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REMEMBER THE FOUR 'R's

RECOGNISE

If you have a concern, notice a problem, witness and incident or receive a direct disclosure.

RESPOND

Keep calm and reassure the individual and tell them what you need to do.

RECORD

Who, what, where and when. Make notes, but do not prompt or lead.

REFER

The information to the NGB Lead Safeguarding Officer with as much detail as possible.

URGENT CONCERNS

If the individual is at immediate risk of significant harm call the police without delay.

NGB LEAD SAFEGUARDING OFFICER:

Helen Slimm

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