

## BfN Safeguarding flow chart

### Concerns

Suspicion/allegation of abuse or neglect by:  
child disclosure, observation, report by another person, anonymous  
communication

**RECORD Sign and Date**

Safeguarding is **everyone's** responsibility, as an individual and within BfN. Read the [Safeguarding Policy](#) and find out what to do if something gives you cause for concern.

### Consult

Speak to the relevant health professional and/or the children centre safeguarding lead in your area. If that is not possible speak to BfN's Director lead for Safeguarding or Operations manager.

**IMPORTANT: This should not delay a referral**

You have a duty to act and report the facts

Make notes of the information you have - **without judging or investigating the situation**. Give dates, times, and write what you saw or heard. Keep your notes factual: no opinions, assumptions, weblinks, pictures or guesswork.

**RECORD Sign and Date**

### Action

#### DO NOT INVESTIGATE

If local referral routes are not possible call the Director lead for Safeguarding or Operations manager who will refer to Children and Young People's Services and/or Police.

Parents and carers should be advised that you are doing this, unless this might put the mother/ child or yourself at greater risk of harm. It is important to remember that you are **notifying** the parent/carer not **seeking their agreement or permission**.

**If urgent:** Call the **local police** and ask them to carry out a Welfare Check. The local police can also be contacted if Child Protection Services are unavailable. **In an emergency:** dial 999.

**RECORD Sign and Date**

You can also speak informally to your **local Child Protection Officer**.

It is recommended that you make a note of the number and put it on your mobile phone and address book.

For further help call the NSPCC Helpline on 0808 800 5000

### **Confirm**

**Verbal referrals must be followed by a written referral within 24/48 hours**

The Director Lead or Operations Manager will send this by secure post. Children's social services should receipt within one working day. Contact children's social services again if no acknowledge within three working days.

### **Commitment**

**You may be required to provide other information, as required**

RECORD Sign and Date

The dated and signed notes and referral form will be posted to the BfN office by registered post, marked confidential. It will be kept in a secure, locked place. Where relevant a report will be sent to the local Safeguarding lead.