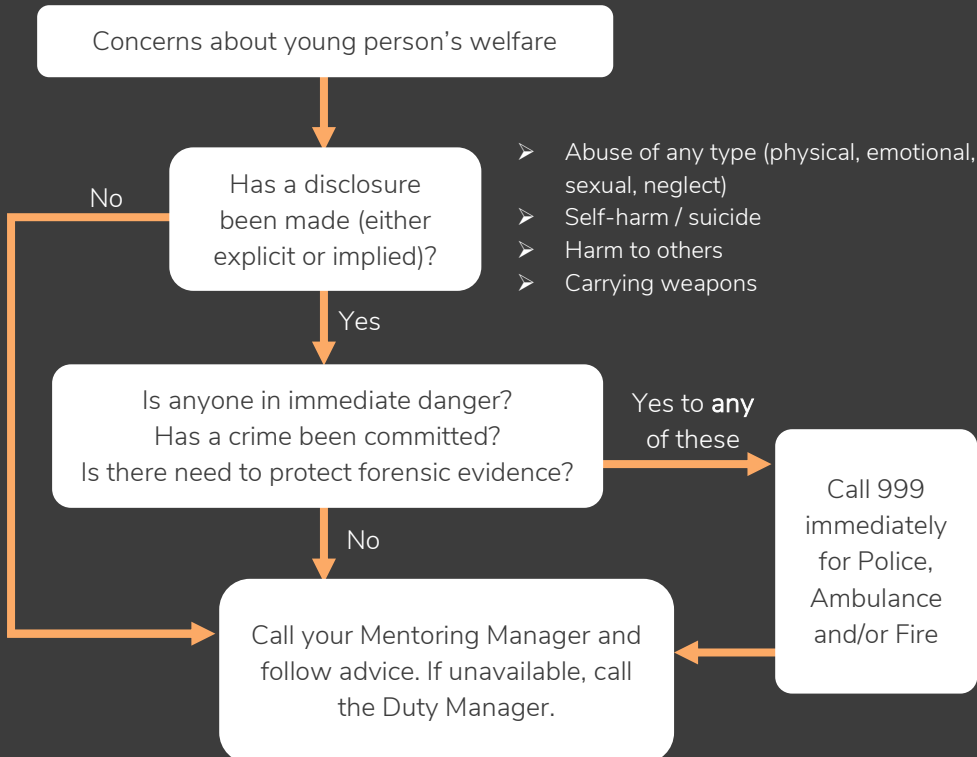


SAFEGUARDING

FLOW CHART FOR MENTORS

Updated 02/01/2022

SAFEGUARDING DUTY MANAGER PHONE LINE: 02030024056



IF YOU CANNOT GET HOLD OF THE DUTY MANAGER:

Jerome Hughes (South and South East London)
07436 329681

Dan Shillingford (East and North London)
07808768795

IF YOU CANNOT GET HOLD OF ANYONE AT XLP:

Call your local authority services (see next page for details). Please save the relevant numbers in your phone.

TOP SAFEGUARDING GUIDELINES

- Make sure you have your mobile phone with you when meeting your mentee.
- Meet in an open environment where you can clearly see and be seen by other people.
- Activities with your mentee should use public transport. If a car is needed, please get written consent from the parent/carer.
- Have healthy boundaries: do not contact your mentee after 9pm and do not accept calls after 9pm.
- **Remember that you cannot promise to keep secrets.** Young people have a right to a safe space where their privacy is protected. However, this right to privacy must be breached if you have a concern around the mentees wellbeing.
- If you suspect, or have any concerns, that your mentee is being abused, report it to XLP. It is not your responsibility to decide whether or not abuse is taking place, it **IS** your responsibility to pass on any concerns you have, even if the mentee has not made a disclosure.

LOCAL AUTHORITY CONTACT DETAILS

BOROUGH	SERVICE	9am – 5pm	5pm – 9am*
CAMDEN	Referral and Assessment Service	020 7974 3317	020 7974 44444
GREENWICH	Children's Services	020 8921 3172	020 8854 8888
HACKNEY	Referral and Assessment Service	020 8356 5500	020 8356 2710
ISLINGTON	Referral and Assessment Service	020 7527 7400	020 7527 0992
LAMBETH	Referral and Assessment Service	020 7926 5555	020 7926 3100
LEWISHAM	Referral and Assessment Service	020 8314 6660	020 8314 6000
NEWHAM	Children's Services	020 3373 4600	020 8430 2000
SOUTHWARK	Referral and Assessment Service	020 7525 1921	020 7525 5000
TOWER HAMLETS	Social Services Assessment Team	020 7364 5601	020 7364 5606

*Ask for
out-of-hours
Duty Social Worker