

Safeguarding Children, Young People and Adults at Risk

Safeguarding Procedure

All staff, volunteers and trustees must follow CLAPA's reporting and recording procedure. The Designated Safeguarding Lead and Deputies will follow the Designated Safeguarding Lead procedure when dealing with referrals.

CLAPA will ensure all staff and volunteers working in regulated activity will only be permitted to do so following a satisfactory DBS/PVG check.

If you are worried about Child or Adult at Risk because:

- You have seen something
- A child or adult says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- An adult has disclosed that they were abused as a child
- An adult has disclosed that they are abusing a child

In an emergency do not delay: dial 999



Record your concerns on the Reporting Safeguarding Concerns Form [available here](#) and send it via email to the Safeguarding Inbox: safeguarding@clapa.com

Safeguarding Designated Lead:

Cherry LeRoy 07985 538982

Deputies:

Claire Evans 07792 772362

Daniel Richards 07772 684398

Claire Cuniffe 07854 298304

Safeguarding Trustee:

Marie Pinkstone 07801932251

Jenny Williams 07969740470

Please contact the team to discuss anything further. If your concern relates to a member of the Safeguarding Team, please contact the Safeguarding Trustee

If you require Safeguarding support or advice outside of office hours, follow the above process then consider contacting the local Multi Agency Safeguarding Hub (MASH) where the person you concerned about lives. Enter their home postcode via this link [Report child abuse to a local council - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-child-abuse-to-a-local-council) to locate the local MASH, available 24 hours. You can also contact:

- Police by calling **101** (24 hours)
- Childline (for concerns about a child) 0800 1111(9.00am – 3.30am)