## Appendix 1 C061A Safeguarding Procedure Flowchart - Adults and Children V4

Safeguarding Procedure Flowchart – Adults & Children

Named People: Polly Traxler – Principal Social Worker & Director of Integrated Governance, Wellbeing & Family Support, Fay Richardson -Director of Care & Contracts, Claire Hewitt & Annette Dewey - Joint Head of Family Support.



And/or immediate risk of significant harm

Staff member/volunteer has significant concerns of immediate health, safety and welfare risks to adult/child concerned and significant individuals in their lives

Contact emergency services on 999 in tandem with making urgent contact with line manager/named person

Complete retrospective cause for concern form. Pass to named people. Named person to complete relevant local authority safeguarding form

Substantial concern with no apparent immediate risk

Staff member/volunteer must raise their concern with line manager and named person within 3 hours.

If out of hours call:

Polly Traxler 07957 21234 Fay Richardson 07801435732 General cause for concern is raised

Staff member/volunteer must raise their concerns with line manager and named person by end of their working day.

If out of hours call:

- 1. Polly Traxler 07957 212343
- 2. Fay Richardson 07801435732

Named people/person to check relevant information eg. System1 notes/risk assessments/background context to concern. This must be completed within the same working day and to speak with adult/child concerned and significant individuals in their lives

The person raising the concerns should complete the concern form on Vantage. Support is available from the Named Person if needed.

The Named Person to consult with at least one of the other named people during this process and to inform the Director of Care & Contracts [registered manager] of the concern in the event of escalating the concern to Social Services

Agree action to be taken within 24 hrs

## **Possible Outcomes**

No further concern. Follow up with any appropriate support required

Cause for concern. Named person to inform relevant social authority department Herts Adults

**0300 123 4042** (including out of hours):

https://www.hertfordshire.gov.uk/servic es/adult-social-services/report-aconcern-about-an-adult/report-aconcern-about-an-adult.aspx

Herts Childrens Services

0300 123 4043 (including out of hours) https://www.hertfordshire.gov.uk/servic es/childrens-social-care/childprotection/report-child-protectionconcern.aspx:

**Bucks Adults** 

0800 137 915 (during office hours) or use the online form.

https://adultsportal.buckinghamshire.go v.uk/web/portal/pages/saconcernprof#h Beforestart

Bucks Children's Services 01296 383 962 Mon-Fri

0800 999 7677 Out of hrs

https://www.buckssafeguarding.org.uk/childrenpartnership/reporting-a-

concern/report-a-concern-professional/
Named person <u>must</u> inform the adult at risk/appropriate next of kin of referral.
This may include the potential unless in doing so is thought to increase risk of harm to adult at risk.

Named person <u>must</u> inform the adult with parental responsibility for child concerned.

Named people to provide any support requested by local authority as part of their investigations

SAFEGUARDING PROCEDURE FLOWCHART ADULTS AND CHILDREN	
Ref: C061A	Date of Original Implementation: 15/03/11
Page 1 of 1	Review date: 21/04/2026