



Safeguarding Children, Young People and Adults . . .

. . . is everybody's
business

If you or others have concerns about the safety or welfare of a child, young person or adult it is **your responsibility** to act on those concerns.

Record the concerns in writing and pass them on to the Child Care Assessment Team OR the Adult Safeguarding Team without delay.

Record:

- The child or adults name
- Address
- Date of birth
- What the concern is
- Name and contact details of the referrer

If in doubt you can contact the Child Care Assessment Team or Adult Safeguarding Team to seek advice.

Never assume someone else will report your concerns. Take positive action and report it immediately. Children or adults at risk should not be expected to take responsibility for themselves or others.

Responding to a Child, Young Person or Adult

- If the person is physically injured call for medical attention.
- Listen and keep on listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you are doing and don't delay taking action
- Contact the Adult Safeguarding Team or Child Care Assessment Team
- Write down the contents of your conversation as soon as possible.

This card is a quick guide and not a substitute for the National Protection Procedures. Make sure you are familiar with the policies to which you are working with.

Child Care Assessment Team:	01437 776444
Adult Safeguarding Team:	01437 776056
Out of Hours:	0300 333 2222

Police:

In an emergency ring 999

Non-emergency: 101

Other Useful Telephone Numbers:

NSPCC:	0808 8005000
Childline:	0800 1111
Domestic Abuse Helpline:	0808 8010800
Care Inspectorate Wales:	0300 7900126

Updated July 2018

www.pembrokeshire.gov.uk