**SOFT TOUCH ARTS SAFEGUARDING POLICY**

**APPENDIX A**

**CONTACT DETAILS IF YOU ARE CONCERNED ABOUT A CHILD**

Taken from the Leicester, Leicestershire and Rutland Safeguarding Children Board website <http://lrsb.org.uk/childreport>

If you're worried about a child or young person and think they may be a victim of neglect, abuse or cruelty, contact your local Children's Social Care office or the Police. The numbers are below.

You do not need to know everything about the child or what is happening. You may just be worried, or feel that something is not right.

**Referrals**

Referrals must be made in one of the following ways:

* In person or by telephone contact to the relevant Children's Social Care Services office;
* In an emergency outside office hours, by contacting the Emergency Duty Team or the Police;
* All professionals must confirm verbal and telephone referrals in writing within 48 hours of being made.
* Urgent referrals should initially be made by telephone to the relevant children's social care on the numbers below, or to the Police on 101.

**Leicestershire**

The [electronic Agency Referral Form](https://forms.leics.gov.uk/AF3/an/default.aspx/RenderForm/?F.Name=r1c2j94jcs3) (Leicestershire County only) is secure and should be used by professionals and members of the public to report concerns regarding a child or young person to our First Response Children's Duty electronically.

Should the referring person be unable to use the secure electronic link, paper/printed versions can sent by:

* Fax: 0116 305 0011
* Post: First Response Children's Duty, Leicestershire County Council, Eastern Annexe, County Hall, Glenfield, Leicestershire, LE3 8SR
* Referrals can be made by telephone to: 0116 305 0005
* E-mail: [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)

**Rutland**

Referrals to social care about children must be made in writing or confirmed in writing after telephone contact is made.

Referrals should be made via e-mail using a secure e-mail address. If the e-mail address is not secure the referrals should be faxed or use the secure electronic Agency Referral Form.

* Phone: 01572 722577 ext 8407
* Fax: 01572 758 307
* E mail: [dutyteam@rutland.gcsx.gov.uk](mailto:dutyteam@rutland.gcsx.gov.uk)
* By post or in person to: Rutland County Council, Childrens Duty & Assessments, Catmose, Oakham, Rutland, LE15 6HP

Out of Hours Numbers for Leicestershire and Rutland:

* Children's Emergency Duty Team: 0116 305 0005 (covers all of Leicestershire and Rutland)
* Police: 101
* Crimestoppers: 0800 555 111 (free and confidential)

**Leicester City**

Children's Duty & Advice Team - referrals can be made by:

* Telephone: 0116 454 1004
* E-mail: [das.team@leicester.gov.uk](mailto:das.team@leicester.gov.uk)
* Secure e-mail: [das-team@leicester.gcsx.gov.uk](mailto:das-team@leicester.gcsx.gov.uk)
* Post or in person to: Duty & Assessment Service, 1 Grey Friars, Leicester, LE1 5PH