

MLJA SAFEGUARDING FLOW CHART FOR STAFF ACTION

What to do if you have a concern?



SAFEGUARDING TEAM

DSL Chelsea Sandbrook- HT
DDSL Greg Scott- DHT
DDSL Jo Denny - AHT
DDSL Nicky Hodgson- SBM
DDSL Rachael Simeoli - SENCo

OUT OF HOURS

If a Safeguarding issue occurs out of hours (i.e. the DSLs are not in work) then you need to consider whether anyone is currently at **risk of immediate harm**.

If you believe anyone to be at immediate risk you should **Call 999** for **police** or **ambulance** and **REPORT IMMEDIATELY**.

You can also call emergency out of hours numbers for Social Care.

If there is **NOT** an immediate risk of harm, report the concern on **MyConcern**.

Staff have **SAFEGUARDING** concerns about a child and take **immediate action**.

Is it an emergency i.e. is the child in **immediate danger**?

YES

Speak to the **DSL/DDSL** in person **straight away**.
If a member of the safeguarding team is not available, staff can call the **Police 999** or make a referral to **Children's Social Care** if appropriate. Record on **MyConcern** as soon as possible.

NO

Alert your Year Group Leader or Line Manager.
Record on **MyConcern** following discussion

DSL/DDSLs review concern and make decision about the next steps. Actions recorded on **MyConcern**.

LINCOLNSHIRE CHILDREN'S SERVICES
01522 782111
OUT OF HOURS
01522 782333

Decision made to monitor the concern.

MONITOR

Decision made to discuss the concern informally with the parents/carers (unless doing so puts the child at risk).

DISCUSS

Decision made to refer the concern to Social Care.

REFER

Relevant adult asked to monitor child and feedback to the DSL within an agreed timescale. Feedback recorded on **MyConcern**.

MONITOR

Once discussed with parents/carers, **DSL/DDSLs** may decide to discuss further with parents/carers, monitor or refer to other agencies as appropriate e.g. Early Help, Community Services, Police, LADO or Social Care.

REFER

DSL/DDSLs may review decision with another team member and agree to refer to **Children's Social Care/Police**. Parents should be informed of decision to refer unless doing so will place child at greater risk.

RECORD

All actions recorded on secure, confidential safeguarding system (**MyConcern**).

Concerns about how the organisation deals with safeguarding issues? E.g. concerns not taken seriously?
NSPCC Whistleblowing Advice line
0800 028 0285

Seek support yourself if required from the **DSL** or the **Education Support Helpline**
08000 562 561

CONCERNS ABOUT STAFF CONDUCT

A colleague? Talk to the Headteacher
Headteacher? Talk to the Chair of Governors
The Local Authority Designated Officers (LADO) for concerns about adults can be contacted on:

01522 554674