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## REMEMBER THE FOUR 'R's

### RECOGNISE

If you have a concern, notice a problem, witness an incident or receive a direct disclosure.

### RESPOND

Keep calm and reassure the individual and tell them what you need to do.

### RECORD

Who, what, where and when. Make notes, but do not prompt or lead.

### REFER

The information to the NGB Lead Safeguarding Officer with as much detail as possible.

## URGENT CONCERNS

If the individual is at immediate risk of significant harm call the police without delay.

## NGB LEAD SAFEGUARDING OFFICER:

Helen Slimm

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