

Flow chart for reporting concerns about children

1 You have a safeguarding concern

2 Deal with any immediate danger- call 999 if needed

3

a) Report asap to Nicky Harverson- Designated Safeguarding Lead (DSL) (office hours) 01452 393607, nickyharverson@activegloucestershire.org or deputy Rob Toomer on 01452 393606, robtoomer@activegloucestershire.org

b) If DSL not available:
Complete Incident Report Form and report concerns (telephone or face-to-face) to Gloucestershire Children and Families Front Door (9:00-17:00)
Telephone: 01452 426565
E-mail: childrenshelpdesk@gloucestershire.gov.uk
Outside of office hours, you should contact the Emergency Duty Team (EDT)
Telephone: 01452 61 4194 or Police 112 or 999 (emergency, immediate concerns about child's safety)

Inform DSL if still necessary

4 Complete Incident Report Form

This is where your actions end and Active Gloucestershire Safeguarding team take over actions

5 Designated Safeguarding Lead actions concerns appropriately

6 Safeguarding risks managed and recorded?

7 Internal review of AG involvement and AG process

The adult or child at risk must be involved as much as possible in the reporting and escalating. They must always be informed on the process and opportunities for their feelings and wishes made known.

If the concern relates to the person you need to report to or other Active Gloucestershire staff, please skip that step and go directly to 3b or contact the CEO



Nicky Harverson- Designated Safeguarding Lead for Children



Rob Toomer- Deputy Designated Safeguarding Lead for Children