We have 8 easy steps to safeguarding on the lounge already under Independent Living so that page will need to be updated. But for the article can we have something around who the new leads are, what to do when reporting a safeguard and then a link to the 8 easy step page.

**The eight easy steps to safeguarding**

Do you know what to do when you have a safeguarding concern? Are you aware who our safeguarding lead is? Read more here…

Our Safeguarding lead is **Sean Jackson** (sean.jackson@greatwellhomes.org.uk  
01933 231350)

Safeguarding deputies are **Chris Holloway** (chris.holloway@greatwellhomes.org.uk  
01933 231307)   
and **Katherine Goodwin** (Katherine.Goodwin@greatwellhomes.org.uk  
01933 231362)

It is everyone’s responsibility to report a Safeguarding concern – if you have any doubt as to whether you should report a Safeguarding concern, you must report it. Even if another person or agency agrees to report the concern, also report it yourself to be sure.

If the person whom you’re concerned about has a social worker or other professionals involved, make them aware but also still refer to safeguarding centrally to ensure that nothing is missed.

**The 8 easy steps to reporting a Safeguarding concern:**

1. Ensure the alleged victim is safe and supported – if the person at risk may be in immediate danger or a crime has been committed, then the police and/or ambulance service must be called straight away on 999.
2. Where there are practical measures a staff member can take to reduce the danger without endangering themselves, this should be done. However, you must not take any actions which risk worsening the situation, carry the threat of confrontation with a perpetrator, or interfere with any evidence.
3. If the safeguarding concern relates to a staff member, then the HR manager should be informed immediately.
4. To raise a concern with an immediate risk of harm, you must call Northamptonshire County Council on 0300 126 1000 (out of hours 01604 626938) and alert designated Safeguarding lead Sean Jackson (07766 083276)  
     
   The telephone call with the local authority must then be followed up with an email to them summarising the concern and any actions agreed during the telephone call.   
     
   If the risk of harm is not immediate then you should complete an online safeguarding referral, which can be found here:  
   Adults - [**https://www.northamptonshire.gov.uk/councilservices/adult-social-care/safeguarding/Pages/default.aspx**](https://www.northamptonshire.gov.uk/councilservices/adult-social-care/safeguarding/Pages/default.aspx)   
   Children - [**https://www.nctrust.co.uk/help-and-protection-for-children/Pages/report-a-concern.aspx**](https://www.nctrust.co.uk/help-and-protection-for-children/Pages/report-a-concern.aspx) (Select option to complete a MASH referral)  
     
   At the end of completing the referral you should download a PDF copy of the referral.
5. Once you have made the safeguarding referral, be sure to fill out a safeguarding incident form, which can be found here: [[](https://wellingboroughhomes.sharepoint.com/sites/TheLounge/ServiceAreas/IndependentLiving/Safeguarding/Documents/Safeguarding%20incident%20form.docx)Safeguarding incident form.docx](https://wellingboroughhomes.sharepoint.com/sites/TheLounge/ServiceAreas/IndependentLiving/Safeguarding/Documents/Safeguarding%20incident%20form.docx)​​​
6. You should then email the Incident form and a PDF copy of the referral (if completed online) to [safeguarding@greatwellhomes.org.uk](mailto:safeguarding@greatwellhomes.org.uk)
7. Once the email has been send you should delete the completed form and the email from ‘sent items’ in your emails.
8. Once sent there are no further initial actions for you to take, however you should remain vigilant and if you have further concerns should raise them in the same way.

For any further clarification please refer to the Safeguarding Policy and the Safeguarding Children and Adults at Risk Procedure.

If you want to discuss your concerns, need advice, or want to know what is likely to happen next then please speak with Sean at the earliest opportunity. ​