**PROCESS FOR CONCERNS ABOUT CHILDREN AND**

**YOUNG PEOPLE AT HOME-START WYRE FOREST**

Volunteer is concerned about something they have seen, heard or been told on a visit to family.

No further action

**CO-ORDINATOR PASSES CONCERNS TO CHILDREN`S SERVICES (AND ANY OTHER RELEVANT AGENCIES)**

Co-ordinator may share information/ concerns with other relevant agencies to clarify situation.

**The only time a volunteer should bypass the Co-ordinator is if they find a child UNATTENDED or believe a child or young person is in immediate danger. If this is the case THEY SHOULD RING 999 DIRECTLY.**

Record of Concern generated and passed to Manager as Strategic Lead for Safeguarding.

Actions agreed.

**VOLUNTEER CONTACTS THEIR CO-ORDINATOR.**

CO-ORDINATORS ARE DESIGNATED SAFEGUARDING PEOPLE AT HSWF. IF OWN CO-ORDINATOR NOT AVAILABLE, TRY OTHER CO-ORDINATOR, THEN MANAGER, THEN CHAIR MAN, THEN JILL ACTON.