

SEE OR HEAR SOMETHING
DO SOMETHING



Safeguarding is
EVERYONE's Business



HF MENCAP SAFEGUARDING TEAM INFORMATION FOR STAFF AND VOLUNTEERS

HF Mencap takes the safeguarding of adults at risk and child protection very seriously.

If you believe that a vulnerable adult or child is at risk of abuse or neglect, you have a duty of care to report it to the **Service Lead** without delay.

In their absence, please contact a **Designated Safeguarding Lead (DSL)** immediately.



Jolita Anupreviciute
Service Lead



Fabiana Alexander
Service Lead



Andrea Puertas
Service Lead



Priyanka Kunwar
Designated Safeguarding Lead



Rebecca Rawcliffe
Designated Safeguarding Lead



Manuel Moncayo
Designated Safeguarding Lead



Service Lead contact information:

Jolita.anupreviciute@hfmencap.org
Fabiana.Alexander@hfmencap.org
Andrea.Puertas@hfmencap.org



On Call phone: 07398509439



DSL contact information:

Priyanka.kunwar@hfmencap.org
075 0762 8462

Rebecca.Rawcliffe@hfmencap.org
07447099151

Manuel.moncayo@hfmencap.org
07507628426



CEO contact information:
Tim.Balogun@hfmencap.org

Chairperson contact information:
John.savage@hfmencap.org

If you believe a person
is in immediate
danger or there is a
crime in progress call
999 and alert a DSL.

FLOW CHART OF PROCEDURE FOR RESPONDING TO SAFEGUARDING CONCERN

If you believe a person is in immediate danger or there is a crime in progress call 999 and alert a DSL.

All logged safeguarding concerns are reviewed annually.

If the concern is about a DSL, the CEO should be contacted immediately.

In the event the CEO is absent the Chair of Trustees should be contacted in their place.

If a concern relates to the CEO, the Chair of Trustees is to be contacted.

Staff member/volunteer has a safeguarding concern.

Concern is reported to the DSL and internal safeguarding report is completed by the person reporting concern.

No referral required.

DSL reviews the report and adds to safeguarding log.

DSL decides a referral is not required. Organisation takes relevant action e.g monitor the situation within an agreed timescale.

Referral required.

Referral is made if things escalate.

DSL makes a referral within one working day. Police to be informed where appropriate.

Social care will decide what response is required within one working day.

The referrer will be informed of planned action. Organisation to follow instruction.

Where a referral is required the CEO is informed. The CEO monitors outcome.

Hammersmith and Fulham Safeguarding
For Adults without LD safeguardingadults@lbhf.gov.uk.
Learning Disability Adults Team
ldteaminfo@lbhf.gov.uk
02087531900



Out of hours duty (emergency): 02087488558
Hammersmith and Fulham Children and Young Person
Familyservices@lbhf.gov.uk
Disabled Children's Team: 02087536600

Ealing Council Safeguarding
Ealing Adults Team
sscallcentre@ealing.gov.uk



Learning disability team: 020 8825 8000
Out of hours duty (emergency): (020) 8825 5000
Ealing Child and Young Persons Teams
ecirs@ealing.gov.uk - for reporting a concern (same numbers as above)
asv@ealing.gov.uk / child.protection@ealing.cjsm.net /020 8825 893 For reporting an allegation
See: <https://www.ealingfamiliesdirectory.org.uk/> for further information

Hounslow Safeguarding
Reporting Adult Safeguarding



Telephone: 020 8583 3100 - Monday to Friday from 9am to 5pm.
Out of hours telephone: 020 8583 2222.
Adultsocialcare@hounslow.gov.uk and Learning.Disability@hounslow.gov.uk
For general advice about safeguarding
Telephone 020 8583 4515.
Hounslow Child Safeguarding (0-25)
Telephone: 020 8583 6600 option 2
Email: childrensocialcare@hounslow.gov.uk and 0_25disabilityteam@hounslow.gov.uk

RBKC Safeguarding
RBKC Adult Team
Safeguarding helpline 020 7361 3013 (office hours)
Out of hours: 020 7361 3013
Email: socialservices@rbkc.gov.uk
RBKC Child and Young Persons Teams
Call 0207 361 3013 on weekdays 9am-5pm
Out of hours Emergency Duty Team: 0207 373 2227
Email: socialservices@rbkc.gov.uk

