

If you have any concerns about the safety or welfare of a child or adult at risk (with care and support needs) you can speak to:

Safeguarding leader:

Hayley Harding

✉ hayley.harding@restorecc.org.uk

Deputy leader:

Ju Hodges

✉ ju.hodges@restorecc.org.uk

You can speak to someone from our **safeguarding team** on ☎ 020 3941 0198

Or contact **Thirtyone:eight** on their anonymous helpline ☎ 0303 003 1111

To access our Safeguarding policy email or go to our website:

✉ info@restorecc.org.uk

🌐 www.restorecc.org.uk/safeguarding

Safe – guarding.



• **Safeguarding: a quick reference guide**

If you have a concern about possible abuse:

1. In an emergency, call emergency services on 999.
2. Consult the person to whom you are responsible.
3. Decide together whether to seek advice or to make an immediate referral to police or Social Care services.
4. Always contact the Safeguarding leader or Deputy Safeguarding leader.
5. Keep a record of what happened, your concerns and your actions.
6. Only tell others who need to know.

If a child, young person, parent or other adult shares with you about abuse:

1. Never promise to keep a secret.
2. React calmly: be aware of your non-verbal messages.
3. Listen. Keep listening. Do not ask leading questions or investigate.
4. Avoid making comments or judgements.
5. Tell them what you are going to do and that they will be told what happens.
6. Record using the person's own words, noting dates, times, location, events and any other people present.

7. Contact the Safeguarding leader or Deputy Safeguarding leader and the person to whom you are responsible.
8. Only tell those who need to know.

Remember:

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented.
4. Challenge unacceptable behaviour in a constructive way.
5. Do not put yourself or others in vulnerable situations.
6. Keep physical, verbal or digital contact with others appropriate.
7. Always share safeguarding concerns.