

Queensgate Primary School- Safeguarding “Taking Action” Flowchart

Concern, Disclosure or Suspicion

- Physical, Emotional, Sexual Abuse or Neglect, Fabricated or Induced Illness, Honour-based violence, or you just have a sense that something isn't quite right
- **Do** report your concerns via CPOMS and / or liaise with the Designated Safeguarding Lead (DSL) in school as soon as possible and always before the end of that school day
- **Do not** do nothing, ‘investigate’, ‘diagnose’, prompt, probe or lead the child, try and sort it out yourself, breach confidentiality, worry about being ‘wrong’ & or ‘bothering’ senior staff

Note: ANYONE CAN MAKE A REFERRAL



DSL Considers

- Current concern / incident / events & any relevant historical information
- Possible explanations and any contemporaneous events
- The need to seek further, external information / advice social care on **0161 217 6028**
- Action / options (inc. discussion with parents)
- Recording on CPOMS



The DSLs are:

DSL Lead

Nerys Hitchcock

Deputy DSL

Helen Lee

Need for Early Help / Support Identified

- Discuss with DSL
- Discuss with parents
- Agree ongoing monitoring / in-school support
- Obtain consent
- Follow locally agreed protocols including Continuum of Need and Thresholds and Early Help guidance
- Possible Channel referral
- Record
- DSL monitors and reviews. May consider need for Child in Need / Section 17 referral to CSC



Child Protection / Section 47 Referral to Children's Social Care

- Where it is clear that a child protection referral is necessary then the matter should be reported to **MASSH without delay on 0161 217 6028**
- Out of hours referral should be made to the duty team **0161 718 2118**
- Notify police if a crime has been committed
- Inform parents (as and when appropriate & in-line with any advice from MASSH/ Police)
- DSL records response from MASSH (within 24 hrs) / seeks one where none is received / escalates where unhappy with response
- Anyone can make a referral! If this is someone other than the DSL in school then the DSL must be informed asap.



DSL records, feeds-back, monitors and updates on a *need to know* basis

***** If you continue to have concerns for the child and are not satisfied that the child protection policy is being followed; it is your duty to challenge the Headteacher and follow the Whistleblowing policy. Bring your concerns to the Safeguarding Governor (ask for contact details in the School Office) *****