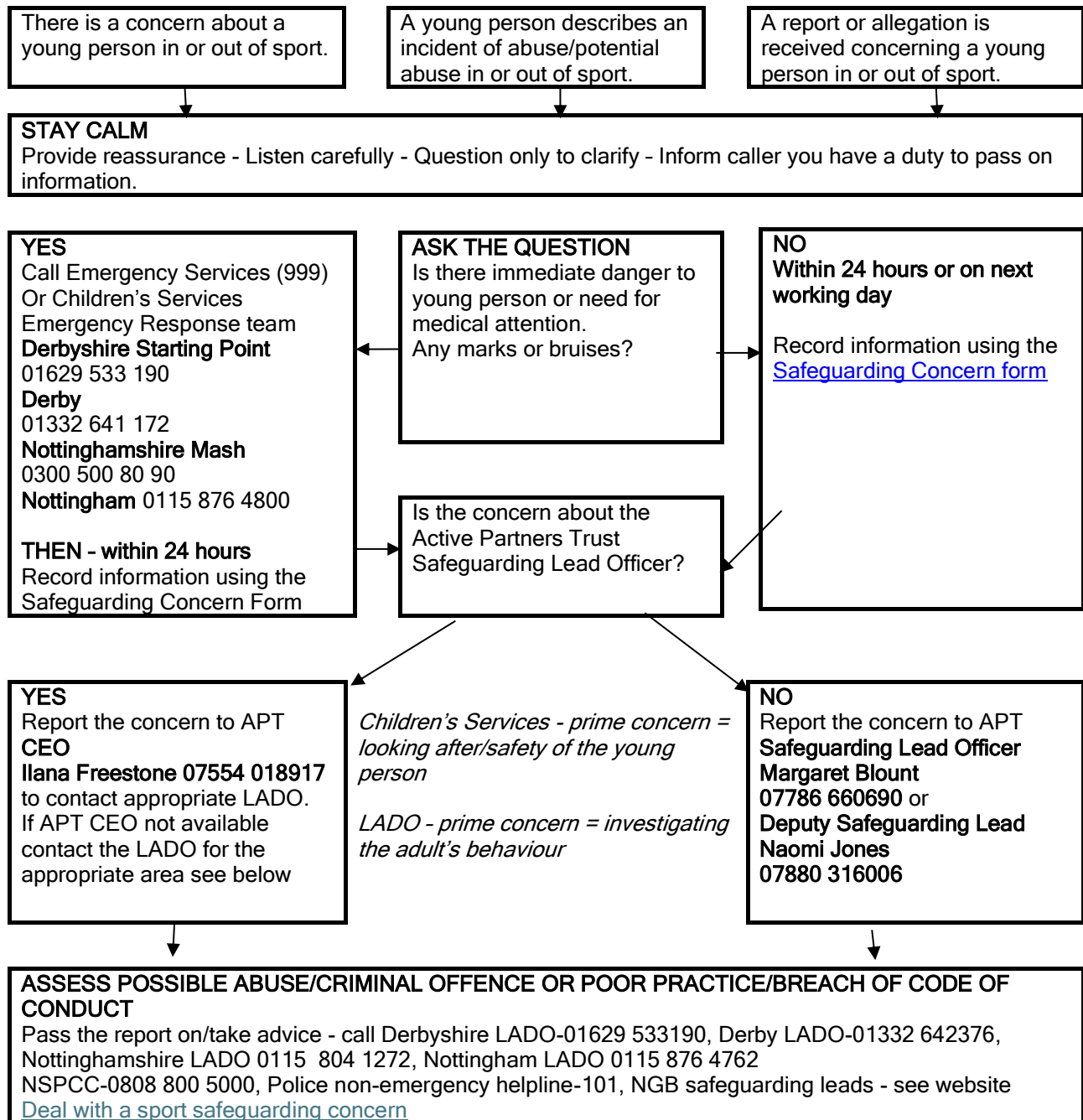


Appendix 2 Incident Reporting Flowchart



APT'S SAFEGUARDING LEAD OFFICER OR CEO TO TAKE FURTHER ACTION

- Seek consent from parent/carers to share information unless it places the child at risk of harm. If unsure, seek advice from LADO (for someone in position of trust). Consult with APT case management group for concerns about parent/carer.
- Where allegation is against an APT employee, consult with **APT CEO or Board lead** and relevant LADO to agree appropriate action. If allegation in sport, inform NGB safeguarding officer.
- Where allegation is against a person associated with APT but not an APT employee, consult with LADO and relevant statutory/employing body e.g. school. If allegation in sport, inform NGB safeguarding officer.
- Where allegation is against an individual in sport but not connected with APT, consult with the LADO and NGB safeguarding officer.
- Where allegation/concern out of sport, consult with the LADO

POSSIBLE ABUSE

Secure and record their commitment to refer to statutory agencies. Seek confirmation, within 24 hrs, that this has happened. Follow up in writing within 24 hrs. Pass Safeguarding Concern Report form and records of all conversations to APT Safeguarding Lead Officer for filing.

POOR PRACTICE

Record actions and plans agreed. Minute the conversation, follow-up in writing within 24 hours. Pass Safeguarding Concern Report form and records of all conversations to APT Safeguarding Lead Officer for filing.

Contact numbers in Derbyshire and Nottinghamshire

Derbyshire County Council

Derbyshire Children's Services Starting Point **01629 533 190** choosing the option for urgent child protection calls any time or [submit online request](#)
Derbyshire Police call centre number **101** anytime
Local Authority Designated Officer **01629 533 190**

Derby City Council

Derby City Children's Services First Contact Team **01332 641 172** 9am - 5pm
or by secure email ashmail@derby.gcsx.gov.uk
Careline **01332 786 968 at any time**
Derbyshire Police **101** anytime or **0845 123 33 33** (if the child is not in immediate need of protection)
Local Authority Designated Officer **01332 642 376** or secure email
CYPSSafeguarding@derby.gcsx.gov.uk

Nottinghamshire County Council

Children's Social Care - MASH **0300 500 80 90** 9am - 5pm or by secure email
mash.safeguarding@secure.nottsccl.gov.uk
Emergency duty team **0300 456 4546** anytime
Nottinghamshire Police **101**
Local Authority Designated Officer **0115 804 1272**.

Nottingham City Council

Children's Social Care 0115 876 4800 anytime or by secure email

candf.direct@nottinghamcity.gcsx.gov.uk

Nottinghamshire Police 101

Local Authority Designated Officer 0115 876 4762

Active Partners Trust

Active Partners Trust nominated Lead Officer for safeguarding is:

Margaret Blount

Head of Operations

Tel: 07786 660690

Email: margaret.blount@activepartnertrust.org.uk

Deputy Lead Officer is:

Naomi Jones

Programmes Lead

07880 316006

Email: naomi.jones@activepartnertrust.org.uk