

# What to do if you're worried a young person or vulnerable adult is being abused or is at risk



You have concerns about a young persons welfare

- Something you have been told by the young person
- Something you have been told by someone else
- Something you have observed in their appearance
- Something you have observed in their behaviour

Make a written record

- The young person's name, address & D.O.B
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the young person
- The name of the person to whom the concern was reported, with date & time
- The names of any other person present at the time

You discuss your concerns with NWTC Safeguarding Officer as soon as possible and, at the very latest, by the end of the college day

- Contact one of our Safeguarding Team:
  - Colette Potts - 07970470246
  - June McKay - 07917185838
  - Jean McCormick - 07817566616
  - Cathy Munro - 07970470379
  - You can do this any time of the day or night
- For allegations of sexual or physical abuse or unexplained injuries to a young person a referral should be made to one of the above Safeguarding Team and police as a matter of urgency and any delay kept to a minimum

Still have concerns

No longer have concerns

Safeguarding Officer makes decision about what action to be taken within 2 hours

Disclosure happened whilst at college

Safeguarding Officer follows up and monitors

Disclosure happened whilst at place of work

Safeguarding Officer may contact young persons parents or carers

Safeguarding Officer follows up and monitors

You can seek advice from any of our Safeguarding team. You can also call the NSPCC Helpline on 0800 800 5000 or the Police at any time.