# Procedure for dealing with a disclosure/concern about a child or Vulnerable adult

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| If the matter is urgent because a child or adult at risk of harm is in immediate danger  phone 999 for the Police. | | |
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| See it.  Are they safe? If you are concerned about a child or adult at risk of harm, you must follow the safeguarding policy and procedure (use this flowchart)  It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority | | |
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| Recognise it.  When working in education settings/sports clubs   * Share your concerns/ information with the school/college Designated Safeguarding Lead. Follow the establishment’s protocols for recording any concerns as requested. * Notify the AMT Designated Safeguarding Lead (Steph Matthews).   For children (under the age of 18):   * If you need to discuss whether or not a referral is required, call the Gloucestershire Children and Families Front Door Service on 01452 426565 to speak with a MASH social worker. * <https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/report-a-child-at-risk/>   For adults:   * Call the Gloucestershire Safeguarding Adults Board Help Desk on 01452 426868.   **If there is immediate danger to the child or Adult at Risk call 999 for the Police.** | | |
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| **Report it**  If you have a concern about a child or an Adult at Risk and have needed need to make a safeguarding referral use the relevant online referral <https://children.gloucestershire.gov.uk/web/portal/pages/home> | | |
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| **Contact information**  Children and Families Front Door: 01452 426565  Adults Safeguarding: 01452 426868  **Police: 999 if it is an emergency**  Safeguarding Trustee: tel: 07788 722372 email: [archiematthewstrust@gmail.com](mailto:archiematthewstrust@gmail.com) | | |
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| Notes:  reporting for CYP |  | Notes:  reporting for Adults at Risk |
| * Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring * **Local Authority Designated Officer (LADO) Referrals**   If you have concerns about an adult working with a child under the age of 18 that you would like to report,  access the LADO page for more information <https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/lado-allegations/> |  | It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk’s mental capacity where relevant.  However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts |