

6 Step Safeguarding Process

1 Follow your organisation's own **Safeguarding Processes**, ensuring your **Designated Safeguarding Officer** is involved

2 Clearly evidence information about the concern or risk on **HLC's Cause for Concern form**

3 Gain **consent** from the person before sharing the form/concern. (refer to the Mental Capacity Act 2005 and your Child Protection Policy for guidance on consent)

4 Your **Designated Safeguarding Officer** must liaise with HLC

5 Your **Designated Safeguarding Officer** must send a fully completed Cause for Concern form to HLC within **48 hours**

6 Your **Designated Safeguarding Officer** must send a **review one month** later and inform HLC when a concern is closed

Safeguarding should be a key governance priority for all organisations, regardless of size, type or income. Not just those working with vulnerable adults, children and those considered at risk