



Child

Adult

You have a **concern** regarding a child.
or
A child has made a **disclosure** to you.

You have a **concern** regarding an adult.
or
An adult has made a **disclosure** to you.

The **concern** or **disclosure** is recorded on the yellow 'Record of Concerns' form.

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The yellow 'Record of Concerns' form must be handed into the DSL, Deputy DSL or Senior Leadership Team (SLT).

Please follow the box below to ensure the yellow 'Record of Concerns' form is handed into the appropriate member of staff.

Please remember it is vitally important that you follow the prompts provided. Do not ask the child to write anything down, sign anything or take any photographs.

All information should be factual and accurate.

PLEASE NOTE: If the disclosure is about:

Staff/Adults

Report to Allan Shephard or a Vice Principal in his absence

SLT

Report to Allan Shephard - Executive Principal

Allan Shephard

Report to Nargis Bostan – Chair of Governors – nargis.bostan@gbshp.org
Or
Travis Latham – Senior Regional Director – travis.latham@elliotfoundation.co.uk

The school's Safeguarding Team then makes the following decision:

If a child is in immediate risk of harm:

A referral is made to Multi Agency Safeguarding Hub email: access_team@sandwell.gcsx.gov.uk
Call 0121 569 3100 for advice
Parents are only contacted if the concern does not relate directly to them.

If a child is not in immediate risk but concerns are severe:

Advice is taken from an Early Help Social Worker at Common Operating Group (COG) 0121-569-7297. The appropriate action is taken to support the child.

If a child is not at risk of harm but there are issues which the family need support with:

The school engages with a variety of outside agencies to support the families' needs. This may be done through the Early Help Team

Out of hours – Duty of Care – 0121 569 3100

During an investigation with children's social care and police, a member of SLT or Operational Lead will liaise with the safeguarding team member to establish what support is needed.

Designated Safeguarding Lead- Claire Quinn, can be contacted on -07719313624

Please always remember: Don't think "What if I'm wrong?" Think "What if I'm right?"