



# Procedure for Responding to Safeguarding Concerns

Registered Charity No. 20154240

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## **Scope and Purpose:**

This procedure ensures a structured, sensitive, and effective response to safeguarding concerns, prioritizing the welfare of all individuals involved.

## **Immediate Action:**

Ensure the immediate safety of the individual(s) involved.

## **Reporting:**

Concerns should be reported to the Board as soon as possible.

## **Recording:**

Document the details of the concern, including what was observed or disclosed, the date, and the individuals involved.

## **Assessment:**

The Board assesses the information to determine the appropriate response, consulting with authorities if necessary.

## **Action:**

Take appropriate actions, which may include referral to social services or law enforcement, in line with legal obligations and the charity's policies.

## **Support:**

Provide support to those affected, including access to professional support services.

## **Review:**

After resolving the concern, review the case and the charity's response to identify any improvements to safeguarding practices.