

FLOWCHART OF PROCEDURES FOR RESPONDING TO SAFEGUARDING CONCERNS



Please follow the appropriate steps outlined below, should you have a concern during a Hubb Foundation session.

If the child or adult is at immediate risk, call 999

Staff member/volunteer/venue has a safeguarding concern about a child/adult.



Report concern to your own DSL as soon as possible, but no later than 24 hours after the incident – following your own organisation's policy.



Make a referral to the Integrated Front Door for Stoke-on-Trent Children and Family Services on the online portal:

childrensportallcs.stoke.gov.uk/web/portal/pages/marfprof

If you have reasonable cause to suspect that a child has suffered or is likely to suffer significant harm, you can call the Integrated Front Door on 01782 235100 (Mon–Thurs, 8.30am – 5pm and Fri, 8.30am – 4.30pm) or call the Emergency Duty Team on 01782 234234 if you are calling out of office hours, at weekends or on bank holidays.



Notify The Hubb Foundation within 24 hours of the incident by completing the Safeguarding Incident Notification Form and if required call

Tom Beecham – 07814 742157 or

Tana Owen – 07921 452005

SCAN ME



Provide update on referral status and share any information on progress with The Hubb Foundation, when asked.