



## **ANDERIDA SAFEGUARDING CONCERNS FLOW CHART**

**When you have a safeguarding concern/hear a disclosure you must:**

**ENSURE THE IMMEDIATE SAFETY OF THE YOUNG PERSON**



**CONTACT THE MANAGER AND A SAFEGUARDING OFFICER IMMEDIATELY TO TAKE ADVICE (ENSURE THAT YOU RECORD THE TIME YOU DID THIS IN THE SAFEGUARDING LOG AND INCIDENT REPORT)**



**IF A CRIME HAS BEEN COMMITTED OR IT IS SUSPECTED THAT A CRIME HAS BEEN COMMITTED YOU WILL BE ASKED TO REPORT THIS TO THE POLICE THROUGH 101 (VERIFY THIS WITH THE MANAGER OR SAFEGUARDING OFFICE IN ADVANCE OF CALLING IT THROUGH)**



**IF THIS IS AN ALLEGATION AGAINST ANDERIDA STAFF TAKE ADVICE ON HOW AND WHERE TO RECORD FROM THE SAFEGUARDING OFFICER/MANAGER**



**IF THIS IS A GENERAL SAFEGUARDING CONCERN THEN RECORD IMMEDIATELY ON AN INCIDENT REPORT**



**START A NEW PAGE IN THE BOUND SAFEGUARDING LOG IF THIS IS A NEW SAFEGUARDING INCIDENT. IF THIS IS A FOLLOW UP, FIND THE RELEVANT SECTION IN THE LOG. RECORD ALL DETAILS FULLY COMPLETING EACH SECTION.**



**IT IS YOUR RESPONSIBILITY TO FOLLOW UP AND ENSURE THE RESPONSIBLE PERSON HAS PASSED THE INFORMATION ON TO THE RELEVANT SAFEGUARDING TEAMS (EAST SUSSEX AND THE REFERRING AUTHORITY) AND LADO IF IS AN ALLEGATION AGAINST STAFF, IN ADDITION TO THE YOUNG PERSON SOCIAL WORKER.**

Manager:

IS THIS A SCHEDULE 5 NOTIFICATION – IF SO, COMPLETE THE FORM WITH 24 HOURS



HAVE YOU PASSED ON TO BOTH LOCAL AND REFERRING AUTHORITY SAFEGUARDING TEAMS, AND THE SOCIAL WORKER WITHIN 24 HRS? HAVE YOU FOLLOWED UP WITH A PHONE CALL TO THE SOCIAL WORKER ON THE 1<sup>ST</sup> WORKING DAY TO SEE IF THEY RECEIVED THE CONCERN AND WILL BE TAKING ACTION/WANT US TO TAKE ACTION?



DOES THIS RELATE TO CSE IF SO, HAS THE CSE POLICE FORM BEEN COMPLETED AND FORWARDED?

### **Useful Safeguarding Contact Numbers and Email address**

#### **Bedford**

Tel: 01234 718700 (Monday to Thursday 08:45 – 17:20, Friday 08:45 – 16:20) / 0300 300 8123 (OOH)  
Email: [mash@bedford.gcsx.gov.uk](mailto:mash@bedford.gcsx.gov.uk)

#### **Birmingham**

Tel: 01213 031888  
Email: [secure.MASH@birmingham.gcsx.gov.uk](mailto:secure.MASH@birmingham.gcsx.gov.uk)

#### **Brighton**

Tel: 01273 290400  
Email: [MASH@brighton-hove.gcsx.gov.uk](mailto:MASH@brighton-hove.gcsx.gov.uk)

#### **Devon**

Tel: 0345 155 1071  
Email: [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

#### **Hertfordshire**

Tel: 0300 123 4043  
Email: [protectedreferrals.cs@hertfordshire.gov.uk](mailto:protectedreferrals.cs@hertfordshire.gov.uk)

#### **Isle of Wight**

Tel: 0845 002 0095  
Email: [iowcsprofessional@hants.gov.uk](mailto:iowcsprofessional@hants.gov.uk)

#### **Dorset**

Tel: 01202 735046  
Email: [MASH@dorsetcc.gcsx.gov.uk](mailto:MASH@dorsetcc.gcsx.gov.uk)

#### **East Sussex**

Tel: 01323 464222 / 01424 724144  
Email: [0-19.SPOA@eastsussex.gcsx.gov.uk](mailto:0-19.SPOA@eastsussex.gcsx.gov.uk)

#### **Gateshead**

Tel: 01914 333210  
Email: [R&Aduty@gateshead.gcsx.gov.uk](mailto:R&Aduty@gateshead.gcsx.gov.uk)

#### **Hampshire**

Tel: 01329 225379  
Email: [csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk)

#### **Inverness**

Tel: 01349 886909 / 01479 812965  
Email: [cadmin@highland.gcsx.gov.uk](mailto:cadmin@highland.gcsx.gov.uk)  
[seonaid.black@highland.gov.uk](mailto:seonaid.black@highland.gov.uk)  
[margaret.pearson@highland.gov.uk](mailto:margaret.pearson@highland.gov.uk)

**London Borough of Hounslow**

**Tel:** 02085 832000

**Email:** [csll-socialcare-gcsx@hounslow.gcsx.gov.uk](mailto:csll-socialcare-gcsx@hounslow.gcsx.gov.uk)

**Norfolk**

**Tel:** 0344 800 8020

**Email:** [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk)

**Southampton**

**Tel:** 02080 833336 / 02380 832300 / 02380  
233344 (OOH)

**Email:** [mash@southampton.gov.uk](mailto:mash@southampton.gov.uk)

**Surrey**

**Tel:** 01483 518505

**Email:** [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk)

**Sutton**

**Tel:** 02086 490418 / 07736 338962

**Email:** [mash@sutton.gov.uk](mailto:mash@sutton.gov.uk)

**West Sussex**

**Tel:** 01403 229900 (Monday to Friday 9-5) /  
0330 222 6664 (OOH)

**Email:** [MASH@westsussex.gcsx.gov.uk](mailto:MASH@westsussex.gcsx.gov.uk)