

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, Lindsay Knowles immediately.**

In the absence of Lindsay, speak to Caroline Hempstock or Francesca Mawson (**Deputy Safeguarding Leads.**)

In the absence of the Caroline or Francesca, **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.

Lindsay Knowles (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 **Lindsay Knowles**

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.

REPORTING CONCERNS FLOWCHART

**The Designated Safeguarding Lead at The Grange Primary School is
Lindsay Knowles.**



**Caroline Hempstock and Francesca Mawson are the Deputy
Safeguarding Leads.**



**If Caroline and Francesca are offsite, then **Speak to a member of the
Senior Leadership Team.****



**If SLT is not available, then phone **Children Services on
01724 296500.****



Safeguarding is EVERYONE's responsibility