

# SAFEGUARDING.....

## IT'S EVERYBODY'S RESPONSIBILITY

You have a concern about a child/adult at risk, or you have a disclosure of abuse or neglect made to you

Is someone in immediate danger?

YES

NO

Call the Police  
(999)

Speak to your Welfare Officer immediately, if they are unavailable, you can call the LTA Safeguarding Team or NSPCC

Inform the parent/carer of the concern, unless you believe it will put the child, vulnerable adult or yourself at risk.

Write an objective report of the concerns immediately using the **Reporting a Concern** Form. Send it to the LTA Safeguarding Team within 48 hours of the concern/disclosure.

**RESPOND - REFER - RECORD**

DTSC Welfare Officer Ros Clark:  
07850 187668



### Useful Contacts:

- LTA Safeguarding Team: 020 8487 7000  
email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)
- NSPCC: 0808 800 5000
- Dorset Safeguarding:
  - Children - 01202 228866
  - Vulnerable Adults - 01305 221016