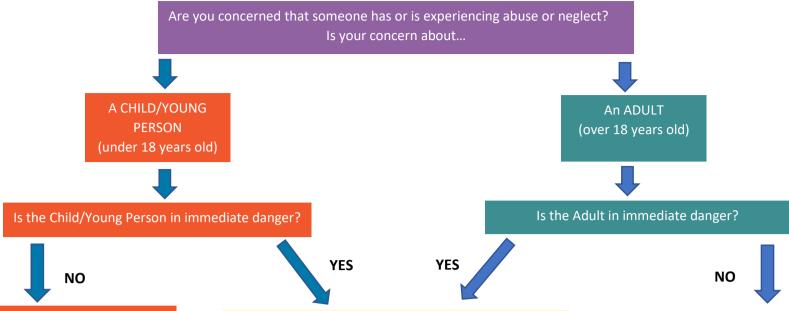
## **Sefton's Safeguarding Concern Flowchart**



Raise a concern by phoning Sefton's Multi-Agency Safeguarding Hub (MASH) Team on: 0151 934 4013/4481

For anything out of hours (Monday-Thursday from 5:30pm, Friday from 4pm and weekends)

Please contact Sefton's Emergency Duty Team on **0151 934 3555**.



## You will need:

**Details** of the child/young person and reason for concern

Date/time/location of any incidents
Description of what's happened
Details of possible witnesses or evidence
Alleged Perpetrator/s is this a person or
organisation? Include: name, address,
relationship to the child/young person.

If you can, you should contact the child/young person's parent/carer to inform them you have raised a concern *unless* by doing so you feel this would put the child at more risk.



Contact your Manager or Supervisor to inform them you have raised a concern. You should also inform the designated Safeguarding Lead within your team if applicable.

In an emergency dial 999 for emergency services.

Contact your Manager or Supervisor as soon as possible to inform them of your actions.



If you suspect crime has been committed, you may need to preserve evidence

**Preserve** the scene if possible **Do not** clean up

**Do not** wash removed clothing nor bedding

Do not let the person bathe or shower
If possible do not let the person use the toilet
Unless directly handed to you do not touch

Put any items removed in a clean dry place
Do not interview the victim or witnesses
Do not speak to alleged perpetrator
Make notes of times, place, those present, what you saw, heard or were told.

Raise a concern by phoning Sefton Contact Centre on:

## 0345 140 0845

For anything out of hours (Monday-Thursday from 5:30pm, Friday from 4pm and weekends)

Please contact Sefton's Emergency Duty
Team on **0151 934 3555.** 



## You will need:

Details of the Adult and reason for concern
Date/time/location of any incidents
Description of what's happened
Details of possible witnesses or evidence

**Details** of possible witnesses or evidence **Adults wishes**/where possible details of the wishes and views of the Adult

Alleged Perpetrator/s is this a person or organisation? Include: name, address, relationship to the Adult.

You should still raise a concern even if you are unable to provide all the details asked of you.

**Remember:** Do not approach the alleged perpetrator or make any accusations.



Contact your Manager or Supervisor to inform them you have raised a concern as soon as possible.



