

Flow Chart for Reporting and Recording Safeguarding Concerns



Child Presents with injury (not sustained at school) or discloses abuse

Yes

Inform the **Designated Safeguarding Lead, Jo Fanthorpe immediately.**
In the absence of Jo, speak to **Caroline Hempstock (Deputy Safeguarding Lead.)**
In the absence of Caroline, **speak to SLT.**
If SLT is not available, then ring **Children Services on 01724 296500.**

Cause for concern/CPOMS to be fully completed by staff member reporting concern.

No

General concern for child's welfare reported by child or observed by adult.

Jo Fanthorpe (Designated Safeguarding Lead) to be informed verbally **on the same working day.**

Contact with parent/carer/ external agency / CPOMS to be completed fully within 24 hours.

The **Designated Safeguarding Lead** is **Joanne Fanthorpe**

ALL staff MUST ensure they are familiar with The Safeguarding Policy and Child Protection Guidelines for Staff. Copies are available from the Main Office and the School Website.

Safeguarding is EVERYONE'S responsibility!

It is your obligation to follow up your concerns and ensure that action (where necessary) has been taken.

If you are unsure about any aspect of this flow chart or the policy, it is your responsibility to ensure you speak to a member of the Senior Leadership Team.