

WHAT IS AN EMERGENCY (when to call 999)?

If a Participant is at immediate risk of harm to self, from others or to others. This includes mental health crises as well as physical health emergencies.

IV Safeguarding Reporting Procedures Flowcharts

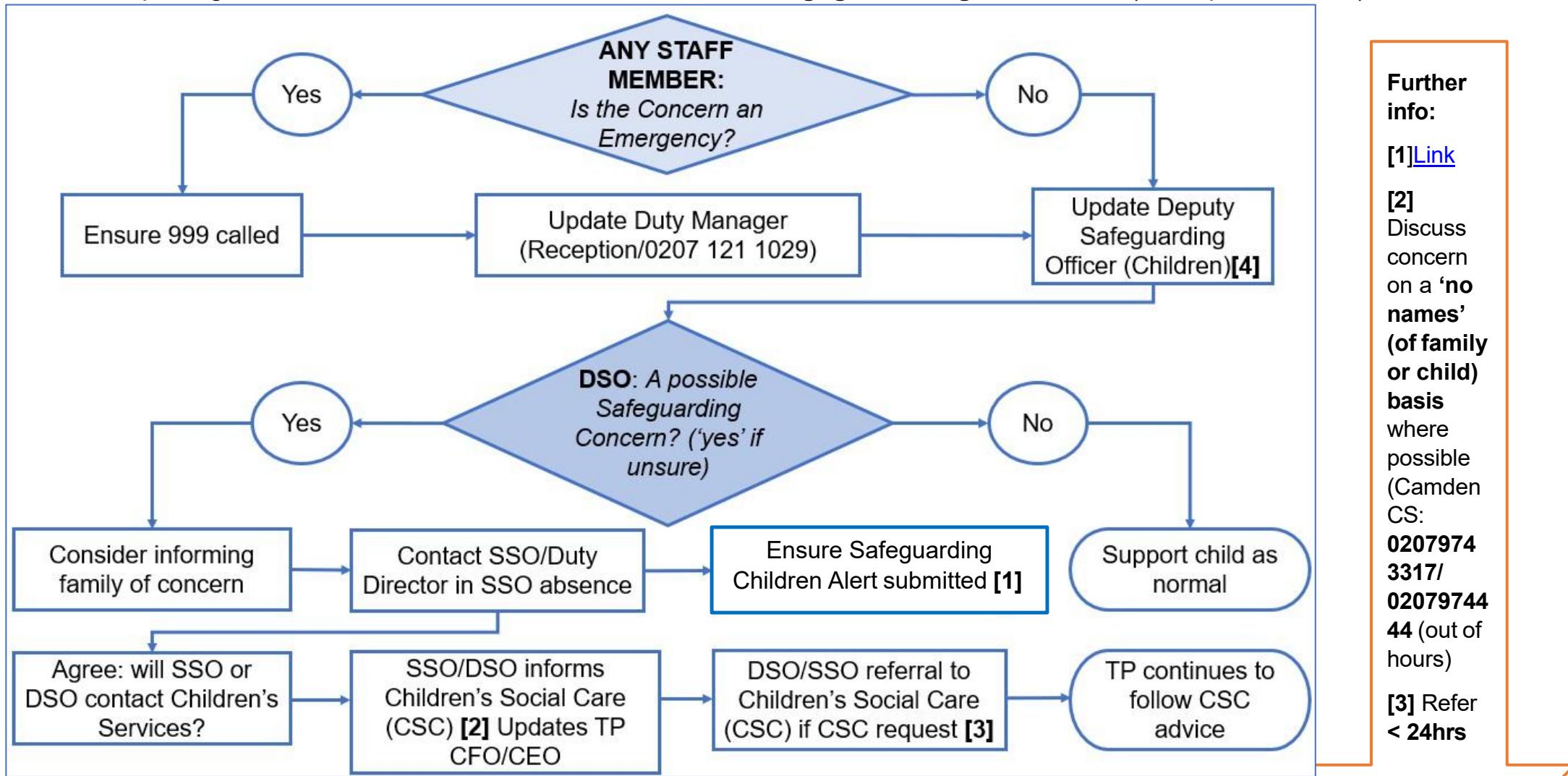
Programme/area of work	Flowchart number	Full Reporting Procedure (see I. The Place Safeguarding Policy and Reporting Procedures)
<ul style="list-style-type: none"> • CAT onsite • CYD onsite • Onsite theatre performances with children • LCDS Summer School participants 	1	Child onsite, engaged through The Place
<ul style="list-style-type: none"> • Partner Schools onsite 	2	Child onsite, engaged through a Partner Organisation
<ul style="list-style-type: none"> • CAT offsite, including overnight stays • CYD offsite including performances (e.g., festivals) 	3	Child offsite, engaged through The Place
<ul style="list-style-type: none"> • Partner Schools offsite 	4	Child offsite, engaged through a Partner Organisation
<ul style="list-style-type: none"> • LCDS 16 or 17-year-old students 	5	Under 18 LCDS student
<ul style="list-style-type: none"> • LCDS Adult students 	6	Adult LCDS student
<ul style="list-style-type: none"> • Creative Learning Projects with Adults 	7	Adult engaged through Partner Organization
<ul style="list-style-type: none"> • Adult Dance Classes 	8	Adult Dance Class Participant

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1

Reporting concerns about welfare of a child **onsite and engaged through The Place** (all steps URGENT)



Full Reporting Procedure: **"Reporting a Child Safeguarding Concern: a child onsite and engaged through The Place"** (The Place Safeguarding Policy and Reporting Procedures)

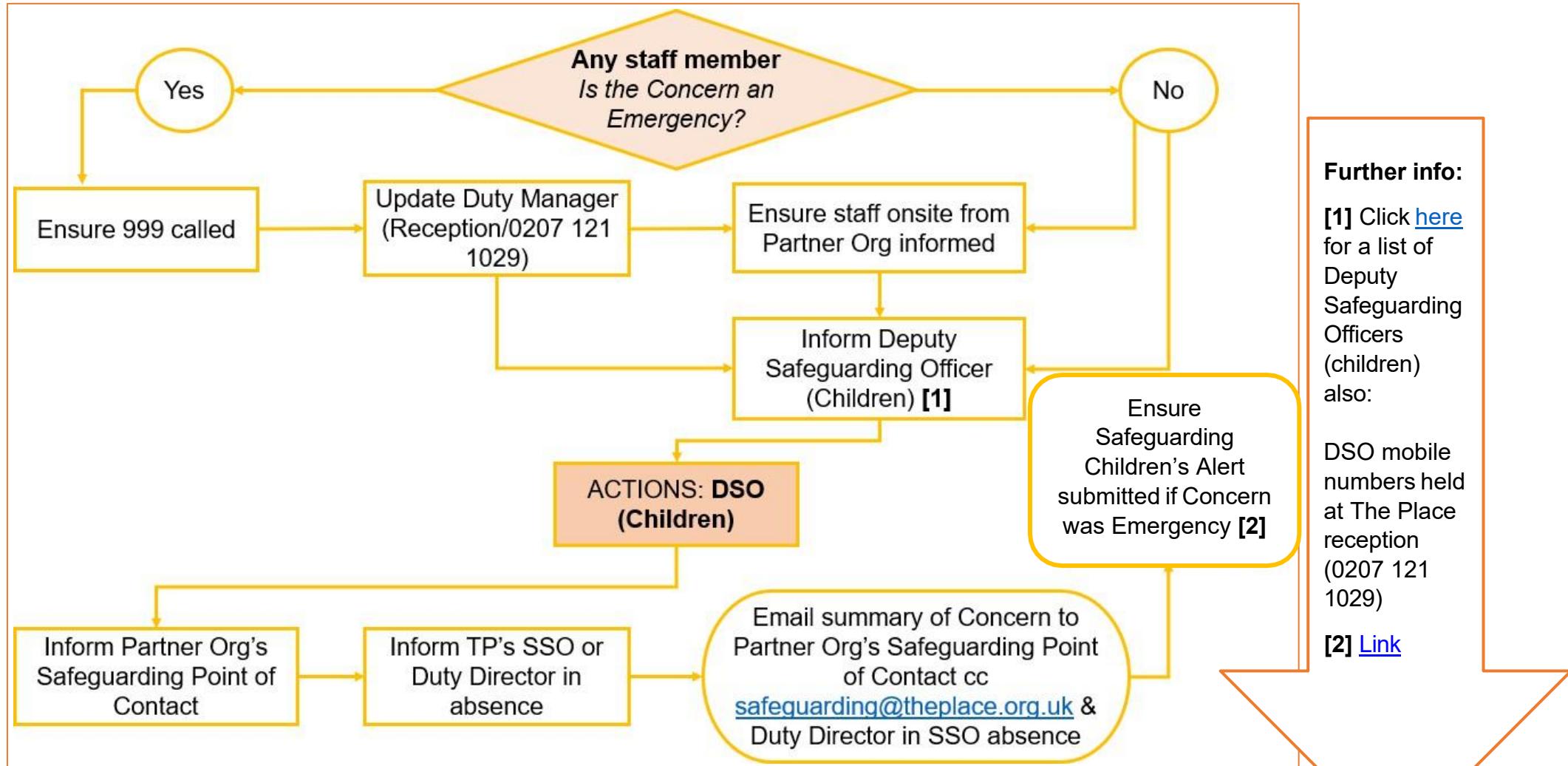
[4] CLICK [HERE](#) FOR A LIST OF DEPUTY SAFEGUARDING OFFICERS (CHILDREN) MOBILE NUMBERS HELD AT THE PLACE RECEPTION (0207 121 1029)

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2

Reporting concerns about the welfare of a child **onsite but engaged through Partner Organisation** (all steps URGENT)

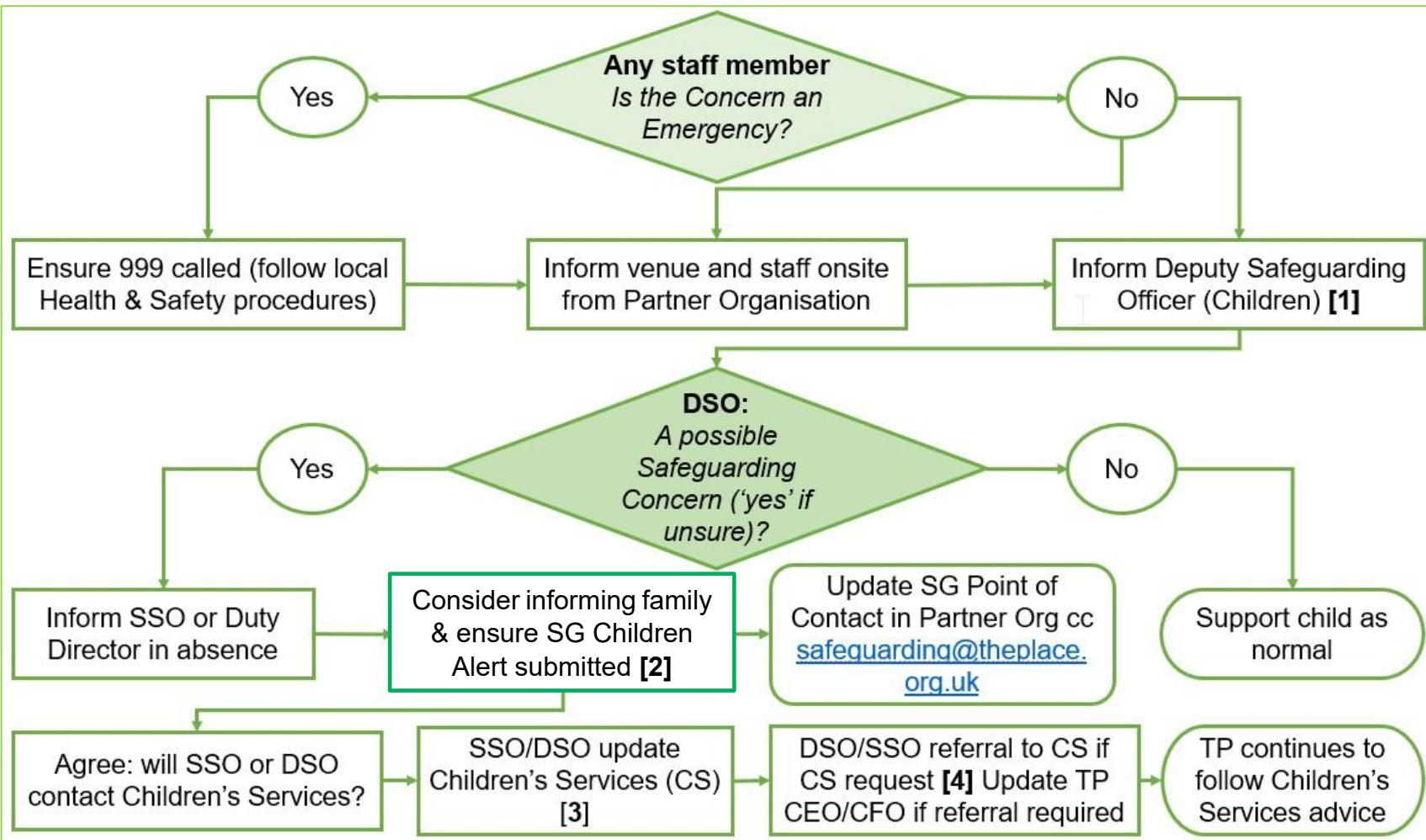


Full Reporting Procedure: **“Reporting a Child Safeguarding Concern: child onsite but engaged through a Partner Organisation”** (The Place Safeguarding Policy and Reporting Procedures)

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Reporting concerns about the welfare of a child **offsite** and **engaged through The Place** (all steps URGENT)



Further info:

[1] Click [here](#) for a list of Deputy Safeguarding Officers (Children)

DSO mobile numbers held at The Place reception (0207 121 1029)

[2] [Link](#)

[3] Discuss concern on a 'no names' basis where possible (Camden CS: 0207974 3317/0207974444 (out of hrs)

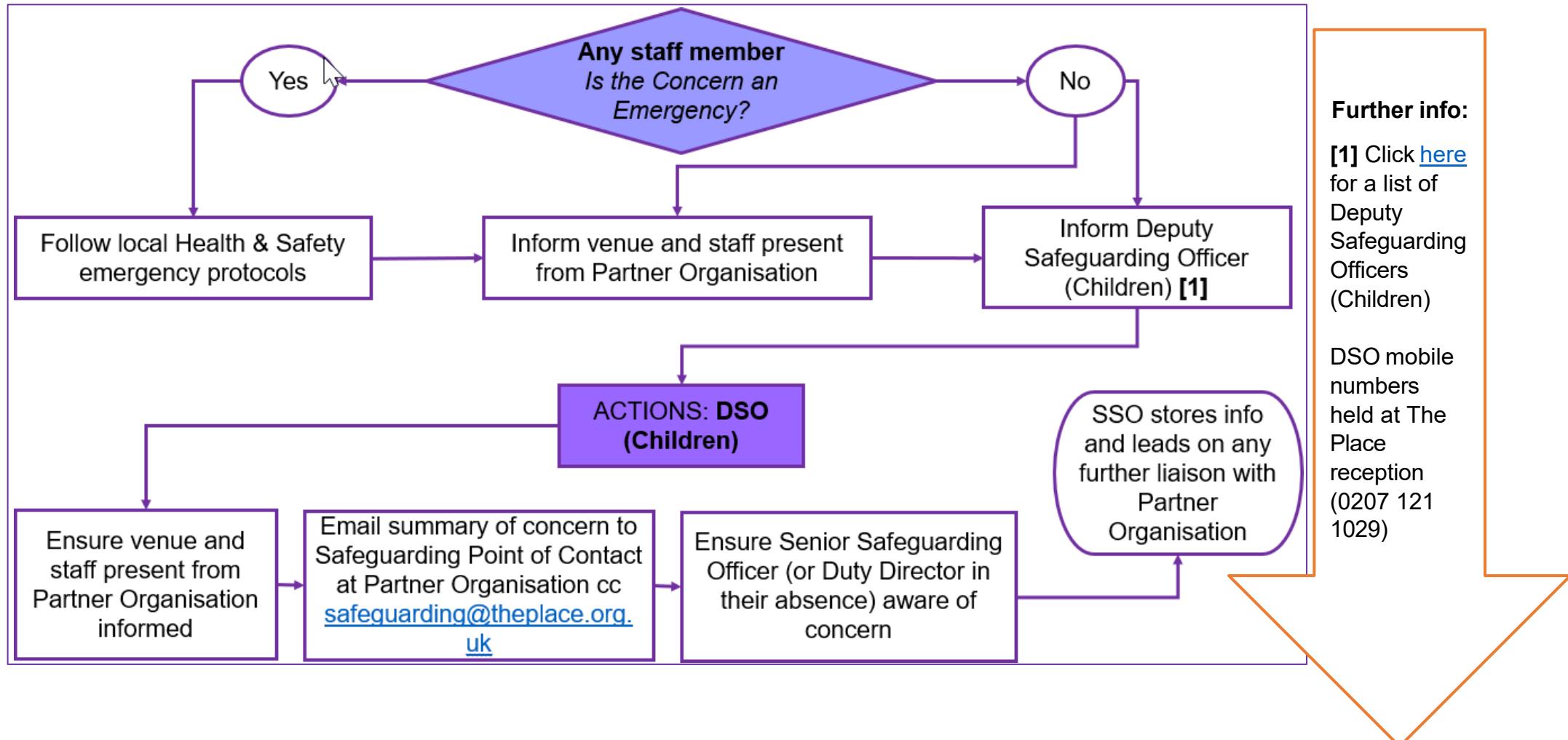
[4] Refer < 24hrs

Full Reporting Procedure: **“Reporting a Child Safeguarding Concern: child offsite and engaged through The Place”** (The Place Safeguarding Policy and Reporting Procedures)

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Reporting concerns about the welfare of a child **offsite** but **engaged through a Partner Organisation**
(all steps URGENT)



Full Reporting Procedure: **“Reporting a Child Safeguarding Concern: child offsite but engaged through a Partner Organisation”** (The Place Safeguarding Policy and Reporting Procedures)

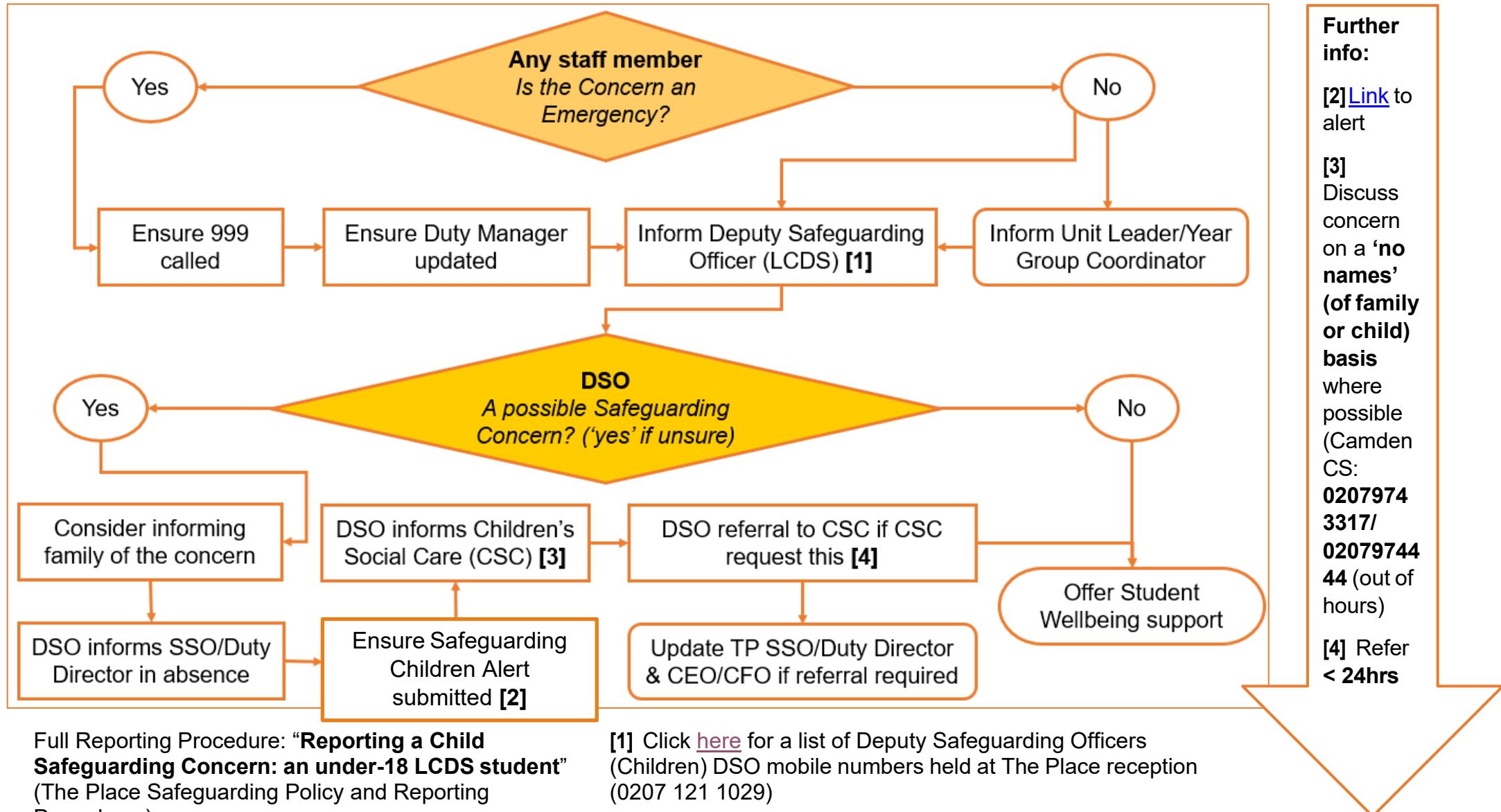
Duty Director where required on: 07715 317345

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5

Reporting concerns about the welfare of an **under-18 LCDS student** (all steps URGENT)

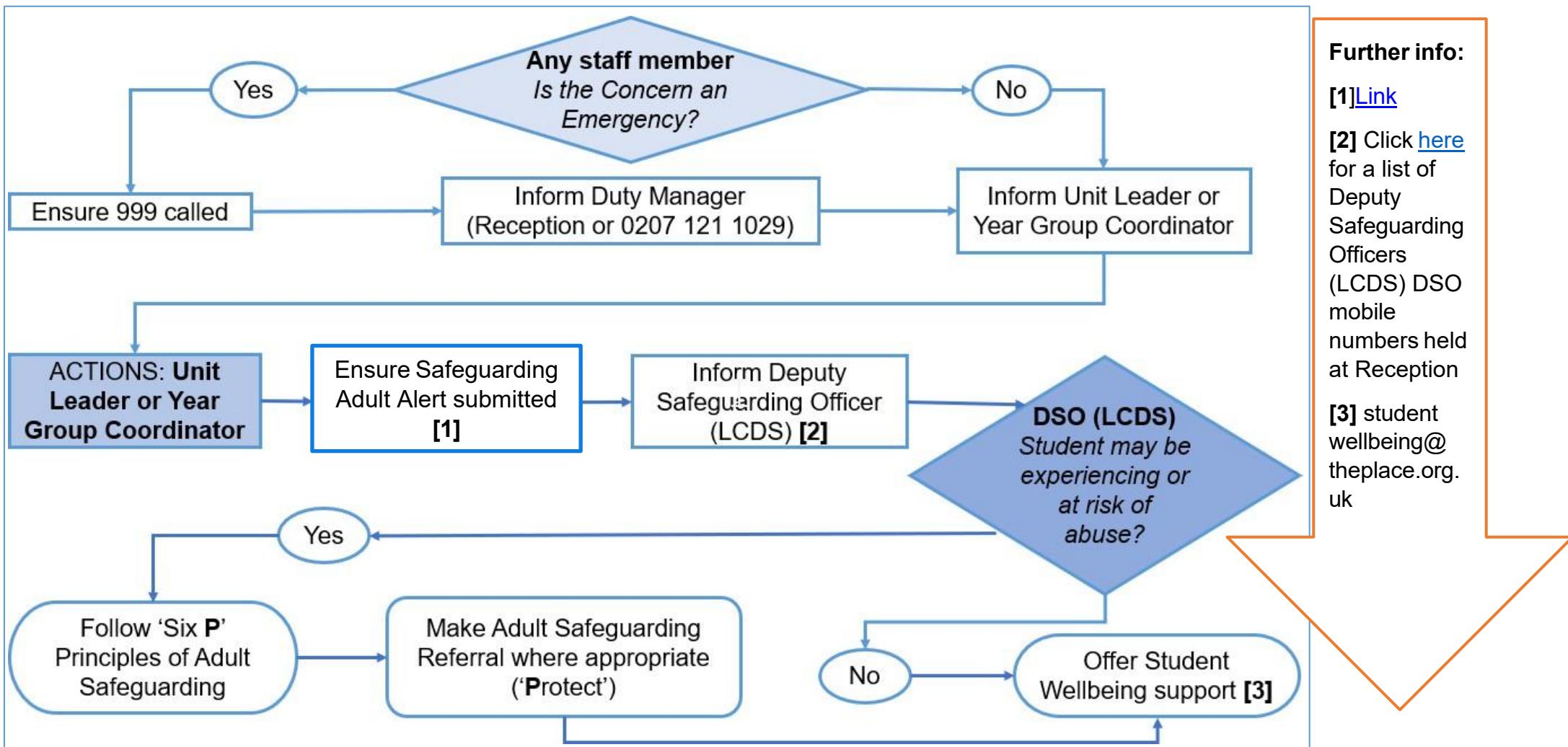


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6

Reporting a Safeguarding Concern: an Adult LCDS student (all non-emergency steps must be **taken the same working day**)

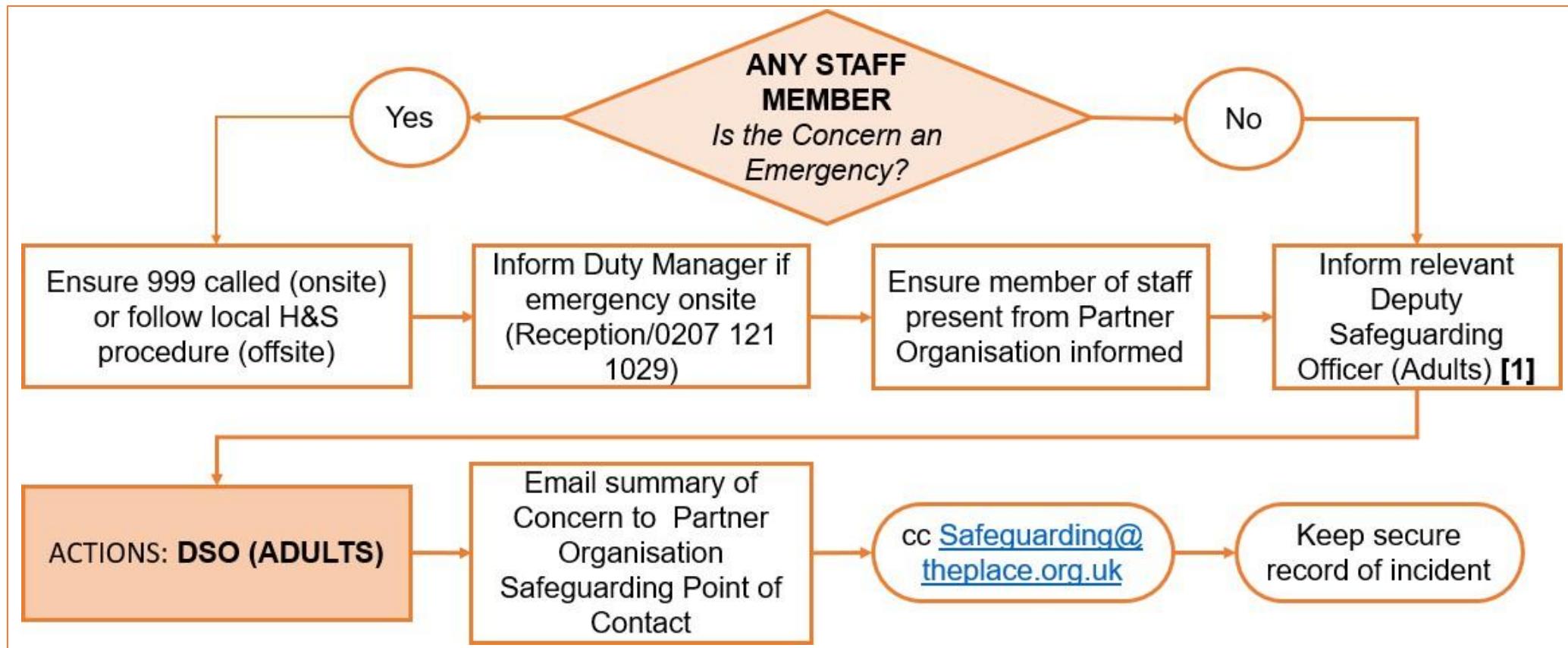


WHAT IS AN EMERGENCY (when to call 999)?

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7

Reporting a Safeguarding Concern: An Adult engaged through a Partner Organisation (all non-emergency steps must be **taken immediately**)



Full Reporting Procedure: “**Reporting a Safeguarding Concern: An Adult engaged through a Partner Organisation (The Place Safeguarding Policy and Reporting Procedures)**” [1] Click [here](#) for a list of Deputy Safeguarding Officers (Adults). DSO mobile numbers held at The Place Reception (0207 121 1029)

WHAT IS AN EMERGENCY (when to call 999)?

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Reporting a Safeguarding Concern: An Adult Dance Class Participant (all non-emergency steps must be taken within the same working day)

