

Safeguarding Flow Chart - Covid (Jan 2021)

Child

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

The **concern** or **disclosure** is recorded on the [Online Record of Concern Form](#).

[Online 'Record of Concerns' form](#) must be completed straight away on an **ipad** or **Chronebook**. An email must be sent to Safeguarding Team to alert a new concern has been raised

Adult

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

Please follow the box below and email the relevant professional with your concern.

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: Email the appropriate professional if the concern or disclosure is about:

Allan Shephard



Nargis Bostan – Chair of Governors – nargis.bostan@qbshp.org
Or

Travis Latham – Senior Regional Director –
travis.latham@elliottfoundation.co.uk

SLT



Allan Shephard - Executive Principal - allan.shephard@qbshp.org

All other adults



Allan Shephard or Head of School in his absence - nikki.rolfe@qbshp.org

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@sandwellchildrenstrust.org
0121 569 3100.
Parents are only contacted if the concern does not relate directly

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

COVID - [Welfare checks@sandwell.gov.uk](mailto:welfare_checks@sandwell.gov.uk) mailbox has been created if you have been unable to contact a family having made significant efforts (a minimum of 3 points of contact) please e-mail the mailbox stating name/DOB of the child and name of parents.

Out of hours – Duty of Care – 0121 569 3100 - During an investigation with children's social care and police, a member of SLT and DSL will establish what support is needed.

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