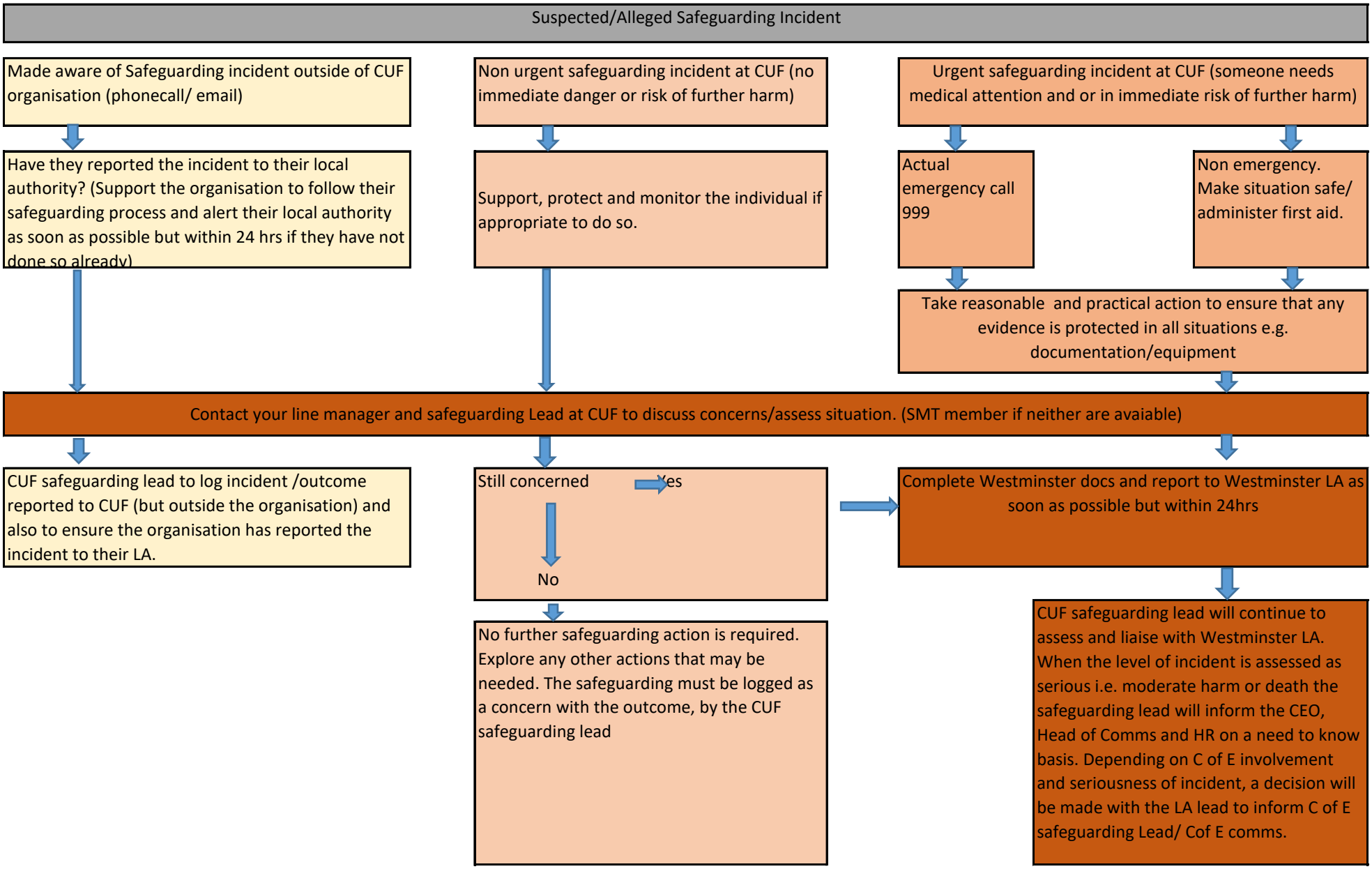
Suspected/Alleged Safeguarding Incident
Made aware of Safeguarding incident outside of CUF organisation (phonecall/ email)
Non urgent safeguarding incident at CUF (no immediate danger or risk of further harm)
Urgent safeguarding incident at CUF (someone needs medical attention and or in immediate risk of further harm)
Have they reported the incident to their local authority? (Support the organisation to follow their safeguarding process and alert their local authority as soon as possible but within 24 hrs if they have not done so already)
Support, protect and monitor the individual if appropriate to do so.
Actual emergency call 999
Non emergency. Make situation safe/ administer first aid.
Take reasonable and practical action to ensure that any evidence is protected in all situations e.g. documentation/equipment
Contact your line manager and safeguarding Lead at CUF to discuss concerns/assess situation. (SMT member if neither are avaiable)
CUF safeguarding lead to log incident /outcome reported to CUF (but outside the organisation) and also to ensure the organisation has reported the incident to their LA.
Still concerned
Yes
No
Complete Westminster docs and report to Westminster LA as soon as possible but within 24hrs
No further safeguarding action is required. Explore any other actions that may be needed. The safeguarding must be logged as a concern with the outcome, by the CUF safeguarding lead
CUF safeguarding lead will continue to assess and liaise with Westminster LA. When the level of incident is assessed as serious i.e. moderate harm or death the safeguarding lead will inform the CEO, Head of Comms and HR on a need to know basis. Depending on C of E involvement and seriousness of incident, a decision will be made with the LA lead to inform C of E safeguarding Lead/ Cof E comms.