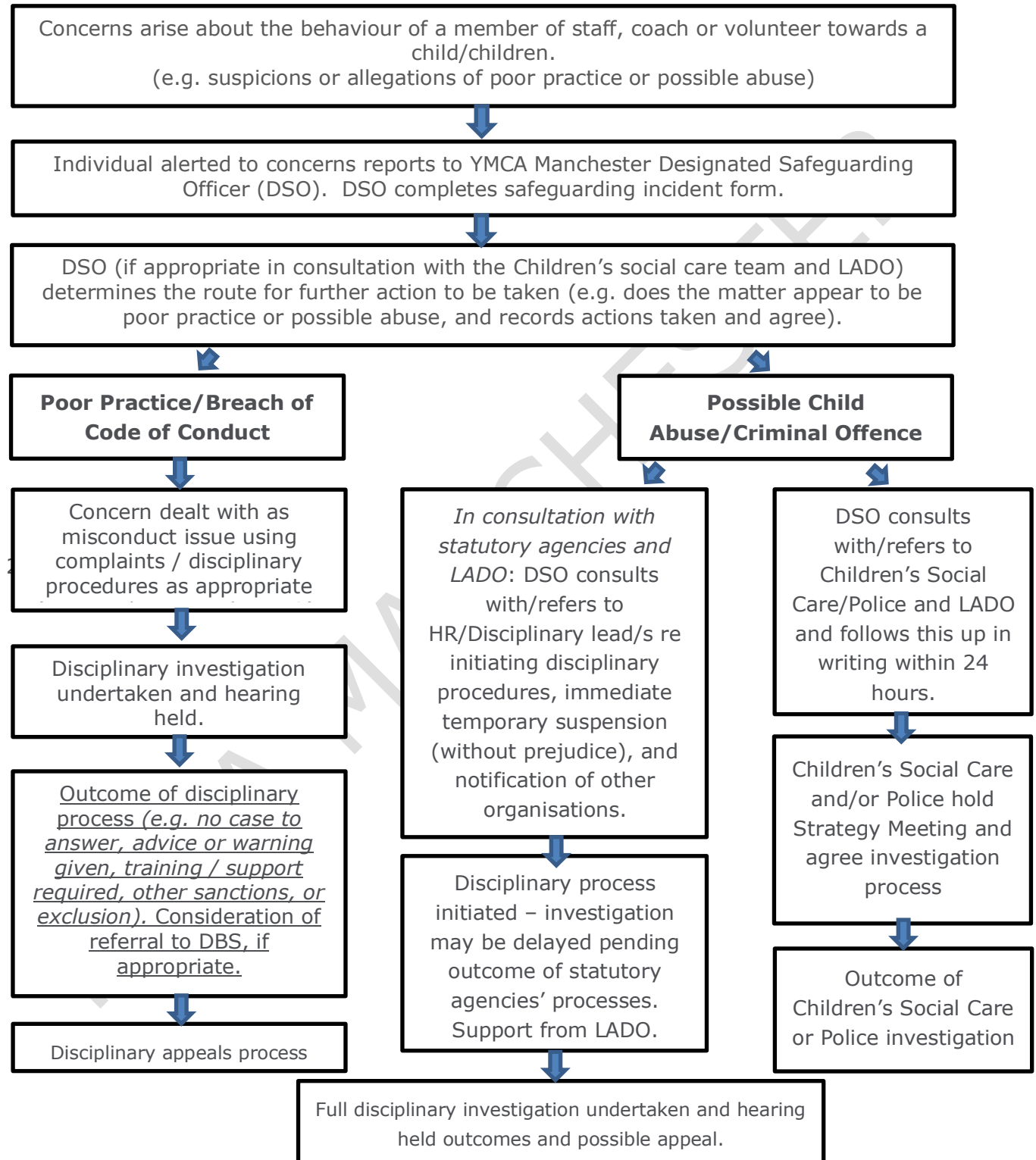


Version		4	
Date approved by CEO		September 2018	
Review Period		Ongoing	
Last Review Date		November 2024	
Sources of guidance used		ISO 9001	
Document History			
Version	Date	Editor	Changes made
1	September 2018	M Gandy	Original
2	September 2020	M Gandy	General update
3	January 2023	P Smith	Review and minor edits
4	November 2024	M Corneille	Content edits

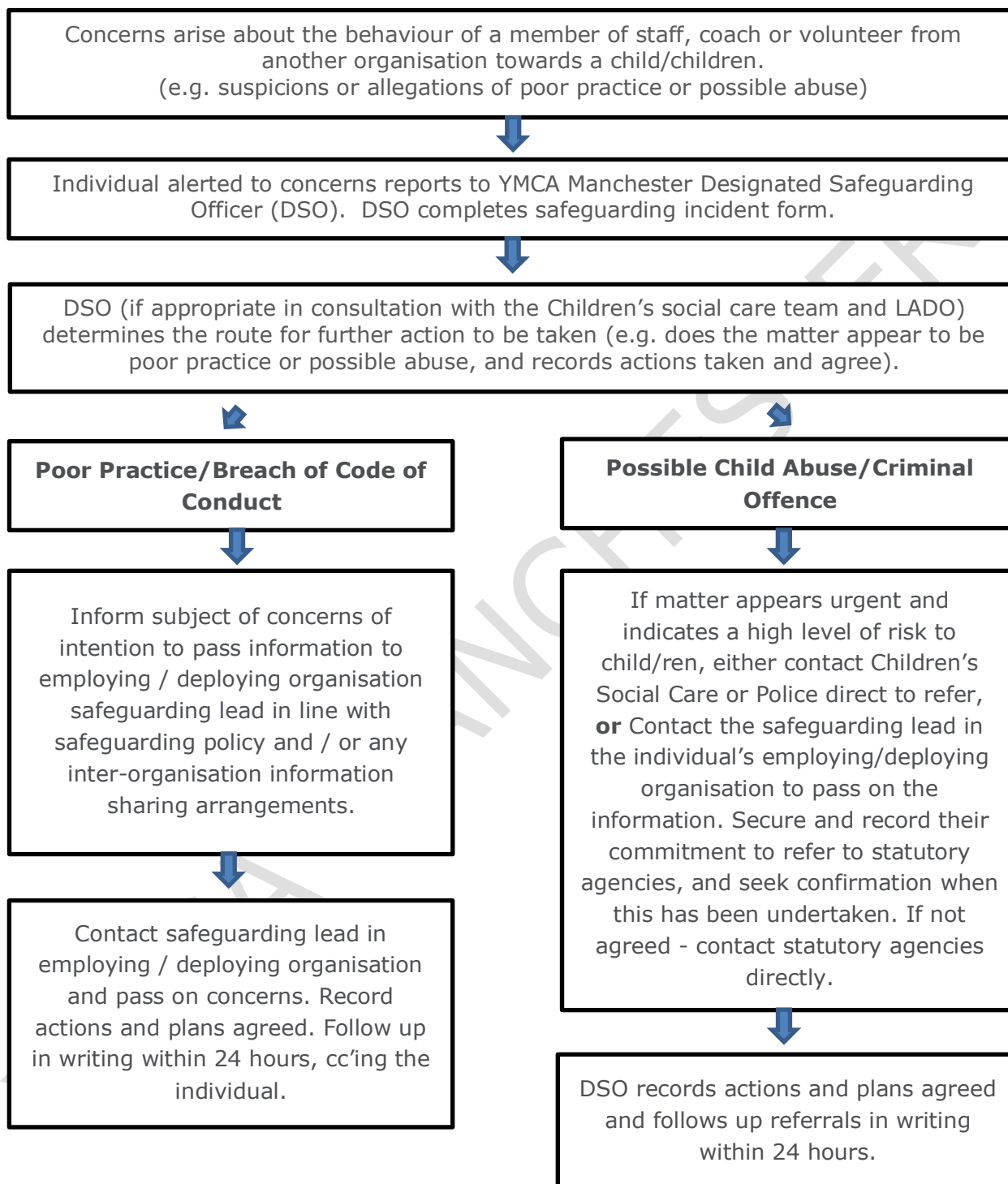
YMCA MANCHESTER

Reporting Procedures

1. **About the behaviour of a YMCA Manchester staff member or volunteer**
(e.g. allegation about the behaviour of a staff member or volunteer towards a child)



About the behaviour of another organisation's staff member or volunteer
(e.g. allegations reported about an individual working for a partner organisation)



3.

About children and young people arising out of organisation
(e.g. at home, school or in the community)

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety.

(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)



If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.



Member of staff, coach or volunteer reports to/consults with DSO, and completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.



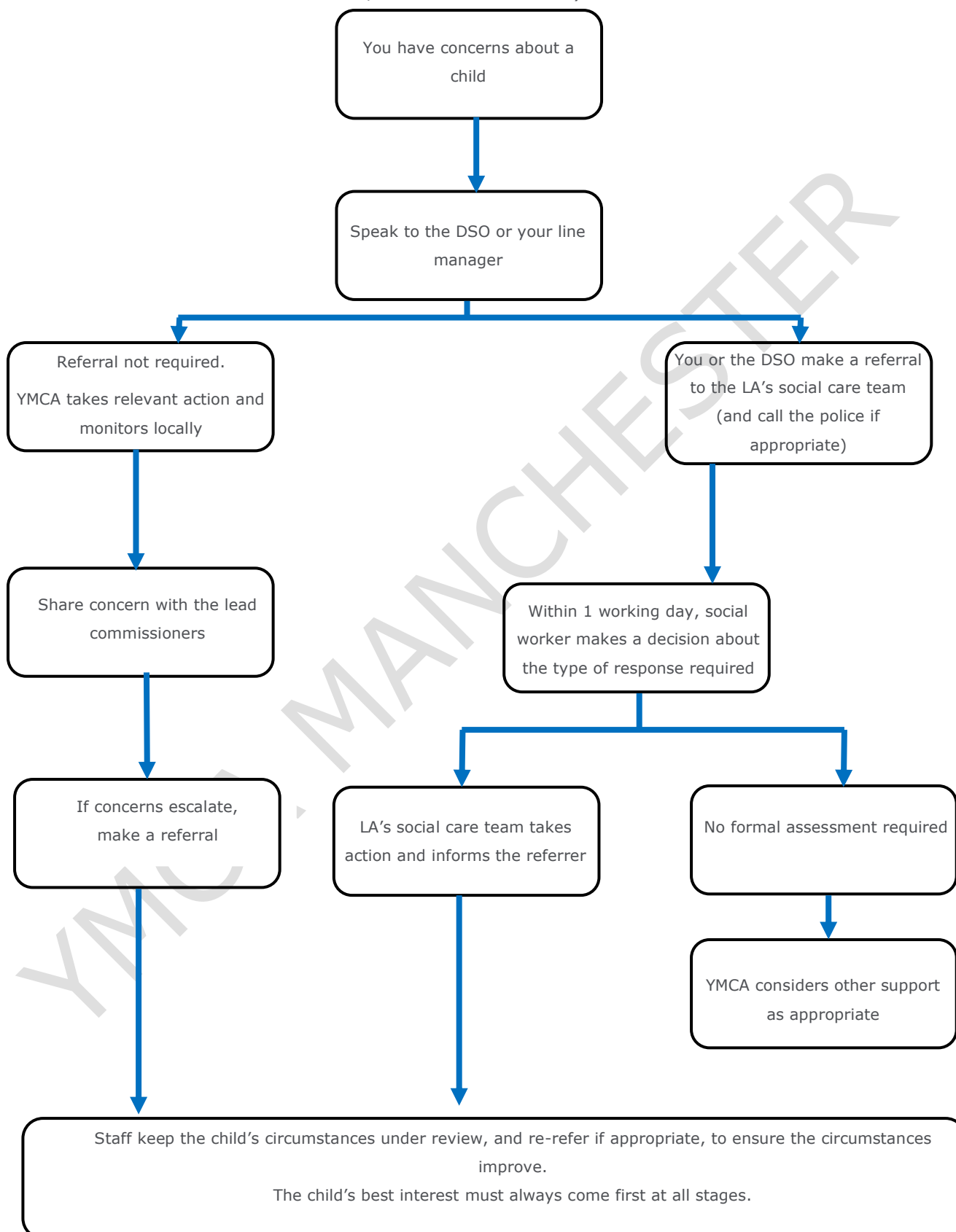
DSO makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken / agreed (including who will inform parents).



DSO sends written safeguarding report to Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.

Procedure if you have concerns about a child's welfare (as opposed to believing a child is suffering or likely to suffer from harm of in immediate danger)

**Note – if the DSO is unavailable, this should not delay action*



Children's Social Care Teams**Bury**

Bury MASH Team
Multi-agency Safeguarding Hub
Bury Police Station
Dunsters Road
Bury
BL90RD

Tel: 0161 2535678

Childwellbeing@bury.gov.uk

Or

Childwellbeing@bury.gcsx.gov.uk

Manchester

Tel: 0161 234 5001

Fax: 0161 255 8266

Rochdale

mass@rochdale.gov.uk or **mass@rochdale.gcsx.gov.uk** (Secure)

Tel: 0300 303 0440

Salford

The Bridge Partnership

Tel: 0161 603 4500

Fax: 0161 603 4505

Email: **worriedaboutachild@salford.gov.uk**

Stockport

Contact Centre

Tel: 0161 217 6028

Tameside

Monday to Friday during office hours

Tel: 0161 342 4101

Trafford

MARAT

Ground Floor

Trafford Town hall

Talbot Road

Stretford

M32 OTH

Tel: 0161 912 5125

Fax: 0161 912 5056

Email: **MARAT@trafford.gov.uk**

Minicom: 0161 912 2000

Wigan

Children's Duty Team

Tel: 01942 828 300

Local Authority Designated Officers (LADO's)

Bolton:

Paula Williams

Telephone: 01204 337 474. Email: boltonsafeguardingchildren@bolton.gov.uk

Bury:

Mark Gay

Telephone: 0161 253 5582 or 0161 253 5342. Email: m.gay@bury.gov.uk

Manchester:

Majella O'Hagan

Telephone: 0161 234 1214. Email: majella.ohagan@manchester.gov.uk

Oldham:

Colette Morris

Telephone: 0161 770 8870. Email: colette.morris@oldham.gov.uk

Rochdale:

Gill Parnell-Jackson

Telephone: 0300 3030 350. Email: lado@rochdale.gov.uk

Salford:

Patsy Molloy

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Ged Sweeney

Telephone: 0161 474 5657. Email: ged.sweeney@stockport.gov.uk

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Wigan:

Steve Westhead

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