

2.4 Safeguarding Children - The 4 R's

Keeping child at the centre



Recognise:

- Be vigilant
- Know the children you work with
- Be familiar with the types and indicators of abuse

See 2.3: 'Keeping the child at the centre of your work' and Chapter 5: Identifying concerns about a child

Respond:

- Never ignore concerns, signs or reports related to children's wellbeing and safety
- Do not delay your response

See Chapter 6: Dealing with your concerns

Report:

- Always report your concerns to the Designated Safeguarding Lead (DSL) or their Deputy
- Ensure every member of staff/volunteer is aware of who the DSL and Deputy DSL are
- All cases where there is a concern about significant harm or risk must be referred to Children's Social Care via Ealing Children's Integrated Response Service (ECIRS) on **020 8825 8000**. This will usually be done by the DSL, but all staff and volunteers should be familiar with the process too.

See Chapter 6: Dealing with your concerns and Chapter 4: The role and responsibilities of the Designated Safeguarding Lead (DSL)

Record:

- Always make a record of what happened – the incident or concern, the exact words of the child where possible (if they disclosed) and any immediate actions taken
- Use your organisation's standard recording log
- Don't delay it – record information as soon as possible

See Appendix 3: Incident Recording log