

Safeguarding Escalation Procedure

Spixworth Amateur Players (SAPs)

1. Immediate Response to Concerns

- Any member who **observes, suspects, or receives a disclosure** of abuse or safeguarding concern must:
- **Listen carefully** and reassure the child.
- **Do not promise confidentiality** — explain you must share the concern with the Designated Safeguarding Officer (DSO).
- **Do not investigate** or ask leading questions.
- **Record the facts** (time, date, what was said/seen, who was present).

2. Reporting Within SAPs

- Concerns must be reported **immediately** to the **Designated Safeguarding Officer (DSO)**.
- If the DSO is unavailable, report to the **Chairperson** or another committee member.
- The DSO will decide whether the concern requires escalation to Norfolk County Council.
- If the concern is about the DSO, report to another committee member.

3. Central Recording Log

- The chair of SAPs will maintain a **confidential safeguarding log** (paper or secure digital).
- Each entry must include:
 - Date and time of concern.
 - Name of child and those involved.
 - Nature of concern (facts only).
 - Action taken and by whom.
 - Outcome/referral decision.
- The log will be stored securely, accessible only to the DSO and Chairperson.
- Entries must be signed and dated.

4. Referral Criteria

The DSO will escalate concerns to **Norfolk County Council Children's Services** if:

- There is evidence or suspicion of **physical, emotional, sexual abuse, or neglect**.
- A child makes a **direct disclosure** of abuse.
- There are repeated low-level concerns that, together, indicate a pattern of risk.
- A child is at immediate risk of harm.

5. How to Report to Norfolk County Council

- Contact **Norfolk County Council Children's Services**:
 - **Phone (Office hours):** 0344 800 8020
 - **Out of hours:** Emergency Duty Team via the same number
- If a child is at **immediate risk of harm**, call **999**.
- Provide:
 - Child's details (name, age, address if known).
 - Nature of concern and any evidence/disclosure.
 - Actions already taken.
 - Your contact details as the reporting officer.

6. Follow-Up

- The DSO will record the referral in the central log.
- The committee will support the child and family as appropriate, while respecting confidentiality.
- SAPs will cooperate fully with Norfolk County Council and other agencies.

7. Review

- The safeguarding log will be reviewed **termly** by the committee to identify patterns or recurring concerns.
- This procedure will be reviewed **annually** or following any safeguarding incident.

Designated Safeguarding Officer – Andrew Blaxter

Committee members – Debbie Barnes / Susie Venables / Anne Ireson

Approved 30th January 2026

