

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



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

x Investigate **x** Confront the alleged person **x** Discuss with others **x** Delay reporting



REMEMBER

IT IS YOUR DUTY TO REPORT — NOT TO INVESTIGATE

Safeguarding is everyone's responsibility.

Calling U Out (CUO)