

6.6 Safeguarding - DO's and DON'Ts

It is vital that all adults working with children understand their roles and responsibilities to safeguard and promote their welfare and protect them from abuse and neglect. The areas listed below should be used to check if the related policies and procedures are being adhered to in everyday practice.

DO record:

- Always make a record of what happened – the incident or concern, the exact words used by the child where possible (if they disclosed anything) and any immediate actions taken.
- Use your organisation's standard recording log.
- Remember to date and sign the recorded information.

See Incident / Concerns Recording Log Appendix 4

DO report:

- Always report your concerns to the Designated Safeguarding Lead (DSL) or the Deputy DSL. In their absence, contact Ealing Children Integrated Response Service (ECIRS) for advice.
- Ensure every member of staff and volunteer is aware who the DSL and Deputy DSL are in your organisation.
- If you believe a child is in danger – contact the Police immediately!

See Chapter 4 role of DSL and Chapter 6 Dealing with concerns

DO seek advice:

- If you are in doubt about anything you should or should not be doing – seek advice from your DSL, their Deputy, or Ealing Children's Integrated Response Service (ECIRS) Service.

Use ECIRS Consultation Line

020 8825 5236

DON'T investigate:

- Don't try to prove or disprove any information – it is not your job and you could be placing the child and yourself at risk.
- Remember, you are not authorised to investigate child protection matters – this is the job of Children's Social Care and the Police.

See Chapter 6 Responding to a child or young person

DON'T ignore concerns or delay your response:

- Don't dismiss concerns, reports, disclosures and/or allegations.
- Don't delay your response – the sooner you act, the easier it is to put support in place and manage any risks/needs

See Chapter 6 Dealing with your concerns