**STEP 3**

**Inform the Manager of the Centre**

**THE MANAGER OF THIS CENTRE IS:-**

**Name:- …………………………………..**

**STEP 2**

If it’s a safeguarding issue or require advice call

MACH **01642 130700**

**INFORMATION**

**ALTERNATIVE MANAGER’S CONTACT NUMBERS:**

Peter Carter: 01287 650480 Mobile: 07909906413

Hellen Higgs: Mobile 07909906371

Lee Waters: 01642 455435 Mobile: 07789963290

Terry Colley: 01642 513696 Mobile: 07825 228053

Emergency Duty Team

(Social Care Out Of Office Hours)

**01642 514552**

**1st Contact –till 5pm**

**STEP 4**

Take any action recommended, record notes and provide these notes of what has happened to your line manager

**STEP 1**

Contact your YSW L3 / Manager on the night for guidance and assistance in assessing the degree of risk,steps and actions.

**Please inform the Young Person you will need to share this information if a disclosure is made**

**CENTRE/PROJECT  
…………………………………….**

Take any action recommended and provide notes of what has happened for your line manager

**If the young person is not at immediate risk:**

* Check if Young Person is known on PROTOCOL & EHM and contact worker
* Consider opening an Early Help Assessment (EHA)
* Refer to Youth Service new Process

**If urgent action is required:**

* Check if Young Person is known on PROTOCOL & EHM and contact worker
* During office hours contact your line manager or Head of Service
* At other times contact the emergency duty team and notify your line manager
* You may then also need to carry out some or all of the actions below

Assess the degree of risk and decide the next steps

Listen to and support the young person, avoiding leading questions and interrogation

Listen to and support the young person, avoiding leading questions and interrogation

A Youth Support Worker, Volunteer or other adult

A Neighbourhood Youth Officer or Professional Leads

**A Child/Young Person makes a disclosure to:**

**YCS - CHILD PROTECTION PROCEDURES**