

# Community Sponsorship Scheme

## Safeguarding Summary

All **<Name of Lead Sponsor>** staff and volunteers involved in the scheme have a duty to keep refugee families safe and protected from harm.

We also need to consider the safety and well-being of others with whom the family comes into contact.

The National Safeguarding Policy for Community Sponsorship applies to all those actively involved, in whatever role or function, in providing resettlement support to families.

Staff and volunteers are required to read, understand and adhere to the national policy, which is available online at [www.xxxxxxxxxxxxxx](http://www.xxxxxxxxxxxxxx)

For general queries about safeguarding please contact the **<Name of Lead Sponsor>** Safeguarding Lead on **<xxxxx xxxxxx>** or **<xxxx@xxxxxx>**.

The national policy sets out what to do and whom to contact in the event of a safeguarding concern or incident.

On the next page is a simple flowchart detailing the steps to take *including* the specific contact details for *your project*.

**Please keep this flowchart safe and accessible in case you need to report a concern**

Below is a quick reminder of the key steps to follow:

### A. Immediate Risk of Harm

1. Contact the Police or Child/Adult Social Services *immediately*
2. Make detailed notes of the incident or concern *asap*
3. Contact the **<Name of Lead Sponsor>** Safeguarding Lead (DSL) *the same day*
4. Submit a Safeguarding Incident Report Form (IRF) by 12 midday *the next day*
5. Contact your Project Lead or Project Safeguarding Lead *within 24 hours*
6. Complete an online reporting log and refer to the IRF *within 24 hours*

### B. Any Other Concern

1. Make detailed notes of the incident or concern *asap*
2. Contact the **<Name of Lead Sponsor>** DSL *the same day*
3. If unavailable contact Police or Child/Adult Social Services *the same day*
4. If advised by the DSL, submit a Safeguarding IRF by 12 midday *the next day*
5. Contact your Project Lead or Project Safeguarding Lead *within 24 hours*
6. Complete an online reporting log and refer to the IRF *within 24 hours*

# Safeguarding Escalation Flowchart

## Immediate risk of harm

## Any other incident or concern

