

At Summat Creative we know that keeping each other safe is everyone's job.

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Here's what **YOU need** to do if you suspect or know someone is in trouble.

IF YOU KNOW SOMEONE IS BEING HURT, HARMED OR THEY ARE IN DANGER CALL 999

If you suspect someone is being, or they tell you they have been, hurt, harmed or abused, follow the steps in this flowchart

RECOGNISE

Know what the types and signs of abuse are.

You can find them online at:

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

<https://www.anncrafttrust.org/resources/types-of-harm/>

RESPOND

Listen to what they say to you.

Don't ask questions.

Let them know you have to tell someone.

Reassure them.

REFER

Always tell the Safeguard Lead.

In Summat Creative this is Lucy Dix.

You can reach her at anytime on 07973513806

Tell her as soon as you can.

RECORD

Write down, or get Lucy to write for you, what you have seen or heard.

Do this as soon as possible.

Sign and date it.

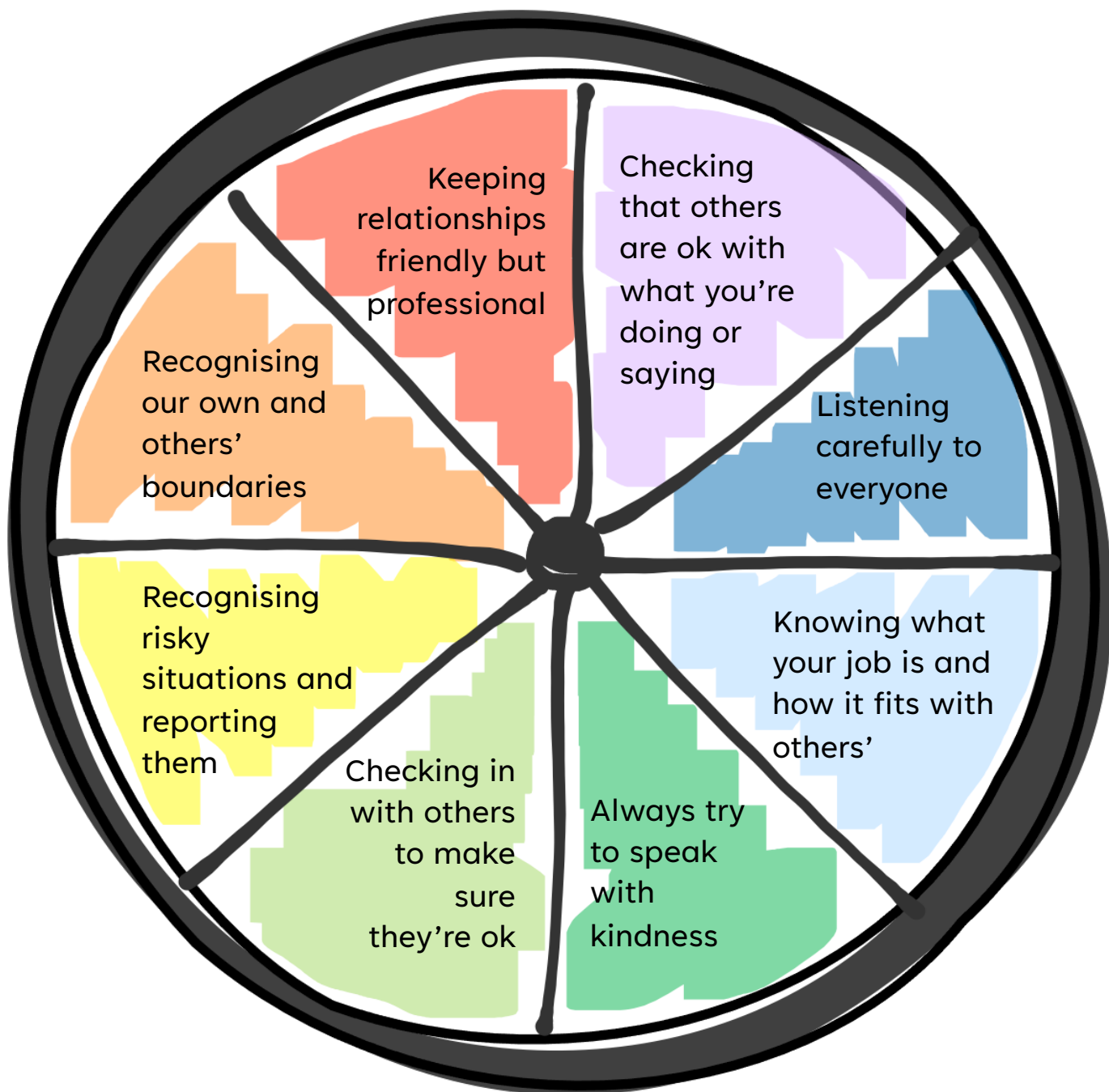
turn
over

At Summat Creative we want to create a safe working place where everyone feels listened to.

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You can help us do this by doing these things:



If you ever feel unsafe, or worried about something you've seen, talk to Lucy Dix, our Safeguarding Lead. Her number is 07973 513806.