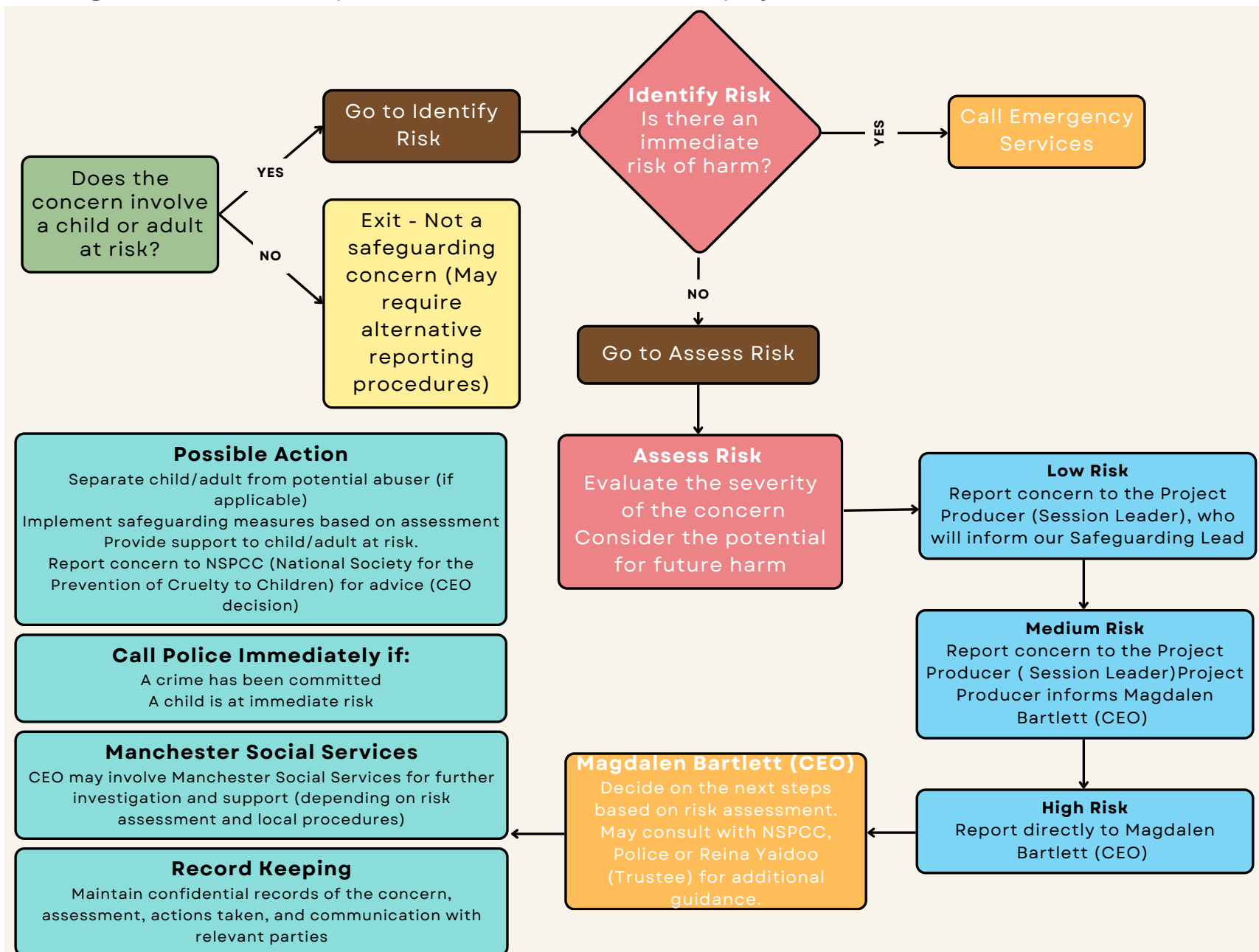


# Safeguarding Flowchart

## 1: Internal

Safeguarding Flowchart: Participant raises concern at Afrocats project or event



## **Start**

### **Does the concern involve a child or adult at risk?**

- **Yes:** Go to "Identify Risk"
- **No:** Exit - Not a safeguarding concern (May require alternative reporting procedures)

## **Identify Risk**

- **Is there an immediate risk of harm?**
  - **Yes:** Go to "Call Emergency Services"
  - **No:** Go to "Assess Risk"

## **Assess Risk**

- Evaluate the severity of the concern.
- Consider the potential for future harm.

## **Low Risk**

- Report concern to the Project Producer (Session Leader), who will inform our Safeguarding Lead

## **Medium Risk**

- Report concern to the Project Producer (Session Leader)
- Project Producer informs Magdalen Bartlett (CEO)

## **High Risk**

- Report concern directly to Magdalen Bartlett (CEO)

## **Magdalen Bartlett (CEO)**

- Decide on the next steps based on risk assessment.
- May consult with NSPCC, Police or Reina Yaidoo (Trustee) for additional guidance.

## **Possible Actions:**

- Separate child/adult from potential abuser (if applicable)
- Implement safeguarding measures based on assessment
- Provide support to child/adult at risk
- Report concern to NSPCC (National Society for the Prevention of Cruelty to Children) for advice (CEO decision)

## **Call Police Immediately If:**

- A crime has been committed.
- A child is at immediate risk.

## **Manchester Social Services:**

- CEO may involve Manchester Social Services for further investigation and support (depending on risk assessment and local procedures).

## **Record Keeping**

- Maintain confidential records of the concern, assessment, actions taken, and communication with relevant parties

## Additional information and numbers (Internal)

### **What to do if you have concerns about individual children or adults**

If you have any worries about a child's safety or welfare, in the first instance speak to a Contact Officer at the Manchester Contact Centre on **0161 234 5001** or fax on **0161 255 8266**. The Contact Officer will then notify the First Response Team of your concerns.

In addition, you can call the NSPCC Child Protection helpline on **0808 800 5000** to discuss your concerns or ask for advice by email. The NSPCC also provides helpline services for children who need someone to talk to (**Childline 0800 1111**).

Finally, if you think a child is at risk of immediate harm, please get in touch with the police by calling **999**.

### **What to do if you have concerns about an adult**

To report suspected abuse or neglect of an adult, contact Manchester City Council at:

Telephone: **0161 234 5001**

Email: [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk)

### **Domestic Abuse and Violence**

For help and information, if you or someone you know is experiencing domestic violence or abuse, contact:

- [Manchester Women's Aid](#)
- [Men's Advice Line](#)
- [Broken Rainbow, the LGBT Domestic Violence Charity](#)

**End**

## 2: External

**Safeguarding Flowchart:** If an organisation raises a concern about an Afrocats staff/volunteer/artists

*Organisations must do the following*

Contact Safeguarding Lead

- **Name: Magdalen Bartlett - CEO**
- **Email: [magdalen@afrocats.org.uk](mailto:magdalen@afrocats.org.uk)**
- **Contact Number: 07834083437**

Deputy Safeguarding contact

- **Name: Reina Yaidoo - Trustee**
- **Email: [safeguarding@afrocats.org.uk](mailto:safeguarding@afrocats.org.uk)**

Communication

- **Name: Ali Gunn - Marketing and Communications**
- **Email: [info@afrocats.org.uk](mailto:info@afrocats.org.uk)**

End