

# NEWMAN ASSOCIATION SAFEGUARDING PROCEDURE

In the event of a safeguarding issue, follow this process:

1. Seek consent from the person concerned. If you feel that they do not have capacity to consent, you can act without consent but you must log your decision.
2. Collect all available relevant facts and appropriate information.
3. Make a written record of the concern.
4. Tell the person involved what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with.
5. Tell only the people who need to know – such as your safeguarding officer, Sophie Rudge ; email [sophierudge@btinternet.com](mailto:sophierudge@btinternet.com)  
Tel 01244311375 or 07885425125
6. Consider the balance between listening to someone's wishes and needing to refer information where others may be at risk.
7. Inform the person involved about the outcome of any process.

If someone is injured or at immediate risk, take immediate action. Seek help by dialling 999 for police or ambulance.

For any advice on safeguarding issues please contact the Newman Safeguarding Officer, Sophie Rudge ; email [sophierudge@btinternet.com](mailto:sophierudge@btinternet.com)

Tel 01244 311375 or 07885425125

Approved 14<sup>th</sup> March 2021