

What to do if you are worried about a child or young person

Emergency

Perceived immediate threat to safety or wellbeing

1. Discuss with manager and/or on call manager, senior colleague/Consultant and/or Integrated Safeguarding Team on: 01905 733871

2. Contact the Family Front Door on: 01905 822666 (Monday to Friday 08:30 – 17:00)
Or:
Out of hours Emergency Duty Team on: 01905 768020
Or if immediate risk of harm; call police on: 999/101

3. Follow up your telephone conversation with an online referral: [Referral to CSC](#)
4. Send a copy to the Integrated Safeguarding Team at: wah-tr.safeguardingworcsacute@nhs.net and document your actions in the patient records.

5. The referrer will receive a response to their referral within 3 working days. If no response, then it is the referrer's responsibility to follow up.
6. Document the outcome in the child's records under the Safeguarding header and share with all staff/practitioners that are caring for the child.
7. If the referrer is not happy with the outcome escalate any concerns using the Escalation Policy:
[Escalation Policy](#)

Non-Emergency

Perceived NO immediate threat to safety or wellbeing

1. Discuss with manager and/or on call manager, senior colleague/Consultant and/or Integrated Safeguarding Team on: 01905 733871

2. Can the child's/young person's needs be met using Early Help? OR 2. Child/young person is in need or in need of protection.

3. If yes refer to Early Help via the link below:
[Referral to Early Help Family Support](#)

3. Contact the Family Front Door on: 01905 822666 (Monday to Friday 08:30 – 17:00)
Or: Out of hours Emergency Duty Team on: 01905 768020

4. Follow up your telephone conversation with an online referral: [Referral to CSC](#)
5. Send a copy to the Integrated Safeguarding Team at: wah-tr.safeguardingworcsacute@nhs.net and document in the patient records.

6. The referrer will receive a response to their referral within 3 working days. If no response, then it is the referrer's responsibility to follow up.
7. Document the outcome in the patient records under the Safeguarding header and share with all staff that are caring for the child.
8. If the referrer is not happy with the outcome escalate any concerns using the Escalation Policy:
[Escalation Policy](#)

WAHT Trust contacts with Safeguarding Responsibilities

Chief Nurse:
Vicky Morris
Contact: via switchboard

Named Doctor:
Dr Prakash Kalambettu
Contact: via switchboard

Integrated Safeguarding Team:
Tel no: 01905 733871
wah-tr.safeguardingworcsacute@nhs.net