



As an organisation CCYS recognises its responsibility to safeguard all children and young people and ensure all staff are aware of their duty to report concerns with relevant agencies

Staff should therefore follow the procedure outlined below if they are aware of a safeguarding issue

Awareness of safeguarding issue

Based on reasonable suspicion or disclosure

Listen. Record.

- Do not lead or question
- Explain you are concerned for their well being
- Clarify what is meant by confidentiality within the service and the need to report
- Record the disclosure

Report to Line Manager immediately (unless an allegation has been made which involves them, in this situation please call the Emergency Contacts listed)

Support / Supervision

From Line Manager (agree time)

EMERGENCY CONTACTS

Chris Cook 07711 934437 / 07843 034190
chris.cook@icys.org.uk

Pippa Forde 07711 483894

Please leave a message with details. These contacts may not be able to answer at first.

Line Manager Contact

Tim Simmans – 07851 511399
tim.simmans@ccys.co.uk

DISPLAY THIS CHART WHERE IT IS VISIBLE TO ALL STAFF

Day Time Children's Access Point

To make a referral to children's social care or for advice:

Telephone- 01403 229900

Fax- 01403 754205

e-mail- cap@westsussex.gcsx.gov.uk

Out of Hours Service

Children & Young People
03302 226664

Mental Health Act Assessment:

01903 843239

Adults (Including people with learning disability & Older People

01243 642121

