

**A member of staff or volunteer has a concern about the safety or welfare of a child or an adult at risk. Or you have witnessed some other concerning behaviour online or in person...**

**Yes**

**Are they or someone else in immediate danger?**

**No**

**If someone is in immediate danger call 999 or report concerns to security if at a venue.**

If you are at an event or in a school/college, report any concerns to the lead contact on site, as well as your main contact at CoppaFeel!.

CoppaFeel! staff must listen to the report and record all the details down carefully in the Safeguarding Incident form. Remember to include the date and your name and job role.

If you are worried about the safety of a child, young person or adult at risk because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else

Or you have witnessed some other concerning behaviour...

**Talk to the Lead or Deputy for Safeguarding without delay. If they are unavailable, report to your main contact at CoppaFeel!.**

Safeguarding Leads should assess the report and refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours where necessary.

Always report any concerns to the safeguarding leads or your main contact at CoppaFeel!

**Safeguarding Lead:**

**Sophie Dopierala-Bull**  
**sophie@coppafeel.org**  
**07778098573**

**Check out our Safeguarding Policy for more guidance**

**Safeguarding Procedure**

**CoppaFeel!**  
breast cancer awareness