

REPORTING A CONCERN FLOWCHART

Contacts
LTA Lead Safeguarding Officer: David Humphrey (contactable via online concern form)
LTA online concern form: <https://safeguardingconcern.lta.org.uk>
NSPCC: 0808 800 5000
Ann Craft Trust: 0115 951 5400
Emergency Services: 999
Find your nearest Adult Safeguarding Board: <https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board>

Safeguarding concerns (including low level concerns) arise about a child or adult at risk (including a person who works with them).

Is a crime happening or been committed, or is the child/adult in immediate danger or need immediate medical attention?

Yes

Call 999

No

Does the concern relate to a child or adult at risk?

Adult

Child

Inform the Venue Welfare Officer

Speak to the adult (if safe to do so). Tell them what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with.

Seek consent from the adult. If you feel that they do not have capacity to consent, you can act without consent but you must log your decision.

If the Venue Welfare Officer is not available, or they are implicated, please contact the LTA Safeguarding Team via the LTA online concern form. If you need advice outside of business hours, and it is not an emergency, you can contact the NSPCC (children) or your adult safeguarding board.

You should discuss the concerns with parents/carers of the child except where this may place a child or others at risk.

LTA online concern form completed by Venue Welfare Officer (or alternative if they are not available).

Safeguarding Team triage concern and assess/investigate whether it may amount to Prohibited Conduct.

Concern may amount to Prohibited Conduct and requires further investigation by the LTA.

Concern does not constitute Prohibited Conduct.

Low level concern that can be managed by the venue.

No further action taken but record kept for intelligence purposes.

Case closed and relevant parties informed.

Venue Welfare Officer:
 Sheena Morgan
 Tel: 07979 497046
 Email: sheenaamorgan@gmail.com

Alternative contact:
 Fiona Bates
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 Email: fiona.m.bates@gmail.com