HOPE Safeguarding Flow Chart

Safeguarding concern raised

Assess the level of risk/harm.

Is there a risk of immediate harm to themselves or other?

YES – one facilitator to **call 999 immediately** for support/attendance

You do not need to gain consent for this but it would be best practise to let participant know what you are doing. HOWEVER, IF you feel making participant aware your calling 999 will escalate the risk then DO NOT tell them at this stage.

End the session early with other participants but keep the 'at risk' participant online (co-facilitator can do this)

Facilitator to inform HOPE coordinator of the incident details and actions taken.

NO - Facilitator to ask participant to stay at the end of the session to discuss the concern further

Establish if;

1. the concern/risk is a past event or current by getting further details from the participant.
2. Check what support (if any) they have in place.

Inform participant that you will share your concern to HOPE coordinator as per safeguarding procedures, who will then be in contact to offer support. Check contact details e.g. phone number preferred.

Facilitator informs HOPE coordinator of the concern raised immediately after speaking with the participant of concern.

HOPE coordinator to then

1. contact participant promptly to offer support/signpost to relevant services and

2. seek advice from local authority re if a safeguarding referral is needed and action advice given.

NB: IF facilitator cannot contact HOPE coordinator the same day of the concern being raised, the n facilitator will need to action step 1 & 2 above and inform HOPE coordinator of this.

"If in doubt, check it out!"

HOPE coordinator to log this onto the safeguarding action record and action anything as required e.g. follow up, Signpost to services, safeguarding referral

HOPE coordinator to contact (email/phone) participants that were live on the session to ensure their wellbeing is ok having witnessed the event/speech – offer support/signpost as appropriate