Child Protection procedure flowchart

Child *discloses information* that makes you concerned for their wellbeing or that they may be suffering abuse.

Child *exhibits signs* that make you concerned for their wellbeing or that they may be suffering abuse.

Explain to the child that you may have to pass on your concerns to appropriate professionals who will seek to help.

Make detailed notes of your concern.

* use the Record of concern form which is kept in the main office

Make detailed notes of what the child says, ensuring dates, times and specific language used by child are all included.

* use the Child protection concern form which is kept in the main office
* do not ask leading questions
* Record on the same day and refer to DSL as soon as practically possible

Refer to one of the Designated Safeguarding Leaders.
Chaerin Lee
Joyce Jennings

If the allegation is made against a DSL, you should refer the concern to the other DSL or member of the FIC committee responsible for safeguarding.
Becky Mainprice

Do not discuss situation with anyone else.

DSL will assess next steps.

Monitoring / In school Support

DSL puts into place a series of support measures to support child/family.

These measures may involve Deputy Principal (academic), School Counsellor, Tutor, family members.

DSL monitors the support and regularly assesses the possible need for external agency support.

Concerns involving an allegation against an adult working with children will be immediately forwarded to Principal and LADO/MASH (refer to the school's Safeguarding policy: Procedure when a member of staff faces allegation of abuse)

External Agency Support required

DSL completes a referral. A copy of completed referral forms to be kept in locked cabinet in the main office (reception).

LADO/MASH find that the case does not meet required threshold for 'Children's Services' involvement

DSL to coordinate with external agency, attend relevant meetings and follow case in line with the school's Child Protection policy: Referrals.

DSL informs other Professionals on a 'need to know' basis.