








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 DSL'S

Kristy Tidey
07729 090273

Anna Withers
07808 310409

Sandra Lourenco
07808 310401

KENT SOCIAL SERVICES

Concerned about a child in KENT?

Call: **03000 41 11 11** (Monday to Friday - 9am to 5pm)

Concerned about an adult in KENT?

Call: **03000 41 61 61**

MEDWAY SOCIAL SERVICES

Concerned about a child in MEDWAY?

Call: **01634 334 466** (Monday to Friday - 9am to 5pm)

Concerned about an adult in MEDWAY?

Call: **01634 334 466**

Out of Hours (Emergency) call on 03000 419 191

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/4ehH1sS

