

## Key staff



### **Designated Safeguarding Officer**

Annette Butler

(Head of Buildings, Operations and  
Programming, Deptford Lounge)

Tel: 07538 324689

Email: [annette.butler@thealbany.org.uk](mailto:annette.butler@thealbany.org.uk)

### **Trustee with responsibility for safeguarding**

Ahmet Ahmet

Email: [mrismet@icloud.com](mailto:mrismet@icloud.com)

## Handling disclosures

Let the child/ adult at risk tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear as to what they are saying.

Ask them what they would like to happen as a result of what they have said, but don't make or infer promises you can't keep.

Reassure them that telling someone about it was the right thing to do.

Tell them that you now have to do what you can to keep them (or the person who is the subject of the disclosure) safe.

Let them know what you are going to do next and who else needs to know about it.

Speak to the Designated Safeguarding Officer.

Complete a Safeguarding Concern / Incident Report form



## **SAFEGUARDING: Key Information**

**Please refer to this leaflet for key safeguarding information in the case of a disclosure or if you have a concern about a child, young person or vulnerable adult.**

This is intended as a quick 'go to' document alongside your reading of the Albany's Safeguarding Policy and Code of Conduct.

The Albany agrees that it is always unacceptable for a child or any person to experience abuse and recognises its responsibility to safeguard the welfare of all children and adults at risk, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/ adult at risk is paramount and that anyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, has the right to equal protection from all types of harm or abuse;
- working in partnership with children, their parents/ carers and vulnerable adults and their agencies is essential in promoting their welfare.

Everyone shares responsibility for safeguarding and promoting the welfare of children irrespective of individual professional or volunteering roles.

**More information:**

NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)  
Childline: [www.childline.org.uk](http://www.childline.org.uk)

**In the unlikely event of a Designated Safeguarding Officer not being available:**

All disclosures of abuse, or safeguarding concerns about a member of staff or volunteer, must be reported directly to the local authority.

**Lewisham Multi Agency Safeguarding Hub (MASH):**

[MASHagency@lewisham.gov.uk](mailto:MASHagency@lewisham.gov.uk)  
020 8314 6660

**Local Authority Designated Officer (LADO):**

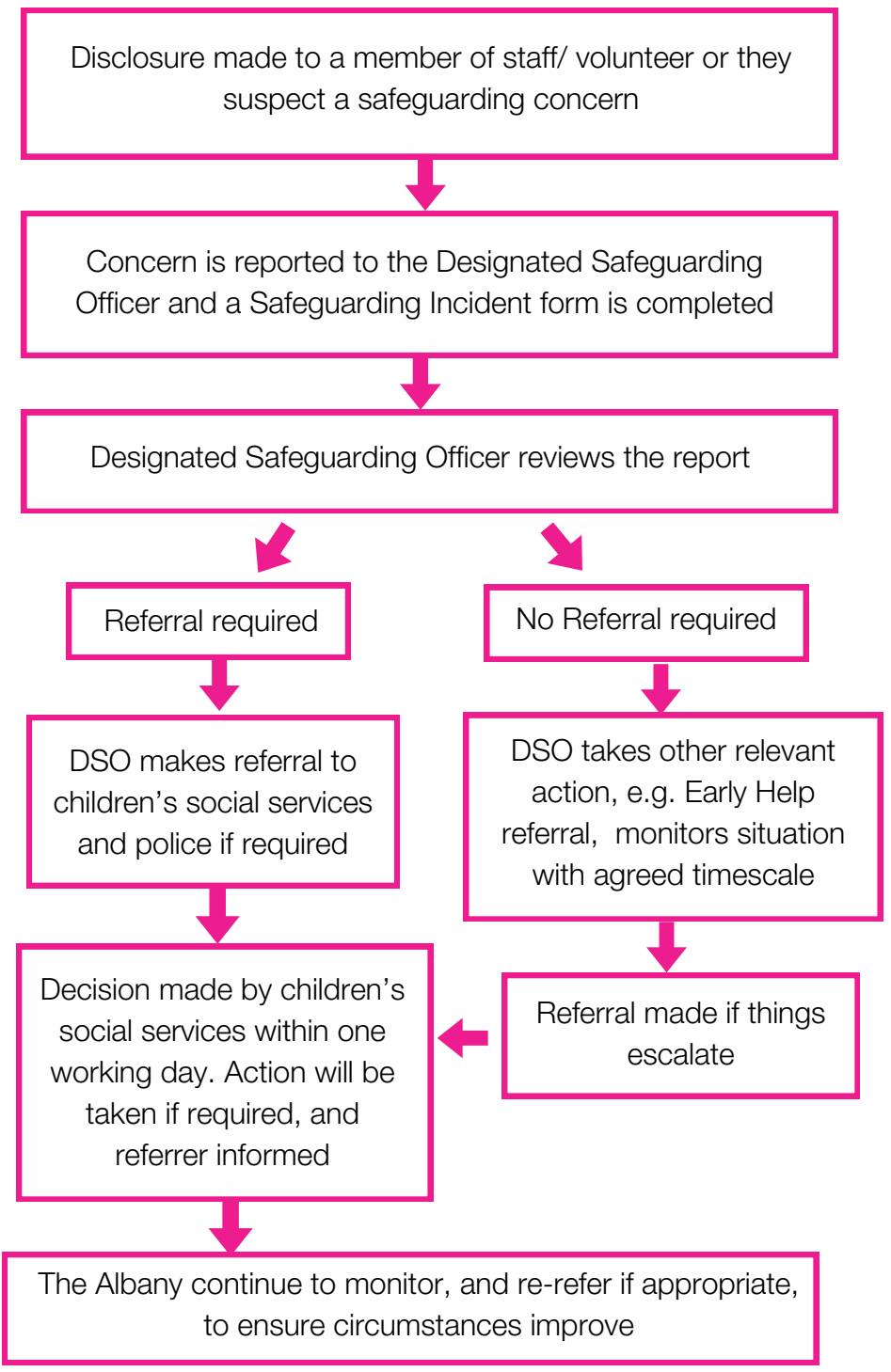
Caroline Aitken  
[LewishamLADO@Lewisham.gov.uk](mailto:LewishamLADO@Lewisham.gov.uk)  
020 8314 7280

**Female Genital Mutilation:**

If discovered through disclosure or evidence (do not examine the child) **call 101 straight away.**

**If you think a child or young person may be in immediate danger, call 999.**

**Flowchart for referrals**



**Please ensure you have completed a safeguarding concern/incident form.**