



‘The First Five Minutes’

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Managing allegations against those working with children

What to do if a Safeguarding allegation or incident is received by HND Children’s Care Ltd:

Ensure children and staff members are safe. This may include medical attention.

At this stage **do not** question the victim or alleged perpetrator or witnesses.

However, you can ask the child *“are you hurt”* and / or *“is there anything else you want me to know”*.

Report that a safeguarding concern has been made to the registered manager / duty manager.



You must make a written account of exactly what the child making the allegation has stated.

The manager / duty manger will conduct a fact-finding investigation to establish if the facts meet the conditions for initial consideration.

If conditions are met the manager will share / discuss with LADO / DO and agree a course of action.

3 Possible Courses of Action

Action by home or Strategy Meeting Establishment No Further Action

End