

# Created Creative



## RESPONDING TO SAFEGUARDING SITUATIONS FLOW CHART

You have information about a serious safeguarding situation

If a child or adult is in immediate danger or requires immediate medical attention, call the **emergency services on 999**. If there are concerns about their immediate welfare, don't delay

Bucks: call **First Response 01296 383962** or **out of hours 0800 999 7677**

Another county: **Thirtyone:eight 0303 003 1111**

Most situations are not emergencies. Ensure if you can, that immediate safety arrangements are in place for victim(s) with no contact with alleged abuser, and for others potentially vulnerable. Remember to protect yourself from harm too.

Immediately inform Created Creative's Safeguarding Co-ordinator: **Emma Elias 07789 434764**. Where they are unavailable inform the Deputy Safeguarding Co-ordinator: **Pauline Stanton-Saringer 07766 189758**

If you are unsure or worried about how serious a situation is, contact Thirtyone:eight Safeguarding Advisory service for guidance and reassurance on **0303 003 1111**

Keep a secure written or electronic record of all your actions

If the information concerns potential harm by someone in Created Creative, ensure the Chair of Trustees is informed

If you are advised to do so, refer to your Local Authority Children's Services, Adult Safeguarding Team (AST) or to the Police

Maintain confidentiality – don't talk to others about it  
BUT - look after yourself – debrief with your safeguarding officer or deputy or another member of the team, and ask for further support if you need it

Follow the advice of the Local Authority, Police and Created Creative's and Thirtyone:eights advice, and co-operate fully with any investigation