**Brandon & Bretford Parish Council**

**What to do if you’re concerned about a child or adult’s welfare.**

Speak to the Designated Person responsible for safeguarding within your organisation

Designated Person: Jane Hancox (Clerk) Tel: 07720 882972

Make a decision with the Designated Person on action to take.

Do you need to include external agencies?

**YES**

For concerns regarding a **Child** or **Young Person**:

(If a child / vulnerable adult is in immediate danger you should contact the police on 999 or 101)

CONTACT THE MULTI-AGENCY SAFEGUARDING HUB (MASH) ON 01926 414144. (OUT OF HOURS 01926 886922)

SAY YOU HAVE A CHILD PROTECTION CONCERN

DISCUSS YOUR CONCERNS WITH THE DUTY SOCIAL WORKER

THE SOCIAL WORKER WILL ADVISE YOU OF ANY FURTHER ACTION

CONFIRM REFERRAL IN WRITING WITHIN ONE WORKING DAY USING MULTI-AGENCY REFERRAL FORM

KEEP ACCURATE RECORDS

For concerns regarding an **Adult at risk**:

CONTACT THE ADULT SOCIAL CARE TEAM ON 01926 412080 WHO WILL ADVISE ON FURTHER ACTION

**NO**

RECORD INFORMATION AND REASON FOR DECISION

AGREE ANY FOLLOW UP WITH OWN GROUP OR ORGANISATION