

CUO SAFEGUARDING – WHAT TO DO IF YOU ARE CONCERNED

(One-Page Quick Reference – For Staff, Judges & Volunteers)

A SAFEGUARDING CONCERN ARISES

You may: - See something worrying - Hear a disclosure from a child - Be told something by a parent or another adult

DO NOT IGNORE IT

IS THE CHILD IN IMMEDIATE DANGER?

YES

➔ **CALL 999 IMMEDIATELY** ➔ Then inform the **CUO Designated Safeguarding Lead (DSL)**

NO

➔ Continue below

LISTEN & REASSURE

- Stay calm
 - Take the child seriously
 - Listen carefully
 - Do **not** promise confidentiality
 - Do **not** ask leading questions
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RECORD THE INFORMATION

Record **facts only**: - What was said or observed - Use the child's own words - Date, time and location - Names of those involved

(Sign and date your notes)

REPORT IMMEDIATELY

➔ Report the concern **as soon as possible** to:

CUO DESIGNATED SAFEGUARDING LEAD (DSL)

If the concern involves the DSL: ➡ Report to another senior CUO manager or **Children's Services** directly

DSL ACTION

The DSL will: - Assess the concern - Seek advice if needed - Decide whether to refer to: - Children's Social Care - Police - LADO (staff/judge allegations) - Record all actions taken

DO NOT

✗ Investigate ✗ Confront the alleged person ✗ Discuss with others ✗ Delay reporting

REMEMBER

IT IS YOUR DUTY TO REPORT — NOT TO INVESTIGATE

Safeguarding is everyone's responsibility.

Calling U Out (CUO)