

# Safeguarding Children

## Reporting Procedure

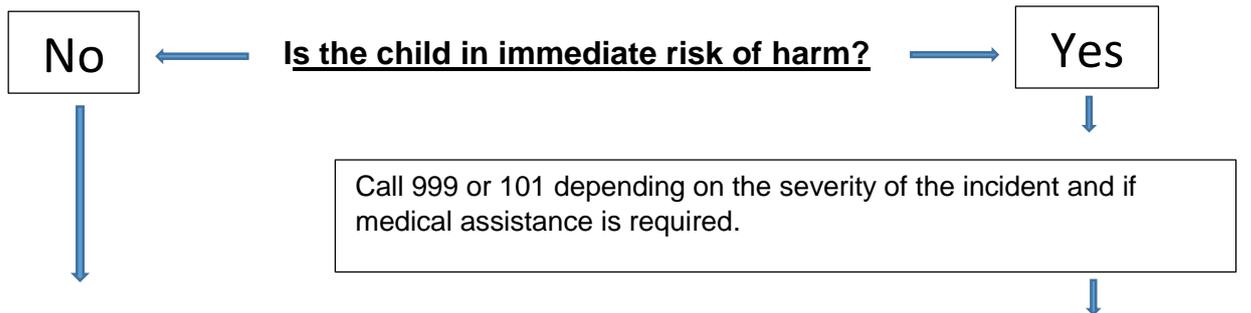


This is an outline of the procedure to follow when a safeguarding matter is brought to your attention.

All information given to you **MUST** be kept private & confidential.

You **must not** launch an investigation yourself or take any photos for evidence - this is for the proper authorities to progress. If you feel that a child is in immediate danger or that allowing them to go home with their, or to their, suspected or alleged abuser may harm the child further, **call 999 immediately**.

**4 Core types of abuse:** Sexual, Verbal, Physical and Neglect.



Complete and Incident Report form and clearly state this is a **SAFEGUARDING INCIDENT REPORT**.  
Write an accurate account of anything that was witnessed by yourself or anyone else including any information given to you by the child or adult note as accurately as possible including times and dates. Seal notes in an envelope and give to **Safeguarding Officer** immediately.  
Ask any other witnesses to write or email their own account of events to be handed to the Safeguarding Officer.

Safeguarding Officer to write a report including witness statements and any other written evidence. A record will be kept with us for future reference should any other incidents arise in the future. This must be done within 24 hours of the incident. In the case of a customer raising a concern, full details of the person making the report should be taken in order that the Safeguarding Officer can make contact with that person for further information and/or feedback if necessary.

If necessary, Safeguarding Officer to contact relevant services for advice or to notify of the alleged incident and provide any information gathered.

**Important Contact Numbers**

Safeguarding Officer at SCLC: Andy Clarke  
Tel: 0114 2883792  
Email: [business@4slc.org.uk](mailto:business@4slc.org.uk)

NSPCC: 0808 800 5000  
Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Sheffield Safeguarding Hub: 0114 273 4855

Children and Young People's Social Care: Tel: (0114) 273 4855 (24 hours a day, 7 days a week)

CEOP (Child Exploitation Online Protection) [www.ceop.police.uk](http://www.ceop.police.uk)