



Safeguarding Flow Chart

Please follow these steps if you have a concern about a child or an adult.

	Child	Adult
Step 1	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.
Step 2	The concern or disclosure is recorded on the yellow Record of Concern form .	The concern or disclosure is recorded on the yellow Record of Concern form .
Step 3	The yellow Record of Concern form must be handed into the Safeguarding Team or Senior Leadership Team (SLT).	Please refer to table A below to ensure the yellow Record of Concern form is handed into the appropriate member of staff.

Please remember it is vitally important that you follow the prompts provided on the Yellow **Record of Concern form**.

Do not ask the child to write anything down, sign anything or take any photographs.

All information should be **factual** and **accurate**.

Table A

If the concern/disclosure is about:	
Allan Shephard	Caroline Oliver (Trust DSL) – caroline.oliver@elliotfoundation.co.uk and Ruth Dickens (HR Director) - ruth.dickens@elliotfoundation.co.uk
SLT	Report to Allan Shephard (Executive Principal) - allan.shephard@gbshp.org
All other adults	Sarah Edwards (DSL) - sarah.edwards@gbshp.org In her absence Nikki Rolfe (Head of School) - nikki.rolfe@gbshp.org

Concern about a child next decisions made:

If a child is in immediate danger - Call 999, start to complete a MARF straight away and inform DSL.

Contact Children's Social Care by telephoning Sandwell's Contact Centre if the child lives in this borough (whilst MARF is being completed) on **0121 569 3100** (out of office hours is the same number). If a child does not live in the Sandwell borough you would refer to their appropriate local authority.

If the child is in no immediate danger but you have Child Protection concerns you must complete a MARF as soon as possible within 24hrs.

MARF is emailed to Sandwell Children's Trust: access_team@sandwellchildrenstrust.org and call made **0121 569 8555** to share password for the MARF you are submitting. .

Contact Contact Centre - 0121 569 3100.

Parents are only contacted if the concern in the MARF does not relate directly to them.

If a child is not in immediate risk - concerns are severe and are continuing to escalate. Threshold met for a MARF. **Advice taken from MASH Advisors or Single Point of Access (SPOC) - 0121 569 2516 /0121 569 8145.**

Contact may be made to other professionals already involved with the family (if already open case to Social Care Services). Appropriate action is taken to support the child.

If a child is not at risk of immediate harm - low level concerns identified for early intervention.

The school may offer low level support, School will engage with a variety of outside agencies to look at appropriate support to meet the families needs. If more than one service is identified this would warrant an Early Help Assessment being completed by the most appropriate professional.

Concern about an adult next decisions made:

Information collated and investigated by DSL. Criteria for the Local Authority Designated Officer (LADO) followed. **LADO** will be alerted and relevant referral made for cases where it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children