

# What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings



Be alert to signs of abuse and question unusual behaviour

**If you have concerns about a child's welfare...**

**Where a child discloses abuse or neglect:**

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

**Report concerns to the Designated/Named Safeguarding Lead or their deputy:**

NAME.....HAYLEY ROBERTS / MARTYN RILEY / EMMA ASFAW / TRACEY DAVIS.....

**The Designated/Named Safeguarding Lead will:**

- consider further actions required, including consultation with MASH (number below)
- record in writing the discussions, decisions and reasons for decisions.

**In exceptional circumstances or in the absence of a Safeguarding Lead you may contact MASH directly.**

**If a referral is not required:**

The Designated Safeguarding Lead will oversee relevant action, e.g. pastoral support, and/or early help assessment and monitor locally.

If concerns continue

**The Designated/Named Safeguarding Lead (or staff) will contact MASH to make a referral**

**Additional/unmet needs –** the Designated Safeguarding Lead will consult with relevant agencies and undertake an Early Help Assessment (ESA) and Team around the Child meetings.

- **Multi-Agency Safeguarding Hub (MASH): 0300 456 0108**
- **Out of Hours Service: 0300 456 0100**  
(5.00pm to 9.00am weekdays, 4:00pm Friday to 9:00am Monday)
- If the child is in **immediate risk**, dial **999** and ask for police assistance

**MASH will:**

1. Acknowledge receipt of referral
2. Decide on next course of action (within 1 working day)
3. Provide feedback decision to referrer (e.g. further assessment including: strategy discussion/child protection enquiries; no further action required for children's social care and early help assessment recommended; referral to other agency for service provision).

This flowchart is intended for use as a brief guide. Refer to the DfE Guidance [What to do if you are worried a child is being abused](#) for more information, definitions and possible indicators of abuse (including child sexual exploitation).