

Safeguarding and Child Protection Flow Chart 2017-18

Designated Safeguarding Leads (DSLs)

Primary: Jared Nolan, Head of Primary

Victoria Solway, Deputy Head

Secondary: Andrew Lancaster, Head of Secondary

Paul Kelly, Deputy Head

Child discloses information that raises concern for their wellbeing or that they may be suffering abuse.



- Explain to the child that you will have to pass on your concerns to appropriate school leaders who will seek to help.
- **Never promise to keep a secret.**



Listen carefully but ask NO questions at all or keep them to the minimum to ascertain facts only.



- Make brief notes about what the child says or as soon after as you can and certainly within 24 hours.
- Record what was said on a **Cause for Concern Form** using the specific language used by the child, date, time, names.
- HARD COPY - at no stage should this written record take the form of an email or email attachment.
- No Photographs should be taken of any injuries.
- The Cause for Concern Form should be handed to the DSL.
- Do NOT speak to anyone other than the DSL or Principal about this disclosure.



Designated Safeguarding Lead will assess next steps.



- DSL will file Cause for Concern Form.
- DSL will monitor situation and decide on future action as appropriate.

Child exhibits behaviour or signs that raise concern for their wellbeing or that they may be suffering abuse.



- Speak with designated DSL.
- Never use email to share these concerns.
- Do not speak to anyone other than the DSL about these concerns.



DSL or Principal

- Make detailed notes on a **Cause for Concern Form** outlining the concern, what was said using the specific language used by the child, date, time, names.
- A Body Map should to be completed as appropriate
- HARD COPY - at no stage should this written record take the form of an email or email attachment.
- No Photographs should be taken of any injuries.
- Do NOT speak to anyone other than the DSL Deputy or Principal.



- DSL will complete a DSL Child Protection Form.
- The DSL Child Protection Form will be filed in the secure Child Protection Cabinet in the Principal's office.
- The child will be recorded on the Child Protection Register.

Concerns involving an allegation against an adult working with children will immediately be considered by the Principal and appropriate action taken.