**Champion for Safeguarding**

The designated Safeguarding Champion for Children's Services is Children's Services Manager Roz Cordy, 01522 554403. As Safeguarding Champion they promote Safeguarding across the Local Authority and represents Lincolnshire County Council on the Safeguarding Board.

**Lincolnshire County Council Safeguarding Policy**

To see the full document with comprehensive information to help you identify forms of abuse and procedures to [follow this link to the Lincolnshire County Council Safeguarding Policy.](http://lincolnshirechildcare.proceduresonline.com/chapters/p_lincs_safe_ch_pol.html)

**If you have concerns about a child, you should:**

Discuss your concerns with your line manager

* Take appropriate action if the child is in need or urgent attention;
* Collect as much information as possible about the situation - this may be from the child, parent, carer or other workers and should include date and time of the incident or disclosure, parties who were involved, what was said or done and by whom and any further actions. It may also be helpful to record perception of emotional and physical presentation;
* Be open about the concern and make it clear that the member of staff/volunteer will have to tell others;
* Take their concerns to their line manager as soon as possible and within the same working day. The Customer Services Centre (CSC) which is the point of contact for Lincolnshire Children's Services will also be able to offer support and advice on individual circumstances. They can be contacted on 01522 782111. Adult Social Care can be contacted on 01522 782155;
* After contacting the CSC, Practitioners will be offered the opportunity to have a consultation with an [Early Help Advisor (LincolnshireChildren.net website)](http://microsites.lincolnshire.gov.uk/children/practitioners/childrens-social-care/120797.article) as well the option to make a safeguarding referral. An Early Help Advisor is a Social Worker who is available to all practitioners to provide case consultation in relation to early help that they are providing to vulnerable children in Lincolnshire. The practitioner is to consider completing an [Early Help Discussion Form](http://microsites.lincolnshire.gov.uk/children/practitioners/childrens-social-care/120797.article) to assist with the consultation. It is important that the practitioner decides first whether there is a safeguarding concern and the LSCB's ['Meeting the Needs of the Children in Lincolnshire'](http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/forms-and-documents/) threshold document can help with this decision;
* If the practitioner believes there is a risk of significant harm then they should make a Safeguarding Referral rather than requesting consultation with an Early Help Advisor;
* Complete the appropriate organisation form after discussion with the manager to ensure a record of the concern is maintained. The [Safeguarding Referral Form](http://microsites.lincolnshire.gov.uk/children/practitioners/childrens-social-care/120797.article) and the [Early Help Assessment Form (EHA)](http://microsites.lincolnshire.gov.uk/children/practitioners/childrens-social-care/120797.article) can be found on the Team Around the Child website (see[Section 2.7, Referral to Social Care](http://lincolnshirechildcare.proceduresonline.com/chapters/p_lincs_safe_ch_pol.html#refsc)).
* Out of hours contact the Emergency Duty Team on 01522 782333 - including weekends and Bank Holidays
* If your concern relates to a professional who you believe is behaving inappropriately towards a child or young person, then you should follow the Lincolnshire Safeguarding Children Board procedure on allegations at [www.lincolnshirelscb.org.uk](http://www.lincolnshirelscb.org.uk/) and contact the Local Authority Designated Officer on 01522 554674