

**APPENDIX 1: What to do if you are worried a child is being abused.**

**For advice and support from the Designated Nurse for Halton CCG  
Contact numbers: 0151 495 5058 / 0777 5031016**

**Any member of staff who believes or suspects that a child may be suffering or is likely to suffer significant harm should always refer their concerns to Children's Social Care.  
Never delay emergency action to protect a child whilst waiting for an opportunity to discuss your concerns first.**

**Are you concerned a child is suffering or likely to suffer harm? e.g.**

- You may observe an injury or signs of neglect
- You may be given information or observe emotional abuse
- A child may disclose abuse
- You may be concerned for the safety of a child or unborn baby

**Step 1**

**Inform parents/ carers that you will refer to Children's social care  
UNLESS**

The child may be put at increased risk of further harm (eg suspected sexual abuse, suspected fabricated or induced illness, female genital mutilation, increased risk to child, forced marriage or there is a risk to your own personal safety)

**Step 2**

**Make a telephone referral to Halton Children's Services on 0151 907 8305 ( 9 a.m. – 5 p.m.) or  
for out of hours 0345 050 0148**

- 5 Follow up in writing within 48 hours
- 6 Document all discussions held, actions taken, decisions made, including who was spoken to and who is responsible for undertaking actions agreed.
- 7 For physical abuse document injuries observed

**Step 3**

Children's Social Care acknowledges receipt of referral and decides on next course of action. If the referrer has not received an acknowledgement within 3 working days contact Children's Social Care again for an update.

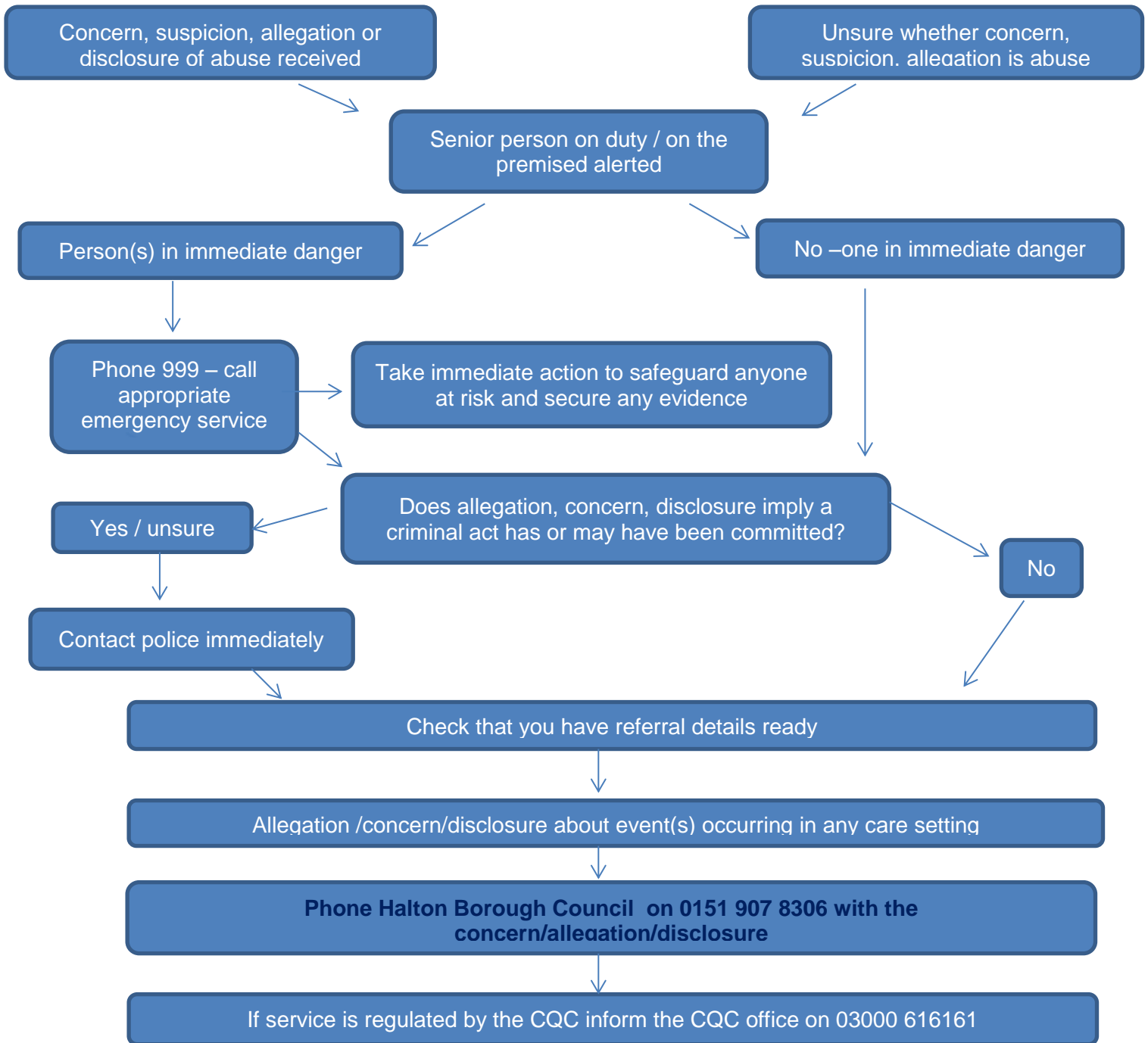
**Step 4**

You may be requested to provide further reports / information or attend multi-agency meetings

**Other important numbers****Police - emergency 999****Police - non-emergency 101**

**APPENDIX 4: What to do if an adult is at risk of abuse**

**Halton SAB – How to Report Abuse in Halton**



**For advice and support from Halton CCG Designated Nurse for Safeguarding Adults ring Mon- Friday 9.00 – 17.00 or ring 0779 9347228 Or 0151 511 56**

**Other important numbers**  
**Police – 999**  
**Police (non-emergency) 101**