FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

Safeguarding Officers:
Bridget Hopwood
07989 975322
Joe Shuter
07782 502575

Concern put in writing on a Safeguarding concern form.

The Local Authority Designated Officer for concerns about a child is:
Donna Crozier 01865 816382
07901 331799

Hand concern form to:
A Safeguarding Officer.

Safeguarding Officer reviews concern form and makes a decision about next steps.

Decision made to monitor concern.

Decision made to discuss the concern informally with the parents/carers.

Decision made to refer the concern to social care.

Monitor

Discuss

Refer

Youth Leader/producer asked to monitor child and feedback to the Safeguarding Officers within an agreed timescale.

Monitor

Once discussed with parents/carers Safeguarding Officers to discuss with parents/carers about whether to monitor or refer Local Authority.

Refer

Safeguarding officers discuss decision with the Chairman and agreed to refer to the Local Authority.

Record

Safeguarding Officers keep concern form in a secure, confidential Safeguarding file.

In exceptional circumstances anyone may report concerns directly to the Local Authority.

NSPCC whistle-blowing Helpline:
0800 028 0285