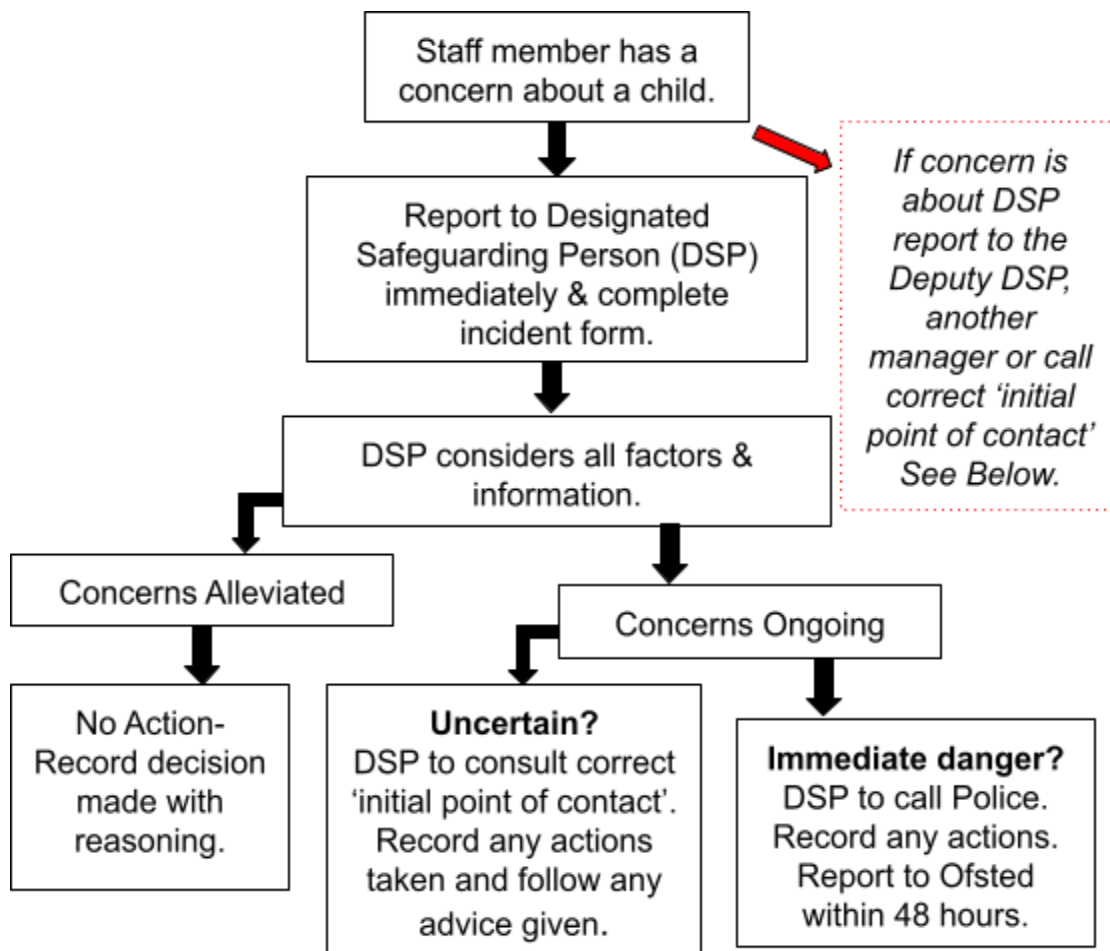


Recording and Reporting Safeguarding Concerns about a child

All concerns will be kept confidential following the guidance from:
"What to do if you're worried a child is being abused"

Initially, if a child discloses details of abuse, the adult involved should **listen and reassure** the child that you will take action to keep them safe; always take their allegation seriously. Inform the child what you are going to do next. Do NOT promise confidentiality or approach/inform the alleged abuser.

At the earliest possible moment, the following steps will then be implemented:



Initial Points of Contact		
WILTSHIRE	BERKSHIRE	WOKINGHAM
Multi-Agency Safeguarding Hub (MASH) 0300 456 0108	Children's Single Point of Access 0118 937 3641	WBC Referral and Assessment Team 0118 908 8002
<i>Out of hours Emergency Duty Teams</i>		
0845 6070 888	01344 786 543	01344 351 999

Unsure of where to report? Input the child's postcode on the following site to generate the correct number: <https://www.gov.uk/report-child-abuse-to-local-council>

FACEvents fully understands the role it has to play in regards to safeguarding children and all staff are trained and reminded of their responsibility as an individual. All staff are made aware that in the unlikely event the DSP and Deputy DSP are unavailable, they are able to go straight to the initial point of contact themselves, who will guide them throughout.

FACEvents puts the safety and protection of all children at the forefront at all times and understands that when a disclosure is made, it is NOT their job to investigate- they must report all information to the relevant people (see above) and follow their guidance.

When a referral is made, staff are aware that they must agree with the recipient of the referral (the initial point of contact) what the child and parents will be told, by whom and when. If the referral is made by telephone, it MUST be confirmed in writing within 48 hours. The initial point of contact should acknowledge any written referral within one working day of receiving it; after 3 days of no response, it is vital to follow up.

FACEvents will fully cooperate with, and assist all necessary agencies, as far as it is able, during any investigation- this includes keeping detailed records of its part in case it is needed for evidence at a later date.