Safeguarding Procedural Flowchart – VCD INTERNAL PROJECTS

You are concerned / receive information that there is a safeguarding issue

IS THE VULNERABLE PERSON IN IMMEDIATE DANGER?

NO

YES

Remain calm and listen to what is being said.

REMAIN CALM & DIAL 999

Establish the facts

Who is affected?
Who is the alleged perpetrator / perpetrators?
Where is this happening? What is happening?

Once the person is safe

Accurately record all relevant information as soon as possible, include date information was received

Report concerns / actions ASAP to Safeguarding Officer

Safeguarding Officer informs **trustee responsible for Safeguarding**

Safeguarding Officer investigates

Safeguarding Officer to report at next Trustees' Meeting & completes the **Risk Register**

Child or vulnerable adult is deemed to be at risk

Report to relevant Authority