerns about an adult at risks welfare or safety (eg suspicions of abuse, allegations of domestic violence within the family etc)
If adult requires immediate medical attention arrange this and ensure that medic is informed that there may be a safeguarding concern or allegation
Member of staff or volunteer seeks consent from adult at risk to pass this information on to appropriate people and reports to/consults with Designated Safeguarding Lead. Individual raising concern completes the safeguarding incident report form and brings to the attention of the Designated Safeguarding Lead
Designated Safeguarding Lead makes decision on immediate referral to or consultation with Adult Social Care or Police; records actions taken/agreed (including who will inform Adult at Risk of steps taken)
Designated Safeguarding Lead sends written safeguarding report to Adult Social Care/Police within 24 hours, and considers need for support or advice for original referrer or others involved