

# ALERTER'S CARD



- LISTEN TO THE ADULT AT RISK
- EXPLAIN THAT YOU WILL HAVE TO TELL SOMEONE
- CLEARLY RECORD KEY ISSUES RAISED BY THE PERSON FOLLOWING THE DISCUSSION
- DO NOT INVESTIGATE YOURSELF
- IF YOU FEEL THE PERSON IS NOT SAFE, SEEK IMMEDIATE ASSISTANCE FROM YOUR MANAGER
- ALWAYS REPORT ANY SUSPICIONS OR CONCERNS TO YOUR MANAGER OR THEIR MANAGER
- TO MAKE A SAFEGUARDING ALERT CALL 0151 443 2600

*"No Silence, No Secrets"*

# RECORDING



- USE PLAIN PAPER
- PRINT AS NEATLY AS POSSIBLE
- PUT THE NAME OF THE ADULT AT RISK AT THE TOP
- PUT YOUR NAME NEXT
- PUT THE NAME OF ANYONE ELSE INVOLVED NEXT
- PUT THE DATE AND THE TIME
- WRITE DOWN WHAT YOU WERE TOLD OR WHAT YOU SAW INCLUDING WHO ELSE WAS THERE
- SIGN THE RECORD AND GIVE IT TO YOUR MANAGER