

Flowchart for referral reporting safeguarding concerns (2026)

If a child or adult at risk of harm is in immediate danger phone 999 for the Police.

Your safeguarding responsibility

Are they safe? If you are concerned about a child or adult at risk of harm you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened, it is your responsibility to report your concerns



Share your safeguarding concerns and get support

1. If there is immediate danger to the child or Adult at Risk call the police - 999
2. Share all safeguarding concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead as soon as possible – do not delay
 - For concerns about an Adult at Risk of Harm: Use the Safeguarding Adults Framework to guide your discussions on thresholds for safeguarding referrals
 - For concerns about a child (under 18 years of age): Use the Suffolk Thresholds of Needs Matrix to guide your discussions on thresholds for safeguarding referrals
 - If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat



Report safeguarding concerns

- Report safeguarding concerns about a child or an Adult at Risk using the relevant online [Suffolk Portal \(child or adult\)](#).
- For urgent safeguarding concerns make the referral by contacting Suffolk Customer First [0808 800 4005](#)
- If there is immediate significant danger to the child or Adult at Risk call the police - 999

Organisation safeguarding contact information

Designated Safeguarding Lead: tel.
Designated Safeguarding Deputy: tel.

email: clerk@reydonvillage.org
email: linda.coe@reydonvillage.org

Important information

- When reporting for child safeguarding concerns Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring
- Local Authority Designated Officer (LADO) Referrals. If you have concerns about an adult working or volunteering with a child/ren who may pose a safeguarding risk follow the LADO referral, [access the LADO page for more information](#)

- When reporting for adult safeguarding concerns It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts
- ALL notes will be disclosable should a formal or criminal investigation occur. Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.