

Safeguarding Pocket Reference Guide

Recognise and Respond

If a person (child or adult) discloses abuse:

1. If someone is at immediate risk of harm call 999 or 112
2. All allegations/disclosures will be treated seriously
3. Explain absolute confidentiality cannot be promised - only those who need to know will be informed.
4. Stay calm, listen and reassure the person they are not to blame
5. Do not judge or assume anything. Reassure the person they being listened to.
6. Do not investigate or ask leading or closed questions.
7. Tell them what you are going to do and that they will be told what happens

Things to remember

1. Treat everyone with respect, setting a positive example for others
2. Respect personal space and privacy
3. Ensure another adult is present or within sight or hearing of any activity
4. Ensure any actions cannot be misinterpreted by someone else
5. Challenge unacceptable behaviour
6. Do not put anyone, including yourself, in a vulnerable or compromising situation
7. Do not have inappropriate physical or verbal contact with others
8. You must not keep allegations or suspected abuse secret

Record and Report

If a person (child or adult) discloses abuse:

1. Don't wait, act immediately to record the disclosure.
2. Keep a factual record of what you were told, and your actions.
3. Make careful notes of what is said, record dates, times, events and when you are told
4. Tell your Designated Safeguarding Lead or Deputy
5. If the DSL or Deputy is unavailable, seek advice from one of the organisations whose contact details are below
6. If you believe someone is at immediate risk of harm call 999 or 112

Refer

Local authority contact phone number for safeguarding concerns:
Derbyshire County Council
Call Derbyshire / Starting Point on 01629 533190
Same number for both Adults and Children

Trussell Safeguarding Partner **Thirtyone:Eight**
Helpline - 0303 003 1111 (Option 2)

Trussell Modern Slavery Partner – **Align**
Helpline: 01722 580 358
Email: modernslavery@trussell.org.uk

Non-emergency Police: 101

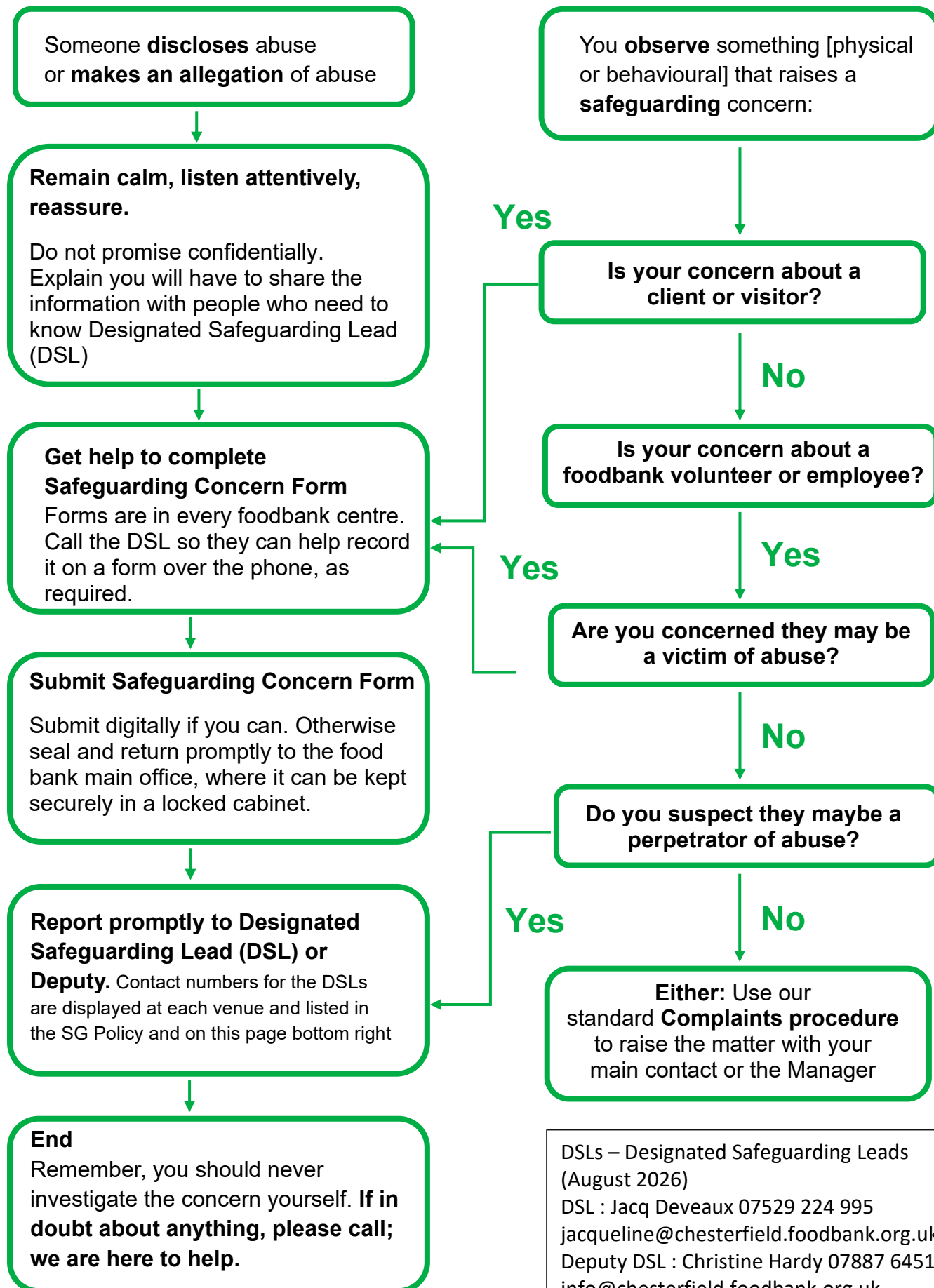
Hourglass

Confidential freephone Abuse help line:
0808 808 8141 (9am–5pm)

NSPCC

Child Protection Helpline:
0808 800 5000 or help@nspcc.org

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DSLs – Designated Safeguarding Leads
(August 2026)
DSL : Jacq Deveaux 07529 224 995
jacqueline@chesterfield.foodbank.org.uk
Deputy DSL : Christine Hardy 07887 645112
info@chesterfield.foodbank.org.uk