

# Managing Safeguarding Concerns Which Occur Overseas

Your safeguarding concern is about

A child or young person

An adult working for you

The manager of an activity

You will:

1. Speak to the Lead at Head Office (Tel: \_\_\_\_\_)
2. Record, date, time and sign

The Lead person will:

1. Consider all the information and contact local Social Care Services (if available), or the Police
2. Follow up the referral in writing
3. Inform the child's relevant Embassy/High Commission/Consulate if the child is travelling
4. Obtain a copy of the Police/Social Care Services report
5. Liaise with the agencies
6. Contact parents/carers if advised by the agencies to do so
7. Update senior management as appropriate
8. Record, date. Time and sign all actions/discussions

The Senior Management Team will:

1. Deal with any media interest
2. Seek legal advice if necessary

**UK Citizens:**

- 1) Await advice and direction from the Local Authority Designated Officer (LADO), including possible referral to Disclosure and Barring Service (DBS)
- 2) Record, date, time and sign any actions

**Foreign Nationals:**

- 1) Await advice and direction from local agencies
- 2) Record, date, time and sign any actions

Local agencies will lead all further actions

Store file and update the Lead for safeguarding