Nottinghamshire County Council

Children and Young People's Services
Youth Support Service

Safeguarding Procedures Flowchart

Concern about a young person
0 -18 year old inclusive

Are they in immediate danger?

YES

Make formal referral to Social Services local district office
(8.30am – 5pm Mon – Fri):

Ashfield	01623 405300
Bassetlaw	01777 716161
Broxtowe	0115 9175800
Gedling	0115 8546000
Rushcliffe	0115 9141500
Mansfield	01623 433433
Newark & Sherwood	01636 682700

Or call the emergency duty team weekdays between
5pm – 8.30am, weekends and bank holidays on **0115 844 7333**

If you do not want your name to be passed on as the person referring due to fears for your own safety or concerns for the young persons safety please state at the time of referral and record it on form YC419.

Contact your line manager as soon as possible for support.

NO

Discuss with district duty social care worker for advice
OR
Discuss with your line manager
OR
Discuss with the Child Protection nominated officer:
Daytime (Mon- Fri 9am – 5pm) tel: 0115 9774219.
At all other times tel: 07753 625293

Think, take action
OR
Monitor and start at beginning of the flow chart if circumstances change.

Fill in YC419 (available on the Intranet) and keep all detailed notes.
Send copies to:
- your line manager
- district duty social worker
- child protection nominated officer at:
Youth Service, 4th Floor, County Hall,
West Bridgford, Nottingham, NG2 7QP.