

Advice for Early Years, Childcare Providers  
and other Professionals

# Recognise, Respond and Refer

**Children have a right to  
be cared for and protected  
and protecting them is  
everyone's responsibility**

If you know of a  
child who is being  
neglected or  
abused – it's simple...

## Recognise

Do you have a  
suspicion or concern

Report it now to  
Children's Services on  
**0300 123 4043**

## Respond

About a child or young person

Discuss your concerns with  
your designated safeguarding  
person, or your line manager.

About the behaviour of a  
member of staff or volunteer

No further concerns  
keep a record

No further action

Consult the  
Continuum of Needs  
on the HSCP website

If the allegation is against a  
member of staff – make a  
referral to the  
Local Authority Designated  
Officer (LADO)

Referral form can be found on  
the HSCP website  
Inform the LADO of allegation  
within 1 working day

Parents/carers should be  
informed that you are making a  
referral unless this will put the  
child at more risk

Concerns ongoing

## Refer

When a child is at immediate  
risk of harm

**0300 123 4043**

Customer Service Centre

In an emergency situation  
call the police **999**

Provide identifying  
details of the child

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## Safeguarding Children

