

Safeguarding Children and Young People – Reporting Concerns Procedure

Designated Safeguarding Lead (DSL): Yasmin Clark

Reviewed: 29/08/2026

Next Review Date: 29/08/2027

This procedure outlines how safeguarding concerns about children and young people are identified, recorded, and escalated. It aligns with Cornwall and Isles of Scilly Safeguarding Children Partnership procedures and statutory guidance.

1. Safeguarding context and principles

Safeguarding and promoting the welfare of children is everyone's responsibility. The welfare of the child is paramount.

Safeguarding practice is based on the following principles:

- Child-centred practice and listening to the child's voice
- Proportionality and least intrusive response appropriate to risk
- Partnership working with families and agencies
- Prevention of harm and early identification of risk
- Accountability and accurate professional recording

Children and young people should be supported to express their views and be involved in decisions affecting them wherever it is safe and appropriate.

2. Consent and information sharing

Where a safeguarding concern arises, consent to share information should be sought from the child (where age appropriate) and/or parent or carer wherever possible.

Consent is not required where sharing information is necessary to safeguard a child or prevent harm. Information may be shared without consent where there is reasonable cause to believe that:

- A child is at risk of significant harm
- Abuse, neglect, or exploitation is suspected or disclosed
- Seeking consent would increase risk to the child or others

- A crime may have been committed
- A parent or carer may be involved in the concern
- Immediate safeguarding action is required

Where appropriate and safe, children and families should be informed about:

- What information is being shared
 - Why it is being shared
 - Who it is being shared with
 - How it will be used and stored
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3. Immediate risk

Where a child is believed to be in immediate danger, emergency services must be contacted on 999 without delay.

4. Recording of concerns

Safeguarding concerns must be recorded as soon as possible after disclosure or incident.

Records must include:

- Date, time, and location of concern
- People present
- A factual account of what was seen, heard, or disclosed
- The child's exact words where possible
- Clear distinction between fact, observation, and information from others

Records must be:

- Factual and objective
 - Free from interpretation or opinion
 - Written in clear professional language
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5. Reporting concerns

Safeguarding concerns must be escalated to the designated safeguarding lead (DSL), Yasmin Clark, without delay:

- Shared verbally with the DSL as soon as possible (in-person or via 07891529403)
- Emailed (riseandclimb.safeguarding@outlook.com)
- Followed by written recording via the organisation's safeguarding reporting form

Where the DSL is unavailable and risk is immediate or significant, a referral may be made directly to children's social care.

Cornwall

- MASSH : 0300 123 1116
- Out of hours: 01208 251300

Isles of Scilly

- Children's social care: 0300 1234 105 (option 5)
- Out of hours: 01720 422 699

Online referral form

[Multi Agency Support and Safeguarding Hub Request](#)

6. Role of the designated safeguarding lead

The DSL is responsible for reviewing all safeguarding concerns and determining appropriate action. This may include:

- Seeking further information from staff
- Considering early help support
- Speaking with the child or family where appropriate and safe
- Making referrals to The Multi-Agency Support and Safeguarding Hub (MASSH)
- Contacting police where there is risk of crime or immediate harm
- Ensuring appropriate multi-agency safeguarding responses

All actions are taken in line with Cornwall and Isles of Scilly safeguarding procedures.

7. Concerns about adults in positions of trust

Where concerns relate to a member of staff, volunteer, or professional who may pose a risk to children, the matter must be referred to the local authority designated officer (LADO) without delay.

Cornwall and Isles of Scilly LADO: 01872 326536

This includes concerns where a person may have:

- Harmed or may have harmed a child
 - Committed a criminal offence against a child
 - Behaved in a way that indicates a risk to children
 - Demonstrated conduct that questions suitability to work with children
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8. Early help

Where concerns suggest emerging needs rather than immediate risk, early help should be considered to prevent escalation and support the child and family.

9. External support and advice

- Childline: 0800 1111 (www.childline.org.uk)
 - NSPCC helpline: 0808 800 5000
 - Safer Futures (domestic abuse support): 01208 22 99 22
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10. Summary

Safeguarding concerns are identified, recorded, and escalated without delay. Information is shared appropriately, proportionately, and in line with safeguarding duties. All actions prioritise the safety, welfare, and voice of the child.