

# Sefton's Safeguarding Concern Flowchart

Are you concerned that someone has or is experiencing abuse or neglect?  
Is your concern about...

A CHILD/YOUNG PERSON  
(under 18 years old)

An ADULT  
(over 18 years old)

Is the Child/Young Person in immediate danger?

Is the Adult in immediate danger?

NO

YES

YES

NO

Raise a concern by phoning Sefton's Multi-Agency Safeguarding Hub (MASH) Team on: **0151 934 4013/4481**  
For anything out of hours (Monday-Thursday from 5:30pm, Friday from 4pm and weekends)  
Please contact Sefton's Emergency Duty Team on **0151 934 3555**.

**In an emergency dial 999** for emergency services.  
Contact your Manager or Supervisor as soon as possible to inform them of your actions.

Raise a concern by phoning Sefton Contact Centre on: **0345 140 0845**  
For anything out of hours (Monday-Thursday from 5:30pm, Friday from 4pm and weekends)  
Please contact Sefton's Emergency Duty Team on **0151 934 3555**.

**If you suspect crime has been committed, you may need to preserve evidence**

Preserve the scene if possible  
**Do not** clean up  
**Do not** wash removed clothing nor bedding  
**Do not** let the person bathe or shower  
**If possible** do not let the person use the toilet  
**Unless** directly handed to you do not touch weapons  
**Put** any items removed in a clean dry place  
**Do not** interview the victim or witnesses  
**Do not** speak to alleged perpetrator  
**Make notes** of times, place, those present, what you saw, heard or were told.

**You will need:**

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Details of the child/young person and reason for concern  
Date/time/location of any incidents  
Description of what's happened  
Details of possible witnesses or evidence  
Alleged Perpetrator/s is this a person or organisation? Include: name, address, relationship to the child/young person.

If you can, you should contact the child/young person's parent/carer to inform them you have raised a concern *unless* by doing so you feel this would put the child at more risk.

**You will need:**  
Details of the Adult and reason for concern  
Date/time/location of any incidents  
Description of what's happened  
Details of possible witnesses or evidence  
Adults wishes/where possible details of the wishes and views of the Adult  
Alleged Perpetrator/s is this a person or organisation? Include: name, address, relationship to the Adult.

You should still raise a concern even if you are unable to provide all the details asked of you.

**Remember:** Do not approach the alleged perpetrator or make any accusations.

Contact your Manager or Supervisor to inform them you have raised a concern. You should also inform the designated Safeguarding Lead within your team if applicable.

Contact your Manager or Supervisor to inform them you have raised a concern as soon as possible.