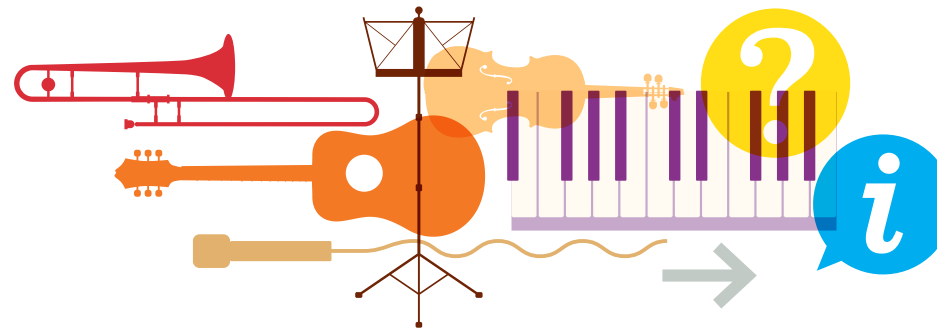




# WORKING IN MUSIC WITH YOUNG PEOPLE IN WILTSHIRE? WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD'S WELFARE GUIDANCE FLOWCHART



## QUESTION

Do you have concerns about a child's welfare?

OR

Are you concerned that a colleague, member of staff, volunteer or contractor may have:

- behaved in a way that has harmed a child, or may have harmed a child? and/or
- possibly committed a criminal offence against, or related to, a child? and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children? and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

ARE YOU:

Where a young person discloses abuse or neglect:

- Listen; take their allegations seriously, reassure that you will take action to keep them safe.
- Inform them what you are going to do next.
- Do not promise confidentiality.
- Do not question further or approach / inform the alleged abuser.

## LOCATION

**A: Working in a school (during or outside of normal hours) or working for an organisation?**

Make yourself aware of the school or organisations' procedures.

Report immediately to the Designated Safeguarding Lead or a Senior Manager in that organisation.

Obtain an acknowledgement of your report/contact.

They will then take the lead

**B: Working on your own where you are responsible for the activity?**

You might be at your home or premises; at a pupil's home or in a community setting.

## REPORT

**Report the allegation**

within one working day:

- **Concerns about adults**  
Ask to speak to the Local Authority Designated Officer (LADO):  
LADO@wiltshire.gov.uk  
0300 456 0108 (option 6)
- **Concerns about young people**  
Integrated Front Door (IFD):  
0300 456 0108
- **Out of Hours Duty number**  
for both:  
0300 456 0100

The person you speak to will tell you what will happen next.

**IF THERE IS IMMEDIATE DANGER, PHONE THE POLICE OR EMERGENCY SERVICES ON 999**



**Wiltshire Council**

This document has been produced by Wiltshire Music Connect and is intended for use as a brief guide only. For more detailed guidance refer to Wiltshire Council's Child Protection information

[wiltshiresvpp.org.uk/](http://wiltshiresvpp.org.uk/)  
[wiltshire.gov.uk/children-young-people-protection](http://wiltshire.gov.uk/children-young-people-protection)  
[wiltshiremusicconnect.org.uk](http://wiltshiremusicconnect.org.uk)