

REFERRAL FLOWCHART FOR ACTUAL OR SUSPECTED ABUSE –

CHILDREN (under 18 years of age)

Call 999 if a child is in immediate danger

NO – still follow the points in this box below - Are they safe? Are you concerned? YES – follow below

It is not your responsibility to decide if abuse has happened **BUT** ↓

- It is your responsibility to report it to your **Designated Safeguarding Lead, (DSL) – Andrew Ioannou or Deputy DSL – Adrian McFarlane** and complete your safeguarding concerns form, detailing the concern/disclosure (in the child/YPs words, not your own), and sign, date and put the time of the form filling/disclosure received.
- Then ensure your DSL also signs, dates and puts the time of receiving the written record on the form



What does the DSL now need to do if they believe there is a case of abuse or neglect?

- If unsure whether the written record from staff meets a referral, the DSL could discuss their concerns with the **KOTG Safeguarding Consultant – Leearna Oliffe** – tel. 07968-237919 or email – leeoliffe@hotmail.com OR ↓
- For concerns about a child and guidance contact the local Authority **Multi-Agency Safeguarding Hub (MASH team)** on: **020 7361 3013 (Mon-Fri 9am to 5pm)** or for emergency out of duty hours – **0207 373 2227**, or email at: SSSocialServiceLine@rbkc.gov.uk
- For concerns about an adult working with children and guidance contact your **Local Authority Designated Officer (LADO) -Aqualma Daniel - Safer Organisations Manager & Local Authority Designated Officer (LADO) Kensington and Chelsea and Westminster - Tel : 07870 481712 – Email: Aqualma.Daniel@rbkc.gov.uk**
- If there is immediate danger to the child call 999



DESIGNATED SAFEGUARDING LEAD TO REPORT SUSPECTED ABUSE

- If the DSL needs to make a safeguarding referral use the relevant online form see below link
- Report to your social services MASH team via the numbers stated above – see hours of operating for each line

CONTACT INFORMATION

Allegations against members of staff - safeguarding referral online Form for the LADO	LADO referral form
RBKC Safeguarding children website	http://search3.openobjects.com/kb5/rbkc/fis/advice.page?id=bELHdZE3WWo
MASH Professional Consultation Line	02073613013
LADO contact	02073612120
Out of hours emergency team	020 7373 2227

POLICE 999 in an emergency

Designated Safeguarding Lead	Andrew Ioannou
Contact number	02035819132 / 07985394591
Email	andrew@kidsonthegreen.com

BE AWARE

Remember ALL notes will be disclosable should a formal or criminal investigation occur.
Ensure that your notes are signed, dated, professional and separate opinion from the facts.
The notes should be recorded using exactly the same words as were used during the disclosure.