






SAFEGUARDING

WHAT TO DO IF YOU BECOME CONCERNED ABOUT A CHILD OR VULNERABLE ADULT

-  Stay calm
-  Listen carefully
-  Reassure the person
-  Clarify information without asking leading questions
-  Obtain consent

Remind the person of the 'Golden Rule' and that you may need to share information with the Safeguarding Manager at YLF



Share your concerns via the process below:

- 1 Contact your line manager or the DSL directly to share your concern without delay
- 2 The DSL will advise the most appropriate action to take
- 3 In the event a referral needs to be made to Social Services, or if advice is required on whether a referral should be made, Social Services 'Front Door' should be contacted using details below
- 4 You may be asked to complete a 'Request for Support Form', detailing the concerns. This can be found at: www.kscmp.org.uk/guidance/worried-about-a-child
- 5 All information and actions to be recorded on a YLF Concern Form and signed off by a DSL before closure



IN THE CASE OF AN EMERGENCY

If you cannot reach a YLF DSL or service coordinator and you have concerns a child or vulnerable adult is at **immediate risk of significant harm** call **101 or 999** and report your concerns to the Police. You can also contact Social Services directly if you feel it appropriate to do so.

Contact your line manager / DSL as soon as practically possible to update them with your concern and the action you have taken.

YLF CONTACTS

DSL - Kristy Tidey
01622 693459 /
07525 590252

Deputy DSL - Neil Vickery
07808 310409

Deputy DSL - Stephen Gray
07814 387161

SOCIAL SERVICES

Concerned about a child?

Call: **03000 41 11 11** (Monday to Friday - 9am to 5pm)
 Call: **03000 41 91 91** (Outside of office hours - **emergencies only**)
 Text relay: **18001 03000 41 11 11**
 Email: social.services@kent.gov.uk

Concerned about an adult?

Call: **03000 41 61 61** (text relay 18001 03000 41 61 61)
 Call: **03000 41 91 91** (outside of office hours - emergencies only)
 Email: social.services@kent.gov.uk

Police
 (Emergency) 999
 (Non-Emergency) 101

Childline 0800 1111
Samaritans 116 123

If you have a concern relating to a member of staff or volunteer follow the guidance within YLF Safeguarding Handbook regarding Allegations.

Please see YLF Safeguarding Handbook for YLF's full safeguarding policies: bit.ly/3NHUNIX