

# Flowchart for referral when concerned a CHILD is being abused

NB: Any consultation should not delay a referral. In an emergency, dial 999

## Step 1

If you are worried that a child has been abused:

e.g.

- You have seen something
- A child says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of staff
- There has been an anonymous allegation
- An adult has disclosed they were abusing a child
- An adult has disclosed they were abused as a child

## Definition

**CHILD - anyone who is under 18 years of age.**



## Step 2

**Talk to:** Person on Duty Safeguarding Rota

Monday - Thursday	Sarah Newell	07542 785649
Friday	Gina Clarke	07563 029117
Backup Tues - Thurs	Jo Pearson	07933 801871

**Talk to:** Or direct with Safeguarding Lead or Trustee

Safeguarding Lead	Sarah Newell	07542 785649
Lead Safeguarding Trustee	Nina Sherwood	n/a

Consult

Monitor & Record

(Sign, date & time)

## Step 3

### Non-Urgent Referral:

If you have a safeguarding concern about a child and need to make a referral please use the online

#### Suffolk Children and Young people's Portal

<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding>

### Safeguarding Advice:

If you have a safeguarding concern about a child and cannot contact any of the safeguarding personnel listed above and/or need further advice please call:

**MASH** (Multi-Agency Safeguarding Hub)  
Professional Consultation Line on **0345 606 1499**  
(Mon – Thur 0900-17.00,  
Fri 09.00-16.25)

**Urgent Referral:**  
If your safeguarding referral is urgent or you are unable to use the portal above, please call

**Customer First** on **0808 800 4005**

### Immediate danger to the child:

Call the **Police** on **999** or

**Suffolk Police** **01473 613500**

