Dealing with Concerns

Process for staff & volunteer leaders

CONCERN

Staff member or volunteer has a concern regarding the wellbeing or potential abuse of a young person.

RESPOND

To the immediate situation

- Act to remove any immediate risk
- Listen
- Take Initial Notes

REPORT

Call the appropriate individual* within **24 hours**

CONCERNS OF WELLBEING (INCL MENTAL HEALTH)

CONCERNS OF ABUSE (INCL DISCLOSURES)

REPORT TO AREA LEADER*

- Advice & Guidance
- Assessing the need for additional support
- Follow Up in continuing to care well

REPORT TO DESIGNATED OFFICER*

- Advice
- Follow Up
- Assessment & potential referral to professional services (Gateway, TUSLA)

Helen McKay
07885654440

If unavailable, contact:
Jose Cummings
07766337035

***DURING SUMMER**
All reports must go to the on call mobile

07858 996627

Jo McCormick & Andy Lamberton (also designated officers) may help respond to concerns of abuse.

RECORD

Using the **Concern Form** within 48 hours

Area Leaders and Designated officers will also keep their own incident log(s)

CONCERN FORM