

If you think a child is in immediate danger of harm contact Sherman Theatre Safeguarding Lead (SL) Julia Barry straight away. In the absence of Julia Barry, contact the Deputy Safeguarding Lead (DSL), Sally Shepherd – Head of Finance and Administration.

You should never delay taking emergency action to protect a child.

It is more likely that you have worries or concerns about a child's welfare rather than a need to take immediate action.

If you are concerned about a child's welfare don't keep it to yourself. Please speak immediately to the SL who will consider all the available facts before deciding on a course of action. Where concerns persist, then the SL will make a referral to Cardiff's children's services intake and assessment team, and tell them they would like to report a child at risk.

In some instances for expediency purposes it may be easier to report your concerns to your line manager. They will then escalate the issue to the SL on your behalf.

It's possible that your concerns might not seem to be enough on their own to justify looking into the situation - but they may help to build up a picture, along with other concerns from other sources, which suggests that a child may be suffering harm.

You may be asked by the SL to complete an incident form and put in writing, in the words of the young person, or person reporting the incident to you. Your responsibility to the case then ENDS at this point. The SL will take responsibility from here on in. You may only be involved again should the case go to court, or should the police require witness statements – in which case we cannot guarantee to you that we won't have to say who you are.

If you are working in a school, youth club, or other circumstances outside of the Sherman, but as a Sherman Theatre employee working with young people, STILL follow the above guidance/procedure – contact the Sherman's SL whose responsibility it is to report to the school (or centre) SL. Once you have reported to the Sherman's SL, your responsibility, as above, ends there.

### **Guidance for Reporting**

Make a note and report as much information as you can. This could include:

- The reasons for your concerns
- Home address and age or date of birth
- The names, addresses and ages or dates of birth of family members along with other names they are known by
- The names of professionals involved with the family such as their doctor, health visitor, schools
- Any information about the safety of people who might visit the family (ST staff have an incident form to complete)

This information should be passed to the SL.

Who should I tell?

The SL will report your concerns to the Duty Officer at:

## WHAT TO DO IF YOU THINK A CHILD OR VULNERABLE ADULT IS AT RISK

Children's Access Point (new enquiries/referrals)  
029 2053 6490 – Mon-Fri 8.30am–5pm

Intake and Assessment Team (open cases)  
029 2053 6400 – Mon-Fri 8.30am–5pm

Emergency Duty Team  
029 2044 8570 - out of office hours

In an emergency if none of above available and you have concerns that a young person is at immediate risk of further harm and the SL is unavailable = RING 101 (police).

### **Can I be anonymous?**

You might be a member of staff working for one of the agencies involved or you might be a friend, neighbour, relative. Staff can't remain anonymous, but otherwise we will do everything we can to protect your identity whether or not you ask us to do this. Sometimes the information you give us might reveal your identity. And as sometimes we have to go to court, we cannot guarantee to you that we won't have to say who you are.

### **Further Advice**

If the behaviour of any adult including those looking after children causes you concern:

- do not dismiss your concerns
- do not confront the person who you have concerns about
- If you are someone working with children, discuss your concerns with your manager. If you feel this is inappropriate or you are not satisfied with the response, contact Children's Access Point on telephone 029 2053 6490 or the police
- it is very important that you do not ignore or dismiss your suspicions

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