



# JADC Procedure for Responding to concerns about a child or Young Person's wellbeing

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## Contents

Who to Tell? .....	3
Ensuring immediate safety.....	3
Important things to consider when abuse is known or suspected .....	4
Allegations against a member of the JADC or a volunteer .....	4
Important links .....	4
Multi-Agency Child Protection Procedures .....	4
Multi agency training .....	5
Important contacts for 2019-2020 .....	5

## Who to Tell?

If you have a concern about actual or possible abuse to a child or young person, generally, you should talk urgently to the safeguarding lead of the production or the person responsible for the overall safeguarding of the JADC making clear what you know or suspect. The only exception to this course of action is if these people may be implicated in your concerns. In these circumstances you should talk directly to the Chair, Vice Chair or the President of the JADC.

When a suspected incident of child abuse is reported, the person it is reported to must take it seriously and decide whether the allegation needs further investigation. If it appears that there are grounds to believe that child abuse is or may be happening, the safeguarding lead of the production or the person responsible for the overall safeguarding of the JADC, must ensure that the information is acted upon at the earliest possible opportunity and no later than at the end of the working day in question.

If the person responsible for safeguarding is uncertain that abuse has occurred or is indicated, then advice should be sought from the safeguarding lead of the JADC who will make an enquiry to the Multi Agency Safeguarding Hub

(MASH) Tel: 519000 email: [Enquiries-MASH@gov.je](mailto:Enquiries-MASH@gov.je)

An enquiry form is available here:

<http://www.gov.je/Caring/IndependentMonitoring/SPB/Pages/MultiAgencyChildProtectionProcedures.aspx>

Parents/carers should be informed if a MASH enquiry is being made unless to do so would put the child at risk of harm. However, inability to inform parents for any reason should not prevent an enquiry being made. MASH should be contacted, and the case discussed.

The details required should include the following:

- your name, position / relationship and contact details as the referrer
- when the incident happened
- where the incident happened
- who was involved (names and relationships)
- details of the concern or alleged abuse
- what action was taken, and other organisations involved e.g. police, ambulance
- whether there is an immediate or future risk.

## Ensuring immediate safety

If the child or young person is in immediate danger or in need of urgent medical attention, action must be taken to ensure their immediate safety and well-being. This may include contacting the appropriate emergency services by calling (dial 112 or 999) or taking a child to the Emergency Department at the General Hospital, St Helier.

## Important things to consider when abuse is known or suspected

In all cases where a child is in *immediate* danger, urgent action must be taken at once, by calling the relevant emergency services.

If there is reason to believe a crime has been committed, the Police should be contacted promptly so that they are able to gather forensic evidence immediately.

It should be noted that the Police, as well as taking a lead in any criminal investigation, are also available for advice and consultation. They can be contacted on 612612.

## Allegations against a member of the JADC or a volunteer

Where an allegation concerns the actions of a member of the JADC or a volunteer, it is the clear duty of all those concerned to report the matter as set out above. When it comes to raising child abuse, the child or young person's wellbeing is paramount.

If an allegation is made against a member of the JADC or a volunteer, the safeguarding lead of the JADC will need to clarify with the investigating team what action he or she intends to take under the Disciplinary Policy, which should involve suspending the individual whilst the allegations are investigated..

It is important to ensure that the action taken:

- protects the rights and wishes of the child;
- protects the rights of the member or volunteer concerned;
- enables the safeguarding lead of the JADC to take appropriate action either on behalf of the child or against the member of the JADC or volunteer where appropriate; and
- does not compromise any criminal investigation.

To achieve these outcomes, it will be necessary for the safeguarding lead of the JADC, to coordinate his/her responsibilities for pursuing disciplinary matters in relation to the member of the JADC or volunteer with those of the 'investigating team', who will be working within these Safeguarding Children's procedures.

***Anyone who works, or has contact, with a child or young person thought to be at risk has a responsibility to report actual or suspected abuse. This includes family members, members of the JADC and volunteers.***

***Doing nothing is not an option.***

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## Important links

### Multi-Agency Child Protection Procedures

In Jersey, agencies have agreed to work together to the Safeguarding Partnership Board Multi-Agency Child Protection Procedures and internal agency procedures should dovetail with these; they can be found at:

<http://jerseyscb.proceduresonline.com/index.htm>

## **Multi agency training**

The Safeguarding Partnership Board provides information about available training and courses which can be accessed at:

<http://www.gov.je/Caring/IndependentMonitoring/SPB/Pages/SafeguardingTraining.aspx>

## **Important contacts for 2024-2025**

Safeguarding lead for the JADC: Cerys Thompson

She can be contacted at [safeguarding@jadc.co.uk](mailto:safeguarding@jadc.co.uk)

Emergency telephone number: 07829881803

Safeguarding lead information for each production should be circulated to the appropriate cast and crew members of that specific production.

**This Procedure should be revised yearly.**