

**Key Safeguarding Contacts (Organisational) :**

Safeguarding Lead: **Romana Fello**, Head of Creative Engagement  
 romanafello@kilntheatre.com/ 07773672211

Deputy DSL (Adults at Risk): **Stella Taljaard**, Participation Producer  
 stellataljaard@kilntheatre.com/ 07375532006

Deputy DSL (Young People): **Imogen Fletcher**, Learning Producer/  
 imogenfletcher@kilntheatre.com / 07714253106

**Key Safeguarding Contacts (External) :**

**Brent Family Front Door :**

020 8937 4300 (9am - 5pm)

or **Brent's Emergency Duty Team** after hours on 020 8863 5250

**Brent Adult Safeguarding Team:**  
 020 8937 4098 / 4099

You are concerned about a child/young person/adult at risk's safety

Is the child/young person/adult at risk in immediate danger?

No

Yes

Call the emergency services (999) and report your concerns immediately. Take note of the Crime reference number if applicable.

Report concern to relevant Deputy Designated Safeguarding Lead

Put concern in writing on a Safeguarding incident report form including Crime Reference number if applicable (See Safeguarding Documents Part 1, Page 22)

Designated Safeguarding Lead/ Safeguarding team reviews incident form and makes a decision about next steps.

**Key Safeguarding Contacts (Senior Management and Board Level) :**

**Iain Goosey**, Executive Director,  
 iaingoosey@kilntheatre.com/07828432238

**Simon Davis**, Head of Operations and Front of House,  
 simondavis@kilntheatre.com

**Louis Charalambous**, Designated Safeguarding Trustee,  
 louis.charalambous@icloud.com

Contact relevant Deputy Designated Safeguarding Lead with your concern immediately

Put concern in writing on Safeguarding Incident Report Form  
 (See Safeguarding Documents Part 1, Page 22)

Designated Safeguarding Lead/ Safeguarding team reviews incident form and makes decision about next steps.

Designated Safeguarding Lead keeps incident forms in secure, confidential safeguarding file.  
 Please keep all concerns and information confidential except to the appropriate channels outlined.  
**Please delete Safeguarding Incident Report Forms from your email/computer once sent.**