Children have a right to be cared for and protected and protecting them is everyone’s responsibility.

If you know of a child who is being neglected or abused – it’s simple...

**Recognise**
- Do you have a suspicion or concern?

**Respond**
- Discuss your concerns with your designated safeguarding person, or your line manager.
- If the concern is not an immediate risk of harm, seek advice from the Consultation Hub 01438 737511.
- Concerns ongoing

**Refer**
- When a child is at immediate risk of harm 0300 123 4043
- Provide identifying details of the child

**About a child or young person**
- No further concerns keep a record
- No further action

**About the behaviour of a member of staff or volunteer**
- If the allegation is against a member of staff – make a referral to the Local Authority Designated Officer (LADO)
- Referral form can be found on the HSCP website
- Inform the LADO of allegation within 1 working day

**In an emergency situation**
- call the police 999

**Parents/carers should be informed that you are making a referral unless this will put the child at more risk**

**Children have a right to be cared for and protected and protecting them is everyone’s responsibility**

Report it now to Children’s Services on 0300 123 4043

Advice for Schools and Key Workers of open Families First Assessments

Safeguarding Children