

SOAR SDC

Safeguarding – What To Do If You Are Concerned

One Page Quick Reference (For Staff, Judges & Event Crew)

1. A SAFEGUARDING CONCERN ARISES

You may:

- See something worrying
- Hear a disclosure from a child
- Be told something by a parent or another adult

DO NOT IGNORE IT

2. IS THE CHILD IN IMMEDIATE DANGER?

YES → Call 999 immediately, then inform the SOAR Designated Safeguarding Lead (DSL).

NO → Continue to Step 3.

3. LISTEN & REASSURE

- Stay calm
- Take the child seriously
- Listen carefully
- Do not promise confidentiality
- Do not ask leading questions

4. RECORD THE INFORMATION

Record factual information only:

- What was said or observed
- Use the child's own words
- Date, time and location
- Names of those involved Sign and date your notes.

5. REPORT IMMEDIATELY

Report the concern as soon as possible to the SOAR Designated Safeguarding Lead (DSL).

If the concern involves the DSL, report to a SOAR Director or directly to Children's Services.

6. DSL ACTION

The DSL will:

- Assess the concern
- Seek advice if required
- Decide whether to refer to:
 - Children's Social Care
 - Police
 - LADO (if allegation against staff)
- Record all actions taken

DO NOT:

- X Investigate yourself
- X Confront the alleged person
- X Discuss the matter with others
- X Delay reporting

Safeguarding is everyone's responsibility.